



A SAFETY ACTION PLAN

Sandpoint Little League

www.sandpointlittleleague.com

February 08, 2016

4120110

Table of Contents

I. ASAP – What is it?	2
II. Purpose	2
III. Safety Officer	2
IV. Safety Awareness	2
V. Volunteer Application Form	2
VI. Mandatory Coaches Training	2
VII. First Aid Kits	3
VIII. Field Maintenance and Improvements	3
IX. Equipment Inspection.....	4
X. Manager’s Safety Packet	4
XI. Accident Report Form	4
XII. Field Survey	4
XIII. 2015 League Officers & Emergency Contact Information	5
XIV. Emergency Contact Information	5
XV. Local Safety Rules	6
XVI. SLL Batting Cage Rules.....	8
XVII. Additional Safety Tips	9
XVIII. Hydration Guidelines.....	12
XIX. Safety Code: Dedicated to Injury Prevention	13
XX. Some Important Medical Do’s and Don’ts.....	14
XXI. Communicable Disease Procedures.....	15
XXII. Code of Conduct Reminders.....	15
XXIII. Accident Reporting Procedures:	16
XXIV. Storage Shed Protocol	16
XXV. Concession Stand Safety & Sanitary Tips.....	17
XXVI. The Heimlich Maneuver.....	20
XXVII. Accident/Injury Report Form.....	21

I. ASAP – What is it?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of reemphasizing 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 managers' and coaches' finger tips.**

II. Purpose

The purpose of the Sandpoint Little League (SLL) Safety Plan is to provide guidance in order to help 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.

III. Safety Officer

The position of Safety Officer (Permanent Board Member) was created by the SLL 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.

IV. Safety Awareness

Safety is paramount within SLL. Although safety is the responsibility of everyone, the League aggressively promotes a safe environment for all concerned through a variety of methods. **Safety is a key segment at the annual Managers/Coaches Clinic held at the beginning of the season** and is continually monitored by the Safety Officer, Safety Committee and other applicable League officials throughout the season/post season.

V. Volunteer Application Form

Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out a *Little League Volunteer Application-2016* form as well as provide government-issued photo identification for ID verification.

VI. Mandatory Coaches Training

SLL requires one Manager or Coach from each team to attend First Aid Training each year. Fundamentals training provided each year is also required, with at least one coach or manager from each team attending. Each manager and coach must attend required trainings at least once every three years. Location, date & time for required training will be provided to all coaching staffs when they volunteer for the position.

VII. 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, cold packs and other basic first aid items. Supply levels of all team first aid supplies are constantly monitored by League officials throughout the season.

VIII. Field Maintenance and Improvements

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

Pre-Season Field Maintenance Activities:

- a. Clean, inventory, stock and organize all storage bins.
- b. Clean all dugouts, bullpens and batting cages.
- c. Re-paint all applicable wood surfaces and score booths.
- d. Edge all fields.
- e. Secure all windscreens (replace where applicable).
- f. Secure netting at batting cages.
- g. Put up safety & emergency contact signs in all dugouts.
- h. Set base pegs as needed.
- i. Spike drag all infields and warning tracks.
- j. Set temporary fences where applicable.
- k. Set foul lines.

Regular Maintenance Procedures during the Season (before (B) / after (A) every Game and Practice) & During Season Activities:

- a. (B) COACHES/UMPIRES WALK THE FIELD TO INSPECT FOR HAZARDS.
- b. (B) All fields to be drug and watered.
- c. (B) Holes in mounds and batters boxes to be filled.
- d. (B) All fields to be lined per Little League field specs.
- e. (A) Dugouts cleaned.
- f. (A) Bleacher Areas cleaned.
- g. Drag and water fields after every practice.
- h. Spike drag and add Turface soil amendment to fields during season.
- i. Service all field mounds and bullpen mounds during season.

IX. Equipment Inspection

The SLL Equipment Manager inspects all League provided equipment prior to initial distribution to managers. **All unsafe equipment is repaired or discarded.** New equipment is purchased at the beginning of and throughout the season to replace unusable equipment. Managers, coaches, and umpires shall continually inspect all equipment before each practice and game. The SLL Equipment Manager handles replacement of equipment.

X. Manager's Safety Packet

Each team manager is provided a safety packet. This information includes, but is not limited to:

- a. Safety Code for Little League
- b. "In Case of Emergency" Instruction Sheet
- c. First Aid Guide (Provided with the First Aid Kit)
- d. Accident/Injury Report (also available via download on the league's website)
- e. General Safety Tips

XI. Accident Report Form

A copy of the Accident Report Form is used by SLL and is included in the Manager's Safety Packet at the end of this document. Completed forms are submitted to the League Safety Officer with a copy provided to the President. The SLL Safety Officer will endeavor to forward all forms to the District Safety Officer **within 24 hours**. Accident Report Forms are also available at each field and online at www.sandpoinlittleleague.com. All managers and coaches have been instructed to fill out the forms and call the SLL Safety Officer immediately following any incident.

XII. Field Survey

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

Division	Field Name
T-ball	Dubs
A	Nazarene
AA	7 Th Day
AAA	Pine Street
Majors	Travers Park
Juniors	Pine Street Juniors
Softball	Travers Park

XIII. 2015 League Officers & Emergency Contact Information

Position	Name	Phone	Email Address
President	Tony Butler	208-255-6151	
Vice President Softball	Loni Knepper	208-946-6783	
Player Agent	Kurt Lehman	208-946-6696	
Sponsorship Coordinator	Mary Bird	208-597-4143	
Secretary	Lori Bocksch	208-597-0278	
Equipment Manager	Kizzie Johnson	509-209-0237	
Treasurer	Kerren Vollmer	208-699-4327	
Fundraising Coordinator	Leslie Lehman	208-255-7741	
Head Umpire in Chief	Jude Ackerman	208-290-5173	
Coaching Coordinator	Jeff Johnson	208-812-5946	
Safety Officer	Robert Tyler	208-255-6340	

XIV. Emergency Contact Information

Emergency (When in Doubt) 9-1-1
 Sandpoint Police – Non-Emergency (208) 255-1482
 Sandpoint Police – Non-Emergency (208) 255-5525 after hours
 Bonner County Sheriff – Non-Emergency (208) 263-8417
 Idaho State Police – Non-Emergency (208) 209-8620

XV. Local Safety Rules

- 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.
- If lightening is seen, the practice or game must be halted for 15 minutes since the last lighting strike is observed. Follow Lightening Safety Tips in Section XVII starting on page 9 for additional information.
- During the League's declared *Safety Awareness Month*, each manager will dedicate at least 60 minutes of practice time to discuss safety awareness and accident prevention with all attending players and coaches. This can be conducted in one or more practices. The purpose of this session is to get the players thinking about safety and how they can personally participate in safety awareness and accident prevention during the season.
- 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 (males) at all times 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 and coaches may not warm up pitchers before or during a game.
- 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:
 - a. Any and all Sandpoint Little League (SLL) equipment and/or supplies are to be used and operated only by authorized SLL representatives, to include: SLL managers, SLL roster coaches, other approved league officials or representatives, only during the conduct of scheduled league games, team practices, team scrimmages and/or other approved SLL events.
 - b. No SLL 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 SLL events without the advance expressed written consent of SLL.
 - c. No SLL equipment and/or supplies will be used by any external (non SLL) organization or person(s) without the advance expressed written consent of SLL.

- d. Authorized persons holding the knowledge of lock combinations to SLL 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.

XVI. SLL Batting Cage Rules

1. A SCHEDULE of assigned times for each team to use the batting cages will be distributed to all A/Minors, AA, AAA, and Major Division managers. All other teams are not permitted to use the cages and equipment. Teams with scheduled cage times take precedent at all times.
2. **SAFETY is critical!** This resource will not last if we are committed to the safety of all who use it. unsafe with it.
 - a. Helmets must be worn by all batters.
 - b. Only one player 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. A \$50 key deposit will be required, to be returned when the key is returned at season's end.
 - c. Lost keys will cost \$50 to replace (nonrefundable).
 - d. Do not transfer keys to others. The person issued the key is responsible for the security of the cage and equipment during use.
 - e. 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 they have 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.

XVII. Additional Safety Tips

This section provides for additional and important safety reminders relating to field hazards inspection, first aid kits, approved SLL equipment usage, lightning safety, safety code, emergency numbers, communicable disease procedures, code of conduct, accident reporting procedures, and safe and sanitary food service events:

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 field 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 SLL Chief Umpire (Safety Committee Member) 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 SLL Fields Manager and Safety Officer of the discrepancy as soon as possible.

Is Your First Aid 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 Safety Officer if you need to replenish your kit.

The Single Most Dangerous Place in a Lightning Storm

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 local TV and radio stations or online. If lightning is forecast, plan an alternate activity or know where you can take cover quickly.

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 isn't worth death or crippling injury.

- **All thunderstorms produce lightning and are dangerous.** Lightning kills more people in the US each year than tornadoes, hurricanes, volcanoes, and earthquakes combined.

- **Lightning often strikes as far as 10 miles away from any rainfall.** Many deaths from lightning occur ahead of the storm because people try to wait until 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.

Lightning 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. 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.

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.

Avoid leaning against vehicles. Get off bicycles and motorcycles.

Avoid metal! Stay away from fences, bleachers, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such as bats or training aids. Large metal objects can conduct lightning. Small metal objects can cause burns.

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. 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. 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.

When treating an injury, remember:

Protect
Rest
Ice
Compression
Elevation
Support

SLL 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!**

Check the SLL Home Page at www.sandpointlittleleague.com frequently.

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

ONLY A PERSON KNOWLEDGEABLE AND TRAINED IN THE CPR TECHNIQUE SHOULD ADMINISTER CPR

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.

XVIII. Hydration Guidelines

Before Activity:

Drink 8 ounces of water before exercise.

During Activity:

Drink 4 ounces of water every 20 minutes.

Signs of Dehydration:

Fatigue, flushed skin, light-headed.

What to do:

Stop exercising, get out of sun, drink.

Severe Signs of Dehydration:

Muscle spasms, clumsiness, delirium.



XIX. Safety Code: Dedicated to Injury Prevention

- ✓ Responsibility for Safety procedures should be that of an adult member of SLL.
- ✓ 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 and are located at each concession stand.
- ✓ 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 spectators (i.e., playing catch, 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.
- ✓ Catchers must wear a catcher’s helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter (males) at all times for all practices, warm-ups and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters to all 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, except emergency medical identification tags, during games and practices.
- ✓ Managers and coaches may not warm up pitchers before or during a game.
- ✓ On-deck batters are not permitted (except in Juniors/Senior Division).

XX. Some Important Medical 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.
- Assist those who require medical attention, and when administering aid, remember to:
 - a. **LOOK** for signs of injury (blood, black-and-blue, deformity of joint etc.).
 - b. **LISTEN** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
 - c. **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Find out about any health conditions with your players that can present a medical emergency such as allergies or asthma.
- Make arrangements to have a cellular phone available at games or practices.

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.

XXI. Communicable Disease Procedures

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before an athlete may continue.
- Routinely use gloves (provided in first-aid kit) to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated.
- 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.

XXII. Code of Conduct Reminders

- **No Alcohol allowed** in any parking lot, field, or common areas within a Little League complex or event.
- **No smoking allowed.**
- **No profanity will be tolerated.**
- **No climbing fences.**
- **Pets** are to be leashed at SLL games and/or practices if they are allowed at the park by local ordinance.
- **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.
- **No child under the age of 16** is to be permitted in the Snack Bar.
- Failure to comply with the above may result in expulsion from the Sandpoint Little League field or complex.
- Refer to the Code of Conduct pages online at www.sandpointlittleleague.com for complete SLL Code of Conduct documents.

XXIII. 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 SLL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or player requested 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.

How to make the report

Complete and submit the Accident Report Form ***within 24 hours to the Safety Officer***. See SLL website for form. Complete the form with as much information as possible.

Safety Officer’s Responsibilities

Within 24 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.), advise the parent or guardian of the Little League’s insurance coverage and the provisions for submitting any claims.

If the extent of the injury is 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.

XXIV. Storage Shed Protocol

The following applies to all of the storage sheds used by SLL and apply to anyone who has been issued a key by SLL to use those sheds:

All individuals with combinations to the SLL 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 (i.e., lime, fertilizer, etc.) stored in SLL sheds shall be properly marked and labeled as to its contents.

All chemicals or organic materials 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.

XXV. Concession Stand Safety & Sanitary Tips

"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 guide-lines will help minimize the risk of food borne illness. This information was provided by District Administrator Denny Curin, and is excerpted from “Food Safety Hints” by the Orange County 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 food borne 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 the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain un-refrigerated for too long has been the number ONE cause of food borne illness.*

5. Hand Washing. *Frequent and thorough hand washing remains the first line of defense in preventing food borne 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 from 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. Ideally, dishes and utensils should be washed in a four-step process:

- a. Washing in hot soapy water;
- b. Rinsing in clean water;
- c. Chemical or heat sanitizing; and
- d. 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 food-borne illness.*

10. Wiping Cloths. Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ 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.

(Remember: Training your concession stand volunteers is one of the 13 requirements for a qualified safety plan.)

Clean Hands for Clean Foods

Since the staff at concession stands may not be thoroughly instructed in the proper method of washing their hands, the following may serve as a guide:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Rinse your hands.
- Dry hands with a paper towel.
- Turn off the water using a paper towel instead of your bare hands.

Wash your hands in the above fashion before you begin work and frequently during the day, especially:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the restroom.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food-contact surfaces.
- After engaging in activities that contaminate hands.

Top Five Causes of Food Borne Illnesses

From past experience, the US Centers for Disease Control and Prevention (CDC) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of food borne illness.

- Inadequate cooling and cold holding.
- Inadequate re-heating and hot holding.
- Preparing food too far in advance for service.
- Poor personal hygiene and infected personnel.
- Contaminated raw foods and ingredients.

XXVI. 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 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 (belly button);
- 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.
- 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.

Note:

- 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.

XXVII. Accident/Injury Report Form

Sandpoint Little League

Name of Injured Person: _____

Phone Number of injured person: _____

Date of incident: _____ Time of incident: _____

SPORT: ___ Baseball ___ Softball

DIVISION: ___ Minor ___ Major ___ Junior ___ Senior ___ Big League

Action taken: ___ First Aid at field ___ To Doctor ___ To Hospital

Type of Incident (brief description):

Cause of Incident (brief description):

Person Filing Report: _____

Phone Number: _____

League Position: _____

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

Complete the form and personally deliver or e-mail it to the SLL Safety Officer.