

SOUTH COUNTY LITTLE LEAGUE SAFETY MANUAL 2021

Mission:

To provide a safe, enjoyable, and positive environment where children can successfully learn the fundamentals of baseball and grow.

Love the Game!



League ID Number: 346-09-04



Contents

Introduction	3
A Safety Awareness Program	3
Purpose	3
Benefits	3
Changes and Suggestions.....	3
Safety Guidelines - Dedicated to Injury Prevention.....	3
Volunteers.....	3
Fields and Equipment	3
Player Gear	3
Bats.....	4
Catchers	4
Fields	4
Coaches and Managers.....	4
Players and Parents.....	5
Code of Conduct	5
SCLL Contacts	6
Web Site: www.scllva.org	6
Emergency Contacts	6
Board of Directors Contacts.....	6
Background Checks for Volunteers.....	6
General Player Health	7
Medical Release Forms	7
Health and Safety Training.....	7
General First Aid	7
Available First Aid Courses:.....	7
Concussion Training	7
Baseball/Softball Fundamentals Training	8
Communicable Disease Training.....	8
COVID 19 Specific Procedures.....	8
Incident Response.....	8
Accident Reporting Procedures	9
What to Report	9

When to Report	9
How to Make the Report	9
Managers/Coaches Responsibilities	9
Safety Officer’s Responsibilities:.....	9
Grounds and Equipment Checks and Safety.....	10
Player Equipment.....	10
Fields, Batting Cages, and Surrounding Areas	10
Storage Sheds.....	11
Scoreboard Control Boxes	11
Weather Safety	11
Lightening.....	11
Lightning Facts and Safety Procedures	11
Process for Determining Closure	12
“Flash-Bang” Method.....	12
Where to Go?.....	12
Where NOT to Go!! Avoid:.....	12
First Aid to a Lightning Victim	13
Other Weather Issues	13
Tornado Watch/Warning	13
Flooding/Overly Wet Fields	13
Quick Reference Guide	14
Dos and Don’ts.....	14
Distribution and Disclaimer	14
Plan Distribution	14
Disclaimer.....	15
Using Information Found in this Document:.....	15
Appendix A – Concession Stand Hygiene and Safety.....	16
Appendix B – COVID 19 Guidelines.....	18
General Guidelines.....	18
Practice and Game Specific Guidelines.....	19
Facility COVID-19 Mitigation Plans	19

Introduction

A Safety Awareness Program

In 1995, A Safety Awareness Program (ASAP) was introduced with the goal of reemphasizing the position of Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.” This manual is offered as a resource to place some important information at a manager and coach’s fingertips. Little League rules are instrumental in helping keep participant’s safe, please do your part to follow them!

Purpose

The purpose of having a unified safety plan is to ensure that all league participants, players, coaches, managers, volunteers, and spectators can participate with the understanding that every activity that the league conducts is done so with safety being of the highest priority. This plan is made available and communicated to league participants so that they can assist in its execution.

Benefits

A well designed and well communicated ASAP will provide all league participants the tools and groundwork to help provide the safest and best environment for the players in the league.

Changes and Suggestions

The ASAP is constantly changing and improving to achieve its goals. Any suggestions or comments for the ASAP should go through the league’s safety officer. The league safety officer should collect updated guidance/policy, suggestions, comments, and concerns and use them when updating or developing future ASAP plans.

Safety Guidelines - Dedicated to Injury Prevention

The SCLL safety guidelines apply to all participants and aspects of the league and must be adhered to by everyone involved. They are designed to ensure the safety of those involved. The below items are based on the Official Little League Rule Book (items based directly on rulebook rules are highlighted in blue), District 9 Guidelines, SCLL specific local guidelines, and general best practices.

Volunteers

- Per Little League’s 2020 Safety Plan requirement (Reg. 4), all key SCLL volunteers will be screened using the JDP Screening Service authorized by Little League. Also, a government issued ID card must be provided for ID verification. The results will be provided to the SCLL President.

Fields and Equipment

Player Gear

- Managers should encourage all male players to wear protective athletic cups and supporters during all practices and games.
- Infields are especially encouraged to wear protective athletic cups and mouthguards.
- Batters must wear Little League approved batting helmets during batting practice drills and games.
- Batting training aids usage are prohibited outside of the batting cage.

- 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.”
- Equipment will regularly be inspected for the condition as well as for proper fit.
- At the start of each game the lead umpire will check with both coaches to ensure all players are properly equipped.

Bats

- All Bats must comply with LL Rules in the official Little League Rule Book.
- NO BAT, IN ANY LEVEL OF LITTLE LEAGUE BASEBALL, SHOULD BE ALTERED. UMPIRES, MANAGERS, AND COACHES MUST INSPECT ALL BATS BEFORE GAMES AND PRACTICES.

Catchers

- Catchers must always wear catcher’s helmet, mask, throat guard, long- model chest protector, shin guards, and a protective athletic cup with an athletic supporter (males) during practices and games. NO EXCEPTIONS.
- Catchers must wear catcher’s helmet and mask with a throat guard while warming up pitchers. This applies prior to games, between innings, and during practices.

Fields

- Games or practices shall not be held when weather or field conditions are not safe as determined by the umpire, manager, or coaches particularly when lighting is inadequate.
- Both team managers and umpires shall walk/ inspect play area before each game for holes, damage, stones, glass and other foreign objects.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team’s manager and coaches.
- During sliding practice, bases should not be strapped down or anchored. Note: All bases disengage from their anchors since 2008.

Coaches and Managers

- This year’s SCLL Coaches’ and First Aid training will be held in March, before the start of the season practices.
 - First-aid kits and safety manuals will be issued to each team manager and must be brought to every practice and game. Additional first aid kits will be located at the concession stand.
- Establish procedures for retrieving foul balls batted out of playing area.
- Properly space players during warm-up drills to prevent injuries from wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.).
- At no time, should “horseplay” be permitted on the playing field.
- Managers and coaches are not allowed to catch pitchers. This includes standing at backstop during practice as an informal catcher for batting practice.
- All managers and coaches must pass the online concussion test.

Players and Parents

- During practice and games, all players should be alert and watch the batter on each pitch.
- Except when a runner is returning to a base, headfirst slides are not permitted (except for Juniors and Seniors Divisions).
- Parents of players who wear glasses should be encouraged to provide “safety glasses.”
- No jewelry is allowed. The player must not wear watches, rings, pins, or metallic items during games and practices.
- On-deck batters are prohibited (except in Juniors, Intermediates and Seniors Division).

Code of Conduct

- All Players, coaches, volunteers, and participants in SCLL and visitors to SCLL Complex (Lower Potomac Park) will adhere to the SCLL CODE OF CONDUCT.
- Obey the 5 mph Speed Limit in roadways and parking lots while attending any SCLL function; watch for small children around parked cars.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No alcohol allowed in any parking lot, field, or common areas within a SCLL complex.
- No playing in parking lots at any time.
- No playing on and around lawn equipment.
- No profanity, please.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of a SCLL complex.
- No throwing balls against dugouts or the backstop.
- Only a player on the field and at-bat may swing a bat (Age 5 - 12). Juniors, Intermediates, and Seniors on the field at bat, or on deck, may swing a bat. Be alert of the area around you when swinging a bat while in the on-deck position.
 - This includes the use of “Hitting Sticks” being prohibited during games.
- During the game, the batting team players must remain in the dugout area protected by the fence.
 - Note: This rule may be altered by the league to allow for social distancing or other overriding safety concerns.
- No throwing rocks.
- No horseplay in walkways at any time.
- No climbing the outfield or any fences around the Lower Potomac Field complex.
- Observe all posted signs. Players and spectators should always be alert for foul balls and errant throws.
- After each game, each team must clean up trash in the dugout and around stands.
- All gates to the field must always remain closed. Close and secure all gates after players have entered or left the playing field.
- No children under the age of 13 are permitted in the concession stand.

Failure to comply with the above may result in the expulsion from South County Little League and/or SCLL Fields and complex.

SCLL Contacts

Web Site: www.scllva.org

Emergency Contacts	
Medical or Police Emergency	911
Fairfax County Police - Non-emergency	703-691-2131
Lorton Fire Department - Non-emergency	703-339-5141
SCLL Safety Officer: Kyle King	202-744-9481 (cell)

Board of Directors Contacts	
President: John Corley	571-423-8065
Vice President: Nate Somers	850-496-4423
Player Agent: TBD	TBD
Safety Officer: Kyle King	202-744-9481
Facilities Manager: Brian Orth	703-629-9184
Concessions Manager: Brian Marolda	571-244-8481
Fields Manager: Brian Orth	703-629-9184
Equipment Manager: James Cyphers	703-850-9743
Chief of Umpires: Brian Poe	443-691-2700
Scheduler: Heather Sniffen	912-464-9851

SCLL will distribute both an electronic and a paper copy of this SCLL Safety Manual to all managers/coaches, league volunteers, with electronic copy to the District Administrator. A paper copy will also be retained at the concessions stand. This list will be posted in the concession area and will be available on our website at scllva.org.

Background Checks for Volunteers

For information regarding volunteering with the SCLL, you can contact the volunteer coordinator at: Volunteer.Coordinator@scllva.org. They can provide information about volunteer opportunities, requirements, and an application.

All volunteers, to include parent volunteers, team parents, coaches, managers, and anyone participating in league activities, will be required to submit to a basic background check prior to being approved to be a volunteer.

Once you submit the application to be a volunteer in the league you will be sent an email, from SCLL, which will contain a link to complete the background check. The background check is completed by JDP Background Screening Agency (www.jdp.com). Results are compiled into a report by this company and SCLL receives the results of this report. **Personal Identifiable Information (PII) is not disclosed to anyone in SCLL.**

General Player Health

While the league policy does not require physical exams, the Little League Headquarters strongly recommends participants be in good general health.

- If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact the league's Player Agent.
- Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem.

Medical Release Forms

The Medical Information and Treatment Release forms will be filled out for all players and will be provided to that player's manager. Managers will have hard copies of these forms and an electronic copy is also available via the league website.

- This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e., allergies, etc.).
- **Managers will be required to obtain a completed Medical Release Form from each player as soon as possible, preferably before the first practice, and no later than opening day. Managers must have copies, either physical or electronic, available at all practices and games. A binder is a recommend method to maintain player forms.**
- It is highly recommended that managers have an electronic copy of all the medical forms and share this copy with their other coaches so that forms are always available during team activities.
- Managers will submit copies of all medical release forms, either physical or electronic, to the League Safety Officer for record keeping.
- The League Safety Office will ensure medical release forms are collected for all players in the league and kept on file with SCLL.

Health and Safety Training

General First Aid

- SCLL requires first-aid training for coaches and managers, with at least one coach or manager from each team attending.
 - Training qualifies a volunteer for 3 years, but one team representative is still needed each year.
 - Individuals who attend various outside first aid training and courses are not exempt.

Available First Aid Courses:

<https://ecprcertification.com/>

<https://www.firstaidforfree.com/free-first-aid-course/>

Concussion Training

- SCLL requires all board members, coaches, managers, umpires and team parents to pass a concussion education program annually prior to practice dates beginning.

- In addition, all parents are provided with concussion information and are strongly encouraged to complete the course. By taking this free, online course and using what you have learned, you will be well positioned to improve the League's concussion culture. Your actions will support our mission for a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field.
- Once you complete the training and quiz, you can print out a certificate, and submit it to the league Safety Officer, to show SCLL you are ready for the season. To access the test and useful information please use the Uniform Resource Locator (URL) below:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

Baseball/Softball Fundamentals Training

- SCLL encourages all coaches and managers to take part in fundamentals training (including hitting, sliding, fielding, pitching, etc.).
 - The intent is to provide training to ALL managers/coaches to encourage the best, safest, and most consistent player development across the league.
 - Free online courses and instruction is available through the Little League website at: <https://www.littleleague.org/university/coaches/>

Communicable Disease Training

All league participants will follow these guidelines to prevent the spread of communicable diseases:

- If a player is bleeding, prior to the player being allowed to continue playing:
 - Bleeding must be stopped.
 - The open wound must be covered.
 - The uniform changed if there is blood on it.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated.
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood-contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

COVID 19 Specific Procedures

See **attached Appendix B** regarding specific COVID 19 procedures.

Incident Response

Managers, coaches, volunteers, and parents should all be familiar with what to do and how to respond to incidents when they occur. When any sort of incident occurs that results or may have resulted in an injury, participants of SCLL should work through any first aid training they have and additionally remember the PRICES method for injury treatment.

When treating an injury remember PRICES:

- **P**rotection

- Rest
- Ice
- Compression
- Elevation
- Support

Accident Reporting Procedures

What to Report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/ or first aid must be reported to the 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. The Safety Officer for 2021 is Kyle King, and he can be reached at the following:

Cell: (202) 744-9481 or Email: safety.officer@scllva.org

How to Make the Report

Report incidents directly to the Safety Officer via email. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and contact information of the person reporting the incident.

Managers/Coaches Responsibilities

- Collect Medical release Forms for all players and ensure a copy is on hand for all practices and games.
- Follow up with parents of any players who were involved in any sort of incident
- Ensure that all incidents are properly reported based on procedures above.

Safety Officer's Responsibilities:

- In the pre-season, the South County Safety Officer will inspect all equipment.
- During the season the South County Safety Officer will within 48 hours of receiving an incident report, 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
 - In the event the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) advise the parent or guardian of the SCLL's insurance coverage and the provisions for submitting any claim.
 - If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to check on the status of any injuries, and

check if any other assistance is necessary in areas such as submission of insurance forms, etc. until the incident is considered “closed”(i.e., no further claims are expected and/ or the individual is participating in the league again).

- Spot check Medical Clearance Forms before practices and games.

Grounds and Equipment Checks and Safety

Player Equipment

Player equipment will be checked by the umpire prior to each game and should be monitored by team managers and coaches throughout the season. All other equipment being used in games is subject to approval by the league board.

The League Safety Officer will also conduct periodic equipment checks.

- Bats
 - All bats used will have the USA Baseball seal or approved sticker on them. Only approved bats can be used during SCLL activities.
 - No bat may be altered in any way.
- Helmets
 - Helmets will be worn by all players while batting. This includes during a game, practice, warming up, and any hitting drills.
 - The “On Deck” batter will always wear a batting helmet.
 - Protective helmets with a face guard must also be worn by the player at the “pitcher’s” position at the T-Ball Level.
 - This is optional for players at the Single A level.
 - Softball players at the pitcher position and all infield positions are also able to wear protective facemasks.
- Catcher’s Gear
 - Catchers, at any level, must have a complete set of catcher’s gear to include:
 - Helmet with full face mask
 - Throat guard attached to helmet
 - Chest protector
 - Shin/knee/toe guards
 - Protective cup
 - Catchers must be in full gear anytime they are catching to include warming up pitchers and practice.
- Protective Cups
 - All players are always encouraged to wear protective cups .
 - Catchers MUST wear a cup.

Fields, Batting Cages, and Surrounding Areas

Adherence to the below rules are the responsibility of everyone involved in the league. The League Safety Officer will continually monitor use of the grounds and work with the facilities and fields manager to ensure rules are being followed.

- Batting cages will remain locked when not in use by a manager or coach. Combination to locks will be given out by the League to verified managers and coaches.
- Doors to batting cages MUST be closed and latched when in use. Only one batter and one coach/manager can be each cage at a time, except during ball pick-up.
- All fields will have protective padding in their backstop area.
- All short fences (i.e., outfield fences) will have a protective cap, painted yellow, to ensure the safety of the players.
- Gates to the fields will be closed at the end of any practice, game, or any other use of the fields.
- Tarps will be rolled up and covered and moved to either the 1st or 3rd base side fence.

Storage Sheds

The following rules apply to all storage sheds used by SCLL and apply to anyone who has been issued the combination by SCLL to use the sheds.

- All individuals with the combination to the SCLL equipment sheds (i.e., managers, umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, training equipment, etc.
- Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboard controllers, public address systems, etc.), please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in SCLL sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer) stored in these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels) to minimize the risk of puncturing storage containers.
- Any witnessed “loose” chemicals or organic materials within the sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

Scoreboard Control Boxes

Only managers and coaches will access should be allowed to turn the scoreboards on/off at the power circuits. The facilities coordinator will provide guidance and instruction to coaches and managers on how to do this.

Concession Stand

- The concession stand manager will post safe food handling and preparation procedures in the concession stand. The manager should check the fire extinguisher, and the air horn to make sure they are in good operating order or have them replaced.
- See attached Appendix A for additional concession stand safety information.

Weather Safety

Lightening

Lightning Facts and Safety Procedures

- The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm’s overhanging anvil cloud

(for example, the lightning that injured 13 people during a concert at RFK Stadium occurred while it was sunny and dry).

- On the average, thunder can only be heard over a distance of 3-4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.
- The average lightning strike is 6-8 miles long.

Process for Determining Closure

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety. When in doubt, the following rule of thumb should be applied: If lightning is known or indicated to be within 12 miles play WILL be stopped and everyone should move to a safe area.

“Flash-Bang” Method

- One way of determining how close a recent lightning strike is to you is called the “flash-bang” method.
 - With the “flash-bang” method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it.
 - Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.
- SCLL League uses the Little League® and WeatherBug Lightning and Weather Safety Mobile App as the lightning detector to determine when it is unsafe to start or remain on the fields.
- **It is imperative, for the safety of all participants, that managers and coaches monitor the app and the weather and abide by these guidelines.**
- **Always err on the side of safety when deciding whether to stop play.**

Where to Go?

- No place is absolutely safe from the lightning threat, but some places are safer than others.
 - Large enclosed shelters (substantially constructed buildings) are the safest. At Lower Potomac Park this would be the concession stand building.
 - For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up.
 - If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

Where NOT to Go!! Avoid:

- High places and open fields
- Isolated trees
- Unprotected gazebos
- Rain or picnic shelters
- Dugouts
- Flagpoles
- Light poles
- Bleachers (metal or wood)
- Metal fences
- Water

First Aid to a Lightning Victim

- Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:
 - The first tenet of emergency care is “make no more casualties.” If in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
 - If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths before moving them. Note: CPR should only be administered by a person knowledgeable and trained.
 - Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

Other Weather Issues

Tornado Watch/Warning

- If there is a Tornado Watch for the geographic area of the SCLL facilities it is recommended that managers and coaches do not conduct any activities.
- If there is a Tornado Warning for the geographic area ALL ACTIVITIES WILL BE SUSPENDED and everyone will be directed to seek a safe area away from the fields.

Flooding/Overly Wet Fields

- Determination of the grounds and field playability status will be determined by the Fields Manager and/or their designee.
- Players safety will always be the priority when determining the playability of the fields.

Quick Reference Guide

Dos and Don'ts

Do...

- Enforce rules at practices as well as games
- Reassure and aid children who are injured, frightened or lost
- Provide, or assist in obtaining, medical attention for those who require it
- Know your limitations
- Carry your first-aid kit to all games and practices
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit
- Have your players' Medical Clearance Forms with you at all games and practices
- Plan to have a cellular phone available when your game or practice is at a facility that does not have any public phones
- Assist those who require medical attention - and when administering aid, remember to...
 - LOOK for signs of injury (Blood, Black-and-blue deformity of joint, etc.)
 - LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child
 - FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone
- Download the Little League® and WeatherBug Lightning and Weather Safety Mobile App

Don't...

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

Distribution and Disclaimer

Plan Distribution

- The following people will all be required to have a copy of this plan.
 - All Team Managers – will be given an electronic and hard copy prior to start of practices.
 - All Board Members – will be sent an electronic copy.
 - A hard copy will always be kept in the Concession Stand.
 - An electronic copy will be posted and available on the website and a link will be sent league wide at the beginning of the season.

Disclaimer

Using Information Found in this Document:

Information provided in this document is intended to educate the reader about certain medical conditions and certain possible treatments. It is not a substitute for examination, diagnosis, and medical care provided by a licensed and qualified health professional. If you believe you, your child, or someone you know suffer from the conditions described herein, please see your health care provider. Do not attempt to treat yourself, your child, or anyone else without proper medical supervision.

Appendix A – Concession Stand Hygiene and Safety

The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of food borne illness.

- **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.
- **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 food borne illnesses from temporary events can be traced back to lapses in temperature control.
- **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.
- **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 the 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 food borne illness.
- **Hand Washing.** Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
- **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.
- **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.
- **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. Well-sanitized work surfaces prevent cross-contamination and discourage flies.
- **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 food-borne illness.
- **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.

- Dishwashing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process:
 - Washing in hot soapy water;
 - Rinsing in clean water;
 - 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.
 - Chemical or heat sanitizing; and
 - Air drying.

Appendix B – COVID 19 Guidelines

We are looking forward to seeing our players out on the field for the 2021 Spring season. As we get started, please be aware of the following reminders in regard to the ongoing COVID-19 pandemic. Players and Volunteers are responsible for enforcing this policy together. Parents are asked to review this policy with players before team functions to make sure that their child or children follow both the policy and its intended purposes.

All parents should review the current guidelines in place from the State of Virginia. They can be found at the state website at: <https://www.virginia.gov/coronavirus/>

General Guidelines

1. If you or your player has any symptoms, or has been in contact with a person who has tested positive within the past 14 days, please stay home. The CDC defines close contact as: “Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.”
2. Please pay particular attention to the self-screening questions that all participants are required self-address prior to leaving for the field. If you can answer yes to any of the following questions, please stay home.
 - a. Are you currently experiencing a fever (100.4 degrees or higher) or have a sense of a fever?
 - b. Do you have a new cough that cannot be attributed to another health condition?
 - c. Do you have shortness of breath that cannot be attributed to another health condition?
 - d. Do you have new chills that cannot be attributed to another health condition?
 - e. Do you have a sore throat that cannot be attributed to another health condition?
 - f. Do you have muscle aches that cannot be attributed to another health condition or activity?
3. Please review the CDC Guidelines for youth sports
4. All players should pack hand sanitizer in their bags, and use frequently
5. All players must bring plenty of water and write their names on their water bottles. If we find water bottles left behind with no names on them, our only choice will be to discard them.
6. All participants must strive to maintain social distance of 10-feet as much as possible. (The league understands that incidental contact is going to occur. We will work to mitigate this contact as much as possible)
7. Please have players hang their bags at the fence markings which are 10-feet apart.
8. There is no sharing of equipment - Please let us know if a player needs a piece of equipment.
9. No spitting, gum or sunflower seeds.
10. No fist bumps, high fives, handshakes, and other unnecessary contact.
11. No horseplay.
12. Managers and coaches will exercise recommended social distancing practices whenever possible. When social distancing is not possible coaches and managers will wear a mask or face covering.

Practice and Game Specific Guidelines

- All team volunteers (managers, coaches, and any parents helping with practice or games) must wear a mask, unless they are adequately distanced from players (i.e. throwing Batting Practice, hitting balls to fielders, etc.)
- Managers should work with their team and the other team's manager to maintain space during warmups.
- Managers using the cage for pre-game batting practice will need to make sure the players waiting for the cage are separated. Only three players (including the batter) should be at the cage at one time.
- Managers should not pass paper line-ups pre-game; phone cameras or email should be used. Plate conferences should be done at 6 feet or more.
- Teams will be responsible for game balls used when in the field. At the end of each half inning, players will return ball to pitcher or catcher and will keep it until next half inning. Offensive team should refrain from touching the ball. Umpires may inspect the ball but should not be in regular contact. Each team should be prepared to have at least 3 game balls.
- Contact between players should be minimized. Players should refrain from physical contact that does not involve making a play in the field.
- Only the on-deck and in-the-hole batters may be in the dugout. Prior to the game, all bats shall be lined up along the fence inside the dugout. A player may grab his/her bat when exiting the dugout to bat. If a player strikes out, he/she should return his/her bat to the dugout, and then return to his/her designated spot. Any coach or player may retrieve bats from the home plate area, but bats should be handled by the barrel.
- There will be no post-game handshakes. Players will be encouraged to stand at a distance to recognize each other's efforts – tip of the hat, applause, and shouts of thank you follow each game. Sportsmanship is important.
- Managers and coaches will be responsible for clearing out each dugout area, and garbage removed.

Facility COVID-19 Mitigation Plans

In consideration of everyone's safety and an effort to follow all available guidelines to mitigate the transmission of COVID-19 the league has temporarily instituted some restrictions on seating areas for players and viewing locations for spectators.

Players, coaches, scorekeepers, and pitch counters will be seated outside of the dugouts in the zone between the bullpen backstops, towards the home plate backstop. All players are asked to bring their own chairs for seating, and to space at their bags which should be placed at the orange markings on the fences.

Parents and family members may set up chairs and canopies along the fence lines in the areas starting from the bullpen backstops towards the outfield. Where space is available, parents and family members may also sit along the outfield fences. Individuals and families must maintain 10-feet of distance from other spectators.

We have also identified the areas around the batting cages as zones for players and coaches only. (Graphic below for reference)



Thank you very much for your cooperation and assistance in communicating with your players.