



ASAP SAFETY PLAN 2020

Cactus-Horizon Little League
Scottsdale / Phoenix Arizona



Qualified Safety Plan Requirements:

1.) League Safety Officer

The name and contact information of the current Cactus-Horizon Little League Safety Officer, **Scott Graham**, is on file with Little League Headquarters.

2.) Distribution of ASAP Safety Plan

Cactus-Horizon Little League will distribute a copy of this ASAP Safety Plan to all Managers and the District Administrator.

3.) Emergency Contacts:

Contact		Phone #	
Emergency Phone Number		911	
Local Police Emergency (Scottsdale)		480-312-8800	
Local Police Emergency (Phoenix)		602-262-6151	
Local Fire Emergency		602-495-5555	
Contact	Contact Name	Email	Phone #
League President	Wesley Ray	wesley.ray@sackstierney.com	623-363-4032
League Vice President, Operations	Scott Jenkins	scott.jenkins@quarles.com	602-790-7582
League Vice President, Communications	Josh Rossman	rossman.josh@gmail.com	480-882-8575
League Player Agent	Marc Beyer	marcb310@gmail.com	602-999-4775
League Safety Officer	Scott Graham	thygraham@gmail.com	301-613-2086

*Notes:

- This list above will be posted in the concession area and is distributed to coaches.

4.) Volunteer Applications

The Cactus-Horizon Little League will use the Official Little League **Volunteer Application** form (see example in Appendix A) to screen all of our volunteers. The league will also follow the guidance provided by Little League and available at <https://www.littleleague.org/player-safety/child-protection-program/local-league-background-check-information/>.

5.) Fundamentals Training

Fundamentals Training will be provided by a member of the Cactus-Horizon Little League Board, at the start of the season. At least one manager/coach from each team must have attended the Fundamentals Training within the league year.

6.) First Aid and Concussion Training

First Aid Training

Cactus-Horizon Little League will provide First Aid Training at the start of the season. Every manager must attend this training once every 3 years.

Concussion Training

It is also highly recommended that all coaches/managers receive concussion training. Free concussion training is available at www.nfhslearn.com. Every manager must attend this training once every year. Certificates of completion must be submitted to division-level vice presidents prior to the start of the season.

7.) Field Inspection

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. See Facility and Field Inspection Checklist in Appendix B.

8.) Facility Survey

Cactus-Horizon Little League has completed and updated our **2020 Facility Survey online**.

9.) Concession Stand Safety

- Menu shall be posted & approved by the safety officer and the League President
- Concession Safety Procedures will be posted several times in concession stand.

- Enclosed is a copy of the Cactus-Horizon Little League Concession Stand Safety Procedures (Appendix C)

10.) Equipment Safety

- The League Safety Officer will inspect all equipment in the preseason.
- 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

Cactus-Horizon Little League will use the provided “Preliminary Accident Report” included as Appendix D and will provide completed Accident forms to the following individuals (identified in Section 3 above) within 24-48 hours of the incident:

- League Safety Officer
- League President
- Vice President of the player’s division
- League Player Agent

Please see copy of Preliminary Accident Report form in Appendix D.

12.) First Aid Kits

Each Team will be issued an updated **First Aid Kit** and it is a requirement to have it at every practice and game.

13.) Key Safety Rules

Cactus-Horizon Little League will require ALL TEAMS to enforce **ALL Little League rules**, including Proper Equipment for catchers. Key safety rules include:

- a) No on-deck batters
- b) Observing bat safety (e.g., swinging only in batter’s box)
- c) Batting helmets on at all times when batting
- d) Coaches will not warm up pitchers
- e) Bases will disengage on all fields
- f) No horse-play

14.) Player / Coach Data

Cactus Horizon Little League will submit league player registration data or player roster data and coach and manager data through the Little League Data Center.

15.) Answer Survey Question

Cactus Horizon Little League submitted not less than 75 background checks for the 2019 season. Those background checks were completed using the JDP system.

16.) Qualified Safety Plan Registration Form

Cactus-Horizon Little League understands that its Safety Plan **Will Not** be shown as received without the inclusion of this form.

17.) Operating League-Owned Motorized Vehicles / Equipment

Under no circumstances will children under the age of 16 be allowed to operate league-owned or rented motorized vehicles / equipment. This includes lawnmowers, tractors, bobcats, “Gator” utility vehicles, etc. Only Cactus-Horizon Little League Board Members, Managers, Coaches, or Parent Volunteers will be permitted to operate these vehicles.

18.) Excessive Heat Precautions

Excessive heat can be common during the season for Cactus-Horizon Little League. The following precautions will be taken during practices and games to protect players:

- Players will be encouraged to apply sunscreen of at least 15 SPF to protect their skin
- Players will be encouraged to drink water every 10 to 15 minutes to stay hydrated
- Coaches will be advised to pay close attention to player behavior to ensure that they are not getting overheated
- It is highly advised that no practice or game shall occur while the sun is up and the temperature is above 107 degrees

Appendix A – Volunteer Application



Little League® Volunteer Application - 2020

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

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meet the standards of Little League Regulations 1(c)9. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit LittleLeague.org/localBGcheck for more information.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

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

1. Do you have children in the program? Yes No
 If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? Yes No If yes, list: _____

3. Do you have a valid driver's license? Yes No
 Driver's License#: _____ State _____

4. 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? Yes No
 If yes, describe each in full: _____
(If volunteer answered yes to Question 4, the local league must contact the Little League International Security Manager.)

5. 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 5, does not automatically disqualify you as a volunteer.)

6. 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 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs? Yes No
 If yes, explain: _____

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

- League Official Umpire Manager Concession Stand
 Coach Field Maintenance Scorekeeper Other _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

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

ASA 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 Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

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

* JDP Sex Offender Registry Data and National Criminal
 Records 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.

Last Updated: 10/10/2019

Appendix B – Facility and Field Inspection Checklist

Facility and Field Inspection Checklist

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, pitcher’s mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Areas 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 healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

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

8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste.

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

12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

13. Set a Minimum Worker Age.

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

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

Volunteers Must Wash Hands

HOW



WHEN

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

Wash after you:

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

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

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

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

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

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

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture-Cooperating. UMass Extension provides equal opportunity in programs and employment.



Appendix D – Preliminary Accident Report Form

PRELIMINARY ACCIDENT REPORT (Little League Use Only)

CACTUS HORIZON LITTLE LEAGUE

League ID# 04-03-03-03

NAME (Injured Party): _____

DATE: _____

ADDRESS: _____

PHONE: _____

CITY: _____ STATE: _____

ZIP: _____

No Treatment Needed _____ First Aid at Field _____ To Doctor _____ To Hospital _____ Other _____

Name of Doctor or Hospital, if Possible: _____

DIVISION IN WHICH ACCIDENT OCCURRED						
<input type="checkbox"/> T&E	<input type="checkbox"/> Rookie	<input type="checkbox"/> Fem	<input type="checkbox"/> AA Minors	<input type="checkbox"/> AAA Minors	<input type="checkbox"/> Major	<input type="checkbox"/> Junior

TYPE OF ACCIDENT					
Struck by:		Collision with:		Other:	
1.	Pitched Ball	5.	Another Player	9.	Tripped
2.	Batted Ball	6.	Fence	10.	Fall
3.	Thrown Ball	7.	Backstop	11.	Over Exertion
4.	Bat	8.	Hit Dirt Too Hard While Sliding	12.	Other (Please Specify Below)
Description of Other: _____					

ACCIDENT CAUSE - FIELD CONDITIONS			
#	Description	Yes	No
1.	Uneven field surface, such as holes, humps, etc.		
2.	Foreign objects, such as glass, rocks, stones, bottles, etc.		
3.	Congestion during practice or games		
4.	Weather conditions, such as rain, sun, darkness		
5.	Lack of, or poor-fitting, protective equipment		
6.	Other (Describe): _____		

ACCIDENT CAUSE - ACTIONS OF PERSON(S)								
#/Description	Yes	No	#/Description	Yes	No	#/Description	Yes	No
1. Mishandled Ball			6. Awkward Position			11. Wild Throw		
2. Mishandled Bat			7. Player Out of Position			12. Wild Swing with Bat		
3. Poor Baseline Action			8. Lack of Grip on Bat			13. Distracted		
4. Incorrect Sliding Form			9. Poor Running Form			14. Lack of Attention		
5. Not Watching the Ball			10. Wild Pitch			15. Horseplay		
16. Other (Describe): _____								

Brief Statement of What Happened: _____

Note: This form is for Little League purposes only. When an accident occurs, obtain as much information as possible. Send a copy to Little League Headquarters in Williamsport, PA. Attention: Insurance Department. Also, provide your District Safety Officer a copy for District files. The purpose of this form is to establish a documented record of all accidents prior to any lawsuits and provide Little League Baseball with advance information.