**Part I: Safety Officer**

I am Jeromy Richardson, the Safety Officer of Kirbyville Little League. I have been involved with the Little

League Organization for approximately 6 years. Safety is the most important part of the little league

program. We promote Safety to ensure that each participant's experience at our facility is as safe and

enjoyable as possible for everyone involved.

**Part II: Safety Manual**

The Safety Manual, which is distributed to all coaches and managers within our league, includes the

following:

1. Policy Statement

2. Safety Code

3. Emergency Procedure

4. Emergency Phone Numbers (also, posted at facility)

5. Manager and Coach Training

6. Accident Reporting Procedure

6. Safety Program

**Part III: Emergency Contact Numbers**

The contact numbers of key league officials are listed in the concession stand. This

information is also listed in the manual for all the coaches and managers of our league.

**Part IV: Little League Volunteer Form**

We have used the 2023 Little League Volunteer Forms in order to screen the Volunteers within our

league. Background checks through the U.S. Department of Justice’s National Sex Offender Public

Registry (www.nsopr.gov) and JDP have been conducted on any person that will have contact

with the children within our league. This includes all staff, umpires, managers, coaches, team moms,

concession workers and any other volunteer.

**Part V: Manager, Coach & Volunteer Training**

KEN JORDAN, district 12 umpire, will be asked to hold a one-day clinic on the rules and regulations of little league. He answered any and all questions regarding the rule book. Manager, Coach, and Volunteer meetings will be held to answer questions and provide information.

**Part VI: First Aid Training**

In addition to receiving basic skills training, the local high school physical trainer instructed our

managers and coaches on “basic warm-up” drills. This training included the basic skills, information and

resources about stretching, overexertion, injuries and evaluating the players ability to return from

injury.

**Part VII: Field Inspection**

In a continuing effort by the league to free practice and games of hazard, we have asked coaches and

managers to incorporate field inspection into their regular warm up routine. On game fields, we ask the

umpires to assist in a pre-game field safety inspection. During these inspections, umpires, coaches and

managers are to look for any unsafe conditions (broken glass, cans, trash, divots, holes in the fence, etc.)

They have all been advised that if the location cannot be made safe though simple maintenance, DO

NOT USE IT.

**Part VIII: Facility Survey**

The 2023 Facility Survey has been completed on the approved document and is included with the

packet.

**Part IX: Concession Area**

Our Concession Manager , Safety Coordinator (Jeromy Richardson), and League President (Josh Hancock) will work together to provide training to all our volunteers who will be working in the Concession Stand. All will be trained in the safe use of concession equipment and safe food handling. Common Rules are posted inside the concession stand and shall be followed. These rules are included in this packet.

**Part X: Equipment Inspection**

Included in this package is an inspection sheet that our Safety Coordinator and Equipment Manager use

when issuing equipment to all our coaches and managers. Any equipment that could not be properly

repaired was destroyed and properly disposed of. All of our coaches and managers have been advised to

conduct an equipment inspection throughout the season upon every use. If any unsafe equipment is

found, it is to be turned in to the designated coordinator for a replacement. All of the equipment purchased and provided by our league is Little League Approved for use.

**Part XI: Accident Reporting Procedure**

1. What to Report: Any incident that causes a player, manager, coach, umpire or volunteer an

injury.

2. When to Report: Report all injuries to Jeromy Richardson as soon as possible; but no later than

48 hours of the incident.

3. Fill Out the Reports: Jeromy Richardson will complete the incident/injury tracking form.

4. Safety Officers Responsibilities:

a. Verify the information received.

b. Obtain any other information that may be necessary.

c. Check on the status of the injured party.

d. Once the Injured party received medical attention (ER/Doctor); advise the injured

party of the insurance coverage provided.

e. Follow up on the injured party until the injured party has recovered.

The entire accident/injury reporting procedure is in our Safety Manual that is given to all coaches and

managers within the league.

**Part XII: First Aid Equipment**

The coaches and managers were issued a first aid bag that accompanied their equipment bags. These

bags were updated and resupplied prior to being issued. Our managers and coaches have been advised to carry with them to all team practices and games.

**Part XIII: Continuing Education**

A primary goal of our Safety Committee is to check each practice and game field before and throughout

the season in an attempt to eliminate any potential hazards to the players, managers, coaches and

umpires. We make an effort to assist all members of the league in practicing good safety habits at all

times though “positive” reinforcement and by setting a good example through our own actions. We also

encourage all our members and volunteers to make an extra effort to ensure the safety not only

themselves but the others around them.

Due to our commitment to safety, we will ask that KEN JORDAN put on a basic rules clinic at our league

that was open to the general members. At this clinic, they discussed numerous rules of the game, and

their correlation to safety. There were instructions given to all the umpires within the league on what to

look for in their pre-game warm ups and during games that would keep our fields safe.

The Safety Committee appointed all umpires in charge of the games at our facilities as “Acting Safety

Officers”

**Part XIV: Qualified Registration Form**

We will be submitting our league’s safety plan to JENNIFER ROEBUCK for review.

Any changes and/or corrections that are required will be completed prior to being submitted to

Williamsport.

**Part XV: Submission of League Rosters**

League Player Registration Data, or the League Player Roster, as well as all manager, coach and

volunteer data will be submitted via the Little League Data Center at www.littleleague.org as a

mandatory requirement to obtain an approved ASAP Safety Plan for Kirbyville Little League in 2023.

Kirbyville Little League

Safety Manual

2023

Our Mission Statement:

“To create a safer environment for our children and

all who are involved with the Little League program,

through the efforts of information, education and

implementation”

Table of Contents:

1. Policy Statement

2. Safety Code

3. Emergency Procedure

4. Emergency Contact Numbers

5. Accident/Injury Reporting Procedure

6. Volunteer Code of Conduct

7. Weather – Bad, Hot, Ultra-Violet Rays

8. Communicable Disease Information

9. The Do’s and Don’ts

10. The Ten Commandments of Safety

Kirbyville Little League

Statement of League Policy

Our league’s safety program is based on the belief that the safety and wellbeing

of its players are the primary consideration in all activities. Our children are

the league’s most important asset and their safety is our greatest responsibility.

It is the objective of our league to take all reasonable, and practical

measures to ensure the safety, health and welfare of its children. We must also

ensure that all other participants involved in league operations are not exposed to

health and safety risks while participating.

Safety is the primary importance in our organization and activities. Each of

us, as parents and volunteers, has the responsibility of making the safety of our

children and selves a fundamental concern.

All managers, coaches, umpires, parents and players are required to

cooperate and contribute to the overall success of this safety program by

performing their assigned tasks in the safest manner possible and by conducting

themselves in such a way that enhances their personal safety and that of others.

An effective safety plan extends beyond the normal little league hours and

accordingly, safety in “off the field” activities is encouraged.

No game is too important and no practice is so urgent that we cannot take

the time to perform them safely.

Thank You for Your Assistance,

Kirbyville Little League Safety Committee

Kirbyville Little League

Safety Code

1. Jeromy Richardson and Josh Hancock are responsible for the training in proper procedure of safety and are to be responsible adult members of the league.

2. The Safety Manual is for all managers and coaches, and includes addresses and phone

numbers for each practice field.

3. All league volunteers will be trained in first aid and CPR.

4. Do not practice or play if the weather conditions are questionable. (rain, lightning,

extreme wind, etc.)

5. Inspect all playing areas for game and practice regularly for holes, glass, damage, and

other foreign objects that are unsafe.

6. Only players, managers, coaches and umpires are allowed on the fields during practice

and games.

7. Have a procedure in place to retrieve foul balls during games and practices and follow it.

8. All players, managers, coaches and umpires are to remain alert at all times during

practice and games.

9. Inspect all equipment on a regular basis, before and after each practice and game.

10. The catcher will wear a mask w/dangling throat protector, chest protector, shin guards

and a protective cup (males) at all times while catching in practice and games. All other

male players are encouraged to wear protective cups during practice and games.

11. No “Head First” sliding will be permitted unless it is a return to a base (OR SR LEAGUE).

12. Leave the bases “loose” when conducting sliding practice.

13. No “horseplay” at any time.

14. The use of safety glasses is encouraged.

15. Use caution when entering and exiting the ballpark.

16. Please help us keep children out of the parking lot.

17. Managers are not to leave practice until all the children have been picked up.

18. All players must wear batting helmets during practice while running the bases.

19. Only players who are fully suited in catcher's equipment can catch for pitchers during

games. This includes warm up pitches between innings.

20. As a part of COVID-19 Protocol. All dugouts will be supplied with hand sanitizer and

cleaning supplies as needed to help prevent the spread of this disease. Kirbyville Little

League asks that managers and coaches do their part in making sure that the children of

this league applies these products properly to help maintain a clean and safe environment.

Kirbyville Little League

Emergency Procedure

1. Managers/Coaches will carry a completed Medical Release form on each team member

to every practice and game.

2. Managers/Coaches will maintain access to a telephone or cell phone at each practice

and game.

3. If an accident occurs that requires medical personnel:

* Give First Aid
* Know your physical location
* Call medical personnel
* Call 911 if the accident involves at head injury or anything life threatening.
* Call Jeromy Richardson (Safety Coordinator) or Josh Hancock (League President).

What to Report: Any incident that causes any player, manager, coach, umpire, or

other volunteer to receive an injury.

When to Report: All accident/injury reports must be reported to the Safety

Officer within 48 hours.

Fill Out the Report: Jeromy Richardson or Josh Hancock will complete the Incident/Injury Tracking Form.

Emergency Contact Numbers

Police/Medical Emergency – 911

Police Non-Emergency: KIRBYVILLE City Police: 911

JASPER County Sheriff’s Department: 911

Other:

Kirbyville Safety Coordinator or League President:

Name: Jeromy Richardson (Safety Coordinator) or Josh Hancock (League President)

Contact #: (409) 594-5357 (409) 289-3078

**Kirbyville Little League’s Volunteer Code of Conduct**

The Board of Directors of Kirbyville Little League has mandated the following Code of Conduct for all Volunteers. All Managers and Coaches will read this Code of Conduct and sign in the space below, acknowledging that he/she

understands and agrees with all the terms listed. You will then remove the signature portion of this form and

return it to Jeromy Richardson or Josh Hancock.

No board member, manager, coach, player or spectator shall, at any time:

1. Lay a hand upon, push, shove, strike, or threaten to strike an official.

2. Be guilty of heaping personal verbal physical abuse upon any official for any real or imaginary belief

of wrong decision or judgment.

3. Be guilty of objectionable demonstration of dissent at an official’s decision by throwing gloves,

helmets, bats, balls or any other use of forceful unsportsmanlike action.

4. Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing

player.

5. Be guilty of a physical attack upon any board member, umpire, manager, coach, player or spectator.

6. Be guilty of the use of profane, obscene or vulgar language in any manner at any time.

7. Appear on the field of play, stands, or anywhere on the complex while in an intoxicated state;

intoxicated will be defined by odor or behavior.

8. Be guilty of gambling upon any play or outcome of any game with anyone at any time.

9. Be guilty of using any tobacco products (including vapor devices) while in the stands, in the dugout,

playing field or anywhere on the complex.

10. Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision,

or personal opinion of any player during the game.

11. As a manager or coach, be guilty of mingling with or fraternizing with the spectators during the game.

12. Speak disrespectfully to any manager, coach, player, umpire or league official of the league.

13. Be guilty of tampering or manipulating any league roster, schedule, draft position/selection, official

score books, pitch count, rankings, financial records or procedures.

14. Challenge an umpire’s authority. The umpire shall have the authority and discretion in a game to

penalize the offender according to the infraction; up to and including expulsion from the game.

The Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness and/or the frequency,

the Board may assess additional disciplinary action up to/and including expulsion from the league.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Detach/Return the Portion Below to the Safety Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Code of Conduct Contact

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Kirbyville Little League Volunteer Code of Conduct and promise to abide to its rules and regulations.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weather

Most of our days in southeast Texas are warm and sunny, but there are those days when the

weather turns bad and it creates unsafe weather conditions. Listed below are some tips on

how to evaluate possible weather conditions that may arise.

Rain:

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?

2. Determine the direction that the rainstorm is moving.

3. Evaluate the playing field as it becomes more and more saturated

with rain water.

4. Stop practice if the playing conditions become unsafe; use common

sense. If playing a game, consult with the umpire and other manager

to formulate a decision.

**Lightning:**

The average lightning strike is 5-6 miles long with up to 30 million volts at

100,000 amps flowing in less than a tenth of a second. The average thunderstorm is 6-

10 miles wide and moves at a rate of 25 miles per hour. Once the leading edge of the

thunderstorm approaches within 10 miles, you are at immediate risk due to the

possibility of lightning strokes coming from the storms overhanging anvil cloud. This fact

is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning stoke can only be heard over a distance

of 3-4 miles, depending on terrain, humidity and background noise around you. By the

time you hear the thunder, the storm has already approached your location within 3-4

miles.

The sudden cold wind that many people use to gauge the approach of a

thunderstorm is the result of down drafts and usually extends less than 3 miles from the

storms lead edge. By the time you feel the wind; the storm can be less than 3 miles

away.

If you can HEAR, SEE or FEEL a Thunderstorm:

1. Suspend all games and practices immediately.

2. Stay away from metal, including fencing and bleachers.

3. Do not hold metal bats.

4. Get to walk, not run, to their parent’s or designated driver’s car and wait

inside for your decision on whether or not to continue the current game

or practice.

**Heat:**

One thing we do get here in southeast Texas is hot and humid weather.

Precautions must be taken in order to ensure the players on your team do not

dehydrate or hyperventilate.

1. Suggest and remind players to take drinks of water when coming on

and going off the field between innings. (Drinking coolers are located

in all dugouts)

2. If a player appears distressed while standing in the hot sun, substitute

that player and get him/her into the shade as soon as possible.

3. If a player should collapse as a result of heat exhaustion, call 911

immediately.

a. Get the player to drink water and use ice bags to cool him/her

until the medical team/personnel arrive.

**Ultra-Violet Ray Exposure**:

Exposure to Ultra- Violet rays can increase an athlete’s risk of developing a

specific type of skin cancer known as melanoma. The American Academy of

Dermatology estimates that children receive 80% of their lifetime sun exposure by the

time they are 18 years old. Therefore, we recommend the players use sunscreen with a

SPF (Sun Protection Factor) of at least 15 as a means of protection against Ultraviolet

light.

Kirbyville Little League

Communicable Disease Procedures

While the risk of one participant (manager, coach, player, umpire, parent, etc.), infecting

another with HIV/AIDS during completion is virtually non-existing, a remote possibility still

remains that other blood borne and/or bodily fluid infectious disease can be transmitted by

contact. Procedures for reducing the potential for transmission of infectious agents should be,

but not limited to as follows:

1. Any bleeding must be stopped and the open wound covered immediately. If there is

excessive blood on the uniform, or article of clothing it must be changed before the

person may participate again.

2. Use gloves and/or take other precautionary measures in order to prevent skin,

blood, and other bodily fluids contact.

3. Immediately wash hands and other skin surface if contaminated with blood or other

bodily fluids. Wash immediately after removing gloves as well.

4. Clean up all surfaces and equipment with the proper cleaner and/or disinfectant

before play resumes.

5. Dispose of any contaminated materials in a proper manner, which prevents any

further contamination.

6. Managers, coaches, players, umpires, etc. should refrain from direct contact until

proper medical attention is acquired.

Kirbyville Little League

DO’s and DON’Ts

**DO’s:**

1. DO reassure and aid children who are injured, frightened, and/or lost.

2. DO provide and/or assist in obtaining medical attention for anyone

requiring it.

3. DO know your own personal limitations.

4. DO carry your first aid kit to all games and practices.

5. DO look for signs of injury.

6. DO listen to the injured person as they describe what happened and

what hurts if conscious. Before questioning the injured, you may need to

calm/soothe an excited child/parent.

7. DO examine the injured area, gently and carefully for signs of swelling or

grating of a broken bone.

8. DO have your player’s Medical Release Forms with you at all practices

and games.

**DON’TS:**

1. DON’T administer any medications.

2. DON’T provide any food or beverage, other than water to any player.

3. DON’T hesitate to assist with giving aid when needed.

4. DON’T be afraid to ask for help if you are unsure of the proper

procedure.

5. DON’T transport an injured individual except in extreme emergency.

6. DON’T leave any player unattended at the location of any game or

practice.

7. DON’T hesitate to report any unsafe conditions to Jeromy Richardson or any member of the Board.

Kirbyville Little League

Ten Commandments of Safety

I. Be Alert

II. Check All Playing/Practice Fields for

Safety Hazards

III. Wear Proper Equipment at All Times

IV. Ensure First Aid is Available

V. Ensure All Equipment is in Good and Safe

Condition

VI. Maintain Control of the Situation

VII. Maintain Discipline

VIII. Safety is a TEAM Sport

IX. Be Organized

X. HAVE FUN

Kirbyville Little League

Pre-Game Check List

The managers and coaches from each team must help maintain a safe

environment for all the players and fans. This can only be achieved with the

cooperation of all managers, coaches and umpires.

The managers and coaches from each team should perform an equipment

check before each practice and game. The umpire should also do a secondary

check of both teams’ equipment prior to each game. If any equipment the league

provided is not in safe working condition, and new equipment is required, please

contact Jeromy Richardson, Elgin Thomas and/or Marcus Wilkes. If none can be contacted, contact Josh Hancock (League President).

The managers and coaches will inspect the field of play before each game

and practice. When inspecting these areas, use common sense rules: no rocks,

glass, holes, animals, etc. Also, the bases should be inspected as well for proper

seating. A field survey form reflecting your findings will be completed by the

“home” team’s manager and given to the umpire prior to the start of the game.

The umpire should then place the signed and completed form in the “Safety Box”

located on the wall next to the concession stand.

An annual Little League Facility Survey will be completed and maintained by

the Safety Officer to address concerns for comparison when needed.

Hey Coach, Have You?

● Walked the Field for debris/foreign objects?

● Inspected helmets, bats, catcher’s gear?

● Checked the condition of fences, backstops and bases?

● Ensured that a working phone is available in case of

emergency?

Kirbyville Little League

Pre-Game Facility Survey Form

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Field Conditions (Playing Field, Bases, Benches, Fences and Bleachers):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Current Equipment Conditions:

Helmets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bats: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catcher’s Equipment (Chest Protector, Helmet, Mask, Shin Guards, Protective Cup):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current First Aid Box Conditions (Cleansing Packs, Band-Aids, Accident Reports, Gloves, Etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note any unusual conditions that may appear:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Verify Completion by Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed Forms should be placed in the “Safety Box”

Kirbyville Little League

Concession Stand Rules

Concession Stand Manager and League President is responsible for the safety issues that arise in the concession stand, i.e., volunteer training, equipment in good working condition, assuring food is cooked properly, wet flooring, minor helpers and general cleanliness.

No Children under the age of 13 shall be permitted in the concession stand, and no

more than 4 children will be permitted to help in the concession stand at one time. Two

adults should be present at all times.

All adults working in the concession stand must have knowledge of where the fire

extinguisher is located and how to properly operate it (instructions are posted just

above the fire extinguishers).

The Concession Stand Managers shall train all adult volunteers on the proper use of all

concession stand equipment in order to prevent injury.

The Concession Stand will be manned by a group of assigned workers.

No one under the age of 18 will work handling money or with the “hot” food items or

equipment (hot dog steamer, grill, fryer, popcorn machine or nacho machine).

Assigned groups of workers must clean the food area up after the concession stand

closes and prior to leaving their shift.

All workers, adults and children must wash their hands before handling

any food product.

No pets are allowed in the Concession Stand area.

No Managers, Coaches, Players, Umpires, or other Volunteer will be allowed in the

food service area while the concession stand is open for operation.

Two individuals shall be present when counting the Concession money at the close of

business, and the two individuals must sign the verification form.

When the Concession stand is closed, items on the shelves will be restocked and/or

stored properly.

Kirbyville Little League

Maintenance & Storage Shed Procedure

The following applies to all of the storage sheds used by the league and to

anyone who has been issued a key/or other access method to any league

facility.

1. All individuals (board members, managers, coaches, umpires, etc.)

with a key, or combination to the league’s equipment sheds are

aware of their responsibility to maintain the orderly and safe

storage of rakes, shovels, bases, or any other item stored.

2. Before using any of the machinery (lawn mower, weed eaters,

lights, scoreboards, PA systems, etc.) located in the shed. Please

locate and read the written operating instructions for that

particular piece of equipment.

3. All chemical or organic materials stored in the league’s sheds shall

be properly marked and labeled as to its contents.

4. All chemical and organic materials (lime, fertilizer, etc.) stored

within these sheds will be separated from the areas used to store

machinery and gardening equipment in order to minimize the risk

of puncturing the storage containers.

5. Any witnessed “loose” chemicals or organic materials within said

sheds should be cleaned up and disposed of as soon as possible to

prevent accidental poisoning.

![Graphical user interface, text, application, email

Description automatically generated]()

All Volunteers must fill this form (updated version) out and submit it before any interaction with the little league.