

A Safety Awareness Plan

2020

League Version

Plantation Athletic Little League

City: Plantation State: Florida

LEAGUE ID #: 236750

ASAP Plan

page 2

2020 Qualified Safety Plan Requirements

1. League Safety Officer on file with Little League Headquarters:
Wayne Clark

2. Jeff Zatkowsky Little League will distribute a paper copy of this Safety Plan to all Managers/Coaches, League volunteers, and the District Administrator.

3. Emergency Phone Number: 911

Local Police Emergency: (954) 797-2100

Local Fire Emergency: (954) 797-2150

League President: Jeff Zatkowsky (917) 327-8304

League VP: Geoff Ellison (954) 448-1539

League Player Agent: Antonio Piedra (954)

881-6272

League Safety Officer: Wayne Clark (954) 203-

7034

League Maintenance: **Vacant**

This list will be posted in the concession stand and dugout areas.

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4. Plantation Athletic Little League will use the Official Little League 2020 **Volunteer Application** form to screen all of our volunteers.

. Plantation Athletic Little League will require at least one Manager/Coach from each team to attend **Fundamentals Training** each year. Every Manager/Coach will attend this training at least once every 3 years.

5. **Next Fundamentals Training Date:** 8/4/2020

Fundamentals Training Site: 8/4/2020

Training will be conducted by: Wayne Clark

Plantation Athletic Little League will require at least one Manager/Coach from each team to attend **First Aid Training** each year.

6. **Next First Aid Training Date:** 8/4/2020

First Aid Training Site: 8/4/2020

7. Coaches will be required to **walk/inspect** their fields prior to each practice and game.

Umpires will also be required to walk the fields for potential hazards before each game.

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8. . Plantation Athletic Little League has completed and updated our **2020 Facility Survey on-line**.

9. Concession Stand Safety

a. Menu shall be posted & approved by the Safety Officer and the League President.

b. Our Concession Safety Procedures will be conspicuously posted in the concession stand.

c. A copy of the Plantation Athletic Little League Concession Stand Safety Procedures is attached.

10. **The League Safety Officer will inspect all equipment during 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

This League will use the Incident Tracking Form from the LL website, and will provide completed Accident Forms to the Safety Officer within 24-48 hours of the incident.

Please see attached copy of Accident Reporting Form.

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

13. . Plantation Athletic Little League will require ALL TEAMS to enforce **ALL Little League Rules**, including providing Proper Equipment for catchers.

- a. No on-deck batters.
- b. Coaches will not warm up pitchers.
- c. Bases will disengage on all fields.

14. League Registration Data for all Coaches/Managers and Players is attached. ****OR**** All . Plantation Athletic Little League Manager/Coach and Player rosters have been uploaded ***via the Little League Data Center.***

15. The Data Center asks leagues to explain how they completed their background checks.

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Facility and Field Inspection Checklist

Facility Name: **Central Park**

Inspector: Parks and Rec Dept

Date: Daily Time: daily

- Holes, damage, rough or uneven spots
- Slippery areas, long grass
- Glass, rocks, other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitcher's mound
- Warning track condition
- Dugouts condition before and after games
- Ensure telephones are available
- Areas around bleachers free of debris
- General garbage clean-up
- Who is in charge of emptying garbage cans?
- Condition of restrooms and restroom supplies
- Concession stand inspection

NOTES/HAZARDS:

[Click here to enter text.](#)

Signature: N/a Date: n/a

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Attachments:

(When printing for distribution, delete this page and replace with the following EXHIBITS:)

- 2020 Volunteer Application Form goes here.
- Accident Tracking Form goes here.
- Concession Stand Safety Information sheet goes here.
- Hand Washing Instructions go here.

PAL Little League (PALL) Qualified Safety Plan

1. **League Safety Officer: Brian Boos on file with Little League Headquarters.**
2. **PAL 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**
PLTN Local Police Emergency 954-797 2100
PLTN Local Fire Emergency 954- 797-2150
League President: Jeff Zatkowsky (917) 327-8304
League VP: Geoff Ellison
League Player Agent: Antonio Piedra
League Maintenance : N/A
League Treasurer: Donna Gregory 954-452-2510
League Safety Officer: Wayne Clark 954-203-7034

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

4. **PALL will use the official Little League Volunteer Application form to screen all our volunteers.**
5. **Fundamentals Training: February 12-13, 2020 - 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. Training will at the Central Park Board Room by HS Coach Craig Cala**
6. **First Aid Training: June 8, 2020— PALL will require at least one manager/coach from each team to attend. Every manager/coach must attend this training once every 3 years. Maria Boos, RN will conduct the training at Central Park Board Room.**

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- 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. PALL has completed and updated our 2019 Facility Survey online**
- 9. Concession Stand Safety: Concession stand menu is posted and approved by Plantation Athletic League and its Board. All safety procedures are dictated by the City of Plantation as they own the facility.**
- 10. The league Safety Officer will inspect all the equipment in the pre-season.**
 - a. Managers and Coaches will maintain and inspect all equipment during the season**
 - b. Umpires will inspect the equipment prior to any game.**
- 11. The League will use the incident tracking form on LL website and the City of Plantation incident form. Accidents will be reported to the Safety Officer and League President within 48 hours of incident.**
- 12. An updated first aid kit will be provided to each team upon request and one will be onsite at the concession each day the park is open.**
- 13. PALL will require ALL TEAMS to enforce ALL LITTLE LEAGUE RULES WHEN APPLICABLE.**
- 14. Qualified Safety Plan Registration Form will be submitted with the ASAP plan**
- 15. League Player Registration Data or Player Roster Data and Coach and Manager Data.**
 - a. League Player Registration Data or Player Roster Data and Coach and Manager Data must be submitted via the Little League Data Center at www.LittleLeague.org.**

ASAP Page 3 -ATTACHEMENTS

Little League® “Basic” Volunteer Application - 2020

Do not use forms from past years. Use extra paper to complete if additional space is required.

This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meet the standards of Little League Regulation 1(c)9. Visit LittleLeague.org/localBGcheck for more information.

All fields are required.

Name _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Work Phone: _____ E-mail Address: _____

Driver's License#: _____

1. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?

If yes, describe each in full: _____ Yes No

(If volunteer answered yes to Question 1, the local league must contact the Little League International Security Manager.)

2. Have you ever been convicted of or plead no contest or guilty to any crime(s) Yes No

If yes, describe each in full: _____

(Answering yes to question 2, does not automatically disqualify you as a volunteer.)

3. Do you have any criminal charges pending against you regarding any crime(s)? Yes No

If yes, describe each in full: _____

(Answering yes to question 3, does not automatically disqualify you as a volunteer.)

4. Have you ever been refused participation in any other youth programs? Yes No

If yes, explain: _____

5. In which of the following would you like to participate? (Check one or more.)

League Official Field Maintenance Concession Stand

Coach Manager Other

Umpire Scorekeeper _____

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked): Regulation 1(c)9 Mandates all checks include criminal records and sex offender registry records

Sex Offender Registry Data and National Criminal Records

*JDP check, as mandated in the current season's official regulations

*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).

Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation: _____

Employer: _____

Address: _____

Special professional training, skills, hobbies: _____

Special Certifications (CPR, Medical, etc.): _____

Special Affiliations (Clubs, Services Organizations, etc.) : _____

Previous volunteer experience (including baseball/softball and years (s)): _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/BgStateLaws

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type) _____

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person



Facility and Field Inspection Checklist

Facility Name _____

Inspector _____

Date _____

_____ Time _____

- Holes, damage, rough or uneven spots
- Slippery Areas, long grass
- Glass, rocks and other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitchers mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Area's around Bleachers free of debris
- General garbage clean up
- Who's in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Concession Stand Inspection

NOTES/ **HAZARDS**

Signature _____



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

healthy concession stand.

Following these simple

guidelines will help minimize

the risk of foodborne illness.

This information was provided

by District Administrator

George Cick, and is excerpted

from "Food Safety Hints" by

the Fort Wayne-Allen County,

Ind., Department of Health.

1. Labeling:
Regularly rotate potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over some stoves or other heating devices.

Slow-cooking mechanisms may activate bacteria and serve reach killing temperatures.

4. Cooling and Cold Storage:

Foods that require refrigeration must be cooled to 41° F or 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 air vent 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 reduces the first line of defense in preventing foodborne illness. 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 (cough, sneeze, 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 cover 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 vessel!

to serve food. Touching food with bare hands can transfer germs to food.

8. Dishwashing:

Use disposable mitts 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 condiments should not be used to cap 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:

These and your 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. Wash sanitizing wet surfaces prevent cross-contamination and decrease risk.

11. Insect Control and Wares:

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a rubber container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be possible 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 reusable food.

13. Set a Minimum Worker Age:

Largely should set a minimum age for workers or to be at the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

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.



Volunteers Must Wash Hands

HOW



Wet
warm water

Wash

20 seconds
Use soap



Rinse



Dry

Use a single service
paper towel



Gloves

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
- ▶ enter a tight working space (such as removing the primer, opening a filter, or others)
- ▶ call, smoke or chew gum
- ▶ touch a hot plate, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body (except or soap)

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

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

Remove all jewelry, nail polish or other risks unless you wear gloves.

Wear gloves.

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

If you wear gloves:

- ▶ wear your gloves before you put on new gloves

Change them:

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

Approved by: Food Service by Health Commission
Approved by: U.S. Army 2nd Army Garrison, Fort Belvoir
Approved by: U.S. Army 3rd Army Garrison, Fort Belvoir
Approved by: U.S. Army 4th Army Garrison, Fort Belvoir
Approved by: U.S. Army 7th Army Garrison, Fort Belvoir
Approved by: U.S. Army 9th Army Garrison, Fort Belvoir
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