

Ingram
LITTLE LEAGUE

Building Dreams...One Run at a Time!

P.O. Box 101, Ingram, TX 78025

ASAP
SAFETY
PLAN

2019

INGRAM LITTLE LEAGUE – ASAP SAFETY PLAN

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LEAGUE OFFICERS:

League Safety Officer **James Craft** is on file with Little League Headquarters.

President – James Craft – 830-739-8310
Vice President – Scott Lewis – 830-353-7785
Secretary – Elizabeth Olson – 830-928-9344
Treasurer - Sara Craft – 210-857-6081
Fund Raising Manager – Lyndsie Smith – 830-777-0263
Sponsorships – James Craft – 830-739-8310
Coaching Coordinator – Scott Lewis – 830-353-7785
Information Manager – James Craft – 830-739-8310
Umpire Coordinator – James Craft – 830-739-8310
Safety Officer – James Craft – 830-739-8310
Equipment Manager – Paul Simone – 830-739-5074
Facilities & Maintenance Manager – Josh Craft 830-739-8309
Marketing & PR Manager – Daniel Gonzalez – 830-928-2664

EMERGENCY PHONE NUMBERS

911 - All Medical Emergencies

Ingram Volunteer Fire Department – **Call 911 First** • 830-367-5641

Kerr County Sheriff's Department – 830-896-1133 or 830-896-1218

Ingram City Police– **Call 911 First** • – 830-367-5115

This list is to be posted in the Concession Stand at all times.

VOLUNTEER APPLICATIONS

Ingram Little League will use the Official Little League Volunteer Application form to screen all of our volunteers

All Volunteers must pass a background screening and have a Volunteer Application approved before performing as a volunteer in ANY CAPACITY.

TRAINING

COACHING

The Team Manager from each team must attend our **Coach Training Class** which is held at the beginning of each season prior to any season Scheduled Games. Other coaches are encouraged to attend this class as well. The location and time of this class will be determined by the Coaching Coordinator.

SAFETY

A team Manager or Coach must attend our First Aid Safety Training Class which is held at the beginning of each season prior to any season Scheduled Games. This class will be scheduled by the Safety Officer and will be conducted by a licensed RN. . The location and time of this class will be determined by the Safety Officer.

FIELD INSPECTIONS

The Team Manager or a Team Coach must walk the field they are to play on prior to practices and games. Umpires are also required to walk the field for hazards prior to the start of each game.

Any hazardous conditions must be corrected to a safe condition prior to a practice or game starting. These conditions **MUST** be reported to the Facilities and maintenance Manager immediately; or not later than the following day.

FACILITY SURVEY

At the beginning of each new season, the Ingram Little League president, or his designee, will complete the online FACILITIES SURVEY which can be found at <http://facilitysurvey.musco.com/login.php>.

EQUIPMENT INSPECTION

The Equipment Manager will be responsible for inspecting all equipment prior to the start of practices/games each season. Any equipment not meeting safety standards must be removed from the facility and repaired to meet safety standards or destroyed. The Safety Officer is ultimately responsible for ensuring all equipment meets established safety standards.

Managers/Coaches are required to inspect equipment prior to each practice or game.

Umpires are required to inspect equipment prior to each game.

ACCIDENT REPORTING

Ingram Little League Team Managers will use the incident tracking form available from the Little League International website to report any accident. A completed form must be delivered to the Safety Officer with 48 hours of the incident. Incident Tracking Forms are provided in each Team Manager's packet.

TEAM PACKETS

Each Team Manager will receive a **Coach Packet**, provided by the Coaching Coordinator, prior to the start of practices or games for each season. The Coach Packet will include at least:

- A First Aid Kit
- Rule book for that League
- Accident INCIDENT TRACKING form
- Ingram Little League Coaches Manual
- Facilities Key

RULE ENFORCEMENT

Ingram Little League requires ALL Team Managers and Coaches to enforce All Little League Rules including:

- Little League International Rule Book (both Baseball & Softball)
- Ingram Little League By-Laws
- Texas District 26 Little League Common Ground Rules

Specifically:

- Proper Equipment for catchers
- No On-Deck batters (Junior Divisions are allowed an on-deck batter)
- Coaches will not warm up pitchers
- All bases disengage properly

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LITTLE LEAGUE INT’L DATA CENTER

Ingram Little League will ensure all data on the Little League International Datacenter website for Ingram Little League is kept updated at all times. Specifically:

League Officer information

Player roster information

Manager/Coach information

Current year ASAP Safety Plan has been filed

Completed & submit current year Qualified Safety Plan Registration Form

CONCESSION STAND

A list of Ingram Little League Officer contact numbers must be posted in a prominent location in the concession stand at all times.

A First Aid Kit, approved by the Safety Officer, must be kept in the Concession Stand at all times and easily available to all concession stand personnel.

Either ice and plastic zip lock bags, or approved cold packs, must be kept in the concession stand at all times and easily available to all concession stand personnel.

The Concessions Manager is responsible for ensuring proper safety procedures are employed in the concession stand at all times.

12 Steps to Safe & Sanitary Food Service

- Keep the menu simple
- Use food thermometers to check food temperatures. (Cold foods 41°, Hot foods 140°) Ground beef, pork and poultry parts 165°.
- Rapidly reheat potentially hazardous foods to 165°. Do not reheat in crock pots, steam tables, sterno units, etc.
- Wash hands frequently & thoroughly with antibacterial soap.
- Use plastic serving gloves whenever possible.
- Only healthy workers should prepare and serve food. If you are sick, stay out of the concession stand.
- Handling foods directly requires use of plastic serving gloves.
- Use disposable utensils whenever possible to serve food items. Reusable utensils should be washed thoroughly with antibacterial soap, drained and dried thoroughly.
- Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a clean cup or scoop to dispense ice – never use your hands.
- Use disposable wiping cloths whenever possible. Rinse and store reusable wiping cloths in a bucket of sanitizer. Change the solution often
- Keep foods covered to protect from insects. Store pesticides away from foods. Garbage containers should have liners and tight fitting lids.
- Keep foods stored off the floor – at least six inches. At the end of the day/night, clean the concession stand and discard all unusable foods.
- Children under the age of 16 are not permitted in the concession stand.