



CYBSL Colchester Youth Baseball & Softball League League ID 245-01-49 2022 Safety Awareness Program Requirements March 21, 2022



Qualified Safety Plan Requirements

- Safety Officer
- 2. Printed Safety Manual
- 3. Emergency Contact Information
- 4. Background Checks
- 5. Coaches Fundamentals Training
- 6. First Aid Training for Coaches/Managers
- 7. Field/Facility Pre-Use Check
- 8. Annual Little League Facility Survey
- 9. Concessions & Food
- 10. Equipment
- 11. Accident Notification & Tracking
- 12. First Aid Kits
- 13. Rules & Enforcement
- 14. Town Lightning Policy, (A direct result of CYBSL consultation)
- 15. Additional Actions of CYBSL
- 16. Player Roster, Coach and Manager Data



CYBSL ASAP Plan Actions

CYBSL Status & Compliance Actions Required

- 1. Requirement #1: Active Safety Officer OWNER: M. Cushing
 - Little League updated by submission of plan.
 - COMPLETED
- 2. Requirement #2: Provide paper copies of Safety Plan to all key volunteers.
 - Send out at coaches meeting. OWNER: M. Cushing
 - April 10, 2022
- 3. Requirement #3: Post and distribute emergency and key officials' phone numbers.
 - COMPLETED. OWNER:
- 4. Requirement #4: Use LL's form for all Background checks. OWNER: M. Cushing
 - COMPLETED.
- 5. Requirement #5: Provide and require fundamentals training
 - Will be completed at coaches meeting, (April 10, 2022).
 - Owner:
- 6. Requirement #6: Require first-aid training for coaches and managers.
 - Completed at special first aid coaches meeting, (April 10, 2022).
 - Owner: M. Cushing
- 7. Requirement #7: Require coaches/umpires to walk fields for hazards before use.
 - Communicated requirement at coaches meeting. Owner: M. Cushing
 - Postponed until further notice.



CYBSL ASAP Plan Actions

CYBSL Status & Compliance Actions Required

- 8. Requirement #8: Complete the annual Little League Facility Survey
 - Completed online and will be submitted with ASAP Plan. OWNER: M. Cushing
 - COMPLETED
- Requirement #9: Have written safety procedures for concession stand & train operators
 - COMPLETED.
 - Procedures are posted, and training postponed until further notice.
- 10. Requirement #10: Require regular inspection and replacement of equipment.
 - OWNER: Jan Eidsheim
 - COMPLETED.
- 11. Requirement #11: Implement prompt accident reporting and tracking procedures.
 - Communicated requirement at safety meeting. Owner: M. Cushing
- 12. Requirement #12: Require a first-aid kit at each game and practice.
 - OWNER: M. Cushing: All teams have a kit & each site has a kit.
 - COMPLETED.
- 13. Requirement #13: Enforce ALL Little League rules including proper equipment.
 - Communicated requirement at coaches meeting. Owner: M. Cushing
 - COMPLETED.



Qualified Safety Plan Requirements

- League Safety Officer: Michelle Cushing on file with Little League Headquarters. (Accomplished with submission of ASAP plan.)
 - Safety Officer is a CYBSL Board of Directors Position
- 2. CYBSL will distribute a paper copy of this Safety Manual to all managers/coaches, and the District Administrator. The Safety Manual will also be posted on the league website available for downloading by any interested party, (volunteers, parents, players, other).

3.	<u>Emergency</u>	<u>Phone Number:</u>	911
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Local Police Emergency: 911

Local Fire Emergency: 911

•	League President:	Mathew Robinson	802.488.0726
•	League VP:	Jason Carey	802.233.9837
•	League Secretary:	Megan Nolan	802.238.0638
•	League Coordinator:	Pat McCarthy	802.503.9418
•	Softball Coordinator:	Angela Boyer	802.318.5880
•	T-Ball Coordinator:	Nicholas Longo	802.391.4070
•	League Equipment:	Jan Eidsheim	802.880.7433
•	League Safety Officer:	Michelle Cushing	802.343.0218

✓ This list will be posted in the concession area each press box, and each dugout



- 4. CYBSL will use the Official Little League Volunteer Application form to screen all of our volunteers.
- 5. Fundamentals training will be held on April 10, 2022 At least one manager/coach from each team must attend the training. Every Manager/Coach will attend this training at least once every 3 years. Training will be at Mallets Bay School Gymnasium and conducted by Jason Carey.
- 6. First Aid Training: April 10, 2022 CYBSL will require at least one manager/coach from each team to attend every 3 years. Michelle Cushing will conduct the training at Colchester Senior Center.



- 7. Coaches will be required to walk/ inspect the fields prior to practices and Games. Umpires will also be required to walk the fields for hazards before each game.
 - Check plastic protective covering on top of all fencing
- CYBSL Little League has completed and updated our 2022 Facility Survey on-line.



- 9. Concession Stand Safety
 - Menu shall be posted & approved by the safety officer and the League President
 - Our Concession Safety Procedures will be posted where applicable in the stand.
 - Check functionality of electronic weather detector each game day

Enclosed is a copy of the CYBSL Little League Concession Stand Safety Procedures.



10. The League Equipment Officer will Inspect all equipment in the pre-season

- Managers/ Coaches will inspect equipment prior to each game.
- Umpires will be required to inspect equipment prior to each game.
- Disengageable bases and double first base

11. Implement Prompt Accident Reporting

 The League will use the provided incident tracking form from the LL website and will provide completed Accident forms to Safety Officer within 24-48 hours of the incident. Please see copy of accident Reporting form.



- 12. Each team will be issued an updated First Aid Kit and it is a requirement to have it at every practice and game.
- 13. CYBSL will require ALL TEAMS to enforce **ALL Little League Rules**. Including:
 - Proper Equipment for catchers.
 - No On-deck batters
 - Coaches will not warm up pitchers
 - Bases will disengage on all fields

Most Little League rules have some basis in safety — follow them.



Little League® Volunteer Application - 2022

Do not use forms from past years. Use extra paper to complete if additional space is required.

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)9. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit LittleLeague.org/localBGcheck for more information.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE <u>ATTACHED</u> TO COMPLETE THIS APPLICATION.

All RED fields are required. Middle Name or Initial Social Security # (mandatory)____ Cell Phone ______ Business Phone _____ Home Phone: E-mail Address: Special professional training, skills, hobbies: Community affiliations (Clubs, Service Organizations, etc.): Previous volunteer experience (including baseball/softball and year): Do you have children in the program? If yes, list full name and what level?_____ 2. Special Certification (CPR, Medical, etc.)? If yes, list: ______ Yes No ☐ Yes ☐ No 4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? If yes, describe each in full; (If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.) 5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? ☐ Yes ☐ No If yes, describe each in full: (Answering yes to Question 5, does not automatically disqualify you as a volunteer.) Do you have any criminal charges pending against you regarding any crime(s)? ☐ Yes ☐ No If yes, describe each in full:___ (Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

ineligible list?		youth programs and/or	listed on any youth organization Yes No
If yes, explain:		must contact the	Little League Security Manager.)
III VOIDIINNI GIDWARA	yes to Guestott, the tocal	edgue musi comoci næ .	ume reague security manager.;
In which of the following w	vould you like to participate?	(Check one or more.)	
League Official	☐ Umpire	☐ Manager	□ Concession Stand
☐ Coach	☐ Field Maintenance	□ Scorekeeper	☐ Other
Please list three references, youth program:	at least one of which has kno	owledge of your partici	pation as a volunteer in a
Name/Phone			
			EASE ATTACH A COPY OF THAT STATE'S
			'EBSITE: <u>Little League.org/BgStateLaws</u> ation to conduct background check(s) on
me now and as long as I confin	ue to be active with the organiza	ation, which may include a	review of sex offender registries (some of
which contain name only search	hes which may result in a report b	eing generated that may or	r may not be me), child abuse and criminal
background. I hereby release a	nd agree to hold harmless from li	ability the local Little League	seiving no inappropriate information on my e, Little League Baseball, Incorporated, the
officers, employees and volunte	ers thereof, ar any other person	or organization that may pr	rovide such information. I also understand funteer position. If appointed, I understand
			funiteer position. It appointed, I understand avail by the Board of Directors for violation
of Little League policies or princ		•	•
Applicant Signature			Date
			Date
	int or type)		
			te against any person on the basis of race,
	and time teague basebas, incorp arital status, gender, sexual orier		e against any person on the source or room
f		GUE USE ONLY:	
-	mpleted by league officer		on
	ckground check (minimum of gue Regulation 1 (c)(9) for a		
	ional Ineligible List)*	feSport's Centralized Di	iscplinary Database and Little
☐ National Crimin			oort's Centralized Discplinary
☐ National Sex O			eague International Ineligible List
you should notify volunteer	s flot they will receive a letter or er	mail directly from JDP in comp	y name match searches can be performed plance with the Fair Credit Reporting Act by not necessarily be the league volunteer.
	*		al convictions of this application.



For Local League Use Only

Activities/	Reporting				eness Program's Tracking Report
League Name:		Leagu	ue ID:	Incide	nt Date:
Field Name/Locatio	n:			Incide	nt Time:
	ame:				
City:)
	Player):				
Parents' Address (If	f Different):			City	
Incident occurred	while participating i	n:			
A.) Baseball	☐ Softball	☐ Challenger	□ TAD		
B.) Challenger	☐ T-Ball	☐ Minor	☐ Maior	□Intermed	fiate (50/70)
□ Junior	☐ Senior	☐ Big League			
C.) Tryout	☐ Practice	☐ Game	☐ Tournam	ent □ Special	Event
☐ Travel to	☐ Travel from	☐ Other (Describ	e):		
Position/Role of p	erson(s) involved in	incident:			
D.) Batter	☐ Baserunner	☐ Pitcher	☐ Catcher	☐ First Ba	se 🗆 Second
☐ Third	☐ Short Stop	☐ Left Field	☐ Center F	ield □ Right Fi	ield 🗆 Dugout
□ Umpire	☐ Coach/Manager	☐ Spectator	☐ Voluntee	r 🗆 Other:	
	ired?				
	nust present a non-res				a game or practice.
Type of incident a	nd location:				
A.) On Primary Play	ying Field		B.) Adjacer	nt to Playing Field	D.) Off Ball Field
☐ Base Path:	☐ Running or ☐ SI	iding	☐ Seat	ing Area	☐ Travel:
☐ Hit by Ball:	☐ Pitched or ☐ Th	rown or 🗆 Batted	☐ Park	ing Area	☐ Car or ☐ Bike or
□ Collision with	: □ Player <i>or</i> □ St	ructure	C.) Conces	sion Area	☐ Walking
☐ Grounds Def	ect		□ Volu	nteer Worker	☐ League Activity
Other:			□ Cust	omer/Bystander	Other:
Could this accider This form is for local Litt potential safety hazards obtain as much informa cident Insurance policy, asap/AccidentClaimForn	nt have been avoided the League use only (should be League use only (should be used), unsafe practices and/or to tion as possible. For all Mac please complete the Accid m, pdf and send to Little Lei y result in litigation, pleas	1? How: not be sent to Little Le o contribute positive id- ident claims or injuries lent Notification Claim ague International. For	eague Internation leas in order to in that could beco form available at all other claims	nal). This document sh mprove league safety. ome claims to any eligil t http://www.littleleag to non-eligible particip	When an accident occurs ble participant under the ue.org/Assets/forms_pub pants under the Accident
Sets/forms_pubs/asap/0			DL	one Number (
Prepared By/Position Signature:	on:			ione Number: (ite:	_)

From used by CYBSL for tracking accidents, incidents and injuries



Facility and Field Inspection Checklist

	Time
Holes,	damage, rough or uneven spots
Slippe	ry Areas, long grass
Glass,	rocks and other debris & foreign objects
Damag	ge to screens, fences edges or sharp fencing
Unsafe	conditions around backstop, pitchers mound
Warnii	ng Track condition
Dugou	ts condition before and after games
Make :	sure telephones are available
Area's	around Bleachers free of debris
Genera	al Garbage clean-up
Who's	in charge of emptying garbage cans
Condit	ions of restrooms and restroom supplies
Conce	ssion Stand inspection
NOTE	S/ HAZARDS



Concession Stand Tips

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 foodbome illness.
This information was provided
by District Administrator
George Glick, and is excerpted
from "Food Safety Hints" by
the Fort Wayne-Allen County,
Ind., Department of Health.

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.

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.

Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over stemo 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.

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!

Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaumdice, 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.

Food Handling.

Avoid hand contact with raw, readyto-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

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:

- Washing in hot soapy water;
- Rinsing in clean water;
- Chemical or heat sanitizing; and
- Air drying.

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.

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.

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.

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.



Volunteers Must Wash Hands

warm water 20 seconds Use soap Use single-service paper towels **Gloves**

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 Partinership for Food Safety Education. United States Department of Agriculture Cooperating, UMass Extension provices equal opportunity in programs and employment.





Airport Park

Colchester, VT

• Field #1: Little League

Field #2: Full size

Field #3: LL Softball

• Field #4: Little League



CYBSL Facilities



Colchester Middle School Colchester, VT

Field #1: "Front Field"

Field #2: "Back Field"

Fields used for "A-Minor" play

- Age group 8 years old
- Coach/player pitch
- Instructional League





TOWN OF COLCHESTER PARKS & RECREATION

ATHLETIC FACILITIES CONDITION OF USE

WEATHER SAFETY: LIGHTNING

The Town of Colchester Parks & Recreation Department Weather Safety - Lightning action plan is based on the National Weather Service (NWS) weather safety recommendations and guildlines. This proactive approach is that storms move fast, and lightning can strike from as much as 10 miles away from any rainfall, with many lightning deaths occurring ahead of storms or after storms have seemingly passed.

The following is a Condition of Use for all user groups which is to be implemented immediately to insure the safety of participants, volunteers, staff, officials and the public during times of lightning. It applies to all outdoor Town of Colchester Athletic Facilities where activities are held including but not limited to athletics, practices, games and tournaments.

ADVANCE PLANNING

All Athletic Facility Users are required to have this documented plan as part of their daily operations, including designated people who are responsible for informing coaches, players, officials and spectators of this Weather Safety-Lightning Plan.

MONITORING WEATHER

Before arrival check the forecast for thunderstorms. Consider postponing activities to avoid dangerous weather conditions. While at the athletic facility Coaches and Officials should be aware of any potential thunderstorms that may form during play.

WEATHER - LIGHTNING AWARENESS

Once thunder is heard or lightning is seen, (no matter how faint) immediately suspend play and move to a safe place. The NWS slogan is: "When Thunder Roars, Go Indoors."

EVACUATION PLAN

The responsibility for removing participants from the practice/game area in a timely manner lies with the Coaches and Officials. If a Coach or Official is not present, a adult team captain will assume responsibility.

All participants and spectators should be clearly informed of available safe shelters in the event a thunderstorm approaches. When a safe shelter is unavailable, everyone must go to any vehicle with a hard metal roof and close all windows.

*Coaches, volunteers, team captain and officials should be aware of this evacuation plan prior to field use.

Avoid: Trees, sheds, dugouts, pavilions, snack bars, tents and bathrooms for these do not protect you from lightning. Also, avoid using land-line telephones, a cellular phone is a safe alternative.

RESUMING ACTIVITY

Once thunder is heard and shelter sought, wait a full 30 minutes from the last thunder clap before resuming play. The clock restarts each time thunder is heard.

For More Information

NWS: www.lightningsafety.noaa.gov NOAA: www.weather.gov/nwr FEMA: www.fema.gov

CYBSL worked with the Town of Colchester to get a lightning safety policy in place for all of their athletic fields for all sports that was based on the NWS recommendations. We were successful, and the town made it a condition of use!



CYBSL ASAP Additional Items/Notes

- All male players are required to wear a protective cup regardless of position.
 - No cup results in no play
- Pitchers and infielders are encouraged to wear a mouth guard.
 - Estimate about 20% compliance
- All helmets are required to have face guards.
- T-Ball uses reduced impact balls.

COVID – 19 Precautions

Drinks and Snacks:

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Players, managers/coaches, and umpires need their own personal water bottles for all games and practices. Drinks should be labeled with the persons' name and brought home at the end of practices/games (Pack it in/Pack it out).

There should be no use of shared or team beverages nor sharing of team snacks/food. Each player should bring prepackaged food if necessary.

Communication to Players and Families:

Communication will happen through league wide emails as well as from coaches to their respective teams.

This communication will include a review of safety precautions related to COVID for players and spectators, encouragement of social distancing and mask wearing for spectators, and any other pertinent information.