

League Name: Midland Northeast Little League

League # 122-01-10

League Safety Officer Manual

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Our league's ASAP program is incorporated into this interactive tool. Each ASAP requirement is included. In addition, our field survey and injury tracking system is also embedded. This tool provides a 'one-stop shopping' resource. Consolidating our program has greatly increased awareness of our program.

http://www.littleleague.org/Learn_More/forms.htm

Before you start, click the link to the right when your computer is on-line. This will take you to Little League On-line 'Forms and Presentation' web resource. Here you can find 'Play it Safe', ASAP Presentations, and many more useful resources. Commit a little time to browse this wonderful resource.

Toggle Button	ASAP Requirement	Summary
Common Sense	ASAP Common Sense - a little common sense goes a long, long way...	Brief summary of our safety program, the safety commandments, and our ASAP process flow chart
Req-1	ASAP Requirement 1 - ASAP Contact Information	Update annually with appropriate contacts and field condition information
Req-2	ASAP Requirement 2 - Have published league safety policy or manual in paper form, include an emergency procedure	Review our safety policy on an annual basis for accuracy and completeness
Req-3	ASAP Requirement 3 - Post & Distribute Emergency Numbers	Update annually with appropriate contacts information and post in concession stand
Req-4	ASAP Requirement 4 - Volunteer Application & Background Checks	Volunteer Apps need to be completed and background checks preformed before a volunteer can actively participate
Req-5	ASAP Requirement 5 - Provide coaches and managers with fundamentals training	Training is scheduled by the VP of Baseball Operations. Two schedules are scheduled annually.
Req-6	ASAP Requirement 6 - Require training in first-aid for coaches	First aid training is accomplished in conjunction with the coaching training.
Req-7	ASAP Requirement 7 - Require field inspections before games, practices	Coaches and umpires must perform field inspections prior to practices and games.
Req-8	ASAP Requirement 8 - Complete Annual Little League Facility Survey	The little league survey is divided into 4 sections. Review these sections for accuracy annually.
Req-9	ASAP Requirement 6 - Have written safety procedures for concession stand	The concession stand auxiliary chair must review the ASAP procedure annually.
Req-10	ASAP Requirement 10 - Require regular inspection & replacement of equipment	Coaches and umpires must perform equipment inspections prior to practices and games.
Req-11	ASAP Requirement 11 - Have a method to report & track injuries	Coaches, umpires, and team parents can trigger reporting. Send an email to our league safety officer when an event or near miss is identified.
Req-12	ASAP Requirement 12 - Provide teams with well equipped first aid kits	The equipment manager is responsible for providing a first aid kit with every teams equipment bag.
Req-13	ASAP Requirement 13 - Enforce the Rules	The rules of the game are not negotiable. Our league has a zero tolerance for bending or ignoring rules.
Req-14	ASAP Requirement 14 - Submit ASAP Registration	A qualified safety plan registration form must be filed with the ASAP.
Req-15	ASAP Requirement 15 - Submit roster data and coach and manager data	The president and/or player agent is responsible for submitting the player Roster data and coach and manager data.
Lightning	Lightning Safety Appendix - Understand the Lightning Phenomena	Lightning kills. This presentation was developed to provide a brief overview of the phenomena and how to shelter safely.
Facility Survey	ASAP Appendix: Facility Survey Question 1-14, General Inventory	Review the general inventory section of the field survey annually and update as appropriate.
Facility Survey	ASAP Appendix: Facility Survey Questions 15-39 Fields	Review the field section of the field survey annually and update as appropriate.
Facility Survey	ASAP Appendix: Facility Survey Questions 40-47, Facility Management	Review the facility management section of the field survey annually and update as appropriate.
Facility Survey	ASAP Appendix: Field Dimension Data	Review the field dimension section of the field survey annually and update as appropriate.

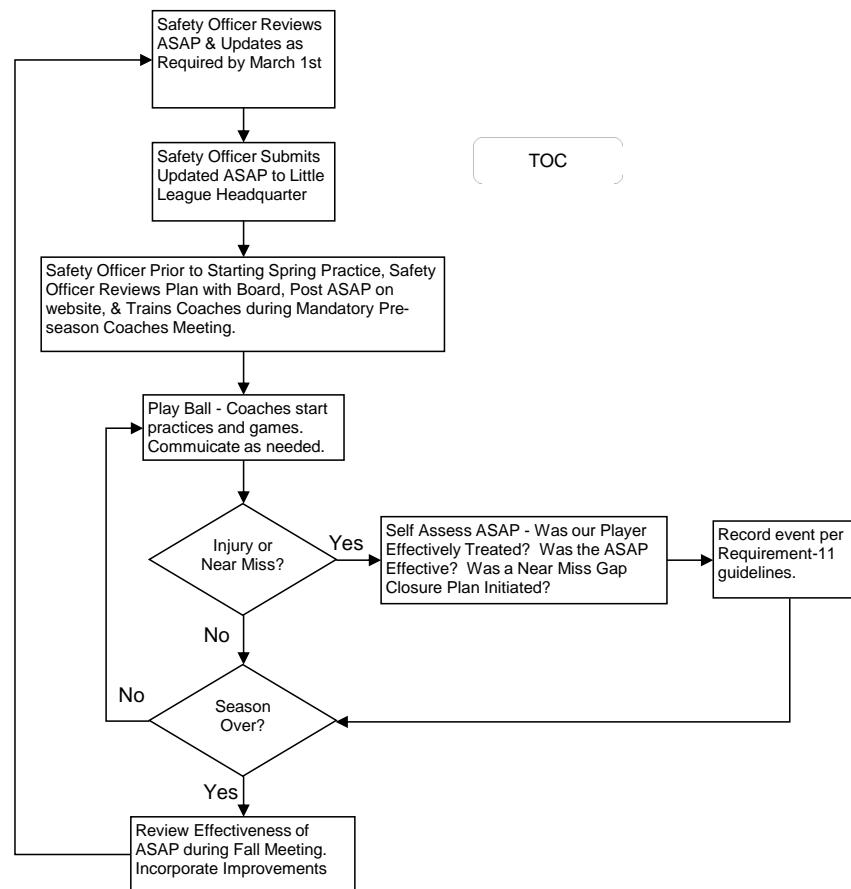
ASAP Common Sense - a little common sense goes a long, long way...

A good safety program does not have to be elaborate to be effective. In fact, the opposite is true - don't underestimate simplicity. Our league's program is modeled after the Little League ASAP requirement and put into this tool to help make it simple. We need to remember that we are working with volunteers. Volunteers that are moms and dads with jobs and children both in our program as well as others. By keeping our ASAP simple and effective we better position ourselves to achieve the desired outcome - SAFE PLAY. Our ASAP ten commandments and our league ASAP Program flow chart outlines our program - keep it simple with a little common sense and we will achieve our objective.

Little League ASAP Ten Commandments

1	Be Alert - Kids don't always make the best choices.
2	Check Fields - Before practice and games complete a quick walk around looking for safety hazards (holes, cut hazards, broken glass, etc.).
3	Protective Equipment - strictly enforce your players wearing protective batting helmets and catching equipment including cups.
4	Check Equipment - Prior to use, look for cracks in helmets and catching gear, check bats for defects. Give any compromised league equipment to the league equipment manager for replacement. Instruct a player with a defective bat they may no longer use it in practice or games.
5	First Aid Kits - Keep the team's first aid kit with the team equipment.
6	Maintain Control - In normal practice mode or during an emergency situation, remain calm and remain in control.
7	Maintain Discipline - Maintain orderly practices and games and ensure players respect themselves, players, coaches, and the game. Horse play leads to accidents. Enforcing team rules maintains discipline and everyone goes home safe.
8	Safety Is a Team Sport - Actively participate in the ASAP observation program. Offer constructive input in a positive manner and receive constructive feedback in a positive manner. Little League is about the kids. Work as a team to keep our players safe.
9	Be Organized - A little prep goes a long way. Plan your practice. Be very cautious when multiple drills are going on at one time. During batting practice make sure the fielders are alert.
10	Have Fun - Little League is nothing more than organized play. Remember our motto. We aren't developing players for ESPN. We are promoting good life learnings about respect for ourselves and others, sportsmanship, physical wellbeing, and team work while playing a game. Kids learn best through play. The good values our kids take away is what's important.

Our League ASAP Flow Chart - add a touch of common sense and we'll have a safe, fun season.



ASAP Requirement 1 - ASAP Contact Information

ASAP Update Year **2024**

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LITTLE LEAGUE BASEBALL® & SOFTBALL NATIONAL FACILITY SURVEY

League Name	Midland Northeast
District #	1
League ID #	1220110
Federal Tax ID #	38-2237641

League Official	President	Safety Officer
Name	Nick Kroll	Garrett Turner
Address	1318 Foxwood Dr.	327 Burning Bush LN
City	Midland	Midland
State & Zip Code	Michigan, 48642	Michigan, 48642
Phone, home	989-839-2667	N/A
Phone, work	810-869-6646	
Phone, cell	810-869-6646	989-615-0938
Email	kroll.nick@gmail.com	turne1ga@gmail.com

PLANS FOR FUTURE NEEDS

What are league's plans for improvements?

Time Period	Next 12 months	1-2 yrs.	2+ yrs.
a. New fields	1	0	0
b. Basepath/infield	0	4	0
c. Bases	0	0	0
d. Scoreboards	1	0	0
e. Pressbox	0	Add to field 3-4 Minor	0
f. Concession stand	Good Condition	Good Condition	Good Condition
g. Restrooms	Good Condition	Good Condition	Good Condition
h. Field lighting	0	0	0
i. Warning track	0	0	0
j. Bleachers	4	1 Wilson Outfield	0
k. Fencing	0	1 Wilson to 200'	0
l. Bull pens	0	2 (Wilson & Griggs)	0
m. Dugouts	0	0	0
n. Other (specify):	Adams El/Larkin	0	0

ASAP Requirement 2 - Have published league safety policy or manual in paper form, include an emergency procedure

Post a copy of this emergency response procedure in the concession stand.

Injury Emergency Response Plan	
Step 1 - Take Action	Take action and take charge. Knowing what you will do in the event of a major accident is the key to avoiding panic and ensuring your injured player gets the help they need as soon as possible.
Step 2 - Cell Phones	Ensure two cell phones are at every game and practice. In today's world, there will likely be more than two – however, it's worth a check. The one plus one cell phone rule ensures an operable cell phone will be on hand in case of an emergency.
Step 3 - Act Quickly	Time is often a critical factor when responding to a major injury. One coach should oversee the care of the injured player. A second coach should coordinate the 911 call and position helping parents to guide Professional Emergency Response (Fire Dept, Ambulance) to the injured player. Communicate with one another so role assignments are clear.
Step 4 - Call 911	911 call – don't assume a call has been place. The coach coordinating the 911 call needs to place the call themselves or get verbal confirmation from the caller that the call has been placed.
Step 5 - Professional Responders	Position parents (not players) at ball field entry points to direct the Professional Emergency Responders. At Plymouth Park there are four diamonds. At Chestnut and Adam Schools there are two diamonds. When directing parents, be clear and direct. Tell them where you want them to go and what you want them to do.
Step 6 - Notify Parents	If the parents are not present, notify them immediately. If the parents cannot be reached, notify the emergency contact listed for the injured player.
Step 7 - Notify Safety Officer	Requirement 11 outlines the league's safety officer notification and injury tracking procedure.
Lightning Safety Plan	
Lightning Kills - NELL coaching appoints are contingent on understanding and enforcing NELL's lightning policy. Lightning's behavior is random and unpredictable. Preparedness and quick response are the best defenses towards the lightning hazard.	
Step 1 - Audio or Visual Detection	If you can hear thunder or see lightning act immediately! Clear the ball fields. At Plymouth Park, notify the concession stand. At Larkin, Adams, or Chestnut Hill school fields, games are immediately suspended and will not resume. Players need to head home. Coaches need to make sure every child is under the care of an adult.
Step 2 - Sound Alarm	An air horn shall be kept at the Plymouth Park concession stand. The attendant shall sound the alarm. All fields shall be immediately be cleared.
Step 3 - Go to a Car	Go to your vehicle and take shelter there with the windows rolled up. The cars metal frame protects players from lightning. A car is a safe shelter area.
Step 4 - Unsafe Areas	The park pavilions (rain and sun shelters) and the dugout areas are not safe from lightning. Going underneath trees is a recipe for a disaster. Trees have a greater potential for lightning strikes. Metal fences, gates, and tall light poles and power poles conduct electricity – stay away.
Step 5 - 30 minute shelter minimum	Wait 30 minutes after the last observed lightning or thunder before you leave shelter. Game officials will signal a resumption of activities. Game officials include: Coach Pitch, Minor, & Major Managers & Adult (over 21) Umpires. If the game umpire is under 21, the managers are solely responsible for enforcing our lightning policy.
NELL's Tornado Safety Policy	
Policy – If the Midland City tornado alarms sound, the ball fields shall be immediately evacuated. Games are automatically suspended. NELL recommends parents take their player home to seek shelter.	
Step 1 - Tornado Warning	Act immediately. Games are immediately suspended. Players need to immediately seek shelter at their home or the home of the adult responsible for the player. Coaches are responsible to ensure no player is left behind.
Step 2 - Games	Games will not resume. The league will re-schedule games as required.
Distribution Plan- give a copy of the ASAP to the following league contacts	
League Website	Post an electronic copy of the safety plan on the league's website
Coaches & Managers	Coaches and managers are responsible for understanding and assuring compliance with the leagues ASAP. A copy can be downloaded from the leagues website.
Concession Stand	Post a copy of the ASAP in the concession stand
Parents & Volunteers	Parents and volunteers are encouraged to understand the leagues ASAP. A copy can be downloaded from the leagues website.
League Officials and Umpires	League officials and umpires are responsible for understanding and assuring compliance with the leagues ASAP. A copy can be downloaded from the leagues website.
Facility Worker	Facility workers are encouraged to understand the leagues ASAP. A copy can be downloaded from the leagues website.
Little League Headquarters	The league president is responsible for submitting a copy of the ASAP by April 1.

ASAP Requirement 3 - Post & Distribute Emergency Numbers

At all league facilities, for emergency services dial 911

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ASAP Key League Officials

League Official	President	Safety Officer	General Manager	Vice President	Umpire in Chief
Name	Nick Kroll	Garrett Turner	Kris Spaulding	Noah Shepardson	Mark Baczewski
Address	1318 Foxwood Dr.	327 Burning Bush LN			1104 Timber Dr
City	Midland	Midland			Midland
State & Zip Code	Michigan, 48642	Michigan, 48642			MI, 48642
Phone, home	989-839-2667	N/A			(989) 330-8962
Phone, work					
Phone, cell	810-869-6646	989-615-0938	989-615-9099	989-387-3889	517-282-1216
Email	kroll.nick@gmail.com	turne1ga@gmail.com			midlandnell@yahoo.com

ASAP Requirement 4 - Volunteer Application & Background Checks

Prior to the start of every season, the league president is responsible for ensuring that background checks are performed. The procedure below outlines how background checks shall be performed.

Procedure Steps	Procedure Description	Web Resource Links
Step 1 - Understand ASAP	The Little League Online website is a great resource for ASAP information. This is a wonderful resource for parents, coaches, and league officials.	http://www.littleleague.org/LittleLeagueOnline.htm
Step 2 - Perform Background Checks	Perform background checks. Background checks are an important element to ensure our players are safe. Just asking applicants to fill out a volunteer form may eliminate problems. Background checks shall be performed by the league president. The safety officer shall perform a background check on the president. If the safety officer is related to the president, the background check shall be performed by a non-relative board member in this order: Vice President, Player Agent, General Manager, Umpire in Chief, or the Secretary.	
Step 3 - Volunteer Application	Every coach, volunteer, and board member is required to complete a Little League Volunteer Application Form prior to the season. The form must be given to the league president. Click the link to the right and scroll down to the Insurance, Medical, & Claims to find volunteer application forms. Every volunteer is required to keep a form and understand the league will complete a background check.	http://www.littleleague.org/LearnMore/forms.htm
Step 4 - Michigan State Police SOR	The Michigan State Police maintains a 'Sex Offender Registry' by law. After all board member and coaching applications are received, but prior to appointment, check the Michigan State Police SOR.	http://www.mipsor.state.mi.us/
Step 5 - Choice Points	National Background Checks required and Little League International provides 125 free checks to each league and district through First Advantage. For first time applicants, in addition to the Michigan State Police SOR, execute a LexisNexis data base search.	http://www.littleleague.org/LearnMore/programs/childprotection.htm
Step 6 - Disqualification	If a league learns of an individual such as a volunteer, player, or hired worker that has been convicted of, or pled guilty to, a crime involving or against a minor, then the league must inform the applicable government agency for confirmation. Once confirmed, that individual may not participate with Little League in any manner. No exceptions to this requirement are allowed.	
Step 7 - Record Maintenance	All records associated with background checks shall be kept for 5 years by the league secretary. This records will be stored with the player registration forms, which are also maintained for 5 years.	

ASAP Requirement 5 - Provide coaches and managers with fundamentals training

League Coaching Training	Description of Training Content & Requirements	Resources
<p>Code of Conduct</p> <p>TOC</p>	<p>The team manager is responsible to support and promote our league's code of conduct. Our players shall respect themselves, other players, our coaches, umpires, and volunteers. Our players shall respect the game. Our coaches are responsible for the conduct of all spectators supporting the players on their team. Remind spectators that our umpires get the same pay as our board members, coaches, and volunteers - NOTHING. Our umpires shall be respected. Inappropriate behavior by players or spectators may result in the removal of a coach from the team. Our league has no tolerance for poor sportsmanship and any inappropriate behavior by our board members, coaches, volunteers, player, and spectators.</p> <p>Coaches are required to understand, support, and promote Little League's Mission Statement.</p>	http://www.littleleague.org/Learn_More/About_Our_Organization/historyandmission/mission.htm
<p>Little League's Mission Training - Coaches are role models and must support and promote our mission</p>	<p>Little League's mission is to <i>"to promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball and Softball."</i> Through proper guidance and exemplary leadership, the Little League program assists youth in developing the qualities of citizenship, discipline, teamwork and physical well-being. By espousing the virtues of character, courage and loyalty, the Little League Baseball and Softball program is designed to develop superior citizens rather than superior athletes."</p>	
<p>Coaching Role</p>	<p>Our coaches must understand that they are leaders that are responsible for the children in our program. Our coaches must understand our players look up to them and they are role models. Think first. There will be close calls that don't go your team's way. Before voicing a complaint, remember who is listening. Remember what are mission is all about. Focus on providing a fun and safe baseball experience. Always remember that this is a game that our children play.</p>	http://www.littleleague.org/managersandcoaches/coachrole.htm
<p>Attendance Requirement</p>	<p>Training attendance is mandatory for at least 1 coach per team. Every coach must attend fundamental training at least once every 3 years.</p>	<p>The Vice-President of Baseball Operation is responsible for coaching training requirement compliance</p>
<p>Fundamental Training</p>	<p>The league vice president and veteran league coaches shall conduct fundamental training prior to the start of the season. The training will focus on the fundamentals of safe play by teaching proper warm-up, batting, fielding, sliding, and practice drill techniques. The location and dates of training shall be posted on the league website.</p> <p>Play it Safe - before your first practice visit Little League Online, click the 'Forms & Publication' toggle button located on the 'Learn More' menu. In the ASAP section you will find 'Play it Safe.' Take the time to read through this document. It is an excellent resource for both new and returning players.</p>	http://www.littleleague.org/Learn_More/forms.htm
<p>Communication Plan Training</p>	<p>Safety Officer – The safety officer is responsible for all safety-related questions or concerns. Player Agent – The player agent represents all players. Player-related issues go through the Player Agent. Minor Coordinator – All issues regarding Minor AA & AAA related league play. Coach Pitch Coordinator – All issues regarding Coach Pitch league play. VP of Baseball Operations – All issues regarding Major league play and any general baseball league play issues not covered by the Minor or Coach Pitch Coordinator. Umpire-in-Chief – All issues regarding league umpires. NELL Operations GM – All issues regarding playing fields or field maintenance. Equipment Manager – All issues regarding NELL supplied equipment. President – Any issue not addressed above.</p>	http://www.midlandnell.com/

ASAP Requirement 6 - Require training in first-aid for coaches		TOC
Minor Injury	Minor Injury – Unintended accidents will happen. A ball will take a bad bounce and strike a player. Pitchers will lose control and hit a batter. An infielder and a base runner will unintentionally collide. A base runner will twist an ankle sliding. Heck, even players on the same team will collide. To treat minor injuries:	
Step 1 - Parent Permission	Seek out parents if they are in attendance at practice or the game and let them help.	
Step 2 - Minor Cuts	For minor cuts, dress with a bandage. Before the player resumes play, make sure the bleeding has stopped.	
Step 3 - Minor Bruises	For minor bruises, treat with an ice pack. Before the player resumes play, evaluate the bruise for tenderness with the player.	
Step 4 - Minor Twist or Sprain	For minor twist or sprains, treat with an ice pack. Before the player resumes play, evaluate tenderness and the players ability to walk or move affected area pain free.	
Step 5 - Parent Communication	Communicate with the parent. Tell them what happened and what was done to treat the injury.	
Step 6 - League Communication	Email injury information and treatment steps to midlandnell@yahoo.com for incorporation to NELL's report to Little League.	
Major Injury	Major Injury – many major accidents can be prevented. We've been fortunate in this regard in recent years. Diligence by our coaches and umpires has been the key. The activity associated with baseball practice and games with the highest risk is transportation to and from practices or games. The leading causes of accidental deaths in the United States are motor-vehicle accidents – more than 45,000/year. If a major accident does occur, the coaching staff is responsible for executing the Emergency Response Plan and Assisting the injured player.	
Assisting an Injured Player	Assisting an Injured Player – The coach who is overseeing the injured player is protected by Michigan Good Samaritan Law (Act 368 of 1978 333.20965) – Immunity from liability, when acting in a good faith attempt to assist an injured player. It's important to remain calm and in control. Remember, the City of Midland EMS/Fire Department response time to Plymouth Park or Adams/Chestnut Hill Schools is less than five minutes. Professional help will be there soon.	
Know Your Limits	Know your limitations and ask for help. Very likely, there will be a parent available with first aid or first responder training.	
Play Safe - Know the Risk Potential and Use Common Sense to Keep Play Safe	There are only a few likely scenarios for serious injury, but it can happen. The serious injury risk factor for baseball is similar to football. Football's minor injury occurrence rate is significantly greater than baseball. However, the serious injury rates are similar. Point being, it can happen. Baseball accidents that lead to most serious injuries include: 1. Player-to-player or player-to-facility (fencing/dugout/bases) collision resulting in a broken bone. 2. Blunt force trauma caused by a ball or bat striking a player resulting in unconsciousness or loss of respiratory or pulmonary function.	
Below is a first aid quick reference guide for coaches. This is not intended to be comprehensive first aid training. It is not intended to replace first aid training. This information is intended to be a guide to help coaches waiting for professional help to arrive. The American Red Cross has excellent first aid training information available if you wish to learn more. Visit their web site at www.redcross.org .		
AED	An AED is located in the concession stand at the Plymouth fields. This device is available for use on a player, fan, or coach that has no pulse. The AED has instructions included that will guide the user through proper techniques and has protections that will prevent improper use.	
Blunt Force Trauma or Suspected Bone Injury – call 911 and execute the Emergency Response Plan. Provide care:		
Step 1 - Comfort	1. Reassure and comfort the player and keep him or her as still as possible.	
Step 2 - Keep Player Still	2. Do not move the player or move the affected area.	
Step 3 - Check for Bleeding	3. If the player is bleeding, gently apply a dressing without moving or disturbing the affected area.	
Step 4 - Treat for Shock	4. Treat for shock.	
Shock – This is a condition in which the circulatory system fails to deliver blood to all parts of the body. Shock is the bodies attempt to maintain blood flow to vital organs. Signals of shock include: Restlessness or irritability, altered consciousness, pale-cool-moist skin, rapid breathing, rapid pulse. Call 911 and execute the Emergency Response Plan. Provide care:		
Step 1 - Comfort	1. Have your player lie down. Comfort your player, helping him or her rest comfortably is important to slow the progression of shock.	
Step 2 - Maintain Player Body Temperature	2. Help the player maintain normal body temperature. If the player is cool, cover them to avoid chilling.	
Step 3 - Reassure	3. Reassure the player.	
Step 4 - Elevate Legs	4. Elevate the legs about 12 inches unless you suspect head, neck, or back injuries or possible broken bones involving the hip or legs.	
Step 5 - No Food or Liquid	5. DO NOT give your player anything to eat or drink.	
Step 6 - Get Professional Help	6. Shock requires advanced medical care as soon as possible.	
Unconscious and Breathing – Call 911 and execute the Emergency Response Plan. Treat for shock.		
Choking – A player is conscious but unable to speak, cough, cry, or breathe, call 911 and execute the Emergency Response Plan. Treatment requires advanced first aid training beyond the scope of what the league can provide. The league recommends coaches receive American Red Cross first aid training. To treat, see American Red Cross Skills Card: Infant & Child CRP .		
Unconscious Choking (obstructed air way) – Call 911 and execute the Emergency Response Plan. Treatment requires advanced first aid training beyond the scope of what the league can provide. The league recommends coaches receive American Red Cross first aid training. To treat, see American Red Cross Skills Card: Infant & Child CRP . Note, don't panic when a choking player becomes unconscious. The muscles in the neck will relax making it easier to remove the obstruction.		
No Pulse – If your player is not breathing and has no pulse, call 911 and execute the Emergency Response Plan. Treatment requires advanced first aid training beyond the scope of what the league can provide. The league recommends coaches receive American Red Cross first aid training. To treat, see American Red Cross Skills Card: Infant & Child CRP .		
Controlling Bleeding – Cuts that are significant and the parents are not present, call 911 and execute the Emergency Response Plan. If the parents are present, let them decide whether they can safely transport the player or if a call 911 is a better route. To treat:		
Step 1- Cover Wound	Cover wound with dressing and press firmly against the wound.	
Step 2 - Bandage	Cover dressing with bandage.	
Step 3 - Shock	Treat for shock.	
Step 4 - Additional Dressing	If bleeding does not stop, apply additional dressing.	
Step 5 - Pressure Points	Squeeze artery against bone – for arm injury between bicep and tricep, for leg injury press with the heel of your hand where the leg bends as the hips.	
Seizures – Know your players.	Find out if anyone has a preexisting condition. Call 911 and execute the Emergency Response Plan.	
Step 1 - Protect	1. A seizure normally lasts only a few minutes. Let it run its course. Protect the player during the seizure. Make sure his head is not hitting anything hard.	
Step 2 - Prevent Choking	2. If there is fluid, such as saliva, blood, or vomit in the player's mouth, roll him or her on one side so the fluid drains from the mouth.	
Step 3 - Comfort		
Step 4 - Shock	4. Treat for shock. If your player is unconscious check for breathing.	
Bee Stings and Allergies (nuts, red dye) – Know your players. Find out if anyone has a known allergy and communicate with team parent.		
Step 1 - Know Your Players	Snack Time – Younger players love post game snacks. If you have a player with a food allergy let your team parent and snack parents know.	
Step 2 - Medication	Medication – If your player has a food allergy or insect allergy that requires medication for acute exposures, talk with parent on how care will be given in required. The player might be able to help themselves.	
Step 3 - Call 911	911 - If a player has a reaction and does not have medication, call 911 and execute the Emergency Response Plan. Keep the player calm, reassure the player help is on the way.	
Step 4 - Report	Reporting – If a player sustains an injury while participating in NELL play that requires professional medical attention, email NELL at midlandnell@yahoo.com and provide the player's name, injury description, action taken by NELL coaching staff, and medical attention received. NELL will then report the injury in Little League International® per its reporting requirements.	
Returning to the Ball Diamond – If a player sustains an injury while participating in NELL play that requires professional medical attention, before returning to play, the player's parents must send a note to midlandnell@yahoo.com stating they have medical clearance to return. If a player is suspected of sustaining a concussion, that player is required to provide a doctor's approval prior to returning to play in games or practices.		
Near Misses & Suggestions – If anyone has a question, comment, or improvement suggestion that can better prepare NELL to offer the safest possible baseball experience to our player, please email our Safety Officer at midlandnell@yahoo.com.		

ASAP Requirement 7 - Require field inspections before games, practices

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Prevention is a key element in preventing injuries. Inspect playing fields prior to the season and before each game.

Step	Inspection Description	Responsibility
Preseason Field Inspection - Prior to the beginning of practice, the facility general manager shall inspect each ball diamond, concession stand, and all associated equipment for hazards.		
Step 1 - Schedule	The facility general manager is responsible for scheduling and performing a facility safety hazard identification inspection.	Facility General Manager
Step 2 - Fencing	Inspect fencing for cut hazards & integrity gaps.	
Step 3 - Diamonds	Inspect each diamond playing surface (warning track, base paths, infield, outfield).	
Step 4 - Bleachers	Inspect bleachers for cut hazards & integrity gaps.	
Step 5 - Dugouts	Inspect dugouts for cut hazards & integrity gaps.	
Step 6 - Concession Stand	Inspect concession stand for defects, corrupted wiring, and other safety gaps.	
Step 7 - Score Boards	Inspect score board and associated wiring	
Step 8 - Maintenance Equipment	Inspect field maintenance equipment: mower, bagging system, rakes and other tools.	
Pre-game Field Inspections		
Step 1 - Fencing	Inspect fencing for cut hazards & integrity.	Home Manager Umpire
Step 2 - Diamonds	Inspect playing surface for irregularities.	
Step 3 - Bases	Inspect break away bases for integrity flaws.	
Step 4 - General	Inspect general area for hazards.	
Reporting of Hazards		
Step 1 - Report	Any one who identifies a potential hazard shall report immediately to the facility general manager.	Person identifying hazard
Step 2 - Safe Play	The facility general manager and umpire will assess the hazard and determine if play can be safely executed. If the facility general manager deems that the hazard cannot be addressed, he or she shall immediately suspend all play and practice as necessary until the issue can be addressed.	Facility General Manager & Umpire
Step 3 - Gap Closure Assessment	Prior to resuming play, the facility general manager shall inspect the measures taken to address the hazard. Play shall not resume until the facility general manager confirms the corrective measures taken adequately addresses the safety concerns associated with the hazard.	Facility General Manager

ASAP Requirement 8 - Complete Annual Little League Facility Survey

On an annual basis, the league safety officer and facility general manager shall complete a Little League Facility Survey. The league shall retain a copy of each survey for a period of five years. The toggle buttons below will take you to each of the four sections. Note, the fifth section is incorporated into Requirement 1.

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General Inventory	Step 1 - General Inventory Survey Questions	The general inventory survey includes questions 1-14. These cover general questions about the league's facilities.
Fields	Step 2 - Fields Survey Questions	The fields survey questions 15-39 address specific ball field items.
Facility Management	Step 3 - Facility Management Survey Questions	The facility management survey question 40-47 address facility management items.
Field Dimensions	Step 4 - Field Dimensions Survey Questions	The field dimensions survey questions requires the league to enter specific information about the dimensions of the ball fields.
Step 5 - by May 1st, return a completed survey with the ASAP to Little League		<div>Mailing Address: Little League International PO Box 3485 Williamsport, PA 17701</div> <div>Mailing Address: Little League International 539 US Route 15 Hwy South Williamsport, PA 17702</div>

ASAP Requirement 9 - Have written safety procedures for concession stand

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Concession Stand Operations - Post this document in the concession stand

Concession Stand Officers	Description	League Contact
Auxiliary: Concession Stand	The league's concession stand is managed as an auxiliary. The auxiliary chairperson is responsible for the safe operation of the concession stand. The auxiliary treasurer is responsible for the concession stand finances.	Nick Kroll Mobile -810-869-6646
Chairperson	The concession stand auxiliary chairperson is responsible for the overall concession stand operation. The chairperson is responsible for communicating concession stand operating procedures to volunteers.	Danielle King Mobile - 517-202-5171
Treasurer	The concession stand auxiliary treasurer is responsible for all concession stand finances. The auxiliary treasurer is responsible for ensuring compete and accurate financial reporting to the league treasurer.	Kristie Murray Mobile 989-430-7846
Facility General Manager	The facility general manager is responsible for ensuring that league facilities are safe and in good working order. Contact the facility general manager concerning any facility equipment or safety issue.	Kris Spaulding Mobile-989-615-9099
Requirement	Description	Compliance Plan
Inspection	The concession stand must be inspected by the Midland County Heath Department prior to use. The Concession Stand Auxiliary Chairperson is responsible to coordinate this inspections.	The chairperson shall schedule and attend the health department inspection.
Step 1 - Keep the Menu Simple	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.	The chairperson is responsible for coordinating a menu.
Step 2 - Check Temperature to Ensure Foods are Fully Cooked	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 food borne illnesses from temporary events can be traced back to lapses in temperature control.	The chairperson is responsible for ensuring the concession stand is equipped with a thermometer and training volunteers on its use.
Step 3 - Reheat Requirement	Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.	The chairperson is responsible for ensuring volunteer use only a microwave to re-heat food.
Step 4 - Maintain Adequate Minimum Refrigeration Temperature	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 un-refrigerated for too long has been the number ONE cause of food borne illness.	The chairperson is responsible for ensuring a thermometer is kept in the refrigerator. Volunteers shall check the thermometer prior to use. Perishable food only be kept in the refrigerator during use. Perishable food shall not be kept in the refrigerator overnight.
Step 5 - Require Frequent Hand Washing	Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!	The chairperson is responsible for posting hand washing signs in the concession stand.
Step 6 - Volunteer Health Requirement	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.	The chairperson is responsible for communicating to volunteers that only healthy individuals may work. If a replacement cannot be found the concession stand shall not be opened.
Step 7 - Use Food Preparation Gloves	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.	The chairperson is responsible for communicating to volunteers that food should be handled with gloves and proper utensils.
Step 8 - Use Disposable Utensils & Thoroughly Wash Metal Food Preparation Utensils	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.	The chairperson shall ensure only disposable utensils are used to serve food. Metal food preparation utensils shall be thoroughly washed.
Step 9 - Ice Single Use Requirement	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 food borne illness.	The chairperson shall communicate proper ice dispensing practice to volunteers. Volunteers shall be informed of the requirement that container cooling ice shall not be used in beverage cups.
Step 10 - Maintain a Sanitizer Bucket	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.	The chairperson shall implement a practice to maintain a sanitizer bucket and communicate use expectations.
Step 11- Cover Food	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.	The chairperson is responsible for communicating to volunteers the expectation that food be properly stored with appropriate lids.
Step 12 - Keep Food Off Floor Level & Maintain a Clean Concession Stand	Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.	The chairperson is responsible for communicating to volunteers the expectation that food be kept off the floor level. The concession stand shall be kept clean and orderly.
Step 13 - Minimum Age Requirement	Leagues should set a minimum age for workers or to be in the stand. The league's age minimum is 16 years of age for volunteers who prepare food. Volunteers may be 12 years of age or older to collect money only.	The chairperson is responsible for communicating league concession stand age requirements.

ASAP Requirement 10 - Require regular inspection & replacement of equipment

Requirement	Description	Responsibility
Pre-season Equipment Inspection TOC	Each team shall be provided a first aid kit, batting helmets, catching equipment, baseballs, bats, & an 'Official Regulations & Playing Rule' hand book. Prior to the start of practice, the equipment manager shall check all equipment for defects. Defected equipment shall be discarded and replaced. The equipment will be kept in a team equipment bag and distributed to each team manager	Equipment Manager - The equipment manager is a board position and is responsible for ensuring each team has a properly equipped first aid kit and a equipment bag with league equipment that is in good play condition.
Before Each Use Inspection - Practice	The team manager is responsible for ensuring that league-supplied equipment and equipment owned by their players are in good play condition before each practice.	Team Manager
Before Each Use Inspection - Games	The team manager is responsible for ensuring that league-supplied equipment and equipment owned by their players are in good play condition before each game.	Team Manager and Umpires
Equipment Return	The team manager is responsible for returning the first aid kit with the league-supplied playing equipment at the end of the season.	Team Manager

ASAP Requirement 11 - Have a method to report & track injuries

TOC

Step 1 - Program	Report all injury incidents and near misses to the league safety officer within 24 hours.												
Step 2 - Report	The table below presents the information need when reporting an incident. Email this information to the safety officer. The safety officer is responsible for ensuring all pertinent information is reported												
Step 3 - Submit Claim Form	Accident Claim Form: Click the link to the right and scroll down to the Insurance, Medical, & Claims to find the form.										http://www.littleleague.org/Learn_More/forms.htm		
Enter the Injured Person's Name or Near Miss	Incident Date	Incident Time	Incident Location ^A	Description of Injury - summarize the injury and associated body part	First Aid Required (Yes/No)	Professional Treatment Required (Yes/No)	Play Division ^B	Description of Incident - summarize the conditions and activities associated with the incident	Event ^C	Position/ Role ^D	Activity Category ^E	How can we prevent the incident from happening again?	
Jacob Wendt	19-Apr-23	15:30	NE little league field	ball to nose	No	Yes	minor	Pop fly off glove to nose	practice			Start practicing with tennis balls before baseballs	

^A Incident Location: Field (describe), Adjacent to Playing Field (describe), Concession Area (describe), Off Ball Field (describe)

^B Play Divisions: T-Ball, Minor, Major, Junior, Senior

^C Event: Tryout, Practice, Game, Tournament, Special Event, Travel to/from, Other (describe)

^D Position/Roles: Batter, Baserunner, Pitcher, Catcher, Infielder (1st, 2nd, 3rd, SS), Outfielder (R, C, L), Umpire, Coach, Spectator, Volunteer, Other (describe)

^E Activity: Base Path (running, sliding, other), Hit by Ball (pitched, thrown, batted, spectator), Collision (player/player, player/structure), Grounds Defect, Parking Area

ASAP Requirement 12 - Provide teams with well-equipped first aid kits

Requirement	Description	Responsibility
First Aid Kit TOC	Each team shall be provided a first aid kit, which includes, at a minimum: 12 small adhesive bandages, 12 large adhesive bandages, 1 gauze roll, 1 medical tape roll, 6 gauze pads, 1 triple antibiotic ointment tube, 3 care-giver protective gloves, and a league injury reporting reminder quick reference card.	Equipment Manager - The equipment manager is a board position and is responsible for ensuring each team has a properly equipped first aid kit.
First Aid Kit Supply Restock	Contact the league's equipment manager to replace first aid kit inventory.	Equipment Manager
Pre-season Distribution	The league's equipment manager is responsible for ensuring that the first aid kit is distributed with league-supplied team playing equipment.	Equipment Manager
First Aid Kit Checks	Prior to each practice and game, the team manager is responsible for checking the team's equipment bag for a properly stocked first aid kit.	Team Manager
First Aid Kit Return	The team manager is responsible for returning the first aid kit with the league-supplied playing equipment at the end of the season.	Team Manager

ASAP Requirement 13 - Enforce the Rules

TOC

All NELL board members, volunteers, & coaches shall abide by all Little League rules as presented in the 'Official Regulation & Playing Rule' hand book, the 'Operating Manual', and Local League Bylaws. Play shall be conducted in a safe manner and with emphasis on exemplary sportsmanship, respect for the game, and respect for all player, specators, volunteers, and coaches.

Our Code of Conduct - Support and Promote

Little League's mission is "to promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball and Softball." Through proper guidance and exemplary leadership, the Little League program assists youth in developing the qualities of citizenship, discipline, teamwork, and physical well-being. By espousing the virtues of character, courage, and loyalty, the Little League Baseball and Softball program is designed to develop superior citizens rather than superior athletes.

Safety Code for Little League

On the last page of the 'Official Regulations and Playing Rules' are Safety Codes for Little League. Prior to taking the field for your first practice, become familiar with these codes. With a little common sense and enforcing our leagues safety policies, we can provide a fun baseball expertise in a safe manner.

ASAP Requirement 14 - Submit ASAP Registrat		TOC
A qualified safety plan registration form will be submitted with the ASAP plan.		
Registration Form	The registration form identifies the league safety officer and president as well as indicates the page of each ASAP requirement in the safety plan.	

ASAP Requirement 15 - Submit Roster Data

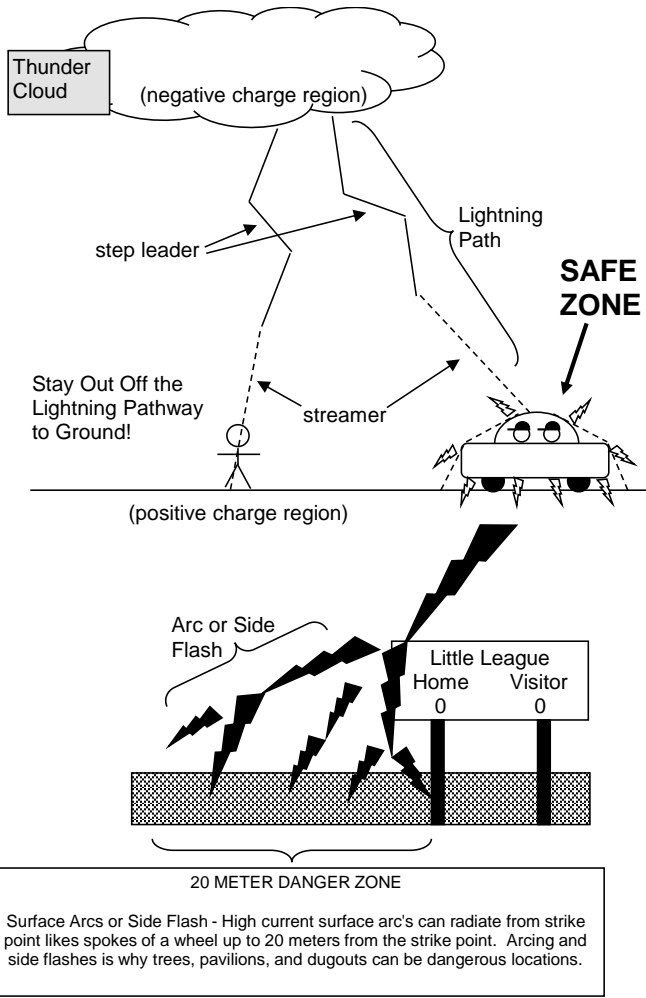
TOC

League player roster data and coach and manager data must be submitted to Little League.

Submission Requirements

The league president and/or player agent will submit the player Roster data and coach and manager data to Little League via the Little League Data Center at www.LittleLeague.com.

Lightning Safety - Understand the Lightning Phenomena		TOC
Many have grown ambivalent to severe weather and lightning storms. However, lightning is a significant safety risk to players, coaches, game officials, and spectators at NELL. Understanding the basics of lightning can help us take appropriate action.		
What is Lightning - Lightning is a natural phenomena that results in a dangerous discharge of electricity.	A thunder storm is a complex phenomenon that can produce lightning. In simple terms, friction produced by ice and water droplets inside the cloud form a negative and positive fields with in the cloud. The cloud the induces a charge on the ground.	
KEEP YOUR PLAYERS OUT OF THE CURRENT PATH!	Negatively-charged channels called leaders are discharged from the cloud. These leaders proceed downward in steps called step leaders. As the leaders approach the ground, the electric field on the ground is impacted.	
	When a stepped leader approaches the ground, the opposite charges on the ground enhances the strength of the electric field. The electric field is strongest on ground-connected objects whose tops are closest to the base of the thundercloud, such as trees and tall buildings. If the electric field is strong enough, a conductive discharge (called a positive streamer) can develop from these points. If the streamer connects to the descending stepped leader from the cloud a channel is formed. Once a channel is established between the cloud and ground this becomes a path of least resistance and allows for a much greater current to propagate from the earth back up the leader into the cloud.	
	This is the return stroke and it is the most luminous and noticeable part of the lightning discharge.	
	The diagram illustrates the this phenomena. Don't let your player be in the current path!	
Lightning Kills	Most direct lightning strikes are fatal. Sheltering in a car provides the greatest protection. The metal frame will dissipate the charge keeping our players out of the current path.	
Ground Current	50% of all lightning injuries are attributed to ground current. Current from a lighting strike can travel along the ground. Sheltering in a car protects players from ground current.	
Streamer Current	Streamer Currents - fast, high current pulses launched from the tops of many elevated objects near each leader. With many leaders approaching the ground at once, you do not have to be very near the actual ground strike to be involved in streamer current. While streamer current is much smaller than the return stroke current, it can be injurious or deadly.	
Surface Arcing and Side Flash	Dugouts and park shelters are not lightning safe shelter mainly due to surface arc and side flash phenomena. Surface arcs and side flashes can radiate a significant distance from the strike point. The electrical current can shock a player who is 20 meters from the strike point. Metal fencing around ball fields can also provide a current path that can shock a player.	
30 Seconds	From flash to sound of thunder, if the time from seeing the flash to when it is heard in under 30 seconds the source is within 6 miles. If less than 30 seconds elapse from seeing a flash and hearing the resulting thunder, the source cloud is close. Take immediate action.	
Cars Provide Lightning Safe Shelter	Cars are lightning-safe shelter. The metal frame dissipates the electrical charge and prevents the charge from passing through the occupants to ground. Seeking shelter in a car is a quickest and safest action we can take when a storm interrupts play.	
Common Sense	A little common sense goes a long way. When you see or hear a thunderstorm, immediately instruct your players to shelter in a car. Be a role model and a good example. Coaches and board members should always comply with this shelter plan. Remember, compliance with our ASAP and lightning safety policy is a condition of league coaching appointments. The league will have a zero tolerance for non-compliance with our ASAP or lightning policy.	



Req-8

(List your ballfields)

1	2	3	4	5	6	7	8	9	10	11	12
Wilson Field	Griggs Field	NELL-3 Field	NELL-4 Field	Adams School 1	Adams School 2	Chestnut Hill School 1	Chestnut Hill School 2	Larkin Park Field #5	Larkin Park Field #6	Larkin Park Field #6	NELL Jr/Sr Field

[illegible]

SPECIFIC BALL FIELD QUESTIONS

Req-8

Complete the following section of the facility survey

[illegible]

ASAP APPENDIX: FIELD DIMENSION DATA

Req-8

Field No.	Field Name	Height of Outfield Fence	Distance from home plate to:				Foul territory distance from:					
							Left field line to fence at:			Right field line to fence at:		
			Left Field	Center Field	Right Field	Back-stop	Home	3rd	Outfield Foul Pole	Home	1st	Outfield Foul Pole
1	Wilson Field	4 ft	190 ft	203 ft	190 ft	25 ft	25 ft	25 ft	10 ft	25 ft	25 ft	10 ft
2	Griggs Field	4 ft	200 ft	201 ft	180 ft	25 ft	25 ft	25 ft	20 ft	25 ft	25 ft	20 ft
3	NELL-3 Field	4 ft	200 ft	200 ft	200 ft	25 ft	25 ft	25 ft	20 ft	25 ft	25 ft	20 ft
4	NELL-4 Field	4 ft	200 ft	200 ft	200 ft	25 ft	25 ft	25 ft	20 ft	25 ft	25 ft	20 ft
5	Adams School 1	NA	NA	NA	NA	25 ft	NA	NA	NA	NA	NA	NA
6	Adams School 2	NA	NA	NA	NA	25 ft	NA	NA	NA	NA	NA	NA
7	Chestnut Hill School 1	NA	NA	NA	NA	25 ft	NA	NA	NA	NA	NA	NA
8	Chestnut Hill School 2	NA	NA	NA	NA	25 ft	NA	NA	NA	NA	NA	NA
9	Larkin Park Field #4	4 ft	180 ft	180 ft	180 ft	25 ft	25 ft	25 ft	20 ft	25 ft	25 ft	20 ft
10	Larkin Park Field #5	4 ft	180 ft	180 ft	180 ft	25 ft	25 ft	25 ft	20 ft	25 ft	25 ft	20 ft
11	Larkin Park Field #6	4 ft	230 ft	230 ft	230 ft	25 ft	25 ft	25 ft	20 ft	25 ft	25 ft	20 ft
12	NELL Jr/Sr Field	6 ft	300 ft	320 ft	275 ft	30 ft	30 ft	25 ft	25 ft	30 ft	30 ft	30 ft
13	Larkin Jr/Sr Field #1	6 ft	275 ft	275 ft	275 ft	30 ft	30 ft	25 ft	25 ft	30 ft	30 ft	30 ft
14	Larkin Jr/Sr Field #2	6 ft	300 ft	325 ft	300 ft	30 ft	30 ft	25 ft	25 ft	30 ft	30 ft	30 ft