

# 2015 Qualified Safety Program Registration Form



## Registering your qualified safety plan is as easy as 1, 2, 3!

- 1) Complete all four sides of this Registration Form;
- 2) Complete the 2015 Facility Survey for all fields your league uses (DO NOT copy last year's form);
- 3) Submit **both** forms *with* your complete safety plan — including **all 15 minimum requirements clearly detailed** — with a **postmark** no later than **April 1, 2015**. This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted **starting Jan. 1, 2015**.

Approved safety plans will win your league a cash credit based on the number of teams your safety plan covers, if you carry Little League AIG Insurance. In addition, your program will automatically be entered in the 2015 ASAP Awards!

**District Administrators:** To earn the district incentive for ASAP participation, a district's league plans must be **received and approved by Little League International by March 13**. This is different than the league deadline and requirement. Districts with **87%** or better of their leagues that LLI received an approved and qualified safety plan by March 13 will earn a **\$350 credit**. Districts with **70%-86%** of their leagues that LLI received an approved and qualified safety plan by March 13 will earn a **\$150 credit**.

## This Registration Form MUST Accompany Safety Plan Submission

League Name \_\_\_\_\_ League I.D. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ League I.D. # \_\_\_\_\_  
 (If board operates more than one charter, please list **all**!) League I.D. # \_\_\_\_\_

League Safety Officer _____	League President _____
Address _____	Address _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
Work Telephone (     ) _____	Work Telephone (     ) _____
Home Telephone (     ) _____	Home Telephone (     ) _____
Cell/Pager Number (     ) _____	Cell/Pager Number (     ) _____
Email _____	Email _____

Items included with this application form:  
 # of pages of league's safety program outline: \_\_\_\_\_  
 # of non-returnable photographs: \_\_\_\_\_

Person submitting application (if different from above):  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone ( 201 ) 280-8264  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)  
 \_\_\_\_\_

**Return this form and 2015 Little League Facility Survey, along with supporting safety manual, to:**

Mailing Address: ASAP Award Program Little League International P.O. Box 3485 Williamsport, PA 17701	or	Shipping Address: ASAP Award Program Little League International 539 U.S. Route 15 Hwy. So. Williamsport, PA 17702
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# Qualified Safety Plan Requirements



## Making It "Safer For The Kids"

These two pages contain the 15 minimum requirements for your safety plan to qualify for the cash credit if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. ***This form does not constitute a safety program. Please submit the safety manual that was distributed to league personnel, this form and your facility survey***, as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). **Judging:** All judging will be conducted based on the material submitted. Non-original safety plans will not be considered for the awards.

**\* Please List Page Number Where Each Item Below Is Located In Your Safety Plan**

• Please list dates when training was/will be held; and where each requirement can be found in your plan.

- 1. Have active safety officer on file with Little League International** **1. Page:** \_\_\_\_\_
- 2. PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to volunteers** **2. Page:** \_\_\_\_\_
  - The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
  - While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
  - Samples can be found in the example safety manuals on the LL web site.
  - Include all relevant material for coaches, including these minimum standards.
  - Keep a copy for your league. Send a copy to your DA or District Safety Officer. Little League International does not keep copies for leagues' future use.
- 3. Post and distribute emergency and key officials' phone numbers** **3. Page:** \_\_\_\_\_
  - Include emergency procedures for handling injuries and who to contact to track/report them.
  - Include emergency phone numbers for ambulance, police, fire department, etc.
  - Include league president and safety officer, consider head umpire, board members.
- 4. Use 2015 Volunteer Application Form** **4. Page:** \_\_\_\_\_
  - Managers, coaches, board members and any other persons, 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 application form as well as provide a government-issued photo identification card for ID verification.** Check name spellings and numbers for accuracy.
  - Must conduct a search of the Department of Justice's *nationwide* sex offender registry, using 2015 Volunteer Application Forms, on all applicable volunteers.
  - Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
  - May conduct a supplemental criminal background check using resources such as *First Advantage*.
  - Anyone **refusing** to fill out Volunteer Application is **ineligible** to be a league member.
  - League president must retain these confidential forms for the year of service.
  - Do not send in volunteers' forms; blank copy of league's application form from correct year should be sent.
  - When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.
- 5. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)** **5. Page:** \_\_\_\_\_
  - *It is not necessary for the first aid and training fundamentals to be held before the Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
  - Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; **minimum of one participant per team.**
  - Training qualifies volunteer for 3 years; but one team representative still required each year.
  - High school, college or experienced league coaches can be great resources.
  - Districts can assist by providing training sessions on a district-wide basis.
  - Training should be modified annually to meet the local needs of players and their facilities.**5. Date Was/ Will Be Held:** \_\_\_\_\_  
**5. Date Was/ Will Be Held:** \_\_\_\_\_

# Qualified Safety Plan Requirements



## Making It "Safer For The Kids"

- 6. Require first-aid training for coaches and managers, with at least one coach or manager from each team attending** **6. Page:** \_\_\_\_\_

  - *It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
  - Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.
  - Other individuals who attend various outside first aid training and courses are **not** exempt.
  - Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use to show that they have had training in past three years. Again, the intent is to provide training to ALL coaches/managers; **minimum of one participant per team.**
  - Training qualifies volunteer for 3 years, but one team representative still needed each year.

**6. Date Was/ Will Be Held:** \_\_\_\_\_

**6. Date Was/ Will Be Held:** \_\_\_\_\_
- 7. Require coaches/umpires to walk fields for hazards before use** **7. Page:** \_\_\_\_\_

  - Recommend leagues use form to track and document any facility issues needing to be fixed.
  - Common sense activity — look for rocks, glass, holes, etc.
  - Specify who is responsible for doing this — home coach, visitors, umpire, or all?
- 8. Complete the 2015 ANNUAL Little League Facility Survey** **8. Page:** \_\_\_\_\_

  - A requirement each year, can help leagues find and correct facility concerns.
  - Provided in the ASAP section on the Little League web site — [facilitiesurvey.musco.com](http://facilitiesurvey.musco.com) or email [asap@musco.com](mailto:asap@musco.com)
  - Excel spreadsheet included for recording for future use and records.
  - **DO NOT** simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey, and record changes/needs on 2015 form.
  - **Keep a copy on file** for future needs; Little League does not maintain copies of surveys.
- 9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures** **9. Page:** \_\_\_\_\_

  - Local restaurant operators are good resources for training assistance.
  - Training should also cover safe use, care and inspection of equipment.
  - See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website.
- 10. Require regular inspection and replacement of equipment** **10. Page:** \_\_\_\_\_

  - Inspect equipment before each use by coaches and umpires.
  - Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
  - Recommend use form to remind coaches and to track equipment needs.
- 11. Implement prompt accident reporting, tracking procedure** **11. Page:** \_\_\_\_\_

  - Accident forms to safety officer within 24-48 hours of incident is common.
  - Forms are available through Little League website.
  - Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
  - Share information on accidents and "near-misses" with District staff.
- 12. Require a first-aid kit at each game and practice** **12. Page:** \_\_\_\_\_

  - Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
  - Local hospitals and medical supply companies are good sources.
  - If necessary, fund through special drive.
- 13. Enforce Little League rules including proper equipment** **13. Page:** \_\_\_\_\_

  - Most Little League rules have some basis in safety — follow them.
  - Ensure players have required equipment at all times, even catchers warming up during infield.
  - Make sure coaches and managers enforce rules at practices as well as games.
  - Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
  - Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.
- 14. Submit a qualified safety plan registration form with your ASAP plan.** **14. Page:** \_\_\_\_\_
- 15. Submit league player registration data or player Roster data and coach and manager data** **15. Page:** \_\_\_\_\_

  - League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org). This is a requirement for an approved ASAP plan again in 2015.



## Highly Recommended Ideas

*Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:*

### **ORGANIZATION**

- |     |   |     |             |
|-----|---|-----|-------------|
| 16. | Conduct supplemental criminal checks on all applicable personnel (i.e., thru <i>First Advantage</i> ) | 16. | Page: _____ |
| 17. | Have your safety plan reviewed by your DA or DSO  | 17. | Page: _____ |
| 18. | Include the safety officer as a board position  | 18. | Page: _____ |
| 19. | Have team safety representatives (i.e. team parents)  | 19. | Page: _____ |
| 20. | Have player safety representatives (i.e. team safety officers)  | 20. | Page: _____ |
| 21. | Allocate part of annual budget for safety   | 21. | Page: _____ |
| 22. | Distribute ASAP News newsletters within league  | 22. | Page: _____ |
| 23. | Use local safety resources (i.e. police, fire dept., hospital staff)                                  | 23. | Page: _____ |
| 24. | Have league safety mission statement  | 24. | Page: _____ |

### **TRAINING**

- |     |   |     |             |
|-----|---|-----|-------------|
| 25. | Provide CPR/AED training to coaches, managers, board members, parents   | 25. | Page: _____ |
| 26. | Provide bicycle and traffic training to players   | 26. | Page: _____ |
| 27. | Provide drug education training to players and volunteers   | 27. | Page: _____ |
| 28. | Provide Parent Orientation Program on <i>Code of Conduct</i>  | 28. | Page: _____ |
| 29. | Teach coaches/managers about heat illnesses, warning signs  | 29. | Page: _____ |
| 30. | Teach coaches/managers about stopping play, breaks for weather:<br>• Stop play for lightning; take breaks between innings for water, shade in high heat | 30. | Page: _____ |
| 31. | Teach coaches/managers about sports fundamentals, like:<br>• Proper warm-ups, running safe practices and games  | 31. | Page: _____ |
| 32. | Involve umpires in safety training and safety importance  | 32. | Page: _____ |

### **FACILITIES AND EQUIPMENT**

- |     |   |     |             |
|-----|---|-----|-------------|
| 33. | Complete annual LL Lighting Safety Audit for lighted fields               | 33. | Page: _____ |
| 34. | Complete a long-range facility plan for safety improvements               | 34. | Page: _____ |
| 35. | Use reduced impact balls, especially for younger ages                     | 35. | Page: _____ |
| 36. | Use disengage-able bases (mandatory starting in 2008) for ALL fields      | 36. | Page: _____ |
| 37. | Use double-first base to avoid collisions of fielders, runners at first   | 37. | Page: _____ |
| 38. | Use warning tracks in the outfield to protect outfielders                 | 38. | Page: _____ |
| 39. | Use protective/padded fence tops to protect fielders                      | 39. | Page: _____ |
| 40. | Use fencing or netting to protect spectators from foul balls              | 40. | Page: _____ |
| 41. | Have a telephone available to all fields even for practices               | 41. | Page: _____ |
| 42. | Have back guard rails and side rails on taller bleachers                  | 42. | Page: _____ |
| 43. | Have an AED (automatic external defibrillator) available for use          | 43. | Page: _____ |
| 44. | Have electronic weather detector to alert for approaching storms          | 44. | Page: _____ |
| 45. | Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.) | 45. | Page: _____ |
| 46. | Control speed and flow of traffic in and around facilities                | 46. | Page: _____ |

### **ACTIVITIES**

- |     |  |     |             |
|-----|--|-----|-------------|
| 47. | Encourage league input through 'Safety Suggestion Box'   | 47. | Page: _____ |
| 48. | Provide continuous safety messages through:<br>• Bulletin boards, newsletters, emails, meetings                          | 48. | Page: _____ |
| 49. | Encourage and recognize safety efforts from players:<br>• Safety poster contest, safety tips, player team safety officer | 49. | Page: _____ |
| 50. | Require/Encourage use of protective cups for players, esp. infielders  | 50. | Page: _____ |
| 51. | Require/Encourage use of mouth guards for players, esp. infielders   | 51. | Page: _____ |
| 52. | Require/Encourage use of face guards on batting helmets  | 52. | Page: _____ |
| 53. | Encourage all adults to sign up for Little League E-News   | 53. | Page: _____ |