

TOMBALL LITTLE LEAGUE 2021 ASAP SAFETY PLAN



P.O. Box 1416
Tomball, Texas 77375

<http://www.tomballlittleleague.com>

League ID: 03432806
President: Brian Quinn
Safety Officer: A. Principi

Tomball Little League – ASAP 2021

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I. Organization

A. Introduction

The purpose of the Tomball Little League (TLL) Safety Plan is to develop guidelines for increasing the safety of activities, equipment, instruction and facilities through education, compliance, and reporting. In support of this goal, TLL also commits itself to providing the necessary organizational structure and focus to develop, monitor, and enforce compliance with all aspects of the plan.

The Safety Plan includes the Code of Conduct and Safety Code adopted by the TLL Board of Directors. These documents outline specific safety-related policies and procedures of the League. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents. The plan is distributed to all Board Members, all Managers, Coaches, and Team Parents. It is also published on the league website, and a copy is kept in the TLL Board Room and Concession Stand. A copy will be submitted by Safety Officer or League President to District 28 DSO, and a copy will be submitted to Little League International

B. League Safety Officer

Anthony Principi, 2021 Tomball Little League Safety Officer

The League Safety Officer is an elected Member of the TLL Board of Directors. This individual acts as the Tomball Little League primary point of contact for the safety issues and is responsible to review, modify and communicate the League's Safety Plan each year. The plan is presented to our district Safety Officer for review by March 1 and to Little League International by March 31 each year for approval. Upon approval by Little League International League, it becomes the responsibility of the TLL Board, Coaches, Players, Parents and Spectators to administer and assure adherence to its contents. The TLL Safety Officer is registered and on file with Little League International

C. Safety Policy – Background Checks

TLL is committed to providing a safe, competitive, and nurturing environment that gives players a positive and healthy learning experience. This commitment is amplified by the importance and priority placed upon safety for participants, adults, and our community. As such, all volunteers (Board Members, Managers, Coaches, Team Parents, Umpires) & employee or contract personnel (Concession Stand & Groundskeeping) working around players must successfully complete a background check administered by the League President through the JDP website. Background checks are accomplished annually. Upon completion of background check volunteers will be given an approved volunteer ID badge with lanyard and must display approved credentials at every game while on the field or while working in the park. Anyone refusing to complete the application will not be allowed to volunteer.

D. Weather Safety in the Park

- WEATHER PROTOCOLS MUST BE STRICTLY FOLLOWED
- A Board Member or Appointed Representative (“Board Member on Duty”) must be present at the facility when any TLL-sponsored activity is underway.
- The Board Member on Duty is responsible for monitoring weather (The WeatherBug App or similar weather app is recommended) and keeping an Executive Board Member (typically the President) up to date on any weather-related concerns.
- The primary immediate weather threat to safety is lightning. In the event of visible lightning strikes or upon notification of strikes within a 10-mile radius (as recommended by Little League International), all activity will be suspended, and the park immediately evacuated. Communication with parents and participants will be accomplished through verbal communication, league text or e-mail. Everyone must move to inside their vehicles until given the “All Clear” by the Board

Member on Duty or through an Executive Board Member via verbal notification, league text or e-mail.

- Immediate Notification to evacuate park until further notice, by the League President, Board Members of The Board Member on Duty, via any means available will be a priority.
- Board Members, Umpires, Managers, Coaches, Team Parents, and any other officials present are tasked to assist in getting all persons off the fields, out of the park, and into the safety of their vehicles.
- No one will be permitted to remain in the ballpark during a weather event.
- When persons have no vehicle in which to seek safety, they will be permitted to seek shelter at the main building/board room area. This should only be utilized for persons/players without a vehicle.
- Once the weather event moves outside of 10-mile radius and (a 30 min delay has occurred) since the LAST lightning strike either witnessed or per the app, players and spectators may be allowed to return to the park. The Board Member on Duty or Executive Board Member gives an all clear. No one will be permitted to return to the park until ALL CLEAR has been communicated.

E. Emergency Telephone Numbers

Tomball emergency personnel respond to 911 calls. Therefore, in the event of an emergency 911 will be called. Police and fire department numbers are posted in the concession stands for non-critical situations. Board Member telephone numbers are published in this Safety Plan.

TLL Contact Information

Main Number: 614-361-2741 (Brian Quinn, President)

Rain Out Info: Text "Allusersclubs3823" to 334-310-2497

Website: <http://www.tomballlittleleague.com>

Facebook: <https://www.facebook.com/tomballlittleleague/>

Volunteer Tomball Police Officer Available by phone during park hours:

Lt. Danny Arriaga: Cell# 832-745-2604 for public safety or security questions/concerns

(do not call him in emergency - dial 911)

Emergency and Utility Numbers

Emergency Numbers

Police/Fire/Ambulance

911

Tomball Hospital

281-410-7500

Non-Emergency Numbers

Police

281-351-5451

Fire

281-351-7101

Utilities

Tomball Water/Gas

281-351-5484

Electric

713-207-7777

Board Contact Information

Position	Name	Contact Number	Email
President*	Brian Quinn	614-361-2741	president@tomballlittleleague.com
VP Administration*	Jessica Vandruff	714-743-4034	VpAdmin@tomballlittleleague.com
VP Operations*	Randy Joyner	713-419-9868	VpOp@tomballlittleleague.com
Treasurer*	Jeanne Foster	713-998-5301	Treasurer@tomballlittleleague.com
Secretary*	Jessica Paradise	318-751-7447	secretary@tomballlittleleague.com
Past President*	Ray Foster	281-636-5315	50/70@tomballlittleleague.com
UIC	Don Calhoun	281-475-6537	UIC@tomballlittleleague.com
Director of Info	Rhoda Strong	832-314-9652	Directorofinformation@tomballlittleleague.com
Player Agent 1	Ryan Peters	832-840-9532	PlayerAgent@tomballlittleleague.com
Player Agent 2	Cody Fenley	214-793-6607	PlayerAgent@tomballlittleleague.com
Director of Registration	Jessica Case	832-594-9595	Registration@tomballlittleleague.com
Team Parent Coordinator	Stephanie Walling	832-370-0867	Teamparentcoordinator@tomballlittleleague.com
Uniform Manager	Veronica Quinn	614-361-2742	uniforms@tomballlittleleague.com
Coach Coordinator	Ray Foster	281-636-5315	CoachCoordinator@tomballlittleleague.com
Equipment Manager	David Vandruff	714-742-4034	EquipmentManager@tomballlittleleague.com
Field Manager	Matt Walling	832-370-0865	FieldManager@tomballlittleleague.com
Safety Manager	Tony Principi	443-838-7174	SafetyManager@tomballlittleleague.com
Director of Fundraising	Mike Sandlin	713-408-9884	Fundraising@tomballlittleleague.com
Grand Slam Coordinator	Victoria Kelley	806-502-0055	Grandslam@tomballlittleleague.com
Director of Challenger	Carlos Munoz	713-885-7889	Challenger@tomballlittleleague.com

II. Training

A. Fundamentals Training (February 2021)

Suggested books are: Little League Drills & Strategies; Managing Little League Baseball; Coaching the Little League Pitcher; & Big Al Coaching Books. T-Ball Managers will get a copy of The Little League T-ball Program Manual. Links to the Little League training resources in the Little League University are provided. Managers and Coaches in all TLL divisions are required to instruct children in the above-mentioned fundamentals as appropriate for each division. Additional training material, e.g., DVD's, articles, books are available upon request; or the Safety Officer, Anthony Principi, can provide guidance on public sources of information.

Additional training extends to good safety habits, including: 1) transportation to/from the ballpark, 2) designated warm-up areas, 3) spectator areas, and 4) foul ball procedures, 5) heat illnesses and warning signs etc. Managers and coaches in all league divisions are required to discuss safe transportation to and from games and practices with the parents and players. No fewer than two adult coaches will be present at all events. Managers and Coaches are instructed to communicate to all players, monitor, and enforce all little league rules and proper equipment use for each position, including equipment for players who warm up pitchers.

B. First-Aid Training

To improve our response and treatment of injuries on the practice field or in games, TLL has provided information for all TLL Board Members, Team Managers, Team Coaches, and Team Parents to sign up for First Aid/CPR/AED certification online. Being First Aid/CPR/AED certified is a mandatory requirement of all TLL Board members. It is recommended that all teams have at least one adult member of the team that is First Aid/CPR/AED certified. TLL may offer an on-site or virtual training for anyone that was unable to complete online training. TLL offers reimbursement for certification costs for the Board Members that must be certified. A copy of receipt and certification card is required for reimbursement. In addition to the required First-Aid, CPR, and AED training, ALL managers, and coaches and TLL board members are required to complete the mandatory CDC Concussion Training Program online and provide completion certificate to the league safety officer for record. All managers, coaches and TLL Board members are also provided with a printout regarding Communicable Disease Procedures (**Appendix VI.H**).

For more information contact:

League Safety Officer

Phone: 443-838-7174

Email safety@tomballlittleleague.com

III. Facilities & Equipment

A. Inspections

TLL carries out field workdays prior to and during the Little League Season. The Field Days are joint efforts by Board Members, Managers and Coaches, Parents and Players to improve and maintain our park. These field days result in a hazard action list that is prioritized and acted upon accordingly. Tomball requires that Managers, Coaches, and Umpires inspect fields prior to use. A short checklist is provided during the Manager/Coach Training. Any concerns should be communicated to the Field Manager, Ray Foster (refer to Safety Manager when no Field Manager listed); or one of the Tomball Little League Board Members.

B. League Facility Survey

The 2021 league survey has been completed and updated online as noted in **Appendix VI.G**. For player safety, all TLL bases disengage, and safety netting is used for foul ball protection.

C. Concession Stand

TLL concession stands are operated by contracted personnel under the Tomball Little League (TLL). The TLL Safety Officer has discussed appropriate safety and safe food handling techniques with these personnel. Periodic inspections are made within the concession stand by the TLL Safety Officer to ensure sanitary conditions; proper food storage, and preparation standards are met. Written safety requirements

have been provided to the contracted personnel. Safety procedures are posted within the concession stand. All food items for sale are pre-approved by League President or League VP Administration. A copy of the Concession Operating Guidelines (**Appendix VI.I**) are distributed to all contract workers. A Pre-Fire Plan required by contractor.

D. Player Equipment

TLL Equipment Manager inspects all equipment before distribution and instructs Managers and Coaches on inspecting the equipment prior to each practice and game, and the exchange/ replacement procedures for faulty equipment. ALL catcher's helmets will be properly equipped with throat guards before being distributed. All Parents are informed that Players are required to wear protective cups during practices and games and that face masks on batting helmets & mouthguard's for infielders and strongly encouraged.

E. First Aid Kits & AED

First Aid Kits are provided in press box on each field, in the concession stand and in the boardroom. The AED is located on the exterior rear door of concession stand. Safety officer is required to inspect all first aid boxes for adequate supplies monthly and is required to check AED each season for proper operation.

IV. Activities

A. Emergency Procedures

In the event of an accident or incident resulting in an emergency or injury, Managers, Coaches and Team Parents have been instructed to call 911, provide appropriate first aid, and summon the TLL Board Member on Duty immediately. These individuals have been asked to convey these instructions to players and parents who are empowered to follow the same emergency notification procedure.

B. Injury Reporting

Rapid reporting of injuries is essential to a proactive safety program. To expedite this process, TLL has included the Little League International Injury Tracking Form (**Appendix VI.E**) in our red handbooks. This form is to be submitted to the TLL Safety Officer within 24 hours of incident in preparation for submission to the league's insurance carrier. If the injury requires professional medical care by a licensed care provider, e.g., EMT, Nurse, Doctor, etc., the TLL Safety Officer should be notified immediately by the manager or coach. Coaches and managers are required to have a copy of each players Medical Release Form (**Appendix VI.I**) immediately available to them during all practices and games.

LEAGUE PROCEDURE FOR REPORTING ACCIDENTS & INJURIES

All Managers, Coaches, Parents, Umpires, and Volunteers should carry cell phones and use the following procedures for reporting injuries.

- Call 9-1-1 in any emergency or for urgent medical assistance. Be prepared to provide information requested by the dispatcher including the location of the field or practice area you are calling from.
- For non-emergency calls contact; Tomball
Police Dept: (281) 351-5451
Tomball Fire Department: (281) 351-7101
Tomball Hospital: (281) 401-7500

Any incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the TLL Safety Officer. The terms "medical treatment and/or first

aid" include any injury sustained at The TLL Facility that (a) causes a player to miss any practice or game time; or (b) that has the potential to require the medical assistance of a medical professional for evaluation, diagnosis, and treatment.

All such incidents described above must be reported to Anthony Principi, League Safety Officer within 24 hours of the incident. Contact information is:

Cell: 443-838-7174
Email: safety@tomballlittleleague.com

Please mail a copy of the Little League Baseball Accident Notification Form (**Appendix VI.D**) to report injuries. The form can be supplied by any TLL Board Member or is available for download from the "Forms" section of our Little League website:

<http://www.littleleagueasap/>

How to complete an incident/accident report (Instructions in Appendix VI.D)

In completing the form make sure the following information is provided:

- League name - Tomball Little League
- League I. D. No.:03432806
- The name and phone number of the individual involved (and their parents)
- The date, time, and location of the incident
- As detailed a description of the incident as possible, whether it occurred during practice or a game.

C. MANAGERS AND COACHES SAFETY INFORMATION

I. Managers/Coaches are required to undertake the following action items as required by Tomball Little League Association and District 28:

- a. Collect a Player Medical Release (**Appendix VI.I**) for each player and put into folder that is brought to all practices and games. (Safety officer, Umpires, & Board Members will "spot check" for these).
- b. Walk the game or practice field prior to beginning each event to assess field conditions and remove or control hazards which may cause injury such as broken glass, defective fences, defective bases, fire ant mounds, field level discrepancies etc.
- c. Review safe transportation and relevant concerns with players prior to each event.
- d. Inspect equipment prior to each use for defects.
- e. Use only Little League approved equipment. Bats must be USA stamped.
- f. Provide or identify a parent who will commit to bringing a charged cellular telephone to practices and games.
- g. Teach your players all little league rules that are essential to the safety of all players such as no bat throwing, no intentional blocking of the Plate, etc. Please cooperate with and encourage umpires to enforce these rules as well.
- h. To avoid unnecessary injuries please allow players to play only positions in games if they have been instructed in the safe performance of these positions.
- i. Please follow the inclement weather guidelines outlined in Coach and Manager training. You are encouraged to download the Weather Bug App to stay informed of weather.
- j. Two adult Coaches are required at all events. **Coaches are NOT allowed to warm up pitchers (not from a squatted OR standing position).**

- k. Encourage the use of protective cups, mouth guards, and face guards on helmets for players.
- II. Each Manager must assure the following items are available for practice and game:
 - a. Potable water.
 - b. Emergency contact, parent information, and medical release forms on each child.
 - c. First aid kit which includes a gauze pads, bandages, gloves, tape, chemical ice pack, plastic bags for disposal of soiled material and a bag to be used for icing down an injury are placed at each field in the Press Box & are checked monthly by Safety Director. **AED device is located in the Rear Door of the Concession Stand.** In the event of an emergency call 911, provide appropriate first aid and summon a TLL Board Member as outlined in the TLL Safety Plan.
 - d. Portable fans are allowed and recommended if needed during hot weather.
- III. Managers and Coaches are requested to assist Tomball Little League in enforcing appropriate safe behavior from all players and spectators. We ask all Managers to hold a team meeting prior to start of game season and review the Parent Code of Conduct Handout found on our website under "documents." We also ask that you assist in requesting all participants and attendees observe these same rules. If, after making a polite request to attendees who are not observing safety requirements, request assistance from the Board Member on Duty.

Some of these behaviors include, but are not limited to:

- a. Do not allow climbing or hanging from dugouts, fences, bleachers, etc.
- b. Do not allow rough horseplay or fighting.
- c. Batting practice and ball throwing is not allowed in the main walkways or traffic areas of the park.
- d. Bicycles, skateboards, hover boards and roller blades are not allowed on the park walkways on game or practice days.
- e. Alcohol is always prohibited in park.
- f. No one is allowed in batting cages without helmets.

Please notify the TLL Safety Officer or any other TLL Board Member if you witness other unsafe behaviors or identify physical hazards. Any safety suggestions can be sent to the safety officer - safety@tomballlittleleague.com. In the event that you become aware of an injury to a guest in the park please notify the TLL Safety Officer or another TLL Board Member immediately. In the event a player or coach is injured, please follow the injury reporting procedures outlined in the Safety plan.

D. *INFRASTRUCTURE & OPERATIONS IMPROVEMENT PROJECTS for 2020*







- I. The Tomball Little League 2021 Safety Plan has been developed with the following safety improvements in place or in consideration to be completed by opening day Fall of 2021:
 - a. Field hazards to be remedied by securing bottom of fence lines throughout park to prevent foot/ankle injury
 - b. Continue assessing trip/fall hazards and remedy by either ensuring high vis paint is present or raising ground level to prevent incidents
 - d. Continue identifying and remedy other safety concerns in park.
- II. Safety Upgrades completed in last 24 Months:

- a. New “L” screens purchased and set up.
- b. Tree limbs blocking walkways and limiting vision have been removed/trimmed.
- c. Yellow lines painted to avoid trip hazards.
- d. Uneven cement in pathway fixed.
- e. Replaced fence by concession stand with a sturdier fence.

V. LEAGUE MANAGEMENT

- A.** Registration: registration runs November through January. Tryouts will be held in late January followed by draft and team formation in February.
- B.** Player roster data and coach and manager data will be submitted to the Little League data center at www.LittleLeague.org by March 30, 2021.
- C.** TLL Board Member Contact info will be uploaded to LL Data Center by Information Director by March 03, 2021.
- D.** Safety Plan, Facilities Survey, and Safety Plan Registration plan will be submitted online by 3-16-21, following established procedures by little league International.
- E.** ASAP Newsletter and Little League E News will be distributed to league via email by the League Information Director. Posts from Little League University website and Little League e-news will be shared via the League’s Facebook page and Twitter Account by League Information Director or Executive Board Member.

VI. APPENDICES

<p>A. 2021 COVID Guidelines</p>	 TLL Spring 2021 COVID-19 Guidelines.
<p>B. Little League Volunteer Form</p>	http://www.tomballlittleleague.com/Assets/Tomball+Little+League+Digital+Assets/Documents/2017/2017+Volunteer+Application+-+New.pdf
<p>C. Little League Returning Volunteer Form</p>	http://www.tomballlittleleague.com/Assets/Tomball+Little+League+Digital+Assets/Documents/2017/2017+Volunteer+Application+-+Returning.pdf
<p>D. Accident Claim Form</p>	 AccidentClaimForm.pdf
<p>E. Accident Claim Form Instructions</p>	 AccidentClaimFormInstructions.pdf
<p>F. Little League Baseball Injury Tracking Report (league use only)</p>	 Injury_Tracking_Form.pdf
<p>G. Little League Facilities Survey</p>	Submitted online in the Data Center
<p>H. Communicable Disease Procedures</p>	 communicable_disease_procedures.pdf
<p>I. Player Medical Release Form</p>	 Medical_Release_Form.pdf
<p>J. TLL Concession Operating Guidelines</p>	Submitted with safety plan.