***A Safety Awareness Program (ASAP)***



**2025**

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**Germantown Little League**

**President: Matthew Love**

**Safety Officer: Eric Malot**

# **Purpose**

A Safety Awareness Program (ASAP) is intended to help ensure that all local Little Leagues in the United States operate a consistently safe and healthy program. To help guide each local league, ASAP includes 15 minimum requirements. These requirements were developed to encourage responsible best practices in support of a rewarding, and safer, Little League experience. A safety plan must include these 15 minimum requirements before the plan will be approved by Little League International.

However, the 15 requirements are minimum requirements. This plan, in addition to Germantown Little League actively considering new ideas and practices to improve our safety plan further, is also intended to:

1. Ensure a culture that player safety always remains a primary focus.
2. Instill a culture that player safety will always be communicated to players, coaches, volunteers, and parents.

Doing so will promote goodwill for among the families that participate in Germantown Little League, its volunteers, its board members, and the larger Louisville community.

# **Safety Officer (Requirement 1)**

Little League International rules require that Germantown Little League have an active safety officer on file with Little League International.

Germantown Little League’s Safety Officer is Eric Malot.

The Safety Officer is responsible for creating awareness and educating the league on the opportunities to provide a safer environment for children and all participants. A key component of the Safety Officer’s duties is promoting compliance of safety procedures.

The Safety Officer enforces safety compliance by:

* Preparing and enforcing a Safety Awareness Program (ASAP). The ASAP is submitted to Little League International yearly.
* Educating players, coaches, umpires, volunteers, and parents on safety and safety programs. Coach’s clinics are used to teach proper use of equipment, player safety, and first-aid.
* Supporting accident reporting, including “near misses.” This is a critical responsibility that coaches, umpires, volunteers, and parents all feel comfortable reporting accidents. Such reporting helps Little League International develop new rules regarding player safety. “Near miss” accidents help local leagues identify possible areas of concern to include in future ASAP plans.
* Identifying new opportunities to promote safety further.

These steps are established to help ensure player safety remains a primary focus.

# **Safety Manual Distribution (Requirement2)**

Little League International rules require that all Germantown Little League safety manuals (ASAP) be accessible to all league personnel, including board members, coaches, managers, concession workers, facilities crews, etc. The Safety Officer accomplishes safety compliance by:

* Posting the safety plan on the Germantown Little League website.
* Providing a printed and electronic safety plan to all Germantown Little League Board of Directors.
* Ensuring a printed safety plan is in each coach’s equipment bag.
* Maintaining a printed safety plan at the concession stand.
* Providing a safety plan to the District Administrator and/or District Safety Officer.
* Identifying new opportunities to ensure parents can access the safety plan.

These steps are established to help ensure player coaches, umpires, volunteers, and parents have access to the safety plan.

# **Emergency Plan (Requirement 3)**

Little League International rules require that emergency and key officials’ phone numbers and email addresses be posted and distributed. Emergency phone numbers and key contacts lists are provided in “Appendix A” in this manual. In addition, a copy of Appendix A is provided in each Coaches’ Bag, key fields/dugouts, and in the concession stand. These steps are established to help ensure coaches, umpires, volunteers, and parents understand who to contact in the event of an emergency.

# **Volunteer Application (Requirement 4)**

Little League International rules require that all Germantown Little League board members, coaches (including “practice coaches”), umpires, concession stand staff, and any other persons (volunteer or hired) who provide regular service to the League and/or have repetitive access to or contact with players or teams must:

1. Fill out application forms -AND-
2. Provide government-issued photo identification cards for ID -AND-
3. Complete a nationwide background check using J.D. Palantine (JDP), or an equivalent provider, in accessing background check records for sex offender registry data and other criminal records.
4. Complete Little League Abuse Awareness Training.

All four requirements must be satisfied annually before any individual can assume their responsibilities or interact with any players.

Germantown Little League uses JDP. They have a criminal data base that contains over 600 million records, including criminal and sex offender registry records covering all 50 states and the District of Columbia. More information can be found at: https://www.jdp.com/littleleague-backgroundcheck/.

These steps are established to help ensure all coaches, umpires, concession stand staff, and all other volunteers comply with Little League Regulation 1(c) 9. Applications are done electronically through the registration process at our website.

# **Fundamentals Training (Requirement 5)**

Little League International rules require that all Germantown Little League coaches attend fundamental training seminars. Fundamentals include hitting, sliding, fielding, pitching, etc.

Coaches must attend these seminars before the season begins. At a minimum, coaches are required to successfully attend and complete one seminar every three years. However, a minimum of one coach per team must attend these seminars before each season begins. Germantown Little League documents attendance to help comply with this requirement.

Germantown Little League will hold Fundamentals Training yearly.

Germantown Little League documents attendance to help comply with this requirement.

These steps are established to help ensure coaches are provided with basic expectations to help teach players correctly.

Coaches may also take the USA Baseball Coach’s “A” & “B” Certification in lieu of in person clinics.

# **First-Aid Training (Requirement 6)**

Little League International requires Germantown Little League to provide Basic First Aid training to Managers and Coaches. Each Manager/Coach will be required to complete the USA Baseball Basic First Aid Course.



# **Check Field Conditions (Requirement 7)**

Little League International rules require that all Germantown Little League coaches and umpires walk fields to check for hazards before practices and games start. Coaches and umpires are encouraged to use “common sense” looking for holes, divots, rocks, glass, debris, etc., Hazards should only be eliminated if it doesn’t pose a risk or an injury to that coach or umpire. Otherwise, the Germantown Little League Safety Officer or President should be contacted. A Vice-President should be contacted if the President is unavailable. Contact information is provided in “Appendix A” of this manual.

Germantown Little League “home” coaches and the umpires are responsible for checking field conditions.

These steps are established to help ensure that coaches and umpires verify that fields and dugouts are safe before practices and games.

# **Facility Survey (Requirement 8)**

Little League International rules require that Germantown Little League complete/update an Annual Facility Survey in the Little League Data Center. These surveys are intended to help Germantown Little League: 1) identify potential facility hazards that may have gone unnoticed to help avoid accidents and injuries, and 2) identify potential opportunities that may have gone unnoticed to help improve the overall baseball experience.

Germantown Little League will complete the yearly Facility Survey on-line.

# **Concession Stand Safety (Requirement 9)**

Little League International rules require that Germantown Little League be responsible for the safe operations of the concession stand and food trucks, even if the concession stand and food trucks are not operated by Germantown Little League. This requirement mandates that concession stand and managers and food truck operators at a minimum are trained in safe food handling/preparation and procedures. Concession stands and food truck operators must also post/maintain written safety procedures. Germantown Little League partners with the local, state and federal Health Department to help comply with this mandate.

In addition, all concession managers and food truck operators, including all of their employees and workers, must complete a nationwide background check using J.D. Palantine (JDP), or an equivalent provider, in accessing background check records for sex offender registry data and other criminal records as required in the Requirement 4 – Volunteer Application section of this manual.

These steps are established to help ensure all concession stand and food truck patrons are provided with the same minimum expectations of food safety that they are entitled to patronizing restaurants in the greater community.

# **Equipment Check (Requirement 10)**

Little League International rules require that Germantown Little League conducts regular equipment inspection and replacement. A member of The Germantown Little League Board of Directors inspects all equipment prior to the beginning of each season. Equipment that is found to be or considered to be unsafe is discarded and replaced with equipment that is safe. Such equipment may be new or has been previously used. The Safety Officer or President then assembles “coaches’ bags,” which are then distributed to each Germantown Little League coach just prior to the beginning of the season. Coaches’ bags are provided with equipment that was found to be safe and complies with Little League International rules.

Coaches and umpires are then asked to conduct inspections prior to games; umpires are ultimately responsible for ensuring all equipment is safe. At a minimum:

Bats

Player bats must meet the USABat Standard. This requirement applies to 12 and under Germatnown Little League. The “USABat” licensing mark must appear on the bat. Tee ball bats can only be used with tee balls. Germantonw Little League Softball and 13 and up Baseball shall follow the Little League International rules and regulations.

Helmets

Player helmets must meet National Operating Committee on Standards for Athletic Equipment (NOCSAE) specifications and bear the NOCSAE stamp. Altering a helmet in anyway (drilling holes, removing padding, etc.) generally results in the manufacturer voiding the NOCSAE certification of that helmet, making it illegal to use.

“C-Flaps”

“C-flaps” and face guards that are the most popular alterations. These specific alterations attach to helmets’ ear flaps. (“Facemasks” that come with helmets attach to the face of the helmet. Such facemasks aren’t considered “face guards.”). NOCSAE doesn’t publish a standard for c-flaps on a stand-alone basis or combined with helmets. After reviewing several manufacturers’, Germantown Little League suggests that coaches ensure the following as a first step:

* Visit the specific manufacturers’ websites for any helmet and alteration in question. The more popular manufacturers (Easton, Wilson Mizuno, etc.) do a very good job explaining of what and what doesn’t void SEI and NOCSAE.
* Generally, manufacturer-specific c-flaps are compatible with that manufacturer’s helmet and won’t void SEI and NOCSAE.

These steps are established to help ensure that coaches and umpires ensure players play with equipment that is safe and meets Little League International rules.

# **Accident Reporting (Requirement 11)**

Little League International rules require that Germantown Little League be responsible for promptly reporting accidents, including documenting and tracking accidents. “Nearmisses” are also to be reported to evaluate practices and avoid future injuries. Accidents and near-misses are to be shared with District 2 staff.

Incident Report Form and A Safety Awareness Program’s Incident/Injury Tracking Report forms are provided in “Appendix B” in this manual. In addition, a copy of Appendix B is provided in each Coaches’ Bag.

# **First Aid-Kits (Requirement 12)**

Little League International rules require that Germantown Little League ensure each team has a first-aid kit. The Germantown Little League Board of Directos inventories and inspects all first-aid kits prior to the beginning of each season. Equipment that is found to be or considered to be unsafe is discarded and replaced with equipment that is safe. Such equipment may be new or has been previously used. The Safety Officer then ensures that a first-aid kit is assigned to every “coaches’ bags,” which are then distributed to each Germantown Little League coach just prior to the beginning of the season.

Germantown Little League First-Aid kits contain the following items as a minimum:

* Chemical Ice Packs
* Bandages (large and small)
* Nonstick pads (assorted sizes)
* Gauze (including “Ace” wraps, elastic wraps, etc.)
* Oval Eyes Pads
* Hypo-Allergenic First Aid Tape
* Scissors
* Tweezers
* Inventory List (First Aid Kit)
* Antiseptic wipes
* Latex/rubber gloves
* Small plastic bags

# **Enforce Little League Rules (Requirement 13)**

Little League International rules require that Germantown Little League enforces all Little League Rules. All Germantown Little Board members, coaches, assistant coaches, and umpires are required to follow and enforce such rules. Most of these rules are biased towards safety. For example, but not limited to:

* Players should always have/wear the required equipment, including when warming up catchers on the fields.
* Rules apply to both practices and games.

Germantown Little League will complete the yearly Facility Survey on-line. (Requirement 8) These steps are established to help ensure Board members, coaches, assistant coaches, and umpires are provided with basic expectations to help enforce Little League Rules.

# **Player / Coach Data (Requirement 14)**

Little League International rules require that Germantown Little League submits league player registration data (or player roster data) and coach (manager) data. This information is submitted through the Little League Data Center. Germantown’s ASAP manual is not approved by Little League International until the registration data has been fully submitted.

This step is established to help ensure Little League provides coaches and league officials with important safety information and initiatives prior to, and during, the current playing season.

# **Severe Weather**

The safety of our players, coaches, volunteers and fans should always be first when making decisions about playing games. The following procedures are meant to establish guidelines and may not cover every situation. If any doubts, The President of Germantown will make a final decision based on information given to him by the Board Member on Property and National Weather Services.

### **Thunder**

 In an event that only Thunder is heard during games. 15-minute delay shall commence to verify weather details. This 15-minute delay shall be called at the time of each event. Should other styles of events follow a Thunder delay, those requirements will take precedence. Once the 15-minute delay has ended and no further occurrences of Thunder caused further delay, practices/games may resume.

### **Lightning**

 If lightning (Visual verification of a lightning bolt or flashes of light) is observed, a 30-minute delay shall commence to verify weather details. This 30-minute delay shall be called at the time of each event. Board Members on Duty shall check weather patterns to determine cancellation of games for the day or to delay until games can proceed.

### **Weather Watches (Thunderstorm/Tornado)**

 In the event of a severe weather watch is announced, Board Member on Duty shall continuously monitor weather patterns. With no observations of thunder or lightning, games may resume until a severe weather event occurs.

### **Weather Warnings (Thunderstorm/Tornado)**

 In the event of a sever weather warning is announced with no signs of lightning or thunder, the Board Member on Duty shall verify weather patterns and determine if Germantown is at risk. If so, all games shall be cancelled to allow everyone to leave to prepare for the weather. If the weather is moving away or around Germantown, 30-minute delay of games shall be called to further watch the weather to be clear of the situation. Games may resume after the delay if no further incidents happen.

### **Heavy Rains**

 In the event of heavy rain, Board Members on Duty shall work with the Umpires on the field and to determine if the need to call a game due to field conditions as well as visibilities is required. Field conditions are not limited to the dirt areas of the fields but slippery grass areas, conditions of mounds/batter boxes, etc.

### **Heat Index**

 91 – 94 degrees Heat Index

* Germantown Board shall provide fields with water coolers. Coaches will use the water cooler to bring to concessions to fill for drinking during breaks for their practices.
* Germantown Meeting room shall maintain a cool air for overheated players/coaches to sit in.
* Board Member shall monitor all practices at Germantown and assist with cooling needs throughout the park.
* Any practices outside of Germantown facility in a non a/c facility, the Manager of the team will be required to provide water for the team. Use a cars ac unit to assist in any overheating. Any incidents of over heating must be made immediately to the Vice President of their team division or the President of Germantown. Manager will follow directives by the Vice President or President.

95-99 degrees Heat Index

* Germantown Board shall provide fields with water coolers. Coaches will use the water cooler to bring to concessions to fill for drinking during breaks for their practices.
* Mandatory 10-minute break for every 30 minutes of practice
* Board Member on Duty shall check the head index every 30 minutes.
* Meeting room shall maintain a cool air for overheated player/coach to sit in
* Rags and Ice available in the concession stands for anyone that will need it
* Board Member shall monitor all practices at Germantown and assist with cooling needs throughout the park
* NO practices allowed outside of Germantown unless in an A/C facility.

100 degrees or above Heat Index

* ALL Practices are cancelled in outside facilties.

Weekday Games:

 During school days, Monday thru Thursday, should the first game be delayed beyond 45 minutes, that game will be canceled to attempt to play the second game if allowed due to weather. During school days, Sunday through Thursday, the latest a game shall play is 10:00pm for ages 12 & under with 11:00pm for ages 13 - 17.

# **Answer New Survey Questions for 2025 (Requirement 15)**

Do your league require abuse prevention training for its volunteers? YES

Which training does your league use?

Little League Diamond Leader Training

Safe Sport

USA Baseball

County or State Training

Other

# **Appendix A: Emergency Phone and Contact List**

EMERGENCY

Louisville EMT/Police/Fire: 911

Non-Emergency Contact Numbers

Buechel Fire Department (502-239-7075)

4649 Poplar Level Rd, Louisville KY 40213

Louisville Police Department (502-574-7111)

633 W. Jefferson St. Louisville KY 40202

Area Hospitals

Norton Audubon Hospital (502-636-7111)

One Audubon Plaza Dr. Louisville KY 40217

Norton Children’s Hospital (502-629-6000)

231 E Chestnut St. Louisville KY 40202

Germantown Little League Board Members Emergency Contact List

* President: Matthew Love, 502-572-0267, poluv425@gmail.com
* VP of Baseball: Daniel Whitehead, 312-451-9623, Daniel.whitehead@gmail.com
* Safety Officer: Eric Malot, 502-419-9430, eghomerepair77@gmail.com
* VP of Softball: Erin Spalding, 502-403-0021, erin.spalding@louisvilleky.gov
* VP of Coach Pitch & Tball: Tim Pike, 502-592-6431, tpikebbn@gmail.com



# **Appendix B: Accident Forms (samples)**

 