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**QUEEN ANNE’S LITTLE LEAGUE BASEBALL**

**CENTREVILLE, MARYLAND**

**2018 ASAP PLAN**

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**LITTLE LEAGUE INTERNATIONAL:**

**2018 Qualified Safety Plan Requirements**

**Submitted by the Queen Anne’s Little League; Centreville, MD**

LEAGUE NAME: Queen Anne’s Little League

LEAGUE I.D. #: 311569

CITY AND STATE: Centreville, Maryland

**League Safety Officer: Michael Pavelich**

Address: 121 Autumn Ln

Centreville, MD 21617

Telephone Numbers: 757-285-2037 (cell)

E-Mail: [mapavelich@gmail.com](mailto:mapavelich@gmail.com)

**League President: Rob Morris**

Address: 325 Broken Rd

Centreville, MD 21617

Telephone Numbers: (410) 829-6314 (cell)

E-Mail: [baseballqa@gmail.com](mailto:baseballqa@gmail.com)

# of non-returnable photographs: None

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**QUEEN ANNE’S LITTLE LEAGUE:**

**2017 ASAP Plan**

*As Submitted to Little League International –March 2018*

ASAP Requirement #1:

Have active safety officer on file with Little League International

**Queen Anne’s Little League Action:**

**Mr. Michael Pavelich was elected in November 2017 to serve as the League’s Safety Officer for the 2018 season.**

ASAP Requirement #2:

Publish and distribute a paper copy of the applicable safety manual to volunteers.

**Queen Anne’s Little League Action:**

**This Manual will be distributed to the following personnel:**

* **The District 6 Administrator**
* **The Queen Anne’s Little League Board of Directors.**
* **The managers and coaches of all divisions of play.**
* **League volunteers.**
* **Post Safety Plan to QA Little League website.**

ASAP Requirement #3:

Post and distribute emergency and key officials’ phone numbers.

Emergency Phone Number: 911

Local Police Emergency: 410-758-8437

Local Fire Emergency 410-758-1422

League President: Rob Morris 410-829-6314

League VP: Joe Athey 301-310-2932

League 2nd VP: Allison Ingle 443-433-6434

League Information Officer: Devone Comegys 443-995-6350

League Treasurer: Amber Jones 443-235-2971

League Safety Officer: Michael Pavelich 757-285-2037

League Secretary: Laura Livingston 774-721-6428

League Player Agent: Bryon Livingston 617-645-5441

League Equipment Manager: Jeff Lewis 443-496-0646

League Field Equipment Manager: Vince Allen 443-496-0932

League Umpire Chief: Buddy Custer 443-433-6220

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

**Queen Anne’s Little League Action:**

**A document that outlines timely and appropriate emergency response protocols, as well as non-emergency contact information for the Centreville Police Department and the Centreville Fire Department, will be published and posted in the areas around the dugouts and concession stands. This document will instruct managers and coaches to complete the following steps in the event of an emergency:**

* **Give first aid, if necessary, and ensure that the appropriate first responders are mobilized by calling 911;**
* **Notify parents immediately if they are not at the ballpark;**
* **Notify the league Safety Officer of the incident immediately if possible, and no later than the end of the day on which the injury occurred. If the Safety Officer is unavailable within that timeframe, the manager or coach is to contact the Player Agent within the prescribed timeframe. If neither are available, the manager or coach is to contact the League President within the prescribed timeframe;**
* **Discuss the incident with players from BOTH TEAMS, if they believe such a step is necessary, and to answer any questions they may have;**
* **Complete an injury report, using forms that will be provided in advance;**

**The Safety Officer, in turn, will contact the League President and Player Agent within 12 hours of being notified. Telephone numbers for Safety Officer Michael Pavelich, Player Agent Bryon Livingston and President Rob Morris will be posted in the areas around the dugouts and concession stands.**

**As a step to ensure adherence to, and refinement of, best safety practices, the Board of Directors will review each emergency incident at the next regularly scheduled Board meeting, determine whether best practices were followed, and identify improvements to the emergency response process.**

ASAP Requirement #4:

Use Little League Volunteer Application form - 2018.

**Queen Anne’s Little League Action:**

**The Queen Anne’s Little League takes the process of screening volunteers through the appropriate background checks seriously. All persons who aspire to volunteer their time with the Queen Anne’s Little League in 2018, regardless of capacity or past experience, will be required to submit to a background check. All 2018 Little League Volunteer Applications, for both new and returning volunteers, must be completed and submitted to Queen Anne’s Little League no later than February 28, 2018.**

**Queen Anne’s Little League will use the Official Little League Volunteer Application form to screen all of our volunteers. The League will protect the privacy of our League volunteers by treating this information as Sensitive Personal Information (SPI).**

**Copy attached.**

ASAP Requirements #5 and #6:

Provide and require fundamentals training, with at least one coach or manager from each team attending. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending.

**Queen Anne’s Little League Action:**

The Queen Anne’s Little League is working with the Queen Anne’s county dept of emergency services to host a coaches’ clinic in March of 2018. A coach or manager from every team will be required to attend. This Coaches’ Clinic will provide training in proper playing techniques, such as pitching, fielding, sliding and base running. This session will also feature fundamental emergency training, which will include reviewing concussion laws, CPR & AED use.

ASAP Requirement #7:

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

**Queen Anne’s Little League Action:**

**Prior to any game or practice, all fields shall be inspected by at least one (1) manager or coach from each team for safety hazards. Any safety hazards shall be remedied before play can commence. The President and Safety Officer shall be informed, in writing, about the hazards, and it will be their obligation to communicate, as necessary, with the** **Department of Queen Anne’s County Parks and Recreation.**

ASAP Requirement #8:

Complete the 2018 Annual Little League Facility Survey.

**Queen Anne’s Little League Action:**

**Attached.**

ASAP Requirement #9:

Written safety procedures for concession stand; concession manager trained in safe food handling, preparation and procedures.

**Queen Anne’s Little League Action:**

**Concession stand is provided and maintained by Department of Queen Anne’s County Parks and Recreation.**

ASAP Requirement #10:

Require regular inspection and replacement of equipment.

**Queen Anne’s Little League Action:**

**The Queen Anne’s Little League has replaced its entire inventory of aged and functionally outdated equipment in 2018, with the exception of T-Ball tees and Pitching Machines. All equipment was inspected for wear and any defective equipment was repaired or replaced .**

**Each year, the equipment & field equipment manager will conduct a comprehensive inventory of their player equipment and promptly notify the President of any needs for equipment repair and replacement. All obsolete equipment is discarded in the interest of player safety.**

ASAP Requirement #11:

Implement prompt accident reporting, tracking procedure.

**Queen Anne’s Little League Action:**

**See response to Requirement #3.**

ASAP Requirement #12:

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

**Queen Anne’s Little League Action:**

**First-aid kits and AEDs are available for use by managers, coaches and qualified league volunteers in the event of an emergency.**

ASAP Requirement #13:

Enforce Little League rules including proper equipment.

**Queen Anne’s Little League Action:**

**The following rules are diligently observed at Queen Anne’s Little League practices and games:**

* **All fields are to have bases that disengage from their anchors;**
* **All protective catchers’ equipment must be worn during both practices and games;**
* **No On-deck batters.**
* **Managers and coaches are not allowed to catch pitchers at any time, even in practice;**
* **All protective player gear, including batting helmets, must be worn by players during practices and games.**
* **Players, managers, coaches and umpires are the only personnel permitted on the field during practices and games.**
* **Shoes with molded cleats are permitted at all levels. Junior League may wear**
* **metal cleats.**
* **All bats must be kept right inside the dugout entrance under control of the dugout coach. No bats are allowed within the full dugout area where the kids could swing them.**
* **Cups are required for catchers and highly encouraged for infielders.**
* **Mouth guards are encouraged for players especially infielders.**
* **Face guards are encouraged for batting helmets.**
* **Juniors and Below and below – All non-wood and laminated bats used in the Little League (Majors) and below, Intermediate (50-70) Division, Junior League divisions, and Challenger division shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball’s Youth Bat Performance Standard. All BPF – 1.15 bats will be prohibited beginning with the 2018 season. Additionally, starting in 2018, the bat diameter shall not exceed 2⅝ inches for these divisions of play. Additional information is available at LittleLeague.org/batinfo.**
* **Players in the game are prohibited from wearing jewelry such as rings, watches, earrings, bracelets, necklaces (including cloth or string types) or other hard cosmetic or decorative items. Religious and medical-alert medals are not considered jewelry. A religious medal must be taped and worn under the uniform. A medical-alert must be taped and may be visible.**

ASAP Requirement #14:

Submit league player registration data or player roster data and coach and manager data.

**Queen Anne’s Little League Action:**

**This information will be compiled and submitted to Little League International after player rosters and coaching staffs have been finalized.**

ASAP Requirement #15:

Submit an idea you implemented to help promote or improve your safety plan:

Queen Anne’s Little League Action:

**All bats must be kept right inside the dugout entrance under control of the dugout coach. No bats are allowed within the full dugout area where the kids could swing them.**

ASAP Requirement #16:

Submit a qualified safety plan registration form with your ASAP plan.

Queen Anne’s Little League Action:

**Queen Anne’s Little League will submit to Little League International each year the Facility Survey, A Safety Awareness Program (ASAP) and the Qualified Safety Plan Registration Form.**

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