



Lawrence Little League

Safety Manual

(609) 882-6336

www.ltjbsa.com

MISSION STATEMENT

Our mission is to provide a safe, competitive and fun environment, through information, education and training, for those who make up the Lawrence Township Junior Baseball Softball Association.

It is my goal as a safety officer to provide a safe environment for kids to play and compete and most of all, have fun.

*Lisa M. Nevius, RN, BSN, OCN
Safety Officer*



EMERGENCY CONTACT INFORMATION

POLICE-FIRE-MEDICAL
ALL EMERGENCIES

DIAL 911

ORGANIZATION	PHONE NUMBER
Lawrence Township. Police Non-Emergency	(609) 896-1111
Poison Control	(800) 222-1222
Capital Health Systems, Helene Fuld Campus (Level II Trauma Center)	(609) 394-6000
Lawrence Township Recreation Department	(609) 844-7076



KEY OFFICIALS CONTACTS

Zig Zegarski	609-558-1587	ZigZ@ltjbsa.com	LTJBSA President
Ralph Floyd	609-460-9439	Ralphf@ltjbsa.com	Babe Ruth Baseball President
Paul Alfieri	609-558-0555	apaul@ltjbsa.com	Little League President
Ken Kiernan	609-309-1500	Travelsoftball@ltjbsa.com	Competitive Softball President
Ken Dobkin	973-769-0961	KenD@ltjbsa.com	Competitive Softball President
Bob Dalle Pазze	609-635-9327	dallepazze@comast.net	Treasurer & Information Officer
Lisa Nevius	609-462-7627	lisan@ltjbsa.com	Safety Officer
Michael Crowley	732-672-9687	mikefcrowley@yahoo.com	Trustee at Large
Gene McGuire	484-571-7187	GeneM@wcusa.com	Trustee at Large
Brian Ciuffreda	609-203-2816	brianc@ltjbs.com	Trustee at Large
Jared Krimmel		JaredK@ltjbsa.com	Trustee at Large
Nancy Bergen	609-844-7076	Recreation@lawrencetwp.com	Lawrence Twp. Recreation Department



LAWRENCE LITTLE LEAGUE BOARD OF DIRECTORS 2021

Paul Alfieri - President

Jake Zalaznick - Vice President for Softball

Gene McGuire - Vice President for Baseball

Bob Dalle Pазze - Treasurer & Information Officer

Lisa Nevius - Safety Officer

Brian Ciuffreda, Member at Large

Ken Dobkin, Member at Large

Kevin Donohue, Member at Large

Colin Edgar, Member at Large

Ken Mitchell, Member at Large

Steve Stromenger, Member at Large

Aaron Robison, Member at Large

Paul Vichroski, Member at Large

Sean Willever, Member at Large



LEAGUE SAFETY OFFICER

The League Safety Officer on file with Little League[®] is:

Lisa M. Nevius RN, BSN, OCN

Mobile: (609) 462-7627

Work: (609) 508-6481

Email: lisan@ltjbsa.com

The Safety Officer coordinates all safety activities including:

- Supervision of ASAP (A Safety Awareness Program) including preparation of this document.
- Process background checks for all volunteers through JDP.com
- Review player training activities for safety compliance.
- Review playing conditions for safety compliance.
- Coordinates the prevention and reporting of injuries.
- Solicits suggestions for making conditions safer.
- Use of the safety operating budget for the purchase of safety-related equipment, including first aid kits,



EMERGENCY CONTACT PROCEDURES

1. **Dial 911**
2. Give the dispatcher necessary information:
 - a. Address: Central Park Baseball Fields, 100 Eggerts Crossing Road, Lawrence Township, NJ
 - b. Name of the field you are on (Hughes, Carrol, Grant, Colavita, Pezzicola)
 - c. Your name
 - d. Telephone number from which the call is being made.
 - e. Description of the incident
 - f. How many people may be injured.
 - g. Condition of injured person(s)
 - h. What aid is being given (CPR, defibrillator, first aid, etc.)
3. Do not hang up on dispatcher, let them hang up first.
4. Continue to care for the victim.
5. Appoint someone to go to the main gate and direct the ambulance to the correct location.
6. Appoint someone to go to the concession stand to get the key to open the main gate connecting the parking lot with the field area so that the ambulance can get through.
7. Appoint someone to notify the ON DUTY League Official.



ACCIDENT REPORTING PROCEDURES

What to Report

An incident that causes any player, manager, coach, umpires, or volunteer to receive medical treatment and/or first aid must be reported to the league safety officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to Report

All such incidents described above must be reported to the Safety Officer within 48 hours of the incident:

How to Document an Incident

Accident Report Forms are available at

- League Indoor Facility
- League Official On Duty
- Safety Officer
- Press Box (3 locations)
- League Website (www.ltjbsa.com)

When filling out an Accident Report Form, you must provide the following information:

- Date, time, and location of the incident
- Name and phone number of the person involved
- As detailed a description of the incident as possible
- Preliminary estimation of the extent of any injuries
- Name and phone number of the person reporting the incident.



Safety Officer Responsibilities

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and:

- (1) Verify the information received;
- (2) Obtain any other information deemed necessary;
- (3) Check on the status of the injured party; and
- (4) In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the League's insurance coverages and the provisions for submitting any claims.

League Official On-Duty Responsibilities

A League Official shall be assigned as ON DUTY for each scheduled game day. The OD will walk the fields and observe/ handle any issues that may arise. The OD will also meet each umpire prior the start of the game and assist with ID checks if necessary.



IMPORTANT DOs + DON'T's IN RESPONDING TO AN EMERGENCY

DO

- Reassure and aide children who are injured frightened or lost.
- Provide or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Have a first Aid Kit available at all games and practices.
- *Assist those who require medical attention, and when administering aide remember to look for signs of injury. Listen to the injured describe what happened and what hurts, if conscious. Before questioning, you may have to calm and soothe the excited child. Feel gently and carefully, the injured areas for signs of swelling or broken bones.
- Be aware of players with special medical conditions EX: Asthma, Diabetes, etc.
- Remember to call for more advanced assistance when you have a serious injury.
- Always resign to a person higher medical authority or knowledge and assist as required.
- *Make sure you have a cellular phone at every game and practice.
- *Know where the AED is at all locations and guide any person with knowledge of their use to its location.

DON'T

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aide when needed.
- Be afraid to ask for help if you are not sure of proper procedures (CPR, etc.).
- Transport injured individuals, except in extreme emergencies.
- Leave an unattended child at a game or practice.
- Hesitate to report and present potential safety hazards to the safety officer immediately.



Day of Game Reminders

- No vehicle traffic or parking is allowed near the indoor facility once the season has started.
- Please take care when using the bathroom facilities and water fountain.
- Remind players to stay in the dugout while games and practices are in progress.
- Make sure players have their names on their equipment, especially gloves and hats.
- Lost and Found is located at the indoor facility.
- Bats should stay outside of dugout and only be held by the barrel until on the playing field.



COMMUNICABLE DISEASE PROCEDURES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped; the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.



MANAGER AND COACHING REQUIREMENTS

1. Volunteer Application

All volunteers must complete the Little League Baseball Volunteer Form. The Little League President must keep a safe copy of each Volunteer Application with a copy of the Volunteer's Driver's License or other NJ State recognized ID.

Little League Volunteer Application - 2021
Do not use forms from past years. Use extra paper to complete if additional space is required.

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1109. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit LittleLeague.org/Local@Check for more information.
A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

ALL RED fields are required.

Name: (Last) (Middle Name or Initial) (First)

Address:

City: State: Zip:

Social Security # (mandatory):

Cell Phone: Business Phone:

Home Phone: E-mail Address:

Date of Birth:

Occupation:

Employer:

Address:

Special professional training, skills, hobbies:

Community affiliations (Clubs, Service Organizations, etc.):

Previous volunteer experience (including boothful/official and year):

1. Do you have children in the program? Yes No
If yes, list full name and what level:

2. Special Certificate (DPE, Medical, etc.)? If yes, list: Yes No

3. Do you have a valid driver's license? Yes No
Driver's License #: State:

4. Have you ever been charged with, convicted of, placed on control, or guilty to any crime(s) involving an opponent, minor, or off-field incident? Yes No
If yes, describe each in full:
(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)

5. Have you ever been convicted of or placed on control or guilty to any crime(s)? Yes No
If yes, describe each in full:
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes No
If yes, describe each in full:
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and, for listed on the YouthSport Central Disciplinary Database or USA Baseball Ineligible List? Yes No
If yes, explain:
(If volunteer answered yes to Question 7, the local league must contact the Little League Security Manager.)

In which of the following would you like to participate? (Check one or more)

League Official Umpire Manager Commission Stand
 Coach Field Maintenance Scorekeeper Other:

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:
Name/Phone:

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK (LA, MI, MN, ND, SD, WI, WY), PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/BackgroundCheck

As a CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background checks on me now and as long as I continue to be active with the organization, which may include a review of my criminal records (items of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if approved, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information, liable and absolved, regardless of previous requirements. Little League is not obligated to appoint me to a volunteer position. If approved, I understand that, prior to the expiration of my term, I am subject to suspension by the President and approved by the Board of Directors for violation of Little League policies or principles.

Applicant Signature: Date:

If Minor/Parent Signature: Date:

Applicant Name (please print or type):

NOTE: The local Little League and Little League Baseball, Incorporated will not disseminate register any person on the basis of race, sex, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer: on:

System(s) used for background check (minimum of one must be checked):
Review the Little League Regulation 1109 for all background check requirements

JDP (includes review of the YouthSport Central Disciplinary and USA Baseball Ineligible List)*
OR
 National Central Database check YouthSport Central Disciplinary Database and/or USA Baseball Ineligible List Sex Offender
 National Sex Offender Registry

*These background checks are not to be used as a basis for determining whether an individual is eligible to participate in Little League activities. Only attach to this application copies of background check reports that reveal convictions of this application.

2. Criminal Records Check.

All volunteers are required, by Lawrence Township Ordinance 1767-03, to have a criminal background check, which includes submission of fingerprints, every three (3) years. Clearance letters are retained by the Lawrence Twp. Recreation Department. The League uses JDP for background checks.

3. CDC Heads Up Concussion in Youth Sports Training

All volunteers are required to complete a yearly concussion training and provide the Safety Officer with the Certificate of Completion.



4. Fundamentals Training *

All volunteers are required to attend fundamentals training or clinics at least once every three years. (See Attached Flyers for dates and locations).

5. First Aid Training.*

All volunteers are required to attend First Aid Training or Local Safety Clinics, once every three (3) years. (See Attached Flyers for dates and locations).

6. First Aid Kit At All Practices and Game

All coaches are required to bring a first-aid kit at each game and practice.

7. Meeting Attendance

All volunteers are required to attend Fifty Percent (50%) of LTJBSA meetings each year.

8. Medical Information

All volunteers will carry each team members medical information form. All Managers and Coaches should be aware of any medical conditions.

9. Safety Manual

All volunteers will have read and become familiar with the LTJBSA Safety Manual. They must become familiar with the local emergency phone numbers as well as the Lawrence Little League Officials and their respective phone numbers. Safety Manuals are available on the Lawrence Little League website at www.ltjbsa.com, in the indoor facility and from the Safety Officer.



10. Code of Conduct

All volunteers must sign the Code of Conduct (attached) prior to the start of the season.

LAWRENCE LITTLE LEAGUE COACH/MANAGER CODE OF CONDUCT AGREEMENT

Essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character." Lawrence Little League agrees with this statement of principles. Coaches and Managers shall remain unconditionally supportive of Lawrence Little League's commitment to the ideals of good sportsmanship, team play, honesty, loyalty, courage and respect for authority. As a coach of young athletes in the Lawrence Little League program I agree to the following:

- I will do my best to make baseball a positive, fun experience for the players and their families.
- I will remain aware that I have a tremendous influence, for either good or ill, on the education of the player and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will teach my players through example to respect our opponents and umpires.
- I will teach my players how to win with class and lose with grace.
- I will recognize and remember that the program is comprised of young athletes, not professionals; each one deserves encouragement not criticism.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players, as well as parents and other spectators, whether my team wins or loses.
- I will treat all players, parents, spectators, other coaches, and league officials with respect.
- I will provide instruction in a manner that is constructive and supportive.
- I will always play within the established rules of the game.
- I will comply with the decisions of game and league officials and observe all rules, policies and procedures as established or endorsed by Lawrence Little League.
- I understand that I may not question any judgment call.
- I will respect and support the umpires, their calls and their authority during games. I will not indulge in conduct which would incite players or spectators against the umpires.
- I will not use profanity towards any player, participant, coach, umpire, fan, or league official.
- I will not criticize an opposing team, its players, coaches, umpires, or fans by word or by gestures; I will applaud good play, and encourage a greater effort when mistakes are made.
- I will not yell at umpires; yelling shows great disrespect for the game of baseball and sets a poor standard of sportsmanship.
- I will not tolerate behavior that endangers the health or well-being of a player.
- I will demand a sports environment that is free from drugs, tobacco, and alcohol, and will refrain from their use at all program events, nor tolerate anyone under these influences during or after any program events particularly at the ballpark, stands and parking areas.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.
- I will represent Lawrence Little League in a professional manner at all times.
- I will express my concerns through proper channels in a dignified manner.
- I understand that violations may be reviewed by the Lawrence Little League Board which will render a final decision without further appeal.

I have read and understand this CODE OF CONDUCT AGREEMENT and fully support it, its intent, and its essence.

PRINTED NAME SIGNATURE DATE

*** One Manager or Coach from each team must attend each year. All are encouraged to attend.*



SAFETY RESPONSIBILITIES OF VOLUNTEERS

District-Sponsored Safety Training

- Volunteers must attend Little League training in prevention and emergency management of Little League Baseball injuries once every three years.
- Certification is mandatory for all volunteers.
- Certification Documentation is reviewed and kept by both the Coaching Coordinator and Safety Coordinator.

Field & Environment Safety

- Play area should be inspected frequently for holes, damage, stones, glass, and other foreign objects. Issues should be documented.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Bats and loose equipment should be kept off the field of play.
- The umpire(s) has sole discretion to suspend a game when they feel the weather conditions are unsafe to play. If an umpire stops play, play cannot be resumed unless the sound of thunder or sight of lightning has not been observed for 30 minutes.
- During a practice, coaches must immediately suspend or cancel the practice upon the sound of thunder or sight of lightning. All players, parents, coaches, and others must retreat to a secure location. Practice may resume after 30 minutes is observed without the sound of thunder or the sight of lightning.



- Coaches and parents must ensure players attend practices and games with adequate liquids to keep them hydrated. Coaches should familiarize themselves with the signs of heat exhaustion so they can be prepared to assist players that may suffer it.

> HEAT DANGERS **FIRST WARNING**

HEAT EXHAUSTION	HEAT STROKE
FAINT OR DIZZY	THROBBING HEADACHE
EXCESSIVE SWEATING	NO SWEATING
COOL, PALE, CLAMMY SKIN	RED, HOT, DRY SKIN
RAPID, WEAK PULSE	RAPID, STRONG PULSE
MUSCLE CRAMPS	MAY LOSE CONSCIOUSNESS
HEAT EXHAUSTION - GET TO A COOL, AIR CONDITIONED PLACE - DRINK WATER, IF CONSCIOUS - TAKE A COOL SHOWER OR USE COLD COMPRESS	HEAT STROKE CALL 9-1-1

Equipment Safety

- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Parents of players who wear glasses should be encouraged to provide “safety glasses.”
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as “in play”.
- All male players should wear protective cups and supporters for practices and games.
- Batting helmets should be NOCASE approved and have no dents or cracks.
- Bats meet USA Baseball® standard and be free of dents and cracks
- The league issued first aid kit must be brought to every practice and



- game. Contact the Safety Officer if any items in the kit need to be replaced.
- Tee ball and Rookies teams can only use “Reduced Impact Balls” R.I.F
- Minor and Major division teams can use approved Little League baseballs.
- All fields must have all bases that disengage from their anchors.

Player Personal Safety

- All players should be provided adequate time to warm up, including players that are late to practice.
- During drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- Warm-up drills should be performed within the confines of the playing field and not within areas that are frequented by spectators (i.e., playing catch, pepper, swinging bats, etc.).
- Catchers must wear a helmet, mask, throat guard, chest protector, shin guards and protective cup with athletic supporter (males) for all practices and games. This applies between innings, while warming up pitchers, in the bullpen during a game, and during practices.
- Managers and coaches are not allowed to catch pitchers (Rule 3.09). This includes standing at backstop during practice as an informal catcher for batting practice.
- During practice and games, all players should be alert and watch the batter on each pitch.
- No one should be holding a bat unless they are participating in a batting drill or are standing in the batter’s box.
- Except when a runner is returning to a base, head-first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- Players must not wear watches, rings, pins, jewelry or metallic items during games and practices.
- On-deck batters are not permitted.
- Batters must wear Little League approved protective helmets during batting practice and games.



- Players should be always supervised by the coaching staff, including when they are removed from the field of play due to ejection, illness or injury until released to a parent or guardian.
- No player should be left alone after a practice or game. Each team must have two adults wait with any child for his or her parents to arrive.

Dugout Safety

- There should be at least one (1) coach in the dugout with the players at all times. If only two coaches are present for a game there will be one coach at first or third base and the other in the dugout.
- There is no on-deck circle in Little League®. The only player allowed to take swings before their at-bat is the 1st bater of every inning. Further, this should be done in close proximity to the batter's box. Even with this, Coaches need to be cognizant of the surroundings.
- Players are not allowed to touch their bats until it is their turn in the batting order.
- No player is allowed outside of the dugout until it is their turn in the batting order.
- No parents or siblings are allowed in the dugout.



Pitch Count Safety

- It is important for each league to set workload limits for their pitchers to limit the likelihood of pitching with fatigue.
- Research has shown that pitch counts are the most accurate and effective means of doing so. See required rest recommendations below.
- Lawrence Little League follows the PitchSmart.org pitch count limits and required rest and recovery guidelines:



AGE	DAILY MAX PITCHES	REQUIRED REST (PITCHES)				
		0 Days	1 Days	2 Days	3 Days	4 Days
7-8	50	1-20	21-35	36-50	N/A	N/A
9-10	75	1-20	21-35	36-50	51-65	66+
11-12	85	1-20	21-35	36-50	51-65	66+

Location of Safety Equipment

- First Aid Kits were distributed to each manager and are located in each Press Box. They are also available in meeting room of indoor facility and concession stand.
- Ice is located in the Concession Stand. There is a refrigerator/Freezer located in Hughes Field press box to accommodate water and ice.
- AED is located in the bathroom hallway at the indoor facility and in the softball press-box
- Concussion information sheets are available at the indoor facility, press boxes and in each dugout.



For 2021, all volunteers must also follow the 2021 LTJBSA COVID Procedures for practices and games, a separate document located on the league website, www.ltjbsa.com.



EXPECTATIONS

Lawrence Little League does not expect most children playing in our league to have strong, mature playing skills. We will allow players to make mistakes, and always be there with positive support to lift their spirits.

What we expect from players:

- To be on time for all games and practices.
- To always to the best whether in the field or on the bench.
- To be cooperative and always pay attention.
- To try not to become upset at their own mistakes or those of others. We will all make our share this year and we must support each other.
- To understand that winning is only important, if you can accept losing, as long as both are important parts of any sport.

What we expect from coaches:

- To be on time for all games and practices.
- To be fair as possible in giving playing time to all players.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach players the values of winning and losing.
- To be open to suggestions or help.
- To never holler at any member of my team, any opposing team, or umpires. Any confrontation will be handled in a respectful, quiet, and individual manner.



What we expect from parents and family members

- To come and enjoy the game. Cheer to make all players feel important.
- To allow the manager to coach and run the team.
- To try not to question the coach's leadership. All players will make mistakes and so will I.
- To be present when practices and games end.
- To not holler at the players, the coaches, the umpires, or the manager. We are all responsible for setting examples for our children. We must be role models in society today. If we eliminate negative comments, children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question the coaches decisions, please do not do so in front of any players or fans. My number will be available for you to call at any time.
- If the coach removes a child from the game due to any injury, they only have the child's best interest in mind.



FOOD SAFETY PROCEDURES

1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

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

4. 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 one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.



Frequent 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!

6. 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 infected 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.

7. Food Handling.

Avoid hand contact with raw, ready to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

8. 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.

9. Ice.

Ice used to cool cans/bottles 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.

10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 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.



11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place 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.

12. 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.

13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment. All concession employees have completed a volunteer application and have been background checked through First Advantage.

