



2017 ASAP PLAN



2017 Qualified Safety Program Registration Form



Registering your qualified safety plan is as easy as 1, 2, 3!

- 1) Complete all four sides of this Registration Form;
- 2) Complete the 2017 Facility Survey for all fields your league uses (DO NOT copy last year's form);
- 3) Submit **both** forms with your complete safety plan — including all 15 minimum requirements clearly detailed — online or with a **postmark** no later than *March 31, 2017*. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted starting *Jan. 1, 2017*.

Safety plans approved prior to the posted deadline will win your league a cash award based on the number of teams your safety plan covers, if your league participates in the AIG Group Accident Insurance for local Little Leagues. In addition, your program will automatically be entered in the 2017 ASAP Awards!

District Administrators: To earn the district incentive for ASAP participation, a district's league plans must be *received and approved by Little League International by March 10*. This is different than the league deadline and requirement. Districts with **87%** or better of their leagues that LLI received an approved and qualified safety plan by March 10 will earn a **\$350** credit. Districts with 70%-86% of their leagues that LLI received an approved and qualified safety plan by March 10 will earn a **\$150** credit.

This Registration Form MUST Accompany Safety Plan Submission

League Name Commack South LL League I.D. # 02323420
 City Commack State NY League I.D. # _____
 (If board operates more than one charter, please list **all**: League I.D. # _____)

League Safety Officer Irwin S. Izen
 Address 17 Horsehoe Lane
 City Commack
 State NY Zip Code 11725
 Work Telephone (631) 682-3036
 Home Telephone (631) 682-3036
 Cell/Pager Number (631) 682-3036
 Email izenlaw@aol.com

League President Ben DiGirolamo
 Address 25 Spinner Lane
 City Commack
 State NY Zip Code 11725
 Work Telephone (516) 983-8163
 Home Telephone (516) 983-8163
 Cell/Pager Number (516) 983-8163
 Email mongo5637@gmail.com

Items included with this application form:

of pages of league's safety program outline: _____
 # of non-returnable photographs: 0

Person submitting application (if different from above):

Name _____ Title _____

Address _____ City _____

State _____ Zip Code _____ Telephone (_____) _____

Signature _____ Date _____

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)

Return this form and 2017 Little League Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program	or	Shipping Address: ASAP Award Program
Little League International		Little League International
P.O. Box 3485		539 U.S. Route 15 Hwy.
Williamsport, PA 17701		So. Williamsport, PA 17702

Returned & Approved by March 10 for DA incentive or no later than March 31 for basic approval

Qualified Safety Plan Requirements



Making It "Safer For The Kids"

These two pages contain the 15 minimum requirements for your safety plan to qualify for the cash award if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. *This form does not constitute a safety program. Please submit the safety manual that was distributed to league personnel, this form and your facility survey, as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). Judging: All judging will be conducted based on the material submitted. Non-original safety plans will not be considered for the awards.*

*** Please List Page Number Where Each Item Below Is Located In Your Safety Plan**

• Please list dates when training was/will be held; and where each requirement can be found in your plan.

1. Have active safety officer on file with Little League International

1. Page: 1

2. PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to safety manual to volunteers

2. Page: 1

- The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
- While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
- Samples can be found in the example safety manuals on the LL web site.
- Include all relevant material for coaches, including these minimum standards.
- Keep a copy for your league. Send a copy to your DA or District Safety Officer. Little League International does not keep copies for leagues' future use.

Do you have a website? YES NO

Is your Safety Plan posted on your website? YES NO

3. Post and distribute emergency and key officials' phone numbers

3. Page: 1

- Include emergency procedures for handling injuries and who to contact to track/report them.
- Include emergency phone numbers for ambulance, police, fire department, etc.
- Include league president and safety officer, consider head umpire, board members.

4. Use 2017 Volunteer Application Form

4. Page: 5

- Managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out application form as well as provide a government-issued photo identification card for ID verification. Check name spellings and numbers for accuracy.
- Must conduct a search of the Department of Justice's nationwide sex offender registry, using 2017 Volunteer Application Forms, on all applicable volunteers.
- Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
- May conduct a supplemental criminal background check using resources such as First Advantage.
- Anyone refusing to fill out Volunteer Application is ineligible to be a league member.
- League president must retain these confidential forms for the year of service.
- Do not send in volunteers' forms; blank copy of league's application form from correct year should be sent.
- When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.

5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)

5. Page: 2

- It is not necessary for the first aid and training fundamentals to be held before the Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.
- Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; minimum of one participant per team.
- Training qualifies volunteer for 3 years; but one team representative still required each year.
- High school, college or experienced league coaches can be great resources.
- Districts can assist by providing training sessions on a district-wide basis.
- Training should be modified annually to meet the local needs of players and their facilities.

5. Date Was/Will Be Held: 4/5/17

5. Date Was/Will Be Held: _____

Qualified Safety Plan Requirements

Making It "Safer For The Kids"



- 6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending**
 - It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.
 - Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.
 - Other individuals who attend various outside first aid training and courses are not exempt.
 - Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use to show that they have had training in past three years. Again, the intent is to provide training to ALL coaches/managers; minimum of one participant per team.
 - Training qualifies volunteer for 3 years, but one team representative still needed each year.
- 7. Require coaches/umpires to walk fields for hazards before use**
 - Recommend leagues use form to track and document any facility issues needing to be fixed.
 - Common sense activity — look for rocks, glass, holes, etc.
 - Specify who is responsible for doing this — home coach, visitors, umpire, or all?
- 8. Complete the 2017 ANNUAL Little League Facility Survey**
 - A requirement each year, can help leagues find and correct facility concerns.
 - Provided in the ASAP section on the Little League web site — facilitysurvey.musco.com or email asap@musco.com
 - DO NOT simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey, and record changes/needs on 2017 form.
 - Keep a copy on file for future needs; Little League does not maintain copies of surveys.
- 9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures**
 - Local restaurant operators are good resources for training assistance.
 - Training should also cover safe use, care and inspection of equipment.
 - See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website.
- 10. Require regular inspection and replacement of equipment**
 - Inspect equipment before each use by coaches and umpires.
 - Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
 - Recommend use form to remind coaches and to track equipment needs.
- 11. Implement prompt accident reporting, tracking procedure**
 - Accident forms to safety officer within 24-48 hours of incident is common.
 - Forms are available through Little League website.
 - Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
 - Share information on accidents and "near-misses" with District staff.
- 12. Require a first-aid kit at each game and practice**
 - Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
 - Local hospitals and medical supply companies are good sources.
 - If necessary, fund through special drive.
- 13. Enforce Little League rules including proper equipment**
 - Most Little League rules have some basis in safety — follow them.
 - Ensure players have required equipment at all times, even catchers warming up during infield.
 - Make sure coaches and managers enforce rules at practices as well as games.
 - Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
 - Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.
- 14. Submit league player registration data or player Roster data and coach and manager data**
 - League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at www.LittleLeague.org. This is a requirement for an approved ASAP plan.
- 15. Submit a qualified safety plan registration form with your ASAP plan.**

6. Page: 3

6. Date Was/ Will Be Held: 4/5/17

6. Date Was/ Will Be Held: _____

7. Page: 4

8. Page: 4

9. Page: 6-7

10. Page: 6

11. Page: 5

12. Page: 3

13. Page: 2

14. Page: Uploaded

15. Page: 1

2017 Qualified Safety Program Registration Form



Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

ORGANIZATION

- | | |
|---|-----------------|
| 16. Conduct supplemental criminal checks on all applicable personnel (i.e., thru First Advantage) | 16. Page: _____ |
| 17. Have your safety plan reviewed by your DA or DSO | 17. Page: _____ |
| 18. Include the safety officer as a board position | 18. Page: _____ |
| 19. Have team safety representatives (i.e. team parents) | 19. Page: _____ |
| 20. Have player safety representatives (i.e. team safety officers) | 20. Page: _____ |
| 21. Allocate part of annual budget for safety | 21. Page: _____ |
| 22. Distribute ASAP News newsletters within league | 22. Page: _____ |
| 23. Use local safety resources (i.e. police, fire dept., hospital staff) | 23. Page: _____ |
| 24. Have league safety mission statement | 24. Page: _____ |

TRAINING

- | | |
|---|-----------------|
| 25. Provide CPR/AED training to coaches, managers, board members, parents | 25. Page: _____ |
| 26. Provide bicycle and traffic training to players | 26. Page: _____ |
| 27. Provide drug education training to players and volunteers | 27. Page: _____ |
| 28. Provide Parent Orientation Program on Code of Conduct | 28. Page: _____ |
| 29. Teach coaches/managers about heat illnesses, warning signs | 29. Page: _____ |
| 30. Teach coaches/managers about stopping play, breaks for weather:
• Stop play for lightning; take breaks between innings for water, shade in high heat | 30. Page: _____ |
| 31. Teach coaches/managers about sports fundamentals, like:
• Proper warm-ups, running safe practices and games | 31. Page: _____ |
| 32. Involve umpires in safety training and safety importance | 32. Page: _____ |

FACILITIES AND EQUIPMENT

- | | |
|---|-----------------|
| 33. Complete annual LL Lighting Safety Audit for lighted fields | 33. Page: _____ |
| 34. Complete a long-range facility plan for safety improvements | 34. Page: _____ |
| 35. Use reduced impact balls, especially for younger ages | 35. Page: _____ |
| 36. Use disengage-able bases (mandatory starting in 2008) for ALL fields | 36. Page: _____ |
| 37. Use double-first base to avoid collisions of fielders, runners at first | 37. Page: _____ |
| 38. Use warning tracks in the outfield to protect outfielders | 38. Page: _____ |
| 39. Use protective/padded fence tops to protect fielders | 39. Page: _____ |
| 40. Use fencing or netting to protect spectators from foul balls | 40. Page: _____ |
| 41. Have a telephone available to all fields even for practices | 41. Page: _____ |
| 42. Have back guard rails and side rails on taller bleachers | 42. Page: _____ |
| 43. Have an AED (automatic external defibrillator) available for use | 43. Page: _____ |
| 44. Have electronic weather detector to alert for approaching storms | 44. Page: _____ |
| 45. Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.) | 45. Page: _____ |
| 46. Control speed and flow of traffic in and around facilities | 46. Page: _____ |

ACTIVITIES

- | | |
|--|-----------------|
| 47. Encourage league input through 'Safety Suggestion Box' | 47. Page: _____ |
| 48. Provide continuous safety messages through:
• Bulletin boards, newsletters, emails, meetings | 48. Page: _____ |
| 49. Encourage and recognize safety efforts from players:
• Safety poster contest, safety tips, player team safety officer | 49. Page: _____ |
| 50. Require/Encourage use of protective cups for players, esp. infielders | 50. Page: _____ |
| 51. Require/Encourage use of mouth guards for players, esp. infielders | 51. Page: _____ |
| 52. Require/Encourage use of face guards on batting helmets | 52. Page: _____ |
| 53. Encourage all adults to sign up for Little League E-News | 53. Page: _____ |



Qualified Safety Plan Requirements

1. League Safety Officer: Irwin Izen on file with Little League Headquarters.
2. Dugout Little League will distribute a paper copy of this Safety Manual to all Managers/ coaches, league Volunteers and the District Administrator.

3. Emergency Phone Number: 911

Local Police Emergency	Fourth Precinct 631-854-8400, Second Precinct 631-854-8200
Local Fire Emergency	631-499-5777 Commack Fire Department
League President:	Ben DiGirolamo 516- 983-8163
League VP:	Troy Scanapico 631- 767-1183
League Player Agent:	Sid Fein 631-525-9119
League Maintenance :	Ben DiGirolamo and Troy Scanapico
League Treasurer:	Al Pulcini 631-404-2954
League Safety Officer:	Irwin Izen 631-682-3036

✓ This list will be posted in the concession area and dugout area's.



ASAP Plan

page 2

4. The Dugout Little League will use the Official Little League Volunteer Application form to screen all of our volunteers.

5. Fundamentals Training:

April 5, 2017

At least one manager/coach from each team must attend the training. Every Manager/Coach will attend this training at least once every 3 years.

Catchers equipment and helmets supplied to all managers/coaches



ASAP Plan

page 3

6. First Aid Training:

April 5, 2017

Dugout Little League will require at least one manager/coach from each team to attend. Every manager/ coach must attend this training once every 3 years.

First Aid Kits Supplied to all managers

*Highly recommended – research the concussion laws in your state and educate all coaches/managers & league members.



Facility and Field Inspection Checklist

Facility Name

Wicks Fields

Inspector

Town S. Izen

Date

4/21/17

Time

7:00 PM

- Holes, damage, rough or uneven spots
- Slippery Areas, long grass
- Glass, rocks and other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitchers mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Area's around Bleachers free of debris
- General Garbage clean-up
- Who's in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Concession Stand inspection

NOTES/ HAZARDS

Fields maintained weekly
by Township

Signature



For Local League Use Only **A Safety Awareness Program's Incident/Injury Tracking Report**

League Name: _____ League ID: _____ Incident Date: _____
 Field Name/Location: _____ Incident Time: _____
 Injured Person's Name: _____ Date of Birth: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Parent's Name (if Player): _____ Age: _____ Sex: Male Female
 Home Phone: () _____ Work Phone: () _____

Parents' Address (if Different): _____ City: _____
 Incident occurred while participating in:

A.) Baseball Softball Challenger T&D
 B.) Challenger T-Ball Minor Major Intermediate (50,70)
 Junior Senior Big League
 C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident
 D.) Batter Baseline runner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____
 Type of injury: _____

Was first aid required? Yes No If yes, what: _____
 Was professional medical treatment required? Yes No If yes, what: _____
 (If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:
 A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field
 Base Path: Running or Sliding Seating Area Travel:
 Hit by Ball: Pitched or Thrown or Batted Parking Area Car or Bike or
 Collision with: Player or Structure Concession Area Waiting League Activity
 Grounds: Defect Volunteer Worker Customer/By-stander Other: _____
 Please give a short description of incident: _____

Could this accident have been avoided? How: _____
 This form is for local league use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all accident claims or injuries that could entitle clients to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/pass-etc/form_pubs/acc-claim-form.pdf and send to Little League International. For all other claims to non-league participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/pass-etc/form_pubs/gli-claim-form.pdf
 Prepared By/Position: _____ Phone Number: () _____
 Signature: _____ Date: _____



Concession Stand Tips

Requirement 9

12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthier concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

- 1. Reheating.**

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over stereo warts or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.
- 2. Cooling and Cold Storage.**

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allow any hazardous foods to remain unrefrigerated for no longer than the number ONE cause of foodborne illness.
- 3. Hand Washing.**

Request and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
- 4. Health and Hygiene.**

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or jarsted cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
- 5. Food Handling.**

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing method!
- 6. Dishwashing.**

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:
 1. Washing in hot soapy water;
 2. Rinsing in clean water;
 3. Chemical or heat sanitizing; and
 4. Air drying.
- 7. Ice.**

Ice used to cool beverages should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.
- 8. Wrping Cloths.**

Raise and store your wrping cloths in a bucket of sanitizer (sanitizer: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.
- 9. Insect Control and Waste.**

Keep foods covered to protect them from insects. Store pesticides away from foods. Pick up garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.
- 10. Food Storage and Cleanliness.**

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.
- 11. Set a Minimum Worker Age.**

Legislator should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, one to potential hazards with various equipment.

Safety plans must be maintained no later than May 1st.