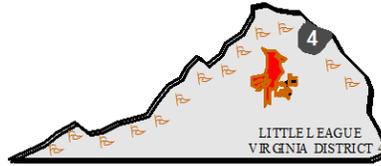


# Falls Church Kiwanis Little League



## 2021 Season - Safety Plan Falls Church Kiwanis Little League

President: Kirsten Fatzinger

**American League** League ID: 346-04-11

**Mission Statement: Maintain an aggressive safety plan that will involve all the volunteers towards a common goal of reducing/preventing injuries to the players on all fields and at all levels of play.**

**Safety Code:  
Play Safe, Play Hard, Play Fair**

### Emergency/League Officials Phone Numbers

Falls Church Police-Emergency	<b>911</b>
Fairfax County Police Non-Emergency	703-691-3121
Westgate Concession Stand	703-893-4619
League President – Kirsten Fatzinger	703-232-5121
League Safety Officer –Jeff Walker	703-412-7418
District Administrator – Ellen Witherow	703-356-9691

## **Measures for Prevention of Covid-19 Transmission**

In addition to the Communicable Disease Procedures detailed later in this document, Falls Church Kiwanis Little League has developed, documented, and implemented comprehensive procedures to reduce the likelihood of Covid-19 virus transmission. As these procedures are subject to update based on evolving scientific and governmental guidance, the documents supporting the procedures are maintained separate from this safety plan. The latest versions may be found on the Falls Church Kiwanis Little League website, <https://www.fckll.org/fallschurchkiwanisll>.

## **League Safety Officer**

1. Every league shall appoint or elect a league safety officer (LSO). He/She should be an active member of the Board of Directors. The LSO shall maintain a complete set of emergency phone numbers that should be distributed to all concerned and posted at the fields.
2. The league safety officer will review the league constitution, by laws, rules and policies for:
  - Description of his or her duties
  - Safety rules already adopted
  - Local field rules including field inspections
  - Concession stand policies for the Westgate fields
3. If LSO duties are not already defined, (or even if they are), consider or reconsider adoption of a clear definition or description (e.g. see language of old constitution).
4. League Safety Officers should meet before the beginning of each season to share ideas and recommendations for league safety plans, to include but not be limited to the following:
  - a) LSO should ensure that their League Safety Plan is annually submitted with a qualified safety plan registration form and that the plan has been approved by Little League International. When approved, the LSO should ensure that all managers, coaches and league personnel have a copy of the Little League Safety Code.
  - b) LSO should ensure that league player data or roster data and coach and manager data is submitted to the Little League Data Center.
  - c) LSO should verify that first aid kits are available at all games. During the off season, the LSO shall be responsible for inspecting each safety kit and check to ensure each one is fully equipped.
  - d) LSO should communicate to umpires their responsibility for safety during games, including field conditions, weather conditions and equipment requirements.
  - e) LSO should inspect fields and suggest reasonable safety improvements.
  - f) LSO should recommend league rules and procedures on the effect of adverse weather conditions with regard to starting games, but subject to the decision of the umpire when games begin. Whenever practical, LSOs and umpires should consult and communicate before and during games and on policy, but final decision-making responsibility should be clear at all stages.
  - g) LSO (or a specific delegate) should handle all insurance claims and similar matters.

h) LSO should receive and maintain accident and claims statistics, including number of injuries, type of injuries and locations at which injuries occurred (e.g., Field #1, second base). These MUST be reported to the local Board of Directors and the League President for corrective action.

5. It is recommended, whenever possible, that each league establish a safety committee, chaired by the LSO, but final responsibility for implementation of the league safety plan should be vested in the LSO, subject to the supervision and authority of the Board of Directors.

6. Local leagues shall remain in control of league activities, and LSOs shall work with the league presidents, umpires and boards of directors. They may make strong recommendations, but shall have no authority to overrule or reverse decisions made by the proper officials.

7. Each year each league shall make appropriate minor field safety improvements and one or more major and substantial field safety improvements, beginning with the league tournament field or fields. (Substantial improvements might include such things as break away bases, new fencing where appropriate, etc.)

8. The LSO shall be responsible for ensuring written safety procedures are available at the Westgate Park concession stand.

9. The LSO must be responsible for developing a safety training schedule. The schedule shall require yearly safety training for all coaches, managers, umpires and league officials.

10. The LSO shall observe regular season games specifically looking for safety violations and then notify the coach and league official of any violations.

11. The LSO will ensure that safety rules are posted at the Westgate concession stand and all workers are familiar with the proper handling and preparation of food items.

12. The LSO shall ensure playing safety training clinics are conducted each year.

13. The LSO shall recommend all players wearing glasses should use safety glass and all players should use mouth guards.

14. The LSO MUST be directly responsible for generating enthusiasm for safety from all the volunteers throughout the league.

15. The LSO will make safety suggestions to the District Safety Officer and the ASAP Newsletter whenever possible.

16. The LSO must ensure that yearly coaches and managers fundamentals clinics are held. In addition, it is mandatory that player safety training be taught to all managers i.e., how to teach sliding, avoiding a wild pitch etc. All managers and coaches should be strongly encouraged to attend training every year. However, there must be a minimum of one participant per team and every manager and coach must attend at least once every three years.

## **Field Surveys**

Each year, the League Safety Officer is responsible for conducting a field survey for each of the playing fields associated with Falls Church Kiwanis Little League Baseball. The field survey will be submitted

as part of this safety plan. In addition, the field survey will be presented to the League Board of Directors to determine the safety conditions of the program and to budget for future improvements.

## **Coaches and Managers Responsibilities**

A coach or manager must inspect all practice and playing fields prior to any game or practice. The purpose of the inspection is to check for rocks, glass, dog dropping, holes, or any hazard that could present an unsafe situation for the players, parents, or volunteers. This inspection will be made prior to every practice or game.

In addition to the field inspections, a check of all playing equipment must be made prior to use. Note: many players bring their own equipment. This must also be checked for any cracks or unsafe playing equipment. This shall include a check for any bat not meeting 2018 USABat Standards. Any bad equipment **MUST** be destroyed so it is not used again! Managers and coaches should be aware of the following:

- 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 warmups should be performed within the confines of the playing field and not within areas that are frequented by, 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, long model 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, headfirst 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
- Managers and Coaches may not warm up pitchers before or during a game.
- On-deck batters are not permitted (except in Juniors Division).

## **Safety Training for Managers and Coaches**

The League President and Board of Directors shall arrange for first aid training for all Managers and Coaches. Training should include basic first aid and dental injuries. These can be conducted by local medical professionals or experienced coaches from the local high school or college. All managers and coaches should be strongly encouraged to attend training every year. However, there must be a minimum of one participant per team and every manager and coach must attend at least once every three years. Attendance records will be maintained to assure compliance with this requirement. In addition, a minimum of two adult volunteers should always be at a team practice or game. Someone on the team should have cell phone access in case of an emergency and the field phone is not operational.

## **Little League Rules**

It is the responsibility of the President and League Board of Directors to ensure the goals, philosophy and rules of Little League are enforced. This includes all the safety requirements outlined in the rule book, Little League Operating Manual, and the District 4 Safety Plan. The LSO will ensure any equipment used by the players or coaches meets Little League standards for safety. The LSO shall continuously remind managers and coaches that the rules all contain a safety element and must be followed at all times. Modification of the rules will impact safety.

## **Background Checks**

Prior to participating in league activities, all managers, coaches, board members and any other persons (volunteers or hired workers), who will provide regular services to the league and/or have repetitive access to or contact with players or teams, must fill out a volunteer application form via the Falls Church Kiwanis Little League website, including submission of a government-issued photo identification card for ID verification. Anyone refusing to fill out a Volunteer Application is ineligible to be a league member.

The Falls Church Kiwanis Little League website is hosted on SportsConnect. The link for the volunteer application is:

<https://www.fckll.org/Default.aspx?tabid=950518>

Submission of the volunteer application initiates a background check. The Falls Church Kiwanis Little League Volunteer coordinator submits a request, along with the prospective volunteer's email address, to JDP, the organization selected by Little League to execute the background check program. JDP will use the email address to contact the prospective volunteer and provide access to on-line data collection forms. The process provides a secure and comprehensive analysis of volunteers as JDP has access to critical resources and professional staff dedicated to the effort.

Issues discovered during background checks are addressed by the Falls Church Kiwanis Little League Background Screening Committee, a group of senior board members bound by a non-disclosure agreement.

The JDP National Criminal File Database contains more than 450 million records which include criminal records and sex offender registry records across 50 states and the District of Columbia. Specific resources for Virginia are identified by JDP as follows:

- Department of Corrections (Paroled) - This database consists of only those placed on parole under the jurisdiction of the Virginia Department of Corrections since the start of 2008. Offender information includes name, DOB, address, race and sex. General offense category, parole start and end dates, crime severity, DOC number and county of release (not county of conviction) are also reported. This data is no longer updated.
- Administrative Office of the Courts - This database contains current and historical felony and misdemeanor information on individuals who are or have been under the jurisdiction of the Virginia General District or Circuit Courts. Cases in the General District Courts are purged from the General District Court files after 10 years. NOTE: These records are from all Virginia Counties and independent municipalities except: FAIRFAX--(Circuit Court), this information is provided in a separate database. PRINCE WILLIAM--(No Circuit Court records). These records date back at least seven years. This data is updated monthly.
- Traffic Court - This database contains current and historical felony and misdemeanor information for traffic offenses of individuals who are or have been under the jurisdiction of the Virginia Traffic Court System. These records date back at least seven years. This data is no longer updated.
- Archived Fairfax County Circuit Court - This auxiliary database contains conviction records from the Fairfax County Circuit Court. These records date back at least seven years through October 2004. This is an archived database and does not receive updates.
- Fairfax County Circuit Court - This database is supplied by the Fairfax Circuit County Court and extends back to October 2004 with limited older data present. This data includes name, address, eye color, height, weight, sex. Also included is offense, disposition, disposition date, sentence length, sentence date, severity and case number. This data is updated monthly.
- Archived Fairfax County District Court - This database contains historical criminal records of individuals who have been under the jurisdiction of Fairfax County, Virginia. The Virginia Court database did not originally contain Fairfax District Court in the time period from October 1, 1992 to January 11, 2001. Fairfax County District Court is now included in the Virginia court's database.
- P.O.D. (Proprietary Offender Data) - This database is comprised of proprietary criminal data compiled from previously ordered county, statewide and federal criminal requests, from all 50 states, which contained records, as well as data contributed by the JDP Solution Provider Network.
- Sex Offender Registry - The sex offender registry is maintained by the Virginia State Police. This registry includes individuals who have been convicted of violent sex offense(s). Registry information includes offender name, alias name, sex offense description, case and offender ID number, conviction date, state and county of conviction, address of registration, age, race, gender, eye color, height and weight. Photo of registered sex offender provided as made available by the data source. This jurisdiction provides no DOB. Further verification for any name match is strongly recommended.

## **Automated External Defibrillator**

Falls Church Kiwanis Little League recognizes the potential lifesaving value of providing an Automated External Defibrillator (AED) at sporting events. The league has installed an AED at the Westgate facility where a permanent structure is available for housing the unit. The AED is located in the Press Box building, inside the door that accesses the stairs to the announcer's booth.

## **Communicable Disease Procedures**

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

## **Incident Activities Report.**

The Incident/Injury Tracking Report shall be used by Falls Church Kiwanis Little League to report all safety related activities (use current report found at [littleleague.org](http://littleleague.org)). The LSO will present these to the Board of Directors for immediate action. All incidents shall be reported and tracked by the league to determine safety related habits or specific action that is required by the Board.

## **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 League Safety Officer using the Accident Notification Form (use current form found at [littleleague.org](http://littleleague.org)). This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

## **A Few Important Do's and Don'ts**

Do – Reassure and aid children who are injured, frightened or lost.  
Do – Provide, or assist in obtaining, medical attention for those who require it.  
Do – Know your limitations.  
Do – Have a cellular phone available at all times.  
Do – Have procedures for child safety (child abuse).  
Do – Have emergency numbers available at all times.  
Do – Provide medical/dental training for all coaches and managers.  
Do – Inspect all playing fields on a regular basis.  
Do – Test field lighting for compliance with standards.  
Do – Provide a safe playing environment for the players.  
Do – Keep parents under control.

Don't – Administer any medications.  
Don't – Hesitate in giving aid when needed.  
Don't – Transport injured individuals except in extreme emergency.  
Don't – Provide food or beverages (other than water).  
Don't – Allow dogs to run loose on the playing fields.  
Don't – Allow situations to escalate.  
Don't – Allow parents to run your program.

## **Lightning Facts and Safety Procedures**

**WHEN YOU HEAR IT - CLEAR IT**

**WHEN YOU SEE IT - FLEE IT**

Consider the following facts:

- The average lightning stroke is 6 - 8 miles long.
- The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud (for example, lightning injured 13 people during a concert at RFK occurred while it was sunny and dry).
- On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

### Other Methods

League approved electronic detectors may be used and are especially effective for identifying fast-moving storms. If these devices detect lightning within 10 miles of the field, play may be halted and evacuations conducted even without the presence of thunder or lightning.

### Rule of Thumb

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, any manager, coach, or umpire who hears thunder, sees lightning, or otherwise feels threatened by an approaching storm must stop play and get the kids to safety - regardless of whether or not thunder or lightning are present. This is especially true when safe areas (i.e. buildings and cars) are some distance from the field. Play may resume 30 minutes after the last lightning or thunder is observed.

### Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like the snack bars and press boxes). For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

### Where NOT to Go!!

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

### First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is "make no more casualties".
- If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice.
- If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse.

- If no pulse is detected, start cardiac compressions as well.

Note: CPR should only be administered by a person knowledgeable and trained in the technique.

## **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 Maneuver:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person’s breastbone (sternum), but above the navel;
- 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 navel (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 until 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.

## **Westgate Concession Stand Safety**

All concession stand managers will be trained in the safe handling of food and food preparation. In addition, training should be conducted on the use of all the concession stand equipment. Local restaurant owners are a good source for training assistance. The safety officer shall ensure concession stand procedures are clearly posted and that all volunteers are familiar with the procedures.

### **Concession Stand Safety**

Falls Church Little League has the following safety rules in place for the management of its concessions stand.

### **Staffing**

- People working in the concession stand will be trained in safe food preparation. Training will cover safe use of the equipment. This training will be provided by the Concession Stand Manager and Safety Manager and given to Team Parents prior to the first game of the season.
- All concession stand volunteers will be trained in the proper use of a fire extinguisher.

- No person under the age of 13 shall work in the concession stand without proper adult volunteer supervision.
- No person under 18 years of age will be allowed behind a grill at the concession stand.
- All concession stand volunteers will attend a training session on basic first aid including the performance of the Heimlich Maneuver.

#### Food

- All foods sold, cooked, or prepared in the concession stand must be purchased by Falls Church Little League. External vendors (e.g., pizza vendors) may be used, but food should be delivered directly to head of concessions or league designated volunteers.
- All food sold will meet the standards set forth in the Concession Stand Weekly Checklist below.

#### Facility

- The concession stand will be kept clean and meet the standards outlined in the Concession Stand Weekly Checklist below.
- The Concession Stand main entrance door will not be locked or blocked in any way while people are inside.
- The concession stand will be locked at all times following its closing after games. Only league designated volunteers and board members shall have access to key or combinations to open it.

#### Cooking and Safety Equipment

- Cooking equipment will be inspected periodically and repaired or replaced if necessary (see “Concession Stand Weekly Check List” below).
- A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
- Cleaning chemicals must be stored in a locked container.
- A fully stocked First Aid Kit will be placed in each concession stand.

## Falls Church Little League Concession Stand Weekly Checklist

Checklist to be completed by the Concession Stand Coordinator on each Saturday commencing with the week prior to the first game of the season.

<b><u>A) Deliveries Week Ending:</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
1. All products meet visual quality standards and have no off odors (no spoilage).		
2. All packaging is in good condition. No wetness, stains, leaks, holes, tears or crushing		
3. Items put away in proper order (frozen, refrigerated, dry storage); in 30 minutes or less.		
4. All safety dates are within code.		
<b><u>B) Food Temperature and Specifications Thermometer</u></b>		
NOTE: Ensure that thermometer kit meter and probes are calibrated prior to taking temperatures (use ice and cold-water procedure for probes, temperature reads 32° ± 2°F). All refrigerators and freezers must have a properly functioning thermometer in place (built in or clamped on, easily visible, and not glass).		
<b><u>Drink Machine</u></b>		
5. Temperature of coffee/tea water is = 180°F.		
<b><u>Freezer/Food Storage</u></b>		
6. Freezer interior is clean and sanitized.		
7. Temperature of freezer is = 20°F.		
<b><u>Refrigerator/Food Storage</u></b>		
8. Refrigerator interior is clean and sanitized.		
9. Temperature of refrigerator is 33-43°F.		
10. Interior light is working and is properly shielded.		
11. Shelving is clean, free of rust, and in good repair.		
12. All items stored correctly on shelves (covered and a minimum of 6" off the floor).		
<b><u>Grill Area</u></b>		
13. All tile and countertops around grill are clean and sanitized.		
14. All grease is cleaned from under and around the grill.		
<b><u>Serving Area</u></b>		
15. Proper dishwashing method used.		
16. Hand sanitizer dispensers are mounted and in use.		
17. Personal items stored correctly (medication, drinks, food, clothing, etc.).		
18. Floors cleaned		
19. Floor drains unobstructed; proper drainage flow.		
20. No leaks or openings around pipes/plumbing.		
21. No sign of pest infestation (insects, rodents, etc.).		
22. All trash is emptied from the inside containers.		
23. Dumpster and trash bins are enclosed, and surrounding areas are clean and free of debris.		

24. Chemicals stored in locked containers and not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared.		
25. Containers maintain manufacturer's labels or are properly labeled for contents.		
26. A fire extinguisher with a current certification is in plain sight.		
27. A fully stocked First-Aid kit is in plain sight.		
<b>C) Staffing</b>		
28. Concession stand workers have gone through Falls Church Kiwanis Little League initiation safety and food preparation training before working in the concession stand.		
29. Children under 13 are not allowed in the concession stand or in other areas where food is prepared without their volunteer parent's supervision.		

**CORRECT THE PROBLEM**

If any item on this checklist is checked "No" then complete the steps below:

1. Stop the person, food, process, or use of equipment, as appropriate.
2. Determine if the product(s) or ingredient(s) are not safe to serve (for example, cross contamination has occurred, or ingredient is undercooked). If not safe, discard the item!
3. Identify source of problem.
4. Take corrective action, as appropriate. This shall include:
  - Troubleshoot equipment problem using the Equipment Management Reference Manual.
  - Re-train concession stand workers.
  - Wash and sanitize hands.
  - Wash and sanitize counter/equipment.
  - Notify the Concession Stand Manager, and/or another Falls Church Kiwanis Little League Board Member if the problem cannot be resolved.