

2012 ASAP Plan

Prosper Little League

Prosper, TX



Qualified Safety Plan Requirements

1. League Safety Officer: **Bill Wiley** / on file with Little League Headquarters.

2. Prosper Little League will distribute a paper copy of this Safety Manual to all managers/coaches, league volunteers and the District Administrator.

3. **Emergency Phone Number: 911**

Local Police Department (Non-Emergency): **972-347-2226**

Local Fire Department (Non-Emergency): **972-347-2424**

PYSA President: **Drake Dunn (214) 458-0303**

League President: **Marc Maxey (214) 250-1585**

League VP: **Chuck Washburn (214) 725-3997**

League Player Agent: **Drake Dunn (214) 458-0303**

League Maintenance: **Marc Maxey (214) 250-1585**

League Treasurer: **Julie Wiley (972) 922-3702**

League Safety Officer: **Bill Wiley (214)620-4396**

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

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

5. Fundamentals Training:

At least one manager/coach from each team must attend the training.

Every Manager/Coach will attend this training at least once every 3 years.

The first training will be on Sunday, February 26th, 2012 at Frozen Ropes Baseball Academy presented by Danny Florence. Fundamentals dealing with safety will be emphasized during First Aid Training, PYSA President Drake Dun will be presenting.

6. First Aid Training:

First Aid Training will be held on the following dates: March 12th, 2012 and March 18th, 2012.

Prosper Little League will require at least one manager/coach from each team to attend. Every manager/coach must attend this training once every 3 years. The Prosper Fire Department will conduct the training at the Prosper Fire Station.

7. Coaches will be required to **walk/ inspect** the fields prior to practices and games. Umpires will also be required to walk the fields for hazards before each game.

8. Prosper Little League has completed **2012 Facility Survey**. This document is being mailed to the League Offices.

9. Concession Stand Safety

- Menu shall be posted & approved by the safety officer and the League President.
- Our Concession Safety Procedures will be posted several times in stand.
- See Appendix A for copy of League Concession Stand Safety Procedures

10. The League Safety Officer will inspect all equipment in the pre-season.

- Managers/Coaches will inspect equipment prior to each game.
- Umpires will be required to inspect equipment prior to each game.

11. Implement Prompt Accident Reporting.

- The League will use the provided incident tracking form from the LL website and will provide completed accident forms to the Safety Officer within 24-48 hours of the incident.
- See Appendix B for copy of League Accident Tracking Form

12. Each team will be issued an updated **First Aid Kit** and is required to have it at every practice and game.

13. Prosper Little League will require ALL TEAMS to enforce **ALL Little League Rules**, including:

- A. proper equipment for catchers
- B. no on-deck batters
- C. coaches will not warm up pitchers
- D. bases will disengage on all fields

Concession Stand Tips

SAFETY FIRST

Requirement 9

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

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 stereo 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.

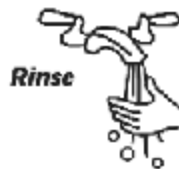
13. Set a Minimum Worker Age

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.

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

Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, snacks or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, roll tissue or other serving utensils.

Remove all jewelry, nail polish or fake nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them.

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by: David Swanson, Director, National Food Service Sanitation Inspection Program (NSF) in partnership with the Massachusetts Extension in collaboration with the Massachusetts Federal Safety Inspection System, the Department of Agriculture, Food Security, and Forestry, and the Massachusetts Department of Labor and Workforce Development.



Appendix B: Accident Tracking Form

Activities/Reporting	A Safety Awareness Program's Incident/Injury Tracking Report
League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____	
Field Name/Location: _____ Incident Time: _____	
Injured Person's Name: _____ Date of Birth: _____	
Address: _____ Age: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
City: _____ State _____ ZIP: _____ Home Phone: () _____	
Parent's Name (if Player): _____ Work Phone: () _____	
Parents' Address (if Different): _____ City _____	
Incident occurred while participating in:	
A.) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD	
B.) <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball (5-8) <input type="checkbox"/> Minor (7-12) <input type="checkbox"/> Major (9-12) <input type="checkbox"/> Junior (13-14) <input type="checkbox"/> Senior (14-16) <input type="checkbox"/> Big League (18-18)	
C.) <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event <input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____	
Position/Role of person(s) involved in incident:	
D.) <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout <input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____	
Type of injury: _____	
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____	
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____ (If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)	
Type of incident and location:	
A.) On Primary Playing Field <input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted <input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure <input type="checkbox"/> Grounds Defect <input type="checkbox"/> Other: _____	
B.) Adjacent to Playing Field <input type="checkbox"/> Seating Area <input type="checkbox"/> Parking Area <input type="checkbox"/> Concession Area <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> Customer/Bystander	
D.) Off Ball Field <input type="checkbox"/> Travel: <input type="checkbox"/> Car or <input type="checkbox"/> Bike or <input type="checkbox"/> Walking <input type="checkbox"/> League Activity <input type="checkbox"/> Other: _____	
C.) _____	
Please give a short description of incident: _____	

Could this accident have been avoided? How: _____	
This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.	
Prepared By/Position: _____ Phone Number: (____) _____	
Signature: _____ Date: _____	