



# ASAP PLAN

Madison Little League  
Madison, TN





# Qualified Safety Plan Requirements

1. League Safety Officer: **Chris Downs** on file with Little League Headquarters.
2. Dugout 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**

**Local Police Emergency 911**

**Local Fire Emergency 911**

League President:	<b>Anthony Douglas 615-686-3332</b>
League VP:	<b>Brandon Brake: 615-405-0439</b>
League Player Agent:	Patrick Mockmore: 615-429-5176
League Maintenance :	<b>Scott Eidson 615-389-5827</b>
League Treasurer:	<b>Donna Douglas 615-289-6153</b>
League Safety Officer:	<b>Patrick Mockmore 615-429-5176</b>



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



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

5. **Fundamentals Training: March 14, 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 Notre Dame HS by Whitey Herzog



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### 6. **First Aid Training:** **March 28, 2020**

Madison Little League will require at least one manager/coach from each team to attend. Every manager/ coach must attend this training once every 3 years. **Dr. Ferguson** will conduct the training at Selinsgrove H.S.

**\*Concussion Training certificate** – required for all Madison Little League coaches due to being required annually by the state of

Tennessee.



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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.



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

### 9. Concession Stand Safety

**1. Menu shall be posted & approved by the safety officer and the League President**

**Our Concession Safety Procedures will be posted several times in stand.**



**Enclosed is a copy of the Dugout Little League Concession Stand Safety Procedures.**



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### 10. The League Safety Officer will Inspect all equipment in 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.

The League will use the provided incident tracking form from the LL website and will provide completed Accident forms to Safety Officer within 24-48 hours of the incident. Please see copy of accident Reporting form.



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12. **First Aid Kit** is available in concession stand and available for all scheduled practices and game times.

13. Madison Little League will require ALL TEAMS to enforce **ALL Little League Rules**. Including Proper Equipment for catchers.

- a. Proper equipment for catchers
- b. No On-deck batters
- c. Coaches will not warm up pitchers
- d. Bases will disengage on all fields

14. Qualified Safety Plan Registration form

Your Safety Plan **Will Not** be shown as received without this form.



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15. League Player Registration Data or Player Roster Data and Coach and Manager Data.

- 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](http://www.LittleLeague.org).

**Mandatory requirement for an approved ASAP plan.**



## 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\_\_\_\_\_



## Volunteers Must Wash Hands

### HOW



**Wet**  
warm water



**Wash**  
20 seconds  
Use soap

**Rinse**



**Dry**  
Use single service  
paper towels

**Gloves**



### WHEN

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

Wash after you:

- .. touch uncooked meat, poultry, fish or egg or other product
- .. interrupt, or kin with food (Such as answering the phone, opening a door or a window)
- .. eat, make or chew gum
- .. touch soiled plates, utensils or equipment
- .. take out trash
- .. Touch your nose, mouth, or any part of your body
- .. use the toilet

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

Use gloves when serving food.  
Remove jewelry, nail polish or fingernail polish. You wear gloves!

o o

**Wear gloves.**

When you have a cut, injury or sore on your hand  
when you handle your jewelry

If you wear gloves:

- .. wash your hands before you put on gloves;

Change them:

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

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Department of Agriculture-Cooperating, UMass Extension pro-  
vides equal opportunity in programs and employment.



# 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](http://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

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/BcStateLaws](http://LittleLeague.org/BcStateLaws)

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 on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

## **Cooking Appliances and Equipment**

Most concession stands house a variety of appliances and equipment for cooking. Make sure that whatever cooking appliances your concessions stand features are in good working order.

## **Electrical Outlets and Sinks**

Take the time to go around to every electrical outlet in the concession stand and test them to make sure they're working properly. This also is a good time to check your sinks and faucets to ensure that you'll have the clean water you'll need.

## **Countertops, Tables, and Floors**

Food and debris left over from the previous game can be the source of serious health concerns if it's attracted insects and rodents. Scan these areas carefully to make sure this hasn't happened. Speaking of pest control, keep an eye out to make sure any pesticides are stored away from any food.

## **Train Your Staff**

One of the best ways to avoid injuries and safety issues in the concessions stand is by properly training the workers who will staff it. This includes giving clear guidelines on operating equipment and creating a safe working environment.

## **Bring in the Pros**

If possible, it may be a good idea to enlist the help of a local restaurant manager to come in and take a look to ensure you haven't missed anything with your safety inspection. And, you also can consult your local or state health inspection office with any questions; or if you're unsure about anything.

