

# **Aptos Little League**



## **2026 ASAP Safety Plan**

**for**

### **Managers and Coaches**

**League ID #4053916**

**“Play Hard - Play Safe”**



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## 1. 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 fingertips.

Used in conjunction with the Little League Rule Book, Local Option Rules, the Play it Safe book, Protecting Young Pitchers Arms guide, and training for managers, coaches and other volunteers, this manual is part of the overall safety plan for our league.

Please read through this manual thoroughly and share it with your team. Safety is both an individual and team effort. If there are any questions, contact the Aptos Little League Safety Officer - SEE list of IMPORTANT NUMBERS for contact information on the next page.

### **DISTRIBUTION:**

This manual is provided to:

- Each team manager
- All Board member
- District #39 Safety Officer
- All parents via email distribution and by posting on website at <https://www.aptosll.org/Default.aspx?tabid=2691448>
- A copy is also available at each primary field location and/or concessions area.

## 2. Safety Mission

Aptos Little League strives to provide a fun and safe environment for the enjoyment of the game of baseball. For our players, parents, volunteers, and spectators, Aptos Little League will pursue well maintained facilities and safety conscious coaches and volunteers.

### 3. Important Numbers and Contact Info

Police / Fire / EMS	911
Sheriff (non-emergent)	831-471-1121
Aptos Fire- non emergent (8a-5p)	831-685-6690
Aptos Junior High	831-728-7834
Aptos Safety Officer – Jay Graaskamp*	831-212-1920
Aptos Doctors on Duty (Mon.Fri 8-4 p.m.)	831-662-3611

\* Contact Jay Graaskamp to track/report injuries.

<b>Board of Directors</b>			
President	John Berg		
VP Baseball	Marcos Cabrales	<a href="mailto:Marcoscabrales911@yahoo.com">Marcoscabrales911@yahoo.com</a>	(408) 655-5622
Secretary	Sarah Newhouse	<a href="mailto:Sarah32miller@gmail.com">Sarah32miller@gmail.com</a>	(530) 318-3171
Treasurer			
<b>Officers</b>			

League Information Officer			
Sponsorship Officer			
<b>Safety Officer</b>	Jay Graaskamp	<a href="mailto:jaygraaskamp@gmail.com">jaygraaskamp@gmail.com</a>	<b>(831) 212-1920</b>
<b>Commissioners</b>			
Majors			
AAA			
AA	Ryan Stack	<a href="mailto:Ryan.stack86@gmail.com">Ryan.stack86@gmail.com</a>	(916) 678-2181
A			

Tee Ball			
<b>Directors/Coordinators</b>			
Registration Coordinator			
Umpire in Chief	Ryan Stack	<a href="mailto:Ryan.stack86@gmail.com">Ryan.stack86@gmail.com</a>	(916) 678-2181
Hit-a-Thon Coordinator			
Try out Coordinator			
Concession Director			
Equipment Coordinator			
Equipment Assistant			
Fundraising Chair			
Field Manager			
Sign sponsorship & Dining for dollars			
Social Media Coordinator			
Opening – closing Day Coordinator			
Player Agent			
Uniform Coordinator			

## 4. Safety Code

- Responsibility for safety procedures should be that of an adult member of the League.
- Arrangements should be made in advance of all games and practices for emergency medical services. Emergency phone numbers will be posted in the concession stand.
- Managers and coaches must have training in first aid (incl CPR/AED) and baseball fundamentals.
- Baseball Fundamental Training: February 25, 2024, 9:30 – 11:30 am
- Mandatory Coach Safety Training: February 2024
- First-aid supplies/kit are located at the Concession stand, as well as Home team dugouts during gametime
- AED is available and located in Majors score booth and in medical pack at polo fields
- 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 by coaches frequently for holes, damage, rocks, glass, etc.
- If issues are noted on a playing field, please inform the Aptos Field manager (contact info provided above).
- 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 the playing area.
- During practice and games, all players should be alert and watching the batter 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, or batting cages and not within areas that are frequented by spectators, thus putting them in danger (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly for the condition, as well as for proper fit. Broken equipment must be replaced.
- Batters must wear Little League approved helmets during batting practice and games.
- Catchers must wear a 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. NO EXCEPTIONS.
- The Catcher must wear a catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and during practices.
- Adult Coaches may warm up pitchers before or during a game during regular season only. (Rule 3.09)
- Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Headfirst slides are not permitted, except when a runner is returning to a base.
- Bases should never be strapped down or anchored.
- During games, breakaway “safety bases” shall be used, if available.
- At no time should “horse play” be permitted on the playing field.

- Coaches/umpires should walk fields before use to ensure fields are safe and playable. Any unsafe conditions should be corrected or, if immediately uncorrectable, reported to the League Safety Officer.
- Parents of players who wear glasses should be encouraged to provide “safety glasses”.
- Players must not wear watches, rings, pins or metallic items during games and practices.
- On-deck batters must stay in dugouts and not permitted to swing bats.
- Concession stand coordinators will receive training in proper food handling, and concession stand safety. Safety procedures (See Appendix 2) will be posted.
- All volunteers must fill out a volunteer application form and consent to a mandatory background check. <https://www.aptosll.org/Default.aspx?tabid=2696100>
- Our League is utilizing JDP Background Screening for all background checks. Instead of completing the application form, please contact the League President and provide your full name and email address. A link will then be provided for you to enter your information directly into the JDP System for processing.
- Anyone that refuses a background check is ineligible to be a volunteer.
- The safety officer will perform an annual safety inspection of the Aptos Little League facilities. Deficiencies shall be communicated to the league president and resolved appropriately.
- The Annual Little League Facility Survey will be submitted to Little League International with the submission of this annual safety plan and the safety plan registration form.
- League registration data and/or roster data and coach/manager data will be uploaded to the Little League Data Center upon closing of registration.

## ***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. **Do not hesitate to call 911 if unsure of severity of injury**
- Carry your first-aid kit to all games and practices.
- Be familiar with first aid supplies and how to use them.
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball 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, swelling, 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. **If injured person is unconscious, call 911 immediately and do not move injured person.**
- **.... FEEL** gently and carefully the injured area for signs of swelling.
- Make arrangements to have a cell phone available when your game or practice is at a facility that does not have any public phones.

### **• 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 Safety Officer, immediately.**

## **5. Code of Conduct**

- **Speed Limit 5 mph** in parking lots while attending any Little League function.
- Watch for small children moving in between and around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within a NASA Area Little League complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Use cross- walks when crossing roadways. Always be alert for traffic.
- No profanity.
- No swinging bats or throwing baseballs at any time outside the designated areas at the Aptos Little League complex. Players not currently batting in a properly designated areas should not have bats in-hand; bats should be put away or laying on the ground until it is such player's time to bat.
- No throwing balls against dugouts or against fences and backstops.
- No throwing rocks.
- No horseplay in walkways at any time.
- No climbing fences.
- Only one player on the field with a bat (Age 4 - 12).
- Be alert of surrounding area when you are swinging a bat.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During game, players must always remain in the dugout area in an orderly fashion.
- After each game, each team must clean up trash in dugout.
- All gates to the field must always remain closed. After players have entered or left the playing field, gates should be closed and secured.
- No children under the age of 15 are to be permitted in the Concession Stand unless granted permission by the adult in charge.
  - **Failure to comply with the above may result in expulsion from the Aptos Little League field or complex.**

## **6. Safety Procedures**

### **A. CHILD PROTECTION PROCEDURE**

1. All volunteers having repeated access to the children of the league must complete a Little League Volunteer Application form and will be checked for sexual offenses against children. This includes all board members, managers, coaches, and team parents.

### **B. COMMUNICABLE DISEASE PROCEDURES**

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in first-aid kits).
3. Immediately wash hands and other skin surfaces if contaminated with blood.

## Appendix 1

[https://dt5602vnjxv0c.cloudfront.net/portals/20901/docs/lldocs/accident%20forms/localleague\\_accidentreport.pdf](https://dt5602vnjxv0c.cloudfront.net/portals/20901/docs/lldocs/accident%20forms/localleague_accidentreport.pdf)

**(Click Hyperlink for Incident report PDF)**

4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

### **C. LIGHTNING / STORMS**

#### **At Practices....**

1. Be aware of weather reports before heading to your practice field.
2. At the first sign of approaching weather or sound of thunder, stop practice immediately and get everyone into cars or inside a walled building. DO NOT congregate under trees or near metal fences/backstops.
3. DO NOT wait for the first sight of lightning. The first one could be the one that hits you!
4. Do not resume practice until the weather has safely passed.

**Managers are responsible for player safety at practices...DO NOT RISK SAFETY!**

### **D. FIELD MAINTENANCE and STORAGE SHED PROCEDURES**

1. All individuals using the equipment sheds (i.e., Managers, coaches, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
2. 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.
3. All chemicals or organic materials stored in Aptos Little League sheds shall be properly marked and labeled as to its contents.
4. 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.
5. Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
6. No one under the age of 18 is allowed to operate any power or electrical equipment or handle any chemicals.
7. When using equipment such as weed whackers, proper eye, and ear protection should be used.

### **E. BATTING CAGE PROCEDURES**

1. A maximum of two children are allowed in the batting cage at a time... a batter with proper batting helmet, and catcher in full gear, if desired.
2. The pitching machine must be set up, put away and operated by an adult only.
3. No children are allowed to stay behind the screen with the adult feeding the machine.

4. The pitching machine shall not be operated during rain. It must be switched off and at least covered or put away.
5. No players should be swinging a bat outside the cages unless in a designated caged, warm-up area.
6. Throwing balls in the area around the cages is not allowed.

## **F. HEAT STRESS AWARENESS**

Make sure to allow practice breaks that provide fluid consumption and shade from the sun. Be aware of the following-

### **Signs and Symptoms:**

- **Mild** – sweating, irritability, heat cramps
- **Moderate** (Heat Exhaustion) – excessive sweating, weakness, dizziness, cold skin, pale/clammy
- **Severe** (Heat Stroke) – lack of sweat (hot dry skin), headache, nausea, confused/dizzy, rapid pulse

Remember to get help immediately if moderate or severe cases are suspected.

## **G. ACCIDENT REPORTING PROCEDURE**

**What to report** - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer, appropriate Player Agent, and league President. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

**When to report** - All such incidents described above must be reported to the Safety Officer, appropriate Player Agent, and the league President within 48 hours of the incident. (See page 4 for contact info).

**How to make the report** - Reporting incidents can come in a variety of forms. It is recommended to use Appendix 1, Incident/Injury Report (Located in binder with first aid kits). Most typically, they are telephone conversations. 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.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

**Safety Officer's Responsibilities** - Within 48 hours of receiving the incident report, the Safety Officer will 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 Aptos Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically 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. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league).

## Appendix 1

[https://dt5602vnjxv0c.cloudfront.net/portals/20901/docs/lldocs/accident%20forms/localleague\\_accidentreport.pdf](https://dt5602vnjxv0c.cloudfront.net/portals/20901/docs/lldocs/accident%20forms/localleague_accidentreport.pdf)

**(Click Hyperlink for Incident report PDF)**

If any league office reporting is required, the Safety Officer shall be responsible to ensure the process is completed in a timely manner.

## 7. Expectations

### WHAT, AS A MANAGER, 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 holler at me, the players or the 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. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

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!

**Little League Parent:** <http://www.aptosll.org/Default.aspx?tabid=2653373>

# Appendix 1

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**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 being allowed in a game or practice.)

**Type of incident and location:**

A.) On Primary Playing Field **B.) Adjacent to Playing Field** **D.) Off Ball Field**  
 Base Path:  Running or  Sliding  Seating Area  Travel:  
 Hit by Ball:  Pitched or  Thrown or  Batted  Parking Area  Car or  Bike or  
 Collision with:  Player or  Structure **C.) Concession Area**  Walking  
 Grounds Defect  Volunteer Worker  League Activity  
 Other: \_\_\_\_\_  Customer/Bystander  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](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](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2

### [Concession Safety](#) (Click Hyperlink for PDF)

# Concession Stand Tips

# SAFETY FIRST

## Requirement 9

### *12 Steps to Safe and Sanitary*

### *Food Service Events: The*

### *following information is*

### *intended to help you run a*

### *healthful concession stand*

### *Following these simple*

### *guidelines will help minimize*

### *the risk of foodborne illness.*

### *This information was provided*

### *by District Administrator*

### *George Glick, and is excerpted*

### *from "Food Safety Hints" by*

### *the Fort Wayne-Alien County,*

### *Ind., Department of Health.*

#### 1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

#### 2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control

#### 3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

#### 4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice-water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

#### 5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

#### 6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

#### 7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

#### 8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

#### 9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

#### 10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

#### 11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

#### 12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

#### 13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*

## Appendix 1

[https://dt5602vnjxv0c.cloudfront.net/portals/20901/docs/ldocs/accident%20forms/localleague\\_accidentreport.pdf](https://dt5602vnjxv0c.cloudfront.net/portals/20901/docs/ldocs/accident%20forms/localleague_accidentreport.pdf)

(Click Hyperlink for Incident report PDF)

# Volunteers Must Wash Hands

## HOW



## WHEN

**Wash your hands before you prepare food or as often as needed.**

**Wash after you:**

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.  
Remove all jewelry, nail polish or false nails unless you wear gloves.

**Wear gloves.**

when you have a cut or sore on your hand  
when you can't remove your jewelry

**If you wear gloves:**

- ▶ wash your hands before you put on new gloves

**Change them:**

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in program and employment.



