



ASAP SAFETY PLAN

2019

**A Manual for
Managers and
Coaches**



**Brooklyn Center
Little League**

League ID Number 123-01-01

Brooklyn Center, Minnesota

Mission Statement:

With the support of its board members, Brooklyn Center Little League will provide each volunteer with the training materials and the education opportunities to fulfill the obligation to the children and provide the very best environment for their social, emotional, and physical growth and safety in an open atmosphere.

Vision:

Each child will walk away from here with a feeling of family, care for one another and knowledge of the importance of teamwork and further boost their love for the game of baseball.

Brooklyn Center Little League **Board Members and Position**

President: Kyle Tucker - Kylegtucker@gmail.com

President At Large: Tracy Shocinski - tshocinski@ymail.com

Vice President: Nancy Mikulak - nmikulak@brookcntr.k12.mn.us

Secretary: Jamie Rykyto - Jamier@servicemasterclr.com

Player Agent: Jim Cain - jhcane2@gmail.com

Treasurer: Jackie Mulligan - jacquelinwojack@hotmail.com

Safety Officer: Joann Follmer - follmers726@gmail.com

Concession Manager: Tracy Shocinski - tshocinski@ymail.com

Maintenance Manager: Matt Snyder: matt87snyder@gmail.com

Equipment Manager: Joe Shocinski - tshocinski@ymail.com

Fundraising/Sponsorship: Felisha Bailey - bailey.felisha@yahoo.com

Introduction:

ASAP –What is it?

In 1995, **A Safety Awareness Program (ASAP)** was introduced with the goal of re-emphasizing the position of **Safety Officer** to “create awareness through education & information of the opportunities to provide a safer environment for all participants of the Little League Baseball”. This manual is offered as a tool to place some important information at the manager & coach’s fingertips.

Safety Plan Requirements

1. League Safety Officer: **Joann Follmer** on file with Little League Headquarters.
2. Brooklyn Center Little League will distribute a paper copy of this Safety Manual to all Managers/ coaches, league Volunteers and the District Administrator.

Emergency Contact List:

Posted in the equipment shed & concession area.

A copy of the poster is included.

3. **Volunteer Applications Completed and Processed: May 05, 2019**
4. **The Brooklyn Center Little League will use the most recent Official Little League Volunteer Application to screen all of our volunteers.**
5. **Fundamentals Training: April 18, 2019**

At least one manager/coach from each team must attend the training; additionally any parent who is interested in being a volunteer umpire is requested to attend. Every Manager/Coach will attend this training at least once every 3 years. Training will be at Scoreboard Pizza’s Conference Room for 2019. T-ball uses Knit balls. Other ages uses Little League approved baseballs.

6. **First Aid Training: April 13, 2018**

Brooklyn Center Little League will require at least one manager/coach from each team to attend. Every manager/ coach must attend this training once every 3 years.

- **Officer Josh Whittenburg from the Brooklyn Center Police in conjunction with the Brooklyn Center Fire Department** will conduct a complementary Heart Saver CPR and basic first aid training at the Brooklyn Center Fire station.
- Each Manager/Coach and Team Parent will take the HEADS UP to Youth Sports: Online Training course for concussion protocol at:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

7. Coaches are required to **walk/ inspect** the fields prior to practices and games. Umpires are also required to walk the fields for hazards before each game. Our checklist is included.

- During a game, all team equipment should be stored within the team's dugout or behind screens, and not to be within the area defined by the umpires as "in play".
- A coaches or managers should help, but a player should be assigned for keeping bats & loose equipment off the field of play.
- Only players, managers, coaches, & umpires are permitted on the playing field or in the dugout during games and practice sessions.

8. Brooklyn Center Little League has completed and updated our 2019 Facility Survey on-line and is attached.

9. Concession Stand Safety

- a. Menu shall be posted & approved by the Concessions Manager, Safety Officer and the League President.
- b. Our Concession Safety Procedures will be posted several times in the concession stand.
- c. Attached are the Brooklyn Center Little League Concession Stand Safety Procedures and guidelines for operation.

10. The League Safety Officer and Equipment Manager will inspect all equipment, including bats, in the pre-season to ensure they are Little League approved.

- Managers/Coaches & Umpires will inspect equipment prior to each game. As well as checking each player for proper equipment fit.
- Any Problems with equipment should be brought to the **Equipment Manager**, for adjustments.
- Don't just throw away equipment; bring it to the **Equipment Manager**, so they can render the equipment un-useable. This will save players from possible injury.

11. Prompt Accident Reporting.

- The player manager will fill out and return an accident report to the concession stand or the equipment shed (depending on if it is a game, or a practice day) within 24 hours of incident. Extra forms can be found in these areas as well.
- Safety Officer will be notified immediately of incident by coach and will then pick up the form from the previously noted two areas and send to Little League Headquarters within 48 hours of occurrence.
- Safety Officer will use ASAP incident tracking form to track all accidents/incidents.

SAFETY OFFICERS CODE OF CONDUCT:

- List minimum safety requirements as dictated by Little League Baseball.
- Update, publish and distribute the Safety Manual to all coaches, managers and board members. Have a copy posted in the concession stand area for all members to inspect.
- Inspect, restock and maintain all first aid kits for the league annually and as needed throughout the season.
- Make first aid kits available to teams as they are formed.
- Require that all coaches and/or managers carry the team's first aid kit to all practices and games.
- All coaches and managers should have a telephone accessible to them while at ball practices.
- Require that coaches and managers report any re-stocking needs for the first aid kits to the Safety Officer.
- Provide an annual Safety Clinic for all coaches, managers, umpires and other members as needed.
- Complete an annual Little League Facilities Survey and submit it to headquarters.
- Provide education on accident/incident forms.
- Extra first-aid supplies can be found in the main first-aid cabinet in the concession stand.

12. Each Team will be issued an updated First Aid Kit and Player Emergency Card in your Equipment Bag and is a requirement to have it at every practice and game.

- Whenever possible, make sure someone at your practice or game has a cellular phone to use in case of emergency situations.
- Each In House Game Every Team is provided with a shared water jug.
- Remember, Safety is **EVERYONE'S** job. Prevention is the key to reducing accidents to a minimum.

Remember when treating an injury:

- Protection
- Rest
- Ice
- Compression
- Elevation
- Support

13. Brooklyn Center Little League will use the most recent Little League Rule Book and requires ALL TEAMS to enforce ALL Little League and House Rules Including:

- a. Proper Equipment for catchers. The catcher **must** wear catcher's gear (Little League approved catchers helmet with mask and dangling throat guard, long model chest protector, shin guards and males must wear a protective cup) when warming up the pitcher. This applies between innings and in the bullpen during a game and also during practices
- b. No On-deck batters. Batters **must** wear a Little League approved protective helmet during batting practice and games. Helmets must also be worn in the batting cage at all times, only one person allowed in the batting cage during batting practice. If the pitching machine(s) isn't being used, turn it off and/or put it away. **Only adults are allowed to operate pitching machine(s).**

- c. Equipment must be returned to the equipment shed immediately after use to prevent damage, unauthorized use, and to allow other teams to have quick access.
- d. Bases will disengage on all fields. First bases are double bases. Please practice proper techniques in sliding safely into bases. Remember head first running is not permitted, except when the runner is returning to a base.
- e. Coaches will not warm up pitchers (Rule 3.09); this includes standing at the backstop during practice as informal catcher for batting practice. It is permitted to warm up the relief pitcher after the start of a game. This must be done one at a time and only in designated areas for each playing field. The pitcher must be accompanied by a team catcher, wearing full catcher's gear, a player, to protect the pitcher, **AND** a manager or coach to supervise.
- f. All pre-game warm-ups should be performed within the confines of the playing field and not within the areas that are frequented by, and thus endangering spectators. During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches. Batting practice shall NOT be permitted on the playing fields prior to any games.
- g. At no time should "horse play" be permitted on or off the playing field.
- h. Players should not wear watches, rings, pins, earrings, or metallic items during games or practices. No hat pins on hats during practices and games.

14. League Player Registration Data or Player Roster Data and Coach and Manager Data.

- 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.

Roster will be submitted by May 01, 2019

15. To help promote our safety plan, and safety in general we will be posting the

ASAP Newsletter in our message board at the fields as well as posting them on our website.

16. Qualified Safety Plan Registration form attached.

BROOKLYN CENTER LITTLE LEAGUE CODE OF CONDUCT:

- Work hard at improving your skills.
- To be a team player and to always try to get along with all my team mates.
- Learn teamwork, show good sportsmanship and discipline.
- Learn the rules of the game and play by them.
- Be respectful of your coach, teammates, opponents and officials.
- Never argue with the official's decision.
- Be on time to all games and practices.

And most important, HAVE FUN!

COACHES CODE OF CONDUCT:

- Be a positive role model to your players. Display emotional maturity.
- Be alert to physical safety of the players.
- Be generous with your praise when it is deserved. (Consistent & honest; fair & just).
- Be a good listener.
- Do not criticize players publicly; learn to be an effective communicator.
- Adjust to personal needs and problems of each player.
- Never verbally or physically abuse a player or official.
- Do not disrespectfully yell at the player or players.
- Give all players the opportunity to improve their skills.
- Help them gain confidence and develop their self-esteem.
- Organize practices that are fun and challenging.
- Maintain and keep an open line of communication with the parents of your players'.
- Explain the goals and objectives of your association.
- Be concerned with the overall development of your players.
- Stress good health habits and cleanliness.

Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember players are involved in baseball for fun and enjoyment.

Remember, to play the game is great, but to love the game is even greater!

OFFICIALS CODE OF CONDUCT:

- Act in a professional and business-like manner at all times and take your role seriously.
- Strive to provide a safe and sportsman-like environment in which players can properly display their baseball skills.
- Remember the officials are also teachers to the players. Set a good example.
- Make your calls loud, clear and with confidence.
- Control the game(s) only to the extent that it is necessary to provide a positive and safe experience for all participants.
- **Violence will not be tolerated!**
- Be fair and impartial at all times.
- Adopt a “**zero tolerance**” attitude toward all verbal and physical abuse.
- Never use foul or vulgar language when speaking to a player, coach or parent.
- Never criticize a player, coach or parent publicly.
- Keep your emotions under control.
- Use only Little League approved officiating techniques and policies.
- Dedicate yourself to personal improvement and maintenance of “officiating” skills.
- Respect your supervisor’s critique of your performance.

LIGHTNING FACTS AND SAFETY PROCEDURES:

Consider the following:

- 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 the thunderstorm approaches within 10 miles, you are in immediate risk, due to the possibility of lightning strokes coming from the storm’s overhanging anvil cloud.
- On average, thunder can only be heard over a distance of 3-4 miles depending on the humidity, terrain and other factors. *This means that by the time you hear the thunder, you are already in the risk area of a lightning strike.*

“Flash-Bang” method

One way of determining how close a recent lightning strike is to you is called Flash-Bang method. A person counts the number of seconds *between* the

sight of a *lightning strike* and *the sound of the thunder* that follows.

Halt play and evacuation should be called for when the count is 15 seconds or less.

Lightning Detector

In 2000, the board approved the purchase of a lightning detector device that detects bursts of electromagnetic radiation, in the form of very low frequency radio signals (generated by lightning flashes up to 40 miles away). It will be located in the concession stand, upstairs near the scorekeeper's table. The detector will be set to detect lightning within 8 miles of the devices. The detectors alarm sounds and a concession stand volunteer will sound a horn signifying an immediate HALT PLAY and EVACUATION OF THE FILEDS.

Rule of thumb... The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore a manager, coach or an umpire, who feels threatened by an approaching storm should stop play and get children to safety- regardless of whether or not the lightning detector goes off, or if the "Flash-Bang" method proximity measure applies.

When in doubt, follow the rule of thumb, should apply

**WHEN YOU HEAR IT- CLEAR IT
WHEN YOU SEE IT- FLEE IT**

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 like the concession stand) are safest.
- Fully enclosed metal vehicle with the windows rolled up (for the majority of participants).
- If you can't get to a car, put your feet together, crouch down and put your hands over your ears (this will prevent eardrum damage).

WHERE **NOT** TO GO

- High places
- Open fields
- Isolated trees
- Unprotected gazebos

- Rain or picnic shelters
- Dug-outs
- Flag poles
- Light poles
- Bleachers (metal or wood)
- Metal fences
- Bodies of water

Upon cancellation of games due to lightning the concession stand will close and stop selling food. Players, coaching staff and their families should leave the area immediately.

FIRST AID FOR LIGHTNING VICTIM

A lightning victim exhibits *similar symptoms* of that of someone suffering from a *heart attack*. Call 911 and the rescuer should also consider the following:

- The first tenet of emergency care is “*make no more causalities*”. If the victim is in a high-risk area (open field, isolated tree, etc.). The rescuer should determine if movement from the 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 victim.
- Determine if the victim has a pulse. No pulse, start **chest compressions** as well.
- **Call 911**

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

Submit League and Player Registration Data or Player Roster Data and Coach and Manager Data

*This is Highly recommended for year 2010 to present, Mandatory for ASAP Safety Plan Approval for 2017. The Info is to be submitted via the Little League Data Center at www.littleleague.org.



Little League® Volunteer Application - 2019

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

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

Name _____ Date _____

First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

1. Do you have children in the program? Yes No
If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? (if) Yes No

3. Do you have a valid driver's license? Yes No
Driver's License#: _____ State _____

4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes No
If yes, describe each in full: _____

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.)

6. 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.)

7. Have you ever been refused participation in any other youth programs? Yes No
If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)

- League Official
- Umpire
- Manager
- Concession Stand
- Coach
- Field Maintenance
- Scorekeeper
- Other _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/MyStateLaw

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):

Regulation (c)(9) Mandates all checks include criminal records and sex offender registry records

* JDP Sex Offender Registry Data and National Criminal Records check, as mandated in the current season's official regulations

*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

LAST UPDATED: 11/09/2018

Little League® "Basic" Volunteer Application - 2019

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

This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meet the standards of Little League Regulation 1(c)9.

All fields are required.

Name _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Work Phone: _____ E-mail Address: _____

Driver's License#: _____

1. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor?
 If yes, describe each in full: _____ Yes No
2. Have you ever been convicted of or plead no contest or guilty to any crime(s)?
 If yes, describe each in full: _____
(Answering yes to question 2, does not automatically disqualify you as a volunteer.) Yes No
3. Do you have any criminal charges pending against you regarding any crime(s)?
 If yes, describe each in full: _____
(Answering yes to question 3, does not automatically disqualify you as a volunteer.) Yes No
4. Have you ever been refused participation in any other youth programs?
 If yes, explain: _____
5. In which of the following would you like to participate? (Check one or more.)

<input type="checkbox"/> League Official	<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Coach	<input type="checkbox"/> Manager	<input type="checkbox"/> Other
<input type="checkbox"/> Umpire	<input type="checkbox"/> Scorekeeper	_____

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ (Name of officer used for background check (person of use must be checked). Regulation 6(B) Member's all checks include criminal records and sex offender registry records.)

Sex Offender Registry Data and National Criminal Records

check, as mandated in the current season's official regulations

*JDP

*Please be advised that if you use JDP and there is a name match in the few states where only name-match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation: _____

Employer: _____

Address: _____

Special professional training, skills, hobbies: _____

Special Certifications (CPR, Medical, etc.): _____

Special Affiliations (Clubs, Services Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and years (s)): _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: littleleague.org/USStateLaws

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type) _____

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

Emergency Contact List

Emergency Phone Number: 911

President Kyle Tucker 612.300.6339

Pres. At Large Tracy Shocinski 763.568.5047

Vice Pres: Nancy Mikulak 763.486.5027

Player Agent: Jim Cain 612.521.1903

Secretary: Jamie Rykyto 763.458.9336

Maintenance: Matt Snyder 612.919.3233

Safety Officer: Joann Follmer 763.566.2958

Concession Manager: Tracy Shocinski 763.568.5047

Equipment Manager: Joe Shocinski 763.568.5047

Floyd Security/SRSI 1.800.801.8236

Our Address:

6030 Vincent Avenue North

Brooklyn Center, Minnesota 55430

Facility and Field Inspection Checklist

Before and After Games

Facility Name: _____

Inspector: _____

Date: _____ Time: _____/ _____

<u>Before</u>			<u>After</u>	
Y	N	Holes, damage, rough or uneven spots	Y	N
Y	N	Slippery Areas, long grass	Y	N
Y	N	Glass, rocks, and other debris/foreign objects	Y	N
Y	N	Damage to screens, fences edges or sharp fencing	Y	N
Y	N	Unsafe conditions around backstop, pitcher's mound	Y	N
Y	N	Warning track conditions	Y	N
Y	N	Dugout conditions before and after the games	Y	N
Y	N	Make sure telephones are available	Y	N
Y	N	Area's around bleachers free of debris	Y	N
Y	N	General Garbage clean up	Y	N
Y	N	Who's in charge of emptying garbage cans	Y	N
Y	N	Conditions of restrooms and restroom supplies	Y	N
Y	N	Concession Stand inspection	Y	N

Concession Stand inspection

NOTES/HAZARDS:

Signature _____

CONCESSION STAND RULES

The Concession Director must be trained in food service safety and will ensure the following rules meet or exceed the state requirements.

1. **NO ONE UNDER THE AGE OF 13** is allowed in the concession stand. It's against the Minnesota Dept. of Health's rules for children to be in the stand at any time unsupervised.
2. No smoking in the concession stand.
3. No eating in the concession stand.
4. Always wash your hands before handling food. Signs are posted in the concession stand above the sink, identifying the procedure for correctly washing hands.
5. Everyone must wear a hat, hats are provided if a volunteer does not bring their own.
6. Only closed toed tennis shoes/work boots allowed for concession stand volunteers.
7. Designate cooks and money handlers. If you touch the food you cannot handle the money.
8. Food handlers working the counter must wear plastic gloves.
9. Familiarize yourself with where the fire extinguisher is and the rules of how to use it.
10. Rotate all food stock...should be done by concession director.
11. Always cook food to times posted by grill.
12. Use proper procedure for doing dishes. (Three sink method with sanitizing rinse.)
13. Workers should always follow opening and closing checklist posted on the board inside the concession stand.
14. No refills of any kind, including spectator water bottles. Each team is provided a team water jug.

Concession Stand Guidelines

The sale of concessions helps defray the cost of operating BCLL. The league requires volunteers to staff the concession stand during the season. Each home team must provide volunteers to work the concession stand. Volunteers will be expected to wear tennis shoes, hat and assist with cleanup at the end of the shift.

TREAT TICKETS and/or GAME BALLS WILL NOT BE DISTRIBUTED UNTIL THE HOME TEAM HAS A REPRESENTATIVE WORKING IN THE CONCESSION STAND.

Youth volunteers must be **age 13 or older** and must have concession stand training. Training can be obtained by asking the on-duty concessions manager. Teenagers may be removed from the concession stand for misconduct at the discretion of the board or concessions manager and may also be prohibited from working the concession stand for the remainder of the season.

Without parent volunteers the concession stand may remain closed regardless of any games that may be playing. If your team does not have the required volunteers available during a scheduled time, it is your team's responsibility to find replacements. At the discretion of the concessions manager or volunteers, reduced services may be offered when short-staffed.

1 Volunteer = Only the Candy Window open - Candy, Slushies, Soda, Chips, Prepackaged items only. (No hot Items)

2 Volunteers = All of 1 plus Nacho Cheese Machine and Pop Corn.
Maybe Pretzels oven if the volunteers feel they can handle it

3 Volunteers = All of 1 & 2, plus Pretzel Oven and Hot Dog Roller get turned on.

(Try to have one Single Cashier Handling money and Paper Sign-out Sheets)

Maybe Fryer or Grill if the Parent Volunteers think they can handle it.

*~ **(Must be at Least 16 years old to Run Fryer and Grill)** ~*

4 Volunteers = All of 1-3 and Choice of Grill or Fryer if Volunteers are not able to safely and comfortably run both pieces of Equipment.

5 Volunteers = All for 1-4 everything running full equipment

****All Cook Temps Are Posted By The Equipment Used To Cook It****

When to Wash

- After going to the toilet or changing diapers
- After coughing or sneezing
- After getting visible soil on hands
- After handling raw meat/poultry or unwashed fruits and veggies
- After playing with pets
- After smoking, eating or drinking
- After touching sores, lacerations or infected areas
- After playing/working outside
- After playing in water more than one person has used
- Before and after touching any animals
- When arriving at work or school
- Before handling foods
- Before eating
- Before giving medications
- Before putting contacts in eyes
- Before touching ready-to-eat foods/snacks
- Lots!



Environmental Health Services
PO Box 64975
St. Paul, MN55164-0975
651-201-4500
www.health.state.mn.us

Food Safety Signs/Certification

Cooling Log

The total cooling time for Potentially Hazardous Foods (PHF) may not exceed 6 hours.
PHF must be cooled from 140°F to 40°F within 2 hours, and from 40°F to 33°F within the remaining 4 hours.

Check PHF temperature before 2-hour and 4-hour marks.

PHF may be returned to 160°F only if reheating & does not exceed 2 hours.

After 2 hours, PHF not cooled to 70°F must be discarded to prevent foodborne illness from spore-forming bacteria.

PHF which do not cool to 41°F or below in 6 hours must be discarded to prevent foodborne illness.

PHF	Food Item	Cooling Times (REQUIREMENTS)	Time Point	1 Hour	2 Hour	Corrected	Reheat	3 Hour	4 Hour	5 Hour	6 Hour	Correct Record	Initials	Verified By/Date
3428	PHF	140°F - 40°F - 33°F	140°F	130°F	120°F	110°F	100°F	90°F	80°F	70°F	60°F	50°F	L.P.	03/13/18

Cooling Methods: Ice bath, Ice sprays, Metal containers, Food in shallow pans, Add ice to food

Minnecapolis Health Department
www.minnecapolis.gov/foodsafety

Cheese Curds
4.0^{oz} By weight

Fries.
large
But Single order

PLEASE BE ADVISED

You must wear a hat while working in the concession stand. If you do not have one, one will be given to you.

You can not wear open toed shoes while working

State of Minnesota
Minnesota Department of Health
Food, Pools & Lodging Services Section
P. O. Box 64975
St. Paul, MN 55164-0975

FOOD MANAGER CERTIFICATE NO. FM93086

To:

Tracy J. Shocinski

EFFECTIVE DATE 03/13/2018 **Issued:** 03/13/2018 **EXPIRATION DATE** 03/13/2021

CERTIFIED PROFESSIONAL FOOD MANAGER
Designation Has Been Conferred Upon

TRACY J SHOCINSKI

Who has met all the professional requirements for certification in food service safety and sanitation.

Exam 3211 Recognized By Conference For Food Protection

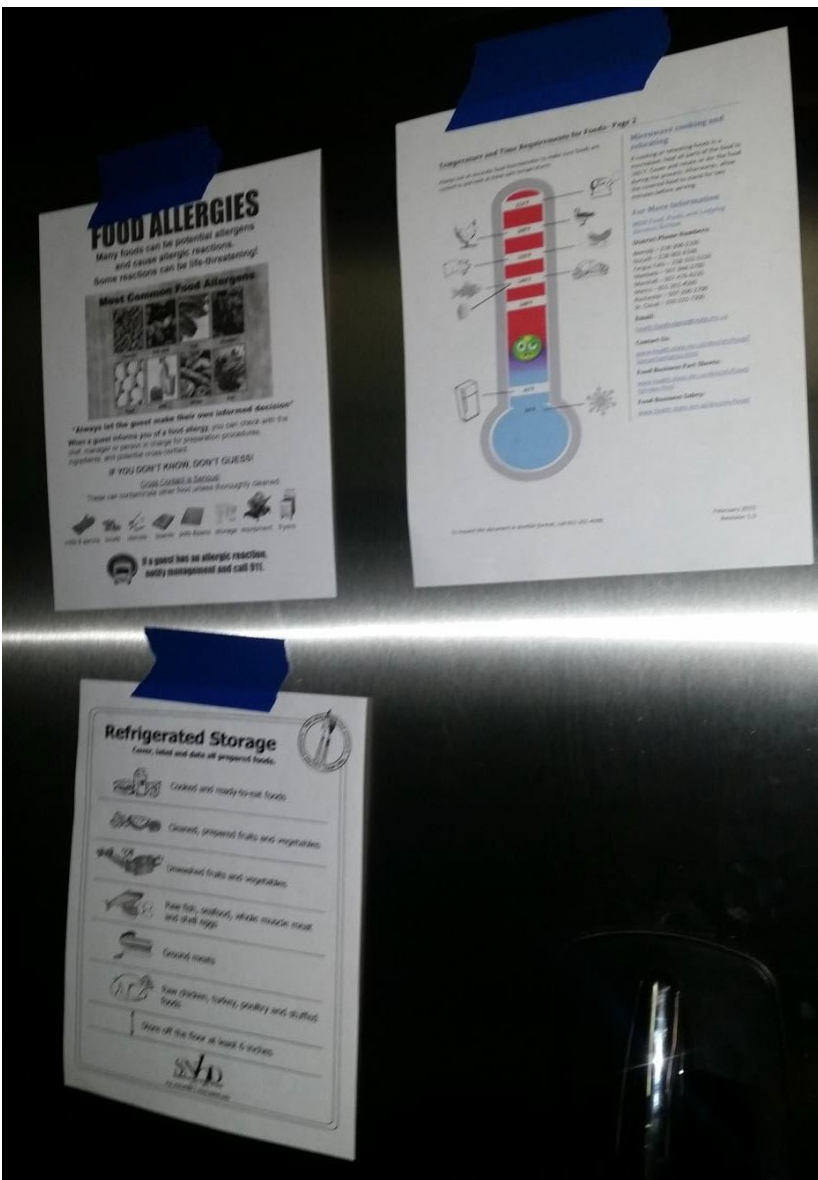
ANSI ACCREDITED #0659

Certificate No: 1986368
Exam Date: 01/22/18
Test Code: 6203063211
Expires on: 01/22/23

Ryan McMillan, Client Services Manager
Prometric | 7941 Corporate Drive, Nottingham, MD 21236 | 800.624.2736

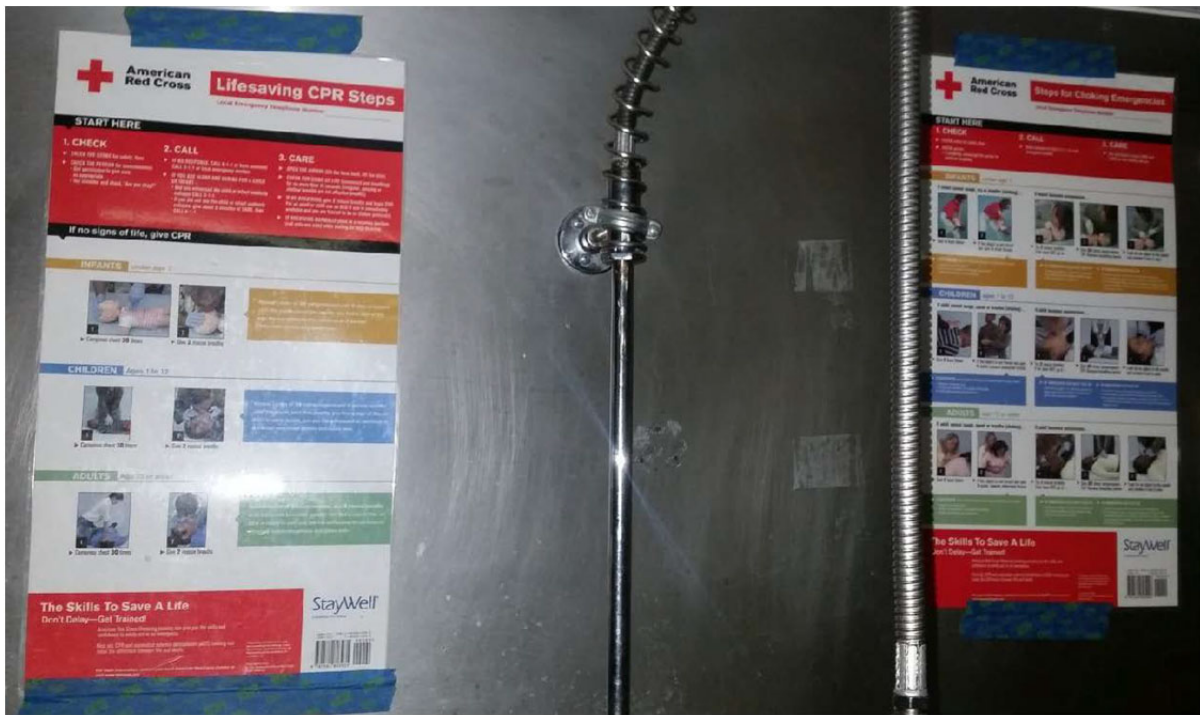
Food Safety

Signs



First Aid

Posters

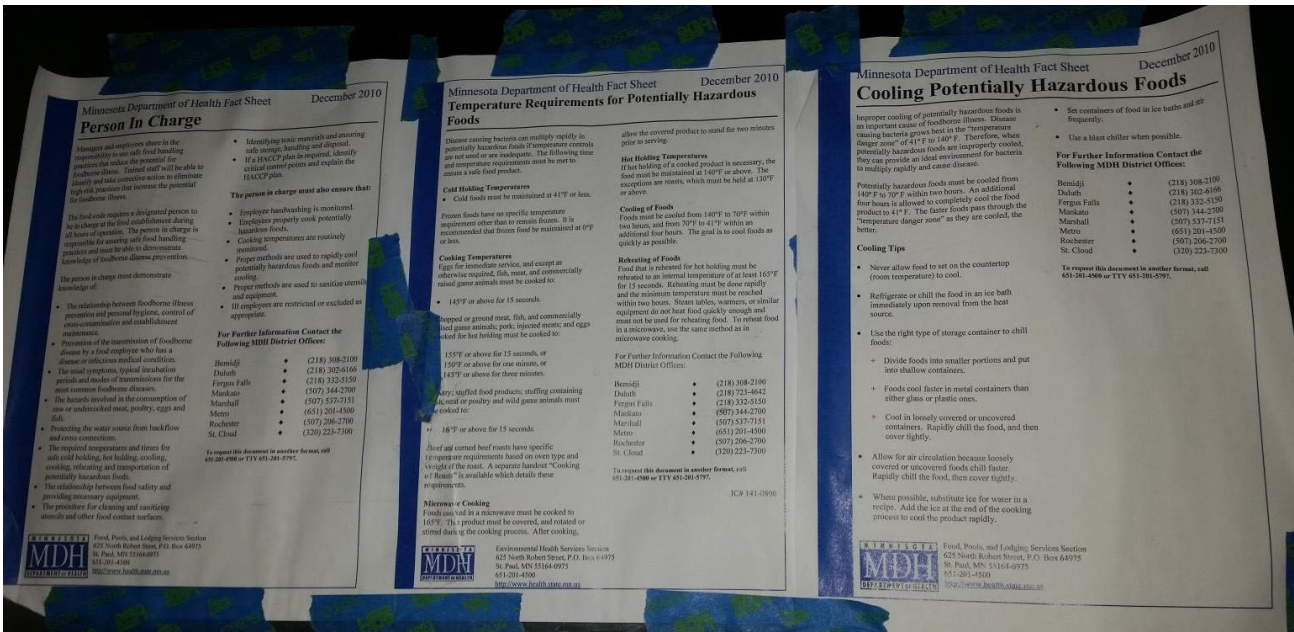




Hand
washing sink

Food
Safety Signs

First Aid



Activities/Reporting A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: _____ Incident Date: _____
Field Name/Location: _____ Incident Time: _____ Injured
Person's Name: _____ Date of Birth: _____
Address: _____ Age: _____ Sex: Male Female
City: _____ State _____ ZIP: _____ Home Phone: () _____
Parent's Name (If Player): _____ Work Phone: () _____
Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

A.) Baseball_Softball_Challenger_TAD **B.)** Challenger_T-Ball (5-8)_Minor (7-12)_Major (9-12)_Junior (13-14)_Senior (14-16)_Big League (16-18) **C.)** Tryout_Practice_Game_Tournament_Special Event_Travel to_Travel from_Other
(Describe): _____ **Position/Role of person(s) involved in incident:**

D.) Batter_Baserunner_Pitcher_Catcher_First Base_Second_Third_Short Stop_Left Field_Center Field_Right
Field_Dugout_Umpire_Coach/Manager_Spectator_Volunteer_Other: _____ **Type of**

injury: _____

_____ **Was first aid required?**
__ Yes __ No If yes, what: _____ **Was professional medical treatment**

required? Yes No If yes, what: _____ (If yes, the player must present a non-restrictive medical
release prior to to being allowed in a game or practice.) **Type of incident and location:**

A.) On Primary Playing
Field **B.)** Adjacent to Playing Field **D.)** Off Ball Field_Base Path: Running or Sliding_Seating Area_Travel: Hit by
Ball: Pitched or Thrown or Batted_Parking Area_Car or Bike or Collision with: Player or Structure **C.)** Concession
Area_Walking_Grounds Defect_Volunteer Worker_League Activity_Other:

_____ Customer/Bystander_Other: _____ **Please give a short description of**
incident: _____

_____ **Could this accident have been avoided? Y_N How:** _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (_____) _____
Signature: _____ Date: _____

For Local League Use Only

____ T-Ball (4-6)
____ Machine Pitch (6-8)
____ Minor (8-11)
____ Major (11-12)

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.