



League Safety Officer Manual

League Name

League # _____ - _____ - _____



“Some of the ideas in ASAP are so simple one wonders why we haven’t thought of them before.”

- David McClain, Safety Officer
Tuckahoe National/American LL

INTRODUCTION

The Safety Officer Opportunity

1

YOUR SAFETY PROGRAM

Help in creating a program for your league

2

COMMON SENSE

More than 300 ideas from leagues like yours

3

PLAY IT SAFE

A timeless guide to safer league operations

4

FORMS

Everything you need to register your safety program

5

ASAP NEWS

Store your ASAP newsletters here

6





ASAP Safety Officer Manual & League Resources CD: 2009

October, 2008

Dear Safety Officer,

Thank you! Due to your efforts and others like you committed to improving Little League through safety, we have seen extraordinary results in injury prevention. In 2008, **81 percent** of all leagues voluntarily operated a safety plan. That's **incredible!**

Since ASAP began in 1995, injuries in all of Little League have **decreased by over 77 percent annually**. That's great! Together, we *are* making a difference. But we need everyone to get involved; *not just for one year, but to maintain effective safety programs in your league year after year*. Now is the time! And here is what you need if you've never developed a safety plan.

Overview

ALL LEAGUES — not just those operating a safety plan — must have applicable volunteers fill out the 2009 Volunteer Application Form as well as conduct a *nationwide* background check on all applicable volunteers (Reg. I(b), Reg. I(c)8 and Reg. I(c)9). The material enclosed contains information to help you learn more about performing the background checks required under the Child Protection Program. The 13 minimum requirements remain the same as last year to win a cash award for your league based on the number of teams your safety plan will help protect. **Remember**, one representative from each team **must** attend the first aid clinic and the player fundamentals clinic you provide to all coaches/managers, and each coach/manager must attend these clinics at least once every three years to be eligible. However, licensed health care professionals are exempt from the first aid training.

Secondly, all safety plan materials must be postmarked by **May 1, 2009** to win the cash award and be entered in the awards contest. Leagues working toward the District Incentive need to have all requirements approved at Little League International by **April 1, '09**.

Please distribute printed copies of your plan to appropriate volunteers, and keep a copy of the complete plan for next year!

Awards for the 2009 ASAP Best Safety Plan Contest

- All leagues submitting a qualified safety program who take Little League AIG Insurance for player accident coverage will win a cash award based on the number of teams covered by their plan.
- First and second place winners from each region for best safety plan: \$500 safety award; recognized in ASAP Newsletter;
- First place winner from each region: Little League World Series trip for the league president and safety officer in August;
- Best safety plan in the nation: a Musco Lighting 200-foot field lighting system.

Inside This Mailing

Included in this mailing are the updated pages for the Safety Officer Manual, as well as a CD of the entire manual, including:

- The complete manual, including all revised pages;
- The software to view the manual;
- The last eight years' issues of the ASAP News, so you have these important references;
- Safety signs to print, post and distribute around your sports complexes;
- Several resources: * registration materials; * background check information;
- * several slide show presentations for league administrators; and other important resources for league administrators.

We're sending the material on CD so you can view the entire kit on a computer, and print as many copies as you need. The material is also available on Little League's web site at: <http://www.littleleague.org/programs/asap>.

The Software

The software package on the CD is called Adobe Acrobat Reader™, and is free from Adobe Systems Incorporated. The CD will launch when you place it in your CD drive and display the Safety Officer Manual. If you install the software, just follow the instructions with it. Once the software is installed, you can begin putting together a safety program for your league.

We're glad we can help you make it "safer for the kids."





2009 Qualified Safety Program Registration

To register a qualified safety plan: 1) Complete this form, all four sides; 2) Complete the 2009 LL Facility Survey; 3) Submit both forms with your complete safety plan — *including all 13 minimum requirements clearly detailed* — **postmarked** no later than **May 1st, 2009**. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted starting Jan. 1st, 2009.

Plans not meeting all requirements by May 1st will not be eligible for the cash incentive or awards program. If your safety plan meets the qualifications, your league will win a cash award based on the number of teams your safety plan covers, if you carry Little League AIG Insurance. In addition, your program will automatically be entered in the 2009 ASAP Awards.

District Administrators: DAs wishing to earn the district incentive for ASAP participation must have their leagues' plans submitted, *with all requirements clearly documented and approved by Little League International*, by **April 1st, 2009**. Leagues plans must be postmarked by May 1st; the District requirement is for plans to be in and approved by April 1st.

Districts achieving 80% or better of their leagues submitting a qualified safety plan will earn a \$350 credit.

Districts with 60-79% of their leagues submitting a qualified safety plan will earn a \$150 credit.

League Name _____ League I.D. # _____
City _____ State _____ League I.D. # _____
(If league operates more than one charter, please list all:) League I.D. # _____

League Safety Officer _____ League President _____

Address _____ Address _____

City _____ City _____

State _____ Zip Code _____ State _____ Zip Code _____

Work Telephone () _____ Work Telephone () _____

Home Telephone () _____ Home Telephone () _____

Cell/Pager Number () _____ Cell/Pager Number () _____

Email Address _____ Email Address _____

Items included with this application form:

of pages of league's safety program outline: _____

of non-returnable photographs: _____

Person submitting application (if different from above):

Name _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____

() Signature _____ Date _____

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)

Return this form and 2009 LL Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program
Little League International
P.O. Box 3485
Williamsport, PA 17701

or Shipping Address: ASAP Award Program
Little League International
539 U.S. Route 15 Hwy.
So. Williamsport, PA 17702

Return by April 1st to meet DA incentive or no later than May 1st for basic requirement

Over

Qualified Safety Plan Requirements



Making It "Safer For The Kids"

These two pages contain the 13 minimum requirements for your safety plan to qualify for the cash award if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. ***This form does not constitute a safety program.*** Please submit the safety manual that was distributed to league personnel, as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). **Judging:** All judging will be conducted based on the material submitted. Non-original, or copied, safety plans will not be considered for the awards portion.

- Please list dates when training was/will be held; and where each requirement can be found in your plan.
- **Please note: Leagues are required to conduct a background check for sexual abuse offenses for all applicable personnel. See Requirement 4. This is a regulation for all leagues: See Regulation I(b), Reg. I(c)8 and I(c)9.** This begins with leagues using the Little League Volunteer Application Form.

*** Please List Page Number Where Each Item Below Is Located In Your Safety Plan**

- 1. Have active safety officer on file with Little League International** **1. Page: _____**
- 2. PUBLISH and distribute a paper copy of the applicable safety manual to volunteers** **2. Page: _____**
 - The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
 - While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
 - Samples can be found in the example safety manuals on the CD or LL web site.
 - Include all relevant material for coaches, including these minimum standards.
 - Keep a copy for your league. Send a copy to your DA or District Safety Officer. Little League International does not keep copies for leagues' future use.
- 3. Post and distribute emergency and key officials' phone numbers** **3. Page: _____**
 - Include emergency procedures for handling injuries and who to contact to track/report them.
 - Include emergency phone numbers for ambulance, police, fire department, etc.
 - Include league president and safety officer, consider head umpire, board members.
- 4. Use 2009 Volunteer Application Form and check for sex abuse** **4. Page: _____**
 - Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams **must fill out application form as well as provide a government-issued photo identification card for ID verification.** Check name spellings and numbers for accuracy.
 - Must conduct a search of the Department of Justice's *nationwide* sex offender registry, using 2008 Volunteer Application Forms, on all applicable volunteers.
 - Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website (www.littleleague.org.)
 - May conduct nationwide criminal background check using resources such as *ChoicePoint*.
 - Anyone **refusing** to fill out Volunteer Application is ineligible to be even league member.
 - League president must retain these confidential forms for the year of service.
 - Do not send in volunteers' forms; blank copy of league's application form should be sent.
- 5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)** **5. Page: _____**
 - *It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
 - Document date, location, who is required to attend and who did attend. Intent is to provide training to ALL coaches and managers; **minimum of one participant per team.**
 - Training qualifies volunteer for 3 years; but one team representative still required each year.
 - High school, college or experienced league coaches can be great resources.
 - Districts can assist by providing training sessions on a district-wide basis.
 - Training should be modified annually to meet the local needs of players and their facilities.

5. Date Was/ Will Be Held: _____
5. Date Was/ Will Be Held: _____

Qualified Safety Plan Requirements



Making It "Safer For The Kids"

- 6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending**

 - *It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
 - Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.
 - Other individuals who attend various outside first aid training and course are **not** exempt.
 - Document date, location, who is required to attend and who did attend. Again, the intent is to provide training to ALL coaches/managers; *minimum of one participant per team.*
 - Training qualifies volunteer for 3 years, but one team representative still needed each year.

6. Page: _____

6. Date Was/ Will Be Held: _____

6. Date Was/ Will Be Held: _____
- 7. Require coaches/umpires to walk fields for hazards before use**

 - Recommend leagues use form to track and document any facility issues needing to be fixed.
 - Common sense activity — look for rocks, glass, holes, etc.
 - Specify who is responsible for doing this — home coach, visitors, umpire, or all?

7. Page: _____
- 8. Complete the 2009 ANNUAL Little League Facility Survey**

 - A requirement each year, can help leagues find and correct facility concerns.
 - Provided with mailing to League Safety Officers, also available from web site — <http://www.littleleague.org/programs/asap/index.asp> or email asap@musco.com
 - Excel spreadsheet included on CD for easy filing, recording for future use and records.
 - *Keep a copy on file* for future needs; Little League does not maintain copies of surveys.

8. Page: _____
- 9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures**

 - Local restaurant operators are good resources for training assistance.
 - Training should also cover safe use, care and inspection of equipment.
 - See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website and Safety Officer Manual CD.

9. Page: _____
- 10. Require regular inspection and replacement of equipment**

 - Inspect equipment before each use by coaches and umpires.
 - Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
 - Recommend use form to remind coaches and to track equipment needs.

10. Page: _____
- 11. Implement prompt accident reporting, tracking procedure**

 - Accident forms to safety officer within 24-48 hours of incident is common.
 - Forms are available through Little League website and now on CD.
 - Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
 - Share information on accidents and "near-misses" with District staff.

11. Page: _____
- 12. Require a first-aid kit at each game and practice**

 - Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
 - Local hospitals and medical supply companies are good sources.
 - If necessary, fund through special drive.

12. Page: _____
- 13. Enforce Little League rules including proper equipment**

 - Most Little League rules have some basis in safety — follow them.
 - Ensure players have required equipment at all times, even catchers warming up during infield.
 - Make sure coaches and managers enforce rules at practices as well as games.
 - Make sure all fields have bases that disengage from their anchors, as required starting in 2008.
 - Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.

13. Page: _____

2009 Qualified Safety Program Registration



Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

ORGANIZATION

- | | | | |
|-----|--|-----|-------------|
| 14. | Conduct criminal checks on volunteers (i.e., thru ChoicePoint) | 14. | Page: _____ |
| 15. | Have your safety plan reviewed by your DA or DSO | 15. | Page: _____ |
| 16. | Include the safety officer as a board position | 16. | Page: _____ |
| 17. | Have team safety representatives (i.e. team parents) | 17. | Page: _____ |
| 18. | Have player safety representatives (i.e. team safety officers) | 18. | Page: _____ |
| 19. | Allocate part of annual budget for safety | 19. | Page: _____ |
| 20. | Distribute ASAP News newsletters within league | 20. | Page: _____ |
| 21. | Use local safety resources (i.e. police, fire dept., hospital staff) | 21. | Page: _____ |
| 22. | Have league safety mission statement | 22. | Page: _____ |

TRAINING

- | | | | |
|-----|---|-----|-------------|
| 23. | Provide CPR/AED training to coaches, managers, board members, parents | 23. | Page: _____ |
| 24. | Provide bicycle and traffic training to players | 24. | Page: _____ |
| 25. | Provide drug education training to players and volunteers | 25. | Page: _____ |
| 26. | Provide Parent Orientation Program on <i>Code of Conduct</i> | 26. | Page: _____ |
| 27. | Teach coaches/managers about heat illnesses, warning signs | 27. | Page: _____ |
| 28. | Teach coaches/managers about stopping play, breaks for weather:
• Stop play for lightning; take breaks between innings for water, shade in high heat | 28. | Page: _____ |
| 29. | Teach coaches/managers about sports fundamentals, like:
• Proper warm-ups, running safe practices and games | 29. | Page: _____ |
| 30. | Involve umpires in safety training and safety importance | 30. | Page: _____ |

FACILITIES AND EQUIPMENT

- | | | | |
|-----|---|-----|-------------|
| 31. | Complete annual LL Lighting Safety Audit for lighted fields | 31. | Page: _____ |
| 32. | Complete a long-range facility plan for safety improvements | 32. | Page: _____ |
| 33. | Use reduced impact balls, especially for younger ages | 33. | Page: _____ |
| 34. | Use disengage-able bases (mandatory starting in 2008) | 34. | Page: _____ |
| 35. | Use double-first base to avoid collisions of fielders, runners at first | 35. | Page: _____ |
| 36. | Use warning tracks in the outfield to protect outfielders | 36. | Page: _____ |
| 37. | Use protective/padded fence tops to protect fielders | 37. | Page: _____ |
| 38. | Use fencing or netting to protect spectators from foul balls | 38. | Page: _____ |
| 39. | Have a telephone available to all fields even for practices | 39. | Page: _____ |
| 40. | Have back guard rails and side rails on taller bleachers | 40. | Page: _____ |
| 41. | Have an AED (automatic external defibrillator) available for use | 41. | Page: _____ |
| 42. | Have electronic weather detector to alert for approaching storms | 42. | Page: _____ |
| 43. | Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.) | 43. | Page: _____ |
| 44. | Control speed and flow of traffic in and around facilities | 44. | Page: _____ |

ACTIVITIES

- | | | | |
|-----|--|-----|-------------|
| 45. | Encourage league input through 'Safety Suggestion Box' | 45. | Page: _____ |
| 46. | Provide continuous safety messages through:
• Bulletin boards, newsletters, emails, meetings | 46. | Page: _____ |
| 47. | Encourage and recognize safety efforts from players:
• Safety poster contest, safety tips, player team safety officer | 47. | Page: _____ |
| 48. | Require/Encourage use of protective cups for players, esp. infielders | 48. | Page: _____ |
| 49. | Require/Encourage use of mouth guards for players, esp. infielders | 49. | Page: _____ |
| 50. | Require/Encourage use of face guards on batting helmets | 50. | Page: _____ |
| 51. | Encourage all adults to sign up for Little League E-News | 51. | Page: _____ |