

RANCHO SANTA FE LITTLE LEAGUE

ASAP: "A Safety Awareness Program"

2018 SEASON



www.rsfl.com

PURPOSE STATEMENT

TO PROVIDE GUIDANCE TO THE LEAGUE IN
ORDER TO ENSURE THE SAFETY OF ALL
PLAYERS, MANAGERS, COACHES, UMPIRES
AND SPECTATORS, AND TO PROMOTE
SAFETY AWARENESS TO ALL MEMBERS OF
THE LEAGUE

Table of Contents

	Section
Purpose	1
Safety Officer	2
Safety Awareness	3
First Aid Kits	4
Field Maintenance & Improvements	5
Equipment Inspection	6
Manager Safety Packet	7
Accident Report Form	8
Fields Survey	9
Batting Cage Rules	10
Board of Directors	11
Safety Policy Letter #1	12
Appendices	
2018 Volunteer Application Form	A
District 31 Safety Accident/Injury Report	B
RSFLL Batting Cage Rules	C
Little League Baseball Claim Form Instructions	D
Little League Accident Notification Form	E
General Liability Claim Form	F
Local Rules - Safety	G
Concession/Snack Shack Policies	H

Section 1

Purpose

The purpose of the Rancho Santa Fe Little League (RSFLL) Safety Plan is to provide guidance in order to ensure the safety of players, managers, coaches, umpires, and spectators and to promote safety awareness among all members of the league. The elements of this safety plan include education, training, health awareness, care and maintenance of fields and equipment and applicable funding.

Section 2

Safety Officer

The position of Safety Officer (Permanent Board Member) was created by the RSFLL Board of Directors to coordinate and oversee safety activities within the league, as well as to conduct relevant training programs for league players, managers, coaches, umpires and other applicable league volunteers and officials. The Safety Officer for the 2018 Season is Marc Van Hoose.

Section 3

Safety Awareness

Safety is paramount within RSFLL. Although safety is a matter that is the responsibility of everyone, the League aggressively promotes a safe environment for all concerned, through a variety of methods. **Safety is a key emphasis for Manager/Coaches discussions held at the beginning of the season** and is continually monitored by the Safety Officer and other applicable league officials throughout the season/postseason. A clinic will be held on February 7th, 2018 for all available team managers. A minimum of one member of each staff is required to attend.

Section 4

First Aid Kits

Team first aid kits and accessories are provided by the League and are distributed to each manager as part of a team's equipment bag. The kit contains, but is not limited to: gloves, bandages, tape, antiseptic and cleaning solution, cold packs and other basic first aid items. Supply levels of all team and field bin first aid supplies will be monitored by league officials throughout the season.

Section 5

Field Maintenance and Improvements

The fields are regularly inspected and maintained, and annual plans are made for improvements.

Pre-Season Field Maintenance Activities

- Clean, inventory, stock and organize all storage bins
- Clean all dugouts, bullpens and batting cages
- Re-paint all applicable wood surfaces and score booths
- Edge all fields
- Secure all windscreens (replace where applicable)
- Secure netting at batting cages (where applicable)

Set base pegs as needed
Spike drag all infields and warning tracks
Set temporary fences where applicable
Set foul lines (minors, AAA, and majors)

Regular Maintenance Procedures During The Season & During Season Activities

COACHES/UMPIRES WALK FIELD TO INSPECT FOR HAZARDS

All fields to be dragged and watered
All mounds and batters boxes to have holes filled and tamped
All fields to be lined per Little League field specs
Dugouts cleaned
Bleacher areas cleaned
Drag and water fields
Mounds and batters boxes to have holes filled and tamped
Dugouts cleaned
Spike drag and add soil amendment, as needed, to fields during season
Service all field mounds and bullpen mounds during season

Section 6

Equipment Inspection

The RSFLL Equipment Manager (Kevin Russeth for 2018) will inspect all League provided equipment prior to initial distribution to managers. **Any unsafe equipment will be repaired or discarded.** New equipment will be purchased at the beginning of and throughout the season to replace unusable equipment. Managers, coaches, and umpires are encouraged to inspect all equipment before each practice and game. The RSFLL Equipment Manager handles replacement of equipment.

Section 7

Manager's Safety Packet

Each team manager is provided with access to safety material and information that is included in this plan. The information includes:

Safety Code for Little League
In Case of Emergency Instruction Sheet
First Aid Guide
Manager's Safety Checklist
Accident Report Form

Section 8

Accident Report Form

A copy of the District 31 Accident Report Form (see appendix B) is used by RSFLL and is included in the Manager's Safety Packet listed in Section 7 above. Completed forms are to be submitted to the League Safety Officer with a copy to the President. The RSFLL Safety Officer will endeavor to forward all forms to the District 31 Safety Officer within 24 hours. Accident Report Forms will be available on www.rsfl.com. All managers and coaches have been instructed to fill out the forms and call the RSFLL Safety Officer immediately following any incident.

Section 9

Fields Survey

The RSFLL Fields are surveyed using the Little League National Facility Survey form. Fields used by RSFLL include:

- Majors Division at Richardson Field.
- AAA Division at Solana Santa Fe Field 1.
- Minors Division at Solana Santa Fe Field 2.
- Rookie/Machine Pitch Division at RSF Sports Field.
- TBall Division at RSFLL TBall Diamond.

* The Little League National Facility Survey for the five (5) RSFLL fields noted above was completed and submitted to Little League Baseball on 2/2/18.

The field status hot line is 858-756-6186 or check the Rancho Santa Fe LL website at www.RSFLL.com for f conditions.

Section 10

Batting Cages Rules

Batting cages are available for use by Minor, AAA, and Major Division. See Appendix C for specific rules and schedule for 2018.

Concession Stand Rules

RSFLL does not have any concession stands nor does it sell or distribute any food or other concession products. At such time as it decides to have any concessions, it will adopt the appropriate concession policies, a sample of which is attached as Exhibit H.

Section 11

Board of Directors

President:	Ian Middleton	ianm365@gmail.com	858-922-2095
Vice President:	Mike Sweeney	msween29@aol.com	
Treasurer:	Greg Rippel	gregrippel@mac.com	
Player Agent:	Joe Scafidi	jscaf64@aol.com	
Safety Officer:	Marc Van Hoose	vanhoose990@yahoo.com	760-560-7501
Umpires:	Scott Plasman	saplasman@hotmail.com	
Fields:	Burnet Wohlford	hrrnburnet@sbcglobal.net	
Equipment:	Kevin Russeth	kevin@ranchosantafepartners.com	858-342-8155
Uniforms:	Jenna Stein	jjsteinsd@gmail.com	
Sponsorships:	Tyler Seltzer	tyler@watersohn.com	760-468-6089
Special Events:	Scott Plasman	saplasman@hotmail.com	
Website:	Ian Middleton	ianm365@gmail.com	858-922-2095
Majors Coordinator:	Tyler Seltzer	tyler@watersohn.com	
AAA Coordinator:	Kevin Russeth	kevin@ranchosantafepartners.com	
Minors Coordinator:	Drew Schneider	schneider.drew@gmail.com	
Rookie Coordinator:	Mike Do	mikedo8@yahoo.com	
T-Ball Coordinator:	Glen Griffin	gfggriffinjr@yahoo.com	
Opening Day Chair	Scott Plasman	saplasman@hotmail.com	

Section 12

SAFETY IS PARAMOUNT /POLICY LETTER #1/SAFETY CODE/ADDITIONAL TIPS

The following provides for additional and important safety reminders relating to first aid kits, approved RSFLL equipment usage:

SAFETY CODE*Dedicated to Injury Prevention*

Responsibility for Safety procedures should be that of an adult member of RSFLL.

Arrangements should be made in advance of all games and practices for emergency medical services.

Managers, coaches and umpires should have training in first-aid.

First-aid kits are issued to each team manager.

No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.

All team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play".

Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.

Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.

Procedure should be established for retrieving foul balls batted out of playing area.

During practice 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 wild throws or missed catches.

All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by non-participants, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)

Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.

Batters must wear Little League approved protective helmets during batting practice and games.

Catcher must wear catcher's helmet, mask, throat guard, chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.

Except when runner is returning to a base, head first slides are not permitted.

During sliding practice, bases should not be strapped down or anchored.

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"

Player must not wear watches, rings, pins or metallic items during games and practices.

The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices.

On-deck batters are not permitted (except in Juniors/Senior Division).

See a need to add to the safety code?

Contact: Reid Conant E-Mail: reid@conant.org

INTRODUCTION

ASAP -What is It? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". This manual is offered as a tool to place some important information at manager's and coach's finger tips.

Some Important Do's and Don'ts**Do ...**

- Reassure and aid children who are injured, frightened, or lost
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices
- Keep your "Prevention and Emergency Management of Little League Baseball Injuries" booklet with your first-aid kit.
- Assist those who require medical attention -and when administering aid, remember to ...
- LOOK for signs of injury (*Blood, Black-and-blue deformity of joint etc.*).
- LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Make arrangements to have a cellular phone available.

Don't ...

- Administer any medications
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.)
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Director of Safety immediately.

RSFLL Key Numbers

Emergency (When In Doubt) 9-1-1

RSF Patrol: 858-756-9966

SD County Sheriff: 760-966-3500

RSF Fire Department: 858-756-5971

Communicable Disease Procedures

Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.

Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in first-aid kit).

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

Clean all blood contaminated surfaces and equipment.

Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.

Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

Rancho Santa Fe Little League Code of Conduct

Speed Limit 5mph in roadways and parking lots while attending any RSFLL function. Watch for small children around parked cars.

No Alcohol allowed in any parking lot, field, or common areas within a RSFLL complex or event.

No Playing in parking lots at any time.

No Playing on and around lawn equipment.

Use crosswalks when crossing roadways. Always be alert for traffic.

No profanity will be tolerated.

No swinging bats or throwing baseballs at any time within the walkways and common areas of a RSFLL complex.

No throwing balls against dugouts or against backstop. Catchers must be in catcher equipment for all batting practice sessions.

No throwing rocks.

No horseplay at any time.

No climbing fences.

Pets are to be leashed at RSFLL games and practices.

Only a player on the field and at bat, may swing a bat (Age 5 – 12).

Observe all posted signs. Players and spectators should be *alert* at all times for *Foul Balls and Errant Throws*.

During a game, players must remain in the dugout area in an orderly fashion at all times.

After each game, each team must clean up trash in dugout and around stands.

All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.

***Failure to comply with the above may
result in expulsion from the Rancho Santa
Fe Little League field or complex.***

Accident Reporting Procedures:

What to report... Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the RSLL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. Report "near misses" as well.

When to report... All such incidents described above must be reported to the Safety Officer *within 24 hours* of the incident. The 2018 Safety Officer is Marc Van Hoose. He can be reached at the following:

E-Mail: vanhoose990@yahoo.com

Phone: 760-560-7501

How to make the report... Complete and submit the required form within 24 hours to the Safety Officer. See RSL website for form. At a minimum, the following information must be provided:

The name and phone number of the individual involved. The date, time, and location of the incident making as detailed a description of the incident as possible. The preliminary estimation of the extent of any injuries. The name, phone number and position of the person reporting the incident.

Safety Officer's Responsibilities

Within 24 hours of receiving the incident report the Safety Officer will attempt to contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Little League's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature,

the Safety Officer shall call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc....

Other	Key Official's	Phone Numbers
President	Ian Middleton	858-922-2095

WHAT DO I EXPECT FROM MY PLAYERS?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not yell at me, other players or umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern.

Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!

Storage Shed Protocol

The following applies to all of the storage sheds used by RSFLL and apply to anyone who has been issued a key/combination by RSFLL to use those sheds.

- All individuals with combinations to the RSFLL Equipment Sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the **orderly and safe storage of rakes, shovels, bases, L-Screens, etc.**
- Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in RSFLL sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.

When treating an injury, remember:

PROTECT

REST

ICE

COMPRESSION

ELEVATION

SUPPORT

Some Reminders:

RSFLL goes to great lengths to provide as much training as possible to its managers, coaches and all other applicable volunteers. Attend as many of the clinics as possible. **MOST ARE MANDATORY!!**

RSFLL Managers/Coaches/Fundamentals Meetir

A Managers/Coaches/Fundamentals Meeting will be conducted on February 7th, 2018 at the RSF Community Center for all available Managers/Coaches. One representative from each team is required to attend each year. Additionally, all coaches and managers are required to attend a training at least once every three years.

RSFLL First Aid/Safety Clinic. A Clinic will be conducted on February 7th, 2018 at the RSFCC for all available team managers. One representative from each team is required to attend each year. Additionally all coaches and managers are required to attend training at least once every three years.

Check the RSFLL Home Page frequently (www.RSFLL.com)

Information and a complete league calendar can be found there and can be a very valuable resource.

The Heimlich Maneuver

The Heimlich Maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation.

When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?"

If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.

To perform the Heimlich:

Grasp the choking person from behind;

Place a fist, thumb side in, just below the person's breastbone (sternum), but above the naval;

Wrap second hand firmly over this fist;

Pull the fist firmly and abruptly into the top of the stomach. It is important to keep the fist below the chest bones and above the naval (belly button).

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).

These will be violent thrusts, as many times as it takes.

For a child:

Place your hands at the top of the pelvis;

Put the thumb of your hand at the pelvis line;

Put the other hand on top of the first hand;

Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway.

However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought by calling 911 or going to the local emergency room.

All Volunteers

REMINDER: ALL RSFLL Volunteers are REQUIRED to complete and submit a new volunteer application/background check form for the 2018 season.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or another Board member

immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check equipment often.

HYDRATION GUIDELINES

Before Activity:

Drink 8 ounces of water before exercise

During Activity:

Drink 4 ounces of water every 20 minutes

Dehydration signs:

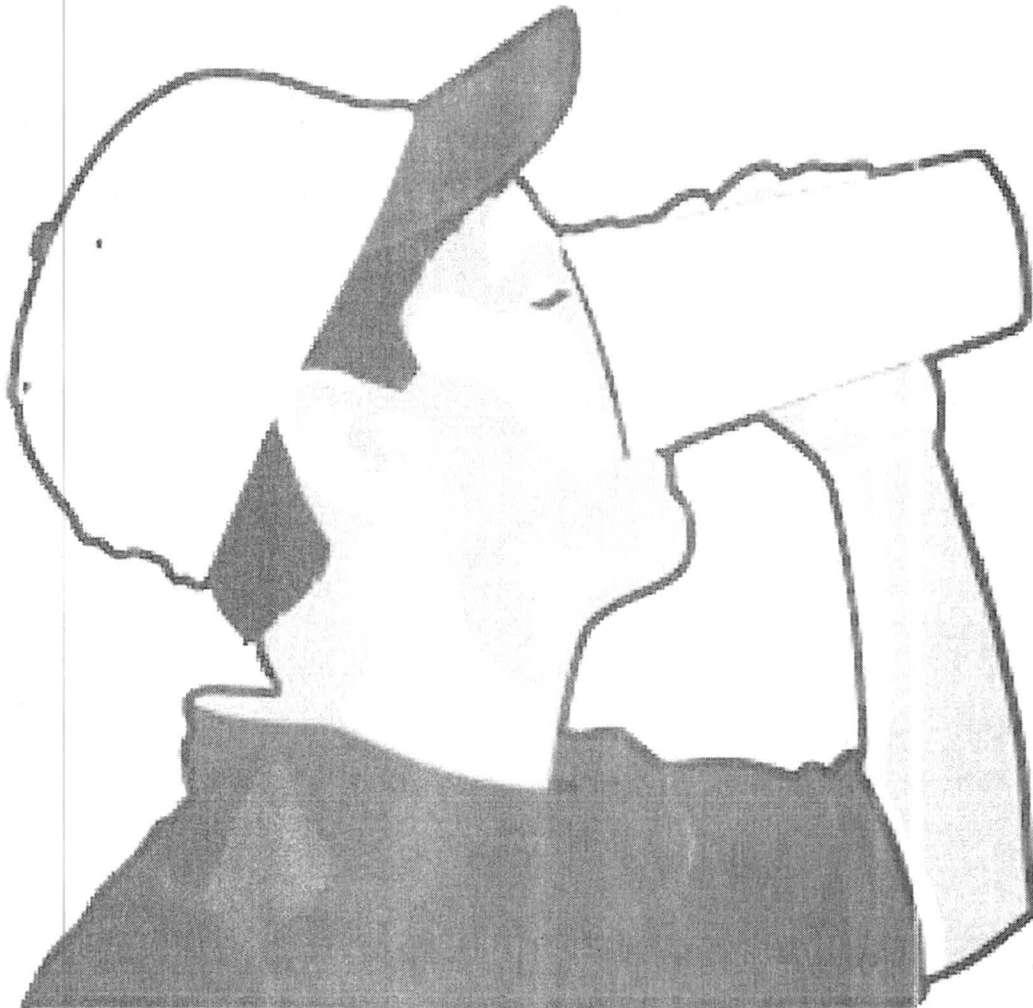
Fatigue, flushed skin, light-headed

What to do:

Stop exercising; get out of sun, drink

Severe signs:

Muscle spasms, clumsiness, delirium



SAFETY IS PARAMOUNT AT RSFLL

Pre-Game Field Hazards Inspection Procedure:

- Coaches whose team has field preparation must walk the entire field prior to allowing any player (home team /visiting team) on the field for warm ups. Any field hazard that was noted at that time must be promptly corrected, even though temporary, by the assigned fields crew.
- The home plate umpire must walk the field before the commencement of a game to ensure no hazards exist. Field hazards that are noted by the umpire must be corrected by the assigned field crew before the commencement of a game.
- The home plate umpire will notify the RSFLL Chief Umpire within 2 hours of the conclusion of the game of any hazard that was "temporarily" corrected but will need additional repair or remedy. The Chief Umpire will notify the RSFLL Fields Manager and Safety Officer of the discrepancy as soon as possible.

Is Your First Kit Fully Stocked? Do You Have Enough Liquid Cold Packs?

You have been issued first aid kits. Make sure it is stocked properly and you have enough liquid cold packs for each game and practice.

Coaches, contact your Division Commissioner if you need to replenish your kit.

Safety Policy Letter: Approved Use of League Equipment

1. Any and all Rancho Santa Fe Little League (RSFLL) equipment and/or supplies are to be used and operated only by authorized RSFLL representatives, to include: RSFLL managers, RSFLL roster coaches, other approved league officials or representatives, only during the conduct of scheduled league games, team practices, team scrimmages and/or other approved RSFLL events.
2. No RSFLL equipment and/or supplies will be used by any league team or person(s) outside of scheduled league games, team practices, team scrimmages and/or other approved RSFLL events without the advance expressed written consent of RSFLL.
3. No RSFLL equipment and/or supplies will be used by any external (non-RSFLL) organization or person(s) without the advance expressed written consent of RSFLL.
4. Authorized persons holding the knowledge of lock combinations to RSFLL equipment bins and/or cages understand the importance of security and safety and agree to adhere to a strict code of confidentiality in regard to lock combinations.

Lightning Safety Outdoors

Each year, about 400 children and adults in the U.S. are struck by lightning while working outside, at sports events, on the beach, mountain climbing, mowing the lawn or during other outdoor activities. About 67 people are killed and several hundred more are left to cope with permanent disabilities. Many of these tragedies can be avoided. Finishing the game, getting a tan, or completing a work shift isn't worth death or a crippling injury.

- All thunderstorms produce lightning and are dangerous. Lightning kills more people each year than tornadoes.
- Lightning often strikes as far as 10 miles away from any rainfall. Many deaths from lightning occur ahead of the storm because people try and wait to the last minute before seeking shelter.
- You are in danger from lightning if you can hear thunder. If you can hear thunder, lightning is close enough that it could strike your location at any moment.
- Lightning injuries can lead to permanent disabilities or death. On average, 10% of strike victims die; 70% of survivors suffer serious long term effects.
- Look for dark cloud bases and increasing wind. Every flash of lightning is dangerous, even the first. Head to safety before that first flash. If you hear thunder, head to safety!
- Blue Skies and Lightning. Lightning can travel sideways for up to 10 miles. Even when the sky looks blue and clear, be cautious. If you hear thunder, take cover. At least 10% of lightning occurs without visible clouds overhead in the sky.

The Single Most Dangerous Place

Outdoors is the most dangerous place to be during a lightning storm. When lightning is seen or thunder is heard, or when dark clouds are observed, quickly move indoors or into a hard-topped vehicle and remain there until well after the lightning storm ends. Listen to forecasts and warnings through NOAA Weather Radio or your local TV and radio stations. If lightning is forecast, plan an alternate activity or know where you can take cover quickly.

The U.S. lightning season is summer but lightning can strike year round! The Fourth of July is historically one of the most deadly times of the year for lightning. In summer, more people are outside, on the beach, golf course, mountains or ball fields. Outdoor jobs such as construction and agriculture, and outdoor chores such as lawn mowing or house painting are at their peak, putting those involved in danger.

Safety Rules

Postpone activities promptly. Don't wait for rain. Many people take shelter from the rain, but most people struck by lightning are not in the rain! Go quickly inside a completely enclosed building, not a carport, open garage or covered patio. If no enclosed building is convenient, get inside a hard-topped all-metal vehicle. A cave is a good option outside but move as far as possible from the cave entrance. Be the lowest point. Lightning hits the tallest object. In the mountains if you are above treeline, you ARE the highest object around. Quickly get below treeline and get into a grove of small trees. Don't be the second tallest object during a lightning storm! Crouch down if you are in an exposed area.

Keep an eye on the sky. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.

Listen for the sound of thunder. If you can hear thunder, go to a safe shelter immediately.

If you see or hear a thunderstorm coming or your hair stands on end, immediately suspend your game or practice and instruct everyone to go inside a sturdy building or car. Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby, a hard-top vehicle with windows closed will offer some protection. The steel frame of the vehicle provides some protection if you are not touching metal.

1. Listen to NOAA Weather Radio. Coaches and other leaders should listen for a tone-alert feature during practice sessions and games.
2. If you can't get to a shelter, stay away from trees. If there is no shelter, crouch in the open, keeping twice as far away from a tree as it is tall.
3. Avoid leaning against vehicles. Get off bicycles and motorcycles.
4. Get out of the water. It's a great conductor of electricity. Stay off the beach and out of small boats or canoes. If caught in a boat, crouch down in the center of the boat away from metal hardware. Swimming, wading, snorkeling and scuba diving are NOT safe. Lightning can strike the water and travel some distance beneath and away from its point of contact. Don't stand in puddles of water, even if wearing rubber boots.
5. Avoid metal! Drop metal backpacks, stay away from clothes lines, fences, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools. Large metal objects can conduct lightning. Small metal objects can cause burns.
6. Move away from a group of people. Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

What to do if someone is struck by lightning:

- Call for help. Call 9-1-1 or your local ambulance service. Get medical attention as quickly as possible.
- Give first aid. If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, address any other injuries.
- Check for burns in two places. The injured person has received an electric shock and may be burned. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight. People struck by lightning carry no electrical charge that can shock other people. You can examine them without risk.

Be Aware of and Proactive About Arm Fatigue

Premise

- All players (not just regular pitchers) should be monitored for signs of unusual arm stress or fatigue, particularly of the elbow or shoulder
- Many players play on multiple teams and may be throwing more often than realized
- Proper rest and care can prevent serious injuries in the present and future

Plan

- Check in with your players verbally, on a regular basis. Be aware and watchful for signs of arm injury-related discomfort during practice and games
- Take any complaint of arm pain or injury seriously
- Move player to a position that will minimize activity that cause further stress or pain
- Don't be afraid to remove player from practice or game to prevent further injury
- Rest, ice and consultation with a physician should be considered if deemed appropriate

Pitch Count Maximums

League Age:

11-12 – 85 pitches per day

9-10 – 75 pitches per day

7-8 – 50 pitches per day

Minimum Rest for Pitchers

Pitchers league age 14 and under must adhere to the following rest requirements:

If a player pitches 66 or more pitches in a day, four (4) calendar days of rest must be observed.

If a player pitches 51-65 pitches in a day, three (3) calendar days of rest must be observed.

If a player pitches 36-50 pitches in a day, two (2) calendar days of rest must be observed.

If a player pitches 21-35 pitches in a day, one (1) calendar days of rest must be observed.

If a player pitches 1-20 pitches in a day, no (0) calendar day of rest is required

APPENDICES TO SAFETY PLAN

For individual forms attached as Appendices to this Plan, please refer to the National Little League site at <http://www.littleleague.org/learn/forms.htm#asap> under 2018 ASAP Forms and Publications.

Appendix A 2018 Little League Volunteer Application



Little League® Volunteer Application - 2018

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ Date _____
First Middle Last
Address _____
City _____ State _____ Zip _____
Social Security # (mandatory with First Advantage or upon request) _____
Cell Phone _____ Business Phone _____
Home Phone: _____ E-mail Address: _____
Date of Birth _____
Occupation _____
Employer _____
Address _____
Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

1. Do you have children in the program?
If yes, list full name and what level? Yes ☐ No ☐
2. Special Certification (CPR, Medical, etc.)? (list) Yes ☐ No ☐
3. Do you have a valid driver's license?
Driver's License#: _____ State: _____ Yes ☐ No ☐
4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor?
If yes, describe each in full: _____ Yes ☐ No ☐
5. Have you ever been convicted of or plead no contest or guilty to any crime(s)
If yes, describe each in full: _____ Yes ☐ No ☐
(Answering yes to question 5, does not automatically disqualify you as a volunteer.)
6. Do you have any criminal charges pending against you regarding any crime(s)?
If yes, describe each in full: _____ Yes ☐ No ☐
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)
7. Have you ever been refused participation in any other youth programs?
If yes, explain: _____ Yes ☐ No ☐

In which of the following would you like to participate? (Check one or more.)

- ☐ League Official ☐ Umpire ☐ Manager ☐ Concession Stand
☐ Coach ☐ Field Maintenance ☐ Scorekeeper ☐ Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:

<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____
If Minor/Parent Signature _____ Date _____
Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____
on _____

System(s) used for background check (minimum of one must be checked):
Regulation 1(c)(9) Mandates First Advantage or another provider that is comparable

* First Advantage ☐ Sex Offender Registry Data along with National ☐
Criminal Records check of at least 281 million records

* Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Appendix B

For Local League Use Only

Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: _____ - _____ - _____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
- B.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)
- ☐ Junior ☐ Senior ☐ Big League
- C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
- ☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
- ☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
- ☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

- A.) On Primary Playing Field
- ☐ Base Path: ☐ Running or ☐ Sliding
- ☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted
- ☐ Collision with: ☐ Player or ☐ Structure
- ☐ Grounds Defect
- ☐ Other: _____
- B.) Adjacent to Playing Field
- ☐ Seating Area
- ☐ Parking Area
- C.) Concession Area
- ☐ Volunteer Worker
- ☐ Customer/Bystander
- D.) Off Ball Field
- ☐ Travel:
- ☐ Car or ☐ Bike or
- ☐ Walking
- ☐ League Activity
- ☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____

2018 RSFLL Batting Cage Rules

1. A Master schedule will be created for the use of the batting cages. Teams with scheduled cage times take precedent at all times.
2. **SAFETY is critical!** This resource will not last if we are unsafe with it.
 - a. Helmets must be worn by all batters
 - b. Only one child in the cage at any time that pitches are being thrown
 - c. No kids may feed the machines (Adults only)
 - d. No swinging bats outside the cages
 - e. No horseplay outside the cages
 - f. Coaches who wish to coach pitch instead of using the machines must properly use the safety screens provided in each cage. Coaches only are allowed to coach pitch.
3. **SECURITY** of our equipment is critical! The cages and the machines were very expensive and the league does not have funds to replace lost or vandalized equipment.
 - a. Only one key will be issued per team to the manager.
 - b. Do not transfer keys to others. The person issued the key is responsible for the security of the cage and equipment during use.
 - c. Lock the bin while using the cage
 - f. Put all machines back in the bin when finished. Don't assume another team is coming if they are not already there. If they are there, seek out the manager of the next team and be certain that he has assumed responsibility for the cages and equipment.
4. **FAILURE** to comply with these rules can result in a loss of the use of the cages. Teams caught violating these safety rules will be warned once and then have cage privileges revoked for 2 weeks. A third violation will result in suspension for the season.

Appendix D

Little League® Baseball & Softball

CLAIM FORM INSTRUCTIONS



WARNING — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing. To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. If no other insurance is in effect, a letter from the parent/guardian or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFIC Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer.

LITTLE LEAGUE® BASEBALL AND SOFTBALL

ACCIDENT NOTIFICATION FORM
INSTRUCTIONS

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 Fax: 570-326-9280

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 19 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.
2. 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.
3. 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.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. **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.
3. 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	Date of Birth (MM/DD/YY)		Age
					Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> 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	(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 TO	
	<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	
	<input type="checkbox"/> BIG (14-18)			

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

WITHIN 24 HOURS THIS FORM MUST BE SUBMITTED FOR EVERY (major or minor) INJURY WHICH OCCURS DURING A LITTLE LEAGUE FUNCTION, PRACTICE OR GAME.

Complete the form and e-mail it to the RSFLL Safety Officer.

Email: vanhooose990@yahoo.com

Marc Van Hoose: Phone (760) 560-7501

General Liability Claim Form

Send Completed form to:
Little League Baseball and Softball
539 US Route 15 Hwy
P.O. Box 3485
Williamsport, Pennsylvania 17701-0485
(570) 326-1921 Fax (570) 326-2951

Telephone immediate notice to Little League® International

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(LEXINGTON USE ONLY)

Insured	Name of League		League I.D. Number (Used as location code)				
	Name of League Official (please print)		Position in League				
	Address of League Official (Street, City, State, Zip)		Phone No. (Res.)				
			Phone No. (Bus.)				
Time and Place of Accident	Date of Accident		Hour	<input type="checkbox"/> AM <input type="checkbox"/> PM	Accident occurred at (Street, City, State, Zip)		
	Arising out of Operations conducted at						
	Was Police Report made? If yes, where? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Description of Accident	State cause and describe facts surrounding accident (Use reverse side if needed)						
Coverage Data	Limits		Elevator:		Products:		Cont:
	BI/PD:		Yes		Yes		Yes
	Med. Pay: None						
	Policy Number		Policy Dates:		Begin: End:		
	Is there any other insurance applicable to this risk? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Property Damage	Name of Owner		Description of Property				
	Address (Street, City, State, Zip)		Name of Insurance Co.				
			Nature and Extent of Damages and Estimate of Repair				
Insured Person and Injuries	Name		Phone No. (Res)				
	Address (Street, City, State, Zip)		Occupation		Age	<input type="checkbox"/> Married <input type="checkbox"/> Single	
			Phone No. (Bus)				
	Employers Name and Address						
	Did you provide or authorize medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No		Attending Doctor's Name and Address				
	Description of Injury						
	Where was the injured taken after accident?			Probable length of Disability			
Witnesses:	Name, Address, Phone Number						
	Name, Address, Phone Number						
	Name, Address, Phone Number						
Date of Report:	Signature of League Official:			Position in League			

USE REVERSE SIDE FOR DIAGRAM AND ANY OTHER INFORMATION OF IMPORTANCE IN REPORTING THE ACCIDENT

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Appendix G

LOCAL RULES - SAFETY

- These safety rules do not supersede any established Little League rules relating to safety.
 - Managers, coaches, volunteers and all other league officials must comply with the current League Safety Plan and the contents therein.
 - All male players, between Rookie and Major, must wear hard protective cups while playing baseball. T-Ball players must wear protective cups and may wear the soft foam style. Female players, in Single A and above, must wear a female protective guard. Female players in T-Ball are excluded from this safety requirement.
 - All batters of all divisions must wear Little League approved protective helmets during batting practice and games.
 - Players may not wear watches, rings, pins, metallic items or any other jewelry or fashion item, other than an emergency medical identification tag, during games and practices.
 - On deck batters are not allowed to stand outside the dugout or handle a bat while waiting to go up to bat.
 - Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games.
 - A player acting as a catcher for a pitcher must wear a catcher's helmet and mask with a throat guard while warming up pitchers. This applies between innings and in the bullpen during a game and during practices.
 - Managers or coaches must submit the required Injury Report to the League Safety Officer within 24 hours of any injury related incident (major or minor in nature).
 - A manager or coach from each team must attend an annual league sponsored first aid clinic or other prior approved/endorsed first aid class.
 - Use of League Equipment:
5. Any and all Rancho Santa Fe Little League (RSFLL) equipment and/or supplies are to be used and operated only by authorized RSFLL representatives, to include: RSFLL managers, RSFLL roster coaches, other approved league officials or representatives, only during the conduct of scheduled league games, team practices, team scrimmages and/or other approved RSFLL events.
 6. No RSFLL equipment and/or supplies will be used by any league team or person(s) outside of scheduled league games, team practices, team scrimmages and/or other approved RSFLL events without the advance expressed written consent of RSFLL.
 7. No RSFLL equipment and/or supplies will be used by any external (non RSFLL) organization or person(s) without the advance expressed written consent of RSFLL.
 8. Authorized persons holding the knowledge of lock combinations to RSFLL equipment bins and/or cages understand the importance of security and safety and agree to adhere to a strict code of confidentiality in regard to lock combinations.

Appendix H

2018 RSFLL Concession Stand/Snack Shack Policies

- The Concession Stand/Snack Shack shall be under the supervision of volunteer adults assigned, when open.
- The Concession Stand shall be run in accordance with the guidelines set up by the RSFLL Board, which includes set-up and closing procedures. A designated Board member will be responsible for replenishment of Concession Stand/Snack Shack supplies
- All safety tips will be prominently posted in the Concession Stand/Snack Shack for all devices used. No minor is allowed to operate machines such as the popcorn and snow-cone machines.
- Fire extinguishers are identified and located in the Concession Stand/Snack Shack.
- All electrical devices are plugged into standard wall outlets controlled by a main breaker box. Each breaker is identified to the outlet that it supports.
- All food is rotated and reviewed for freshness on a weekly basis to prevent spoilage. All food is properly stored and wrapped, with those requiring refrigeration being appropriately stored in either a refrigerator or freezer.
- A sink, soap and sign are posted to insure cleansing of hands prior to food preparation.
- Safety mats are installed in walking areas.
- Standard closing procedures include removal and disposal of ALL cooked foods from the machines. This process also includes the cleaning of ALL of the food preparation machines. The machines include, but are not limited to, soda machines, popcorn machine, hot dog machine, coffee makers, and the sno-cone machine. Additionally, ALL utensils used to prepare food will be cleansed.
- All areas near or used for food preparation will be wiped down.
- All equipment used in the Concession Stand/Snack Shack will be inspected regularly.
- A safety kit and copy of the Safety Manual will be placed in the Concession Stand/Snack Shack.
- Emergency telephone numbers will be posted in a prominent and highly visible location.