***2018 SYBSA Safety Plan***

#1 League Safety Officer: Matt Branum 484-0815 on file with Little League Headquarters.

#2 All league officers, board members, coaches, managers, assistant coaches, volunteers, concession personal, umpires, parents and district administers will have access to this manual.

#3 **EMERGENCY PHONE NUMBER: 911**

Local Police: 642-1305

 Local Fire: 642-1313

 Local Ambulance: 642-8810

 Local Hospital: 644-4000

 Address: Black Hills Forest Product Fields, off College Lane

 League President: Dennis Servaty 545-3133

 League Vice-President: Dan Bruner 645-6781

 League major’s liaison: Chris Olson 645-1059

 League minor’s liaison: Dan Bruner 645-6781

 League Peewee liaison: Shawn Marta 484-9627

 League Coach pitch liaison: Kyle Craig 307-680-3689

 League Tee Ball liaison: Cherise Lerew 645-7524

 Umpire in charge: Janet Rosenau 642-5014

 (The concession stand will have this contact information available)

#4 All volunteers and non-volunteers interacting or acting on the children’s behalf in this program, will fill out the Little League background check form and a hard copy will be kept on file.

#5 All coaches, managers and/or assistant coaches will be made aware of the intentions of this league- in teaching the skills of baseball, teaching good sportsmanship by example and team work. All coaches, parents and players will sign a waiver stating they will at ALL times show good sportsmanship and conduct that is positive to the game and wellbeing of all players’ coaches and volunteers. All waivers will remain on file for the baseball season.

#6 Basic first aid training will take place at the Spearfish Rec. Center by a trained individual. One person from every team must attend if not already certified in first aid and CPR. ALL umpires will attend before umping games. If a player or volunteer should be hurt during a game or practice an incident report will be filled out and given to a board member within 24 hours of the incident and then given to the league president within 48 hours. Form on page 3

#7 Field maintenance and care will take place prior to the beginning of any games for the season. All repairs will be made at that time. Each night before games are played the home team coach will inspect the field for any hazards. If a problem is found the home team coach will immediately fix the problem or report it to a board member by filling out a field inspection form. If the hazard could cause harm to come to anyone the game will be postponed until the hazard can be repaired. Form on page 4

#8 A concession stand will be run by the Association. An inspection of the facility will take place prior to the beginning of startup. Menu will be posted. Safety food care will be posted in the concession stand in multiple areas. Form on page 5, 6 and 7

#9 All coaches and players will be submitted to Little League Data Center as soon as all teams have been selected, by April 30th. [www.littleleague.org](http://www.littleleague.org)

#10 All teams will be supplied with batting helmets and catchers equipment (which consist of helmet with throat guard, chest protector and shin guards) it is mandatory that all players wear full equipment when batting or catching. In addition to the equipment listed a first aid kit and Little League handbook will be supplied to each team as well. All equipment will be inspected at equipment check out and unsafe equipment will be replaced and disposed of. If any equipment becomes unsafe during the season it shall not be used and replaced before the teams next game and disposed of.

#11 All teams will enforce the Little League rules as stated in their handbook. Any coach found in violation of the handbook rules will be notified of their infraction and if found in violation again will be removed from coaching for the rest of the year. Upon returning to coaching the following year they will be required to pass a rules test (as designed by the board and league liaisons) and then the determination will be made whether to reinstate the individual.

#12 Field requirements- all bases must disengage, no debris shall be on the field, no glass bottles, no child shall be on deck when another child is batting and coaches shall not warm up pitchers.

#13 There is NO tobacco or alcohol use of any kind allowed within the complex nor the parking lot of this green space. Anyone violating this will be asked to leave the premises. If they refuse to leave the local authorities will be called. This is a SYBSA board rule and Spearfish City compliance.

#14 All umpires will attend a training and be given a rulebook and a first aid kit. The training will consist of field placement and general call signs and a CPR training. All umpires will wear appropriate umpire gear supplied by the league.

#15 Weather- If the weather is hot all participates will have water and if needed a break between innings. If there is lightning or thunder the game will be postponed for 30 minutes and everyone will leave the playing area. The game will not restart until there has been NO lightning or thunder for 30 minutes. Tornado warning whistles have been installed and if a tornado warning should go off everyone at the fields may enter the concession stand or equipment room for safety.

**Accident Incident Report**

To be filled out by coach, manager, assistant coach, board member, umpire or liaison of league within 24 hours of injury and must be given to league president within 48 hours of incident.

**SYBSA accident report league id: 00150062**

Date:

Field or location of accident include time (pm/am):

Injured individual:

Age:

Date of Birth:

Full address:

Parents names (if player):

Division of play: Minor’s majors tee ball pee wee

Position playing or roll: pitcher catcher 1st  2nd  3rd  left field center field right field short stop batter runner umpire coach assistant coach manager base coach volunteer

Type of Injury?

How did injury occur?

Was first aid applied on field? No yes (explain)

Was professional medical treatment required? No yes (explain)

If the answer to the above is yes, there must be a written release on file before the individual will be allowed to participate.

Could the accident have been avoided?

This form is for local Little League only and should not be submitted to Little League International. This form is to establish a safer environment for all who participate in our program as well as to have the facts in writing for insurance purposes. A claim form can be printed out at [www.littleleague.org](http://www.littleleague.org) once filled out, then submitted to Little League International.

Prepared by (print): Position held:

Signature: date:

**Field Inspection Checklist**

**SYBSA: Black Hills Forest Product**

Inspected by:

Time: Date:

* holes, rough or uneven ground
* drainage
* grass mowed
* glass, rocks and debris removed from the field
* damage to fencing (field and dugout)
* is backstop adequate
* pitcher’s mound
* warning track
* dugouts clean
* clean areas around bleachers
* garbage clean up (garbage cans are emptied by the city) 642-1333
* restrooms are taken care of by city
* concession stand inspected

Hazards that need to be addressed:

Signed:

**Concession Stand Safety**

#1 Menu

Keep the menu simple and avoid easily spoiled food. Do not reheat foods and do not bring foods in from another site already prepared.

#2 Cooking

Make sure all foods are stored and cooked properly and fully. Store refrigerator foods at 41 degrees or below. Heat foods to 140 degrees if hot. Ground beef and pork should be cooked to 155 degrees. Poultry should be cooked to 165 degrees. If the temperatures are not kept constant on food, illness could follow.

#3 Heating Foods

It is better to heat food fast then to heat slowly like in a crock pot. A crock pot could activate bacteria growth.

#4 Refrigeration

Food should be kept at 41 degrees or below and should be purchased and placed in refrigeration as fast as possible. To unthaw food it should be placed in a pan and placed in the refrigerator. Do not stack food to unthaw. Food stored improperly is the #1 cause of foodborne illness.

#5 Hand washing

Hands should be washed frequently during food preparation. Gloves may be used but hand washing is always best.

#6 Health and Hygiene

People who are sick should not prepare food. If there are open cuts on hands that person should not work with food. Clothing should be clean also. Hair pulled back is a must. Hair nets work well.

#7 Food Handling

Use utensils to handle food not bare hands.

#8 Dishwashing

Use disposable utensils and wash dishes as follows…

Wash in soapy water

Rinse in clean water

Air dry

#9 Ice

Use a scoop with ice.

#10 Wiping clothes

Wash in hot water with Clorox and store in dry closed container. Wash surfaces with hot soapy water and Clorox to sanitize surfaces.

#11 Insects and garbage

Keep foods covered. Put garbage is plastic containers lined with garbage bags and remove often. Change out dirty water often.

#12 Cleanliness

Store all food 6 inches off the floor and throw all unused food in the garbage.

#13 Age limits

NO one under the age of 10 shall be in the concession stand, whether serving or just sitting.

WASH YOUR HANDS

1. WET YOUR HANDS WITH WARM WATER.
2. WASH YOUR HANDS FOR 70 SECONDS.
3. RINSE.
4. DRY WITH DISPOSIBLE CLOTH.
5. WEAR GLOVES.

WHEN

Wash after you:

* use the toilet
* touch uncooked meat
* interrupt working with food (such as answering phone or open the door)
* cough or chew gum
* touch soiled plates or utensils
* take out trash
* touch your nose, mouth, or body part

 Use gloves and change them often.

Ideas for the Promotion and Improvement of SYBSA Safety Plan

#1. Distribute and review Safety plan at Coaches clinic prior to season.