



Cocoa Beach & Cape Canaveral

District 22 Florida

Safety Program Document

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COCOA BEACH, FLORIDA 32932-1522

League #03090203 FEIN 52-1287607

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Abbreviations

CAPR	Corrective Action Progress Report
CARR	Corrective Action Request Report
SCLL.....	Space Coast Little League
NEC	National Electrical Code
NFPA	National Fire Protection Association
POL.....	Petroleum, Oil and Lubricants

1.0 PURPOSE

- 1.1. This document establishes the rules and procedures to promote a safe environment to all participants and spectators at the Cocoa Beach and Cape Canaveral Field(s)/Facilities.

2.0 RESPONSIBILITIES

2.1. Board Members

- a SCLL board members are responsible for dissemination and enforcement of the league's standing rules and safety program document. Any board member who sees, or is advised of, an unsafe condition is obligated to take corrective action (e.g., fix unsafe equipment, notify proper authority of condition, or make condition as safe as possible until it can be formally addressed and corrected). The board member shall notify the SCLL Safety Officer of the condition and corrective action taken/needed.
- b SCLL board members are responsible for promoting the safety of all participants and spectators at Cocoa Beach and Cape Canaveral Fields/facilities through enforcement of safe conduct as prescribed in, but not limited to, Section 3.0 of this document. (See attachment for contact information for SCLL board members)

2.2. Managers and Coaches

- a SCLL managers and coaches are responsible for knowledge and enforcement of Official Little League Rules and the SCLL standing rules. Any manager/ coach who see, or are advised of, an unsafe condition is obligated to take corrective action (e.g., fix unsafe equipment, notify proper authority of condition, or make condition as safe as possible until it can be formally addressed and corrected). The manager/coach shall notify the SCLL Safety Officer, or other board member, of the condition and corrective action taken/needed.
- b Each coaching staff should have a copy of its team members' registration forms available at each game and team practice for retrieval of pertinent information (e.g., doctor and allergies).

- c A first aid kit shall be on-hand at each game and team practice. Each manager and coach is responsible for ensuring that the first aid kit is complete and in good condition.
Managers/coaches must ensure that a "Little League Accident Report" (extra copies are kept in the concession stand) is completed and submitted to the SCLL Safety Officer within 24 hours of any injury requiring other than First Aid treatment
- d Managers/coaches shall ensure their equipment IS maintained in a safe configuration. Any equipment, including the first aid kit, considered unsafe should be reported/returned to the SCLL Equipment Manager for repair/ replacement prior to its usage.
- e Managers/coaches shall ensure there are adequate means available to summon necessary emergency personnel (e.g., ambulance, police, or fire) at all team gatherings (i.e., games, practices, parties, etc.). (See attachment for Emergency personnel contact information)
- f Managers/coaches shall promote the safety of all participants and spectators at Cocoa Beach and Cape Canaveral Field(s) through enforcement of safe conduct as prescribed in, but not limited to, Section 3.0 of this document.
- g Managers/coaches shall ensure their players' parents have received a copy of the "Space Coast Little League Parent's Safety Guide" which contains the Safety Rules that will be enforced during SCLL functions.
- h SCLL members seeking an appointment, as manager/coach will attend the SCLL Managers/Coaches Meeting to be held prior to tryouts.
- i Managers and Coaches to attend a Fundamental Training Meeting once every 3 years.
- j Managers and Coaches to attend a First Aid Training Meeting once every 3 years.
- k Managers and Coaches must report accident within 24 - 48 hours of incident to Safety Officer. (See attachment for SCLL managers and coaches contact information).

2.3. Umpires

- a SCLL umpires are responsible for knowledge and enforcement of Official Little League Rules and the SCLL standing rules. Any umpire who sees, or is advised of, an unsafe condition is obligated to take corrective action (e.g., fix unsafe equipment, notify proper authority of condition, or make condition as safe as possible until it can be formally addressed and corrected). The umpire shall notify the SCLL Safety Officer, or other board member, of the condition and corrective action taken/needed.
- b The umpire shall make the determination on the safety condition of a field for play. If the umpire deems a field's condition as less than favorable (i.e., standing water or other mechanical/structural condition) he/she may allow play at his/her discretion, delay play until the condition is fixed (for minor conditions), suspend play, or contact the SCLL Chief Umpire, Safety Officer, or other board member for a determination.
- c Umpires shall ensure that playing equipment is in a safe configuration. Any equipment that is considered unsafe shall not be used. The umpire shall inform the responsible coach to handle the equipment in question as prescribed in section 2.2.d above.
- d Umpires shall promote the safety of all participants and spectators at Cocoa Beach and Cape Canaveral Field(s) through enforcement of safe conduct as prescribed in, but not limited to, Section 3.0 of this document. (See attachment for contact information for SCLL managers and coaches) .

2.4. Safety Officer

- a The SCLL Safety Officer is responsible for knowledge and enforcement of Official Little League Rules, SCLL standing rules and local/national standards to promote the safety of all participants and spectators at Cocoa Beach and Cape Canaveral Field(s).

- b Annual inspections shall be performed prior to Opening Day to ensure the SCLL equipment and facilities are in a safe condition. This inspection shall be conducted in accordance with Section 4.1 of this document.
- c Periodic inspections of the general area, playing fields, announcer's booth, concession stand and batting cage(s) shall be conducted. These inspections may be an abbreviated version of the annual inspection or other criteria that, at the discretion of the Safety Officer, ensure the facilities remain safe throughout the regular season and any all-star/post-season play.
- d The Safety Officer is obligated to take corrective action for any unsafe condition pertaining to equipment or facilities. Unsafe conditions requiring repair or replacements) shall be documented on a Corrective Action Request Record (CARR), referenced in appendix B.I, and tracked by the Safety Officer until closure. All closed CARRs shall be filed by the Safety Officer and retained by SCLL at least five years for information on recurrence of unsafe conditions.
- e At the SCLL President's request, the Safety Officer will submit a Corrective Action Progress Report (CAPR) as referenced in Appendix B.2, containing information on all "Open" CARRs.
- f The Safety Officer is responsible for ensuring incident reports are filled out correctly, filed and proper follow-up is conducted.
- g The Safety Officer is responsible for promoting the safety of all participants and spectators at Cocoa Beach and Cape Canaveral Field(s) through enforcement of safe conduct as prescribed in, but not limited to, Section 3.0 of this document.
- h The Safety Officer is to fill out the ASAP and Little League Facility Survey annually.

2.5. Concession Workers

- a Concession stand workers must comply with Brevard- County ordinances governing food preparation/distribution facilities.
- b Concession Stand Managers are responsible for all safety issues in the concession stands i.e. volunteer training, equipment in good working condition, assuring that food is cooked properly, wet flooring, children helpers and general cleanliness.
- c No more than Two (2) children shall be permitted in the concession stands) at one time. Two (2) adults should be present at all times in the concession stands). All adults working the concession stand must know where the fire extinguisher is located and how to properly use it (instructions posted over the fire extinguishers. The concession stand managers) shall train all adult volunteers on the proper use of all equipment used in the concession stands to help in the prevention of injury.

2.5.c.1. Concession Stand Rules

- Concession stand will be manned by a group of assigned volunteers
- No one under the age of 12 will work handling money or with the hot items.
Example: grill, coffee maker, microwave.
- Groups must clean the food area up after the concession stand closes.
- Workers must wash their hands before handling food products.
- No pets allowed in the concession stand area.
- No Coaches, Umpires, Ballplayers or Unauthorized persons will be allowed in the food service area while the concession stand is open.
- When the concession stand closes items on the shelves must be restocked.

2.6. Parents

- a All SCLL parents/guardians will receive a copy of the SCLL Parent's Safety Guide. This guide will, as a minimum, contain the league's safety rules (as set forth in Section 3.0 of this document), an SCLL Board of Director's phone listing (may be an attachment) and recommended actions for pertinent hazardous conditions (i.e., lightning, fire, etc.).

- b The SCLL Parent's Safety Guide shall be published and distributed prior to Opening Day by the SCLL Safety Officer.
- c Parents should help enforce the SCLL Safety Rules (contained in the SCLL Parent's Guide) to aid in promoting the safety of all participants and spectators at Cocoa Beach and Cape Canaveral Fields/facilities.

2.7. Volunteer Application Form

- a All local Little Leagues are required to conduct background checks on managers, coaches, board of directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. Individuals are also required to complete and submit a Little League Volunteer Application to their local league. Plus a nationwide sex offender search.
- b Children under the age of 21 and will be working as volunteers in the concession stand or as umpires field maintenance or any other task that will put them in contact with players, Individuals are also required to complete and submit a Little League Volunteer Application to their local league. Plus a nationwide sex offender search .

3.0 Safety Rules

- a No persons shall throw or otherwise propel (e.g., bat or hit) a baseball or softball except within the fenced confines of the playing fields during a scheduled practice or game. Batting practice shall only take place on a playing field or within the batting cages.
- b No persons shall throw or otherwise propel (e.g., bat or hit) tennis or rubber balls, dirt clumps, stones, or other objects in a manner that can injure themselves or other persons (e.g., playing "wall-ball").
- c The use of bicycles, motorized vehicles, roller skates, skateboards, etc., is prohibited within the fenced confines of Cocoa Beach and Cape Canaveral Field (s) facilities.

- d Persons shall not climb or otherwise ascend any stairways, dugouts, fences, trees, or rooftops on the complex (except authorized personnel entering an announcer's box).
- e Persons shall not enter any playing field unless they are part of a team or an umpiring official currently scheduled to participate in a game or conduct practice on that field.
- f No pets are allowed on the premises (fenced areas and roadways), except for Service dogs (i.e. guides dog, hearing dogs, etc ..) assisting their master at the time of their presence.
- g At no time shall motor vehicle operators exceed the posted 10-mph speed limit.
- h Firearms are prohibited at all times, except In the possession of a duly appointed law enforcement officer.
- i Open fires and alcoholic beverages are prohibited.
- j Smoking is prohibited within the fenced confines of Cocoa Beach and Cape Canaveral Field(s). Individuals wishing to smoke may do so in the parking areas.
- k Lawn mowing equipment should not be used when children are in the near vicinity.
- l Anytime there is a game in progress after sundown, lights at the SCLL fields shall be illuminated to provide a "safe" atmosphere throughout the complex.
- m When lightning is present, games shall be delayed or suspended and all persons should seek shelter in metal roofed vehicles or buildings (e.g., announcer's booth). Persons should not remain in dugouts or under trees, and should not touch fences, pole guide wires, or other metallic/conductive structures/surfaces.

- n Any participant or spectator who has a suggestion they believe will increase the safety of the equipment or facilities should fill out a Safety Suggestion form, as referenced in Appendix B.3. These forms can be returned to the concession stand or any SCLL board member. The SCLL Safety Officer will evaluate each suggestion and take appropriate action. The suggestion initiator will receive a personal response from the SCLL Safety Officer if they include their name and phone number on the suggestion form.
- o Players violating these rules will be redressed in accordance with the SCLL Standing Rules. Other violators may be asked to leave the Cocoa Beach and Cape Canaveral

4.0 Inspections

The SCLL-Safety Officer as prescribed below shall conduct inspections.

4.1. Annual

- a Each year, prior to the use of the SCLL fields, the Safety Officer shall conduct an inspection of the Cocoa Beach and Cape Canaveral Field(s)/facilities to ensure they have remained in good repair through the off-season.
- b The annual inspection shall address the areas and concerns documented in the worksheets contained in Appendices A_1 through A.5 for the general areas, playing fields, announcer's booth, concession stand and batting cage(s). Additional concerns should be noted on the worksheet and, if substantial, included in a revised worksheet for the next annual inspection.
- c Any deficiencies or discrepancies shall be corrected at the time of discovery and noted on a CARR as documented in Section 2.4.d of this document. Those deficiencies/discrepancies that cannot be immediately corrected shall be alleviated to a safe condition and corrective action initiated by the Safety Officer for a permanent resolution.
- d Annual Inspection Worksheets should be filed and retained for at least five years to provide a background history of discrepant condition recurrence.

4.2. Periodic

- a Periodic inspections shall be performed on the SCLL facilities to include the general spectator areas, playing fields, announcer's booth, concession stand and batting cage(s).
- b Periodic inspections should be performed at least monthly throughout the season, including all-stars and post-season championship game play.
- c The annual inspection worksheets in Appendices A.1 through A.5, or an abbreviated version, may be utilized for periodic inspections. The periodic inspection worksheets may be filed, but are not required to be retained beyond the current year.
- d Any deficiencies or discrepancies shall be corrected at the time of discovery and noted on a CARR as documented in Section 2.4_d of this document. Those deficiencies/discrepancies that cannot be immediately corrected shall be alleviated to a safe condition and corrective action initiated by the Safety Officer for a permanent resolution.
- e Any deficiency/discrepancy that cannot be immediately corrected/alleviated and is deemed to be a significant safety hazard (i.e., may result in serious injury) shall be brought before the SCLL Board of Directors for resolution. The SCLL Safety Officer and/or Board of Directors shall employ safety measures (e.g., roping off the area and/or prohibiting use of the equipment/facility) until the matter has been satisfactorily resolved.

5.0 League Player/Manager/Coach Data

The SCLL-Information Officer and/or President as prescribed below shall conduct and assure:

- 5.1. Annual reporting of league player registration data, and/or, player roster data, and/or coach/manager data submitted on time via www.littleleague.org data center.

A.O Annual Inspection of General Areas

Explain all items marked "Yes" in the "Deficiencies/Discrepancies" area at the bottom of this form.
Attach additional sheets if needed.

Yes	No	Item	Description
Water Fountain			
		WF1	Does a water purity survey need to be performed?
		WF2	Are there sharp edges that could cause lacerations or puncture wounds?
		WF3	Does water fountain need structural/foundation repair?
		WF4	Other concerns?
Grounds & Roadways -			
		GRI	Do roadways have deep holes or trenches that could cause loss of control of motor vehicles?
		GR2	Is there excessive glass, broken plastic, metallic debris, or other sharp items lacerations or puncture wounds?
		GR3	Are speed limit signs missing or illegible?
		GR4	Does picnic table area need repair (e.g., cracked cinder blocks in load bearing excessive stress cracking in foundation floor, broken tables)?
		GR5	Does ground transformer cabinet show external signs of damage (e.g., arcing, major denting, large cracks, extensive rusting, holes)?
		GR6	Do security lights need repair?
		GR7	Other concerns?
Spectator Stands			
		SSI	Are there signs of major structural deterioration (i.e., excessive stress extensive "wash out" under foundation, bleacher support members bending)?
		SS2	Do anchor points require repair/replacement (e.g., loose bolts, extensive fracturing)?
		SS3	Do seats/bleachers have sharp edges or splinters that could cause lacerations wounds?
		SS4	Other concerns?

Deficiencies/Discrepancies

Item	Location	Description	Action Taken/Requested(Actionee)	CARR No.

A.O Annual Inspection of Playing Fields

Explain all items marked "Yes" in the "Deficiencies/Discrepancies" area at the bottom of this form. Attach additional sheets if needed.

Yes	No	Item	Description
Grounds			
		FG1	Are there deep) holes or trenches that could cause injury?
		FG2	Do sprinkler heads pose a personnel tripping potential?
		FG3	Is there excessive glass, broken plastic, metallic debris, or other sharp items that lacerations or puncture wounds?
		FG4	Do field "stadium" lights need-repair (e.g., broken fixtures, broken/spent bulbs, poles or crossmembers)?
		FG5	Do the perimeter fencing or gates need repair (e.g., holes with sharp edges, broken excessively loose or sagging fabric)?
		FG6	Do billboards or bases need to be re-attached or repaired (e.g., defective
		FG7	Does foul ball netting at home plate pose a safety concern (i.e., becoming detached hanging)?
		FGB	Other concerns?
Dugouts			
		FD1	Do exterior walls or load bearing members show signs of structural deterioration stress cracking, walls leaning, extensive "wash out" under foundation)?
		FD2	Are benches in need of repair (i.e., loose planks, protruding nails, cracked or broken
		FD3	Do water spigots need repair (i.e., broken pieces or sharp edges)?
		FD4	Other concerns?
Announcer Booth			
		FBI	Does booth exterior show signs of structural deterioration (i.e., cracking or leaning)?
		FB2	Does stairway require repair (e.g., cracked/broken/loose/warped planks, en/missing hand
		FB4	Does booth flooring show signs of structural deterioration (e.g.,
		FB5	Other concerns?
		FB3	Does equipment in booth show signs of electrical damage/failure (i.e., arc scorching, melted wiring insulation)?
		FB4	Does booth flooring show signs of structural deterioration (e.g.,
		FB5	Other concerns?

Deficiencies/Discrepancies

Item	Location	Description	Action Taken/Requested(Actionee)	CARR No.