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# SAFETY GUIDELINES





**First and foremost, Little League recommends that each league and district adhere to the guidelines set forth by your respective state and local government and health officials before operating your concession stand and knowing that those guidelines may fluctuate throughout the year.**

- Upon arriving at the concession stand, or designated concession area space, inspect the outside of the building/space for potential safety hazards to patrons.
- Once inside the building or designated space, conduct a safety check of the working, and frequent traffic, areas to be used by the concession staff.
- Emergency contact information is to be prominently displayed and referenced during a brief safety review/orientation that is to take place prior to each time the concession stand/area opens for business.
- Identify the location of the fire extinguisher and confirm that the First Aid Kit is fully stocked. Both items are to be within the concession stand/area.
- Minors under the age of 16 should not be permitted to work or be present in the concession stand at any time.
- To operate any electric equipment in the concession stand, such as fryers, grills, hot dog roller, pizza oven, popcorn machine, coffeemakers, etc., the operators are to be 18 years of age, or older.

**Leagues should hold mandatory trainings on concession stand safety, covering; but not limited, to the following topics. Please consult state and local government and/or health officials for guidance:**

- First Aid
- Proper operation of equipment
- Safe food handling practices
- General safety procedures and rules related to concession stand operations

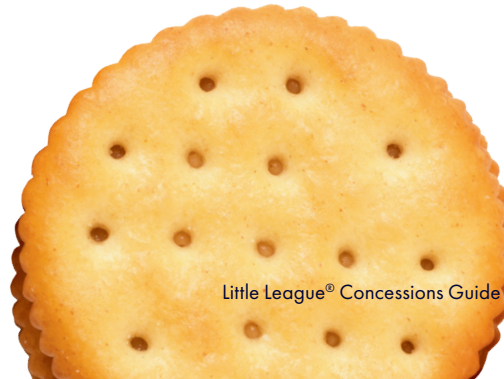


- Concession equipment should be regularly checked by the Concession Manager, and repaired or replaced, as necessary. The Concession Manager should get expert assistance, when appropriate.**
- Keep your menu simple, and keep potentially hazardous foods (meat, eggs, dairy products, protein salads, cut 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. Having complete control over your food, from source to service, is the key to safe, sanitary food service.**
- Have a food thermometer available in the concession stand to ensure foods are cooked to a safe internal temperature. For more information on safe and appropriate cooking temperatures, please visit the [FoodSafety.gov](http://FoodSafety.gov).**
- Leagues should have clean-up guidelines/protocols in place for closing-down their concession stand/area.**
- Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. Well-sanitized work surfaces prevent cross-contamination and discourage insects.**
- 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.**
- Concession Stand hand hygiene and food preparation procedures should be posted in the stand (e.g. handwashing, safe food handling procedures, etc.).**



## Safety, Continued

- Workers should wash hands with soap and water frequently for at least 20 seconds each time. In addition, disposable gloves are highly recommended, but not a substitution for hand washing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.**
- Avoid touching your eyes, nose, and mouth.**
- Safe food handling procedures should be practiced, including avoiding direct contact with food. Utensils and/or gloves should always be utilized when handling food.**
- Only healthy workers should volunteer in the concession stand. Anyone who shows symptoms of illness (e.g. fever, hacking cough, nausea, sneezing, nasal drip, etc.) or who has visible/uncovered injuries on the hands should not be allowed to work in the concession stand/area. Those individuals with visible/uncovered injuries may continue to volunteer in the concession stand/area provided they wear gloves or are limited to serving only prepackaged items (e.g. chips, soda, candy, etc.).**
- Workers should wear clean outer garments and the use of hair restraints is recommended to prevent hair ending up in food products. There should be no use of tobacco in or near the concession area or throughout your complex.**
- Use disposable utensils for food service, ideally in individual packaging. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:**
  - Washing in hot soapy water;
  - Rinsing in clean water;
  - Chemical or heat sanitizing; and
  - Air drying
- In those situations when broad health concerns are impacting your community, additional sanitation protocols should be implemented; including but not limited to, workers wearing masks and practicing social distancing. In addition, items for sale should be limited to pre-packaged foods, and canned or bottled beverages. For further direction and information reference the Center for Disease Control (CDC.gov) for protocol and procedures.**





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# HELPFUL RESOURCES





# Fundraising

## Best Practices

Every year, local leagues implement fundraising plans to help raise money to support league operations. Donations can come in a variety of forms, from local businesses to individual donations. Below are a few best practices to help get your league started with fundraising plans:

## Fundraisers

Plan a league-wide fundraiser to encourage volunteerism and connectivity with parents/legal guardians/community members. Implement activities such as raffles to encourage members of the community to see your league and showcase its benefits. However, it is important to remember that players can only be part of one fundraiser per year so think of fun ways to include them in efforts that are fun (e.g. Hit-a-thons, etc.).

## Engage the Community

Host a movie night or Little League World Series viewing party at the field encouraging the community to attend. Charge a small admission fee and open the concession stand to sell food and drinks.

## Local Athletics

Work with your local high school, college, or even professional baseball and softballs teams to see if they will help with your fundraising objectives.

## Goals

The following elements are to be taken into consideration when giving yourself the best opportunity to reach your fundraising goals:

### Volunteer Staff Scheduling

- It is important to select your concessions volunteer staff wisely. Your volunteer staff is integral to your success. Make sure to express your appreciation before, during, and after they complete their shift.
- Make the year fun for your volunteer staff. Create incentives and a positive environment that will make them feel part of a winning and meaningful team.
- Create a system that will make it easy for your volunteer staff to swap shifts.
- If possible, have your staff arrive one (1) hour before their shift begins. Consider sending reminder texts to keep your staff on top of their responsibilities.

### Menu Pricing

- When creating a menu, it is important to price it accordingly to reach your financial goals. Menu templates are provided in section 9 of the Guide.
- Utilize signage that effectively communicates your menu and pricing
- Create special offers that entice your customers. These special offers could be hourly or daily (e.g. Buy one, get one coupon, etc.).
- Consult a league volunteer with accounting experience. They will be able to offer you helpful advice on managing the money as part of your role.

### Cleanliness

- Make sure your concession stand is clean not only for health and sanitary reasons, but also for a friendly and appealing environment that will make customers feel comfortable.

### League Information

- Create an area where you can post important details and updates about the league making this an essential place to visit when on-site or, if possible, create a concession section on your league website to post important details and updates, etc.



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# PLANNING FOR NEXT YEAR





## *Learnings*

**It is always helpful to keep next year in mind as you run through the current season. Below are some helpful suggestions to keep in mind as you think about the future:**

- Remember to write down any successes and learnings from the current year. This will help you identify any areas that you can maintain or areas of improvement for yourself and/or your successor.
- Make sure to ask for help when you need it. It is helpful to have 2-to-3 volunteers in your staff who know as much about the concession stand as you do.
- Budget a safe and modest year-end volunteer “thank you” gathering to make sure your volunteer staff feels appreciated and valued. This will increase the chances of your volunteer staff returning for the next year.
- Review any important contact information and remember to keep updated and stay in touch.
- Based on how the current year went, take the time to create a potential calendar for next year that outlines all the tasks that will need to be accomplished and by what dates.



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# MENU TEMPLATE



# Menu Template

A pre-built 8.5" x11" menu template is available for download for our Leagues to utilize at their concession stands.

## Download

- Visit [LittleLeague.org/Menu](http://LittleLeague.org/Menu)
- Download Word Document template
- Input your concession stand items and prices
- Print!

## Tips on Printing Menus

**Make the most out of your menu by follow these tips.**

- Send PDF version to a print shop for enlargement on a thicker sign quality material for display at your concession stand
- Laminate for easy cleaning

