

# ASAP: Creating a Safety Manual



# The ASAP Mission

- To increase awareness of the opportunities to provide a safer environment for children, volunteers and all Little League participants.



# ASAP: A Safety Awareness Program

- Having a league safety program is instrumental to the well-being of players, volunteers and all participants.
- The Little League ASAP program encourages leagues to create a safety manual that includes 15 basic requirements.
- The following tutorial was created to educate leagues on how to create a basic safety manual which include the 15 requirements.



# Download Safety Plans from Previous Years

Little League® Data Center

[Home](#) / [View Reports](#) / [Download Historical Safety Plans](#)

## Download Historical Safety Plans

Season	
2021	<a href="#">Download File</a>
2020	<a href="#">Download File</a>
2019	<a href="#">Download File</a>
2018	<a href="#">Download File</a>

- In the Data Center, Select “View Reports” under League Resources.
- Select “Download Historical Safety Plans” from the menu.
- Download files from previous years.



# ASAP 15 Requirement Overview

1. Have a safety officer on file at Little League International
2. Make safety plan accessible to coaches, managers, board members and any other volunteer in the league
3. Post and distribute emergency and league officer phone numbers
4. Require volunteers to complete and submit the Official Little League Volunteer Application
5. Provide fundamentals training



# ASAP 15 Requirement Overview – Continued

6. Provide first-aid training
7. Require field inspections before games and practices
8. Complete the annual Facility Survey
9. Post and utilize concession stand procedures
10. Regularly inspect and replace equipment as needed



# ASAP 15 Requirement Overview – Continued

11. Have a procedure for reporting accidents/injuries
12. Require First Aid Kits at all league events
13. Enforce Little League Rules & Regulations
14. Submit League Registration Data for players, coaches and managers
15. Complete survey question in LL Data Center



# Requirement 1

- Have an active safety officer on file with Little League International





# Complete in LL Data Center under League Resources

League Resources	
Download Official Logos	
Manage Fields (Facility Survey)	
Manage Insurance/View Insurance Certificates	
<b>Manage/View Officers</b>	
Manage Registration Data	Last Uploaded December 16, 2020
Review League Information	
Submit/View 2021 Season ASAP Safety Plan	Available until September 1, 2021
Submit Background Checks	
View District Information	
View League Boundary Map	
View Reports	

Teams Chartered									
Program	TB	CP	MI	LL	50/70	JR	SR	CH	SC
Baseball	2	2	1	2	0	1	0	0	0
Girls Softball	0	1	1	1	-	1	0	-	-
Boys Softball	0	0	0	0	-	0	0	-	-

**Accident Insurance:** LLB  
**Liability Insurance:** LLB  
**Crime Insurance:** LLB

Note: For insurance coverage, **LLB** means that the league has requested insurance coverage but the insurance may not be in effect unless the league's premiums are paid in full.



# Requirement 2

- Publish and Distribute Safety Manual to Volunteers



# Complete #2 in LL Data Center

## 2021 Season A Safety Awareness Program (ASAP) Safety Plan

Home / 2021 Season ASAP Safety Plan / Safety Plan Requirements - Distribute Safety Manual

### Safety Plan Submission Progress

- I. Overview ✓
- II. Safety Plan Upload ✓
- III. Safety Plan Requirements ✓
  - 1. Verify Officers ✓
  - 2. Distribute Safety Manual ✓
  - 3. Distribute Emergency Numbers ✓
  - 4. Volunteer Application Form ✓
  - 5. Fundamentals Training ✓
  - 6. First Aid Training ✓
  - 7. Field Inspections ✓
  - 8. Complete Facility Survey ✓
  - 9. Concession Stand Safety ✓
  - 10. Equipment Inspections ✓
  - 11. Accident Reporting ✓
  - 12. First Aid Kits ✓
  - 13. Enforce Little League Rules ✓
  - 14. Provide Registration Data ✓
  - 15. Answer Survey Question ✓
- IV. Sign and Submit ✓

### Distribute Safety Manual

PUBLISH and distribute a paper copy of the applicable safety manual to all appropriate and applicable volunteers. Print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.

While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed. Samples can be found in the example safety manuals on the [Safety Program Page](#). Include all relevant material for coaches, including these minimum standards.

**Keep a complete copy for your league. Send a copy to your District Administrator or District Safety Officer.** Little League International does not keep copies for leagues' future use.

#### Which volunteers have received copies of the safety manual?

(Check all that apply)

- Coaches and Managers
- Board Members
- Misc. Volunteers

#### What methods were used to distribute the safety manual?

(Check all that apply)

- Paper Handouts
- Email
- Posted on League Website

✓ Continue



# Requirement 3

- Post and distribute emergency and key league officials' phone numbers



# Example for safety manual

## ASAP Plan - Page 2

### 3. Emergency Phone Number: **911**

Local Police Emergency		
Local Fire Emergency		
Board Position	Name	Phone
League President:		
League VP:		
League Player Agent:		
League Secretary :		
League Treasurer:		
League Safety Officer:		

✓ **This list will be posted in the dugout area.**



# Requirement 4

- Use of current, official Little League Volunteer Application Form or JDP QuickApp electronically





# Requirements 5 and 6

- Requirement 5 - Provide and require Fundamentals Training, with at least one coach or manager from each team attending (Fundamentals includes: hitting, sliding, fielding, pitching, etc.)
- Requirement 6 - Provide and require First-Aid Training, with at least one coach or manager from each team attending





# Examples for safety manual

## ASAP Plan - Page 3

5. **Fundamentals Training:** (Date) 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 be at the (Location).

## ASAP Plan – Page 4

6. **First Aid Training:** (Date)- (League Name) will require at least one manager/coach from each team to attend. Every manager/ coach must attend this training once every 3 years. Training leader – and location – (Location) **\*Highly recommended** – research the concussion laws in your state and educate all coaches/managers & league members.



# Requirement 7

- Require coaches/umpires to walk fields for hazards before use



# Example for safety manual

## ASAP Plan – Page 5

7. **Coaches will be required to walk/ inspect the fields** prior to practices and Games. Umpires will also be required to walk the fields for hazards before each game.



# Requirement 8

- Complete the annual Little League Facility Survey in the Little League Data Center



# Complete Facility Survey in LL Data Center

## 2021 Season A Safety Awareness Program (ASAP) Safety Plan

Home / 2021 Season ASAP Safety Plan / Safety Plan Requirements - Complete Facility Survey - Planning Tool

### Safety Plan Submission Progress

- I. Overview
- II. Safety Plan Upload
- III. Safety Plan Requirements
- 1. Verify Officers
- 2. Distribute Safety Manual
- 3. Distribute Emergency Numbers
- 4. Volunteer Application Form
- 5. Fundamentals Training
- 6. First Aid Training
- 7. Field Inspections
- 8. Complete Facility Survey
  - a. Planning Tool
  - b. Fields
- 9. Concession Stand Safety
- 10. Equipment Inspections
- 11. Accident Reporting
- 12. First Aid Kits
- 13. Enforce Little League Rules
- 14. Provide Registration Data
- 15. Answer Survey Question
- IV. Sign and Submit

### Facility Survey - Planning Tool for Future League Needs

What are your league's plans for improvements?

Indicate the number of fields in the boxes below.

	Next 12 Months	1-2 Years	2+ Years
New Fields	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Basepath/Infield	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Bases	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Scoreboards	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Pressbox	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Concession Stand	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Restrooms	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Field Lighting	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



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# Requirement 9

- Written safety procedures for concession stand: concession manager trained in safe food handling/ prep and procedures




# Example for safety manual


## *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:**

- ▶ 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.



## ASAP Plan – Page 5

9. Concession Stand Safety: Concession stand operations standards shall meet or exceed the local board of health regulations. Concession safety procedures will be posted at all times the menu shall be posted & approved by the league safety officer and league president



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# Indicate in the LL Data Center

If your League does not operate concessions:

Little League® Data Center Hometown LL (#2380106) ▾

## 2019 Season A Safety Awareness Program (ASAP) Safety Plan

Home / 2019 Season ASAP Safety Plan / Safety Plan Requirements - Concession Stand Safety

### Safety Plan Submission Progress

- I. Overview ✓
- II. Safety Plan Upload ✓
- III. Safety Plan Requirements ○
  - 1. Verify Officers ✓
  - 2. Distribute Safety Manual ✓
  - 3. Distribute Emergency Numbers ✓
  - 4. Volunteer Application Form ✓
  - 5. Fundamentals Training ✓
  - 6. First Aid Training ✓
  - 7. Field Inspections ✓
  - 8. Complete Facility Survey ○
  - 9. **Concession Stand Safety** ✓
  - 10. Equipment Inspections ✓
  - 11. Accident Reporting ✓
  - 12. First Aid Kits ✓
  - 13. Enforce Little League Rules ✓
  - 14. Provide Registration Data ✓
  - 15. Answer Survey Question ○
- IV. Sign and Submit ○

### Concession Safety

Have written safety procedures posted in concession stand; concession manager trained in safe food handling/prep and procedures.

Local restaurant operators are good resources for training assistance.

Training should also cover safe use, care and inspection of equipment.

Safety procedures are required in safety plan even if league does not operate concession stand and outsources to an outside vendor.

Does your league have a concession stand?

Yes, our league has one or more concession stands.

No, our league does not have any concession stands.





# Requirement 10

- Require regular inspection and replacement of playing equipment



# Example for safety manual

## ASAP Plan – Page 6

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.



# Requirement 11

- Implement prompt accident reporting and tracking procedure



# Example for safety manual

**LITTLE LEAGUE® BASEBALL AND SOFTBALL**  
**ACCIDENT NOTIFICATION FORM**  
**INSTRUCTIONS**

**AIG**

Send Completed Form To:  
 Little League International  
 539 US Route 15 Hwy, PO Box 3485  
 Williamsport PA 17701-0485  
 Accident Claim Contact Numbers:  
 Phone: 570-327-1674

- This form must be completed by parents (if claimant is under 18 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
- Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
- When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
- Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
- Limited deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
- Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name \_\_\_\_\_ League I.D. \_\_\_\_\_

Name of Injured Person/Claimant \_\_\_\_\_ SSN \_\_\_\_\_ PART 1 Date of Birth (MM/DD/YY) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
 Male  Female

Name of Parent/Guardian, if Claimant is a Minor \_\_\_\_\_ Home Phone (Inc. Area Code) \_\_\_\_\_ Bus. Phone (Inc. Area Code) \_\_\_\_\_  
 ( ) ( )

Address of Claimant \_\_\_\_\_ Address of Parent/Guardian, if different \_\_\_\_\_

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through: Employer Plan  Yes  No School Plan  Yes  No  
 Individual Plan  Yes  No Dental Plan  Yes  No

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_ Type of Injury \_\_\_\_\_  
 AM  PM

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	<input type="checkbox"/> TRAVEL TO (Submit a copy of your approval from Little League incorporated)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL FROM	
<input type="checkbox"/> INTERMEDIATE (9/9-10)	<input type="checkbox"/> JUNIOR (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> SAFETY OFFICER	
<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date \_\_\_\_\_ Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.) \_\_\_\_\_

Date \_\_\_\_\_ Claimant/Parent/Guardian Signature \_\_\_\_\_

## ASAP Plan – Page 6

### 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 incident. Please see copy of [Accident Reporting Form \(attached\)](#).



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# Requirement 12

- Require a first-aid kit at each game and practice



# Example for safety manual

## ASAP Plan – Page 7

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



# Requirement 13

- Enforce Little League rules including proper equipment



# Example for safety manual

## Appendix B Safety Code for Little League

- Responsibility for safety procedures should be that of an adult member of the local league.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches, and umpires should have some training in first-aid. First-Aid Kit should be available at the field.
- No games or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate. (See Lightning Safety Guidelines.)
- Play area should be inspected frequently for holes, damage, glass, and other foreign objects.
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.
- During practice sessions and games, all players should be alert and watching the batter on each pitch.
- During warm up drills, players should be spaced so that no one is endangered by errant balls.
- Equipment should be inspected regularly. Make sure it fits properly.
- Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- Catchers must wear catcher's helmet (with face mask and throat guard), chest protector, and shin guards. Male catchers must wear a protective supporter and cup at all times.
- Except when runner is returning to a base, head first slides are not permitted. This applies only to Little League (Majors) and below.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "Safety Glasses."
- Players must not wear watches, rings, pins, jewelry, hard cosmetic, or hard decorative items.
- Catchers must wear catcher's helmet, face mask, and throat guard in warming up pitchers. This applies between innings and in bullpen practice. Skull caps are not permitted.
- Batting/catcher's helmets should not be painted unless approved by the manufacturer.
- Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat. This applies only to Little League (Majors) and below.
- Players who are ejected, ill, or injured should remain under supervision until released to the parent or guardian.

## ASAP Plan – Page 7

13. (League Name) will require **ALL TEAMS** to enforce ALL Little League Rules Including:

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

In addition, (League Name) will require all batter's helmets to include a facemask for safety.





# Requirement 14

- Submit League Player Registration data to the Data Center



# Complete in LL Data Center under League Resources

League Resources	
Download Official Logos	
Manage Fields (Facility Survey)	
Manage Insurance/View Insurance Certificates	
Manage/View Officers	
Manage Registration Data	Last Uploaded December 16, 2020
Review League Information	

Teams Chartered	
Program	
Baseball	
Girls Softball	
Boys Softball	
Accident Insurance: T	
Liability Insurance: TE	
Crime Insurance: Non	
Motor Vehicle Insurance: Non	



# Requirement 15

- Answer survey question



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# Complete #15 in LL Data Center

## 2021 Season A Safety Awareness Program (ASAP) Safety Plan

Home / 2021 Season ASAP Safety Plan / Safety Plan Requirements - Answer Survey Question

### Safety Plan Submission Progress

- I. Overview ✓
- II. Safety Plan Upload ✓
- III. Safety Plan Requirements ✓
  - 1. Verify Officers ✓
  - 2. Distribute Safety Manual ✓
  - 3. Distribute Emergency Numbers ✓
  - 4. Volunteer Application Form ✓
  - 5. Fundamentals Training ✓
  - 6. First Aid Training ✓
  - 7. Field Inspections ✓
  - 8. Complete Facility Survey ✓
  - 9. Concession Stand Safety ✓
  - 10. Equipment Inspections ✓
  - 11. Accident Reporting ✓
  - 12. First Aid Kits ✓
  - 13. Enforce Little League Rules ✓
  - 14. Provide Registration Data ✓
  - 15. Answer Survey Question ✓
- IV. Sign and Submit ✓

### Answer Survey Questions

If COVID-19 restrictions allow, is your league comfortable participating in the Little League International Tournament, including travel to tournament locations?

- Yes, our league is comfortable participating in the Little League International Tournament, including travel to tournament locations.
- No, our league is not comfortable participating in the Little League International Tournament, including travel to tournament locations.

Are there any additional actions that Little League International can take or resources it can offer to local leagues to supplement local COVID Safety Plans that would make the league more comfortable participating in the Little League International Tournament?

✓ Continue



# How do Leagues submit their safety manual?

Charter Status

✓ Approved

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League Resources

- Download Official Logos
- Manage Fields (Facility Survey)
- Manage Insurance/View Insurance Certificates
- Manage/View Officers
- Manage Registration Data
- Review League Information
- Submit/View 2021 Season ASAP Safety Plan** In Progress, Click Here to Continue
- Submit Background Checks
- View District Information
- View League Boundary Map
- View Reports

Submit an ASAP safety manual online in 3 easy steps:

- Upload completed Safety Plan document to the LL Data Center.
- Complete the submission process and confirm that safety manual meets the 15 ASAP requirements.
- Sign and submit safety manual submission.



# Go beyond the 15 Requirements

- Leagues should enhance their safety programs based on their individual needs.
- Go to the Little League website for ideas on how to [Enhance your league's safety manual](#)



# Questions? Please contact...

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