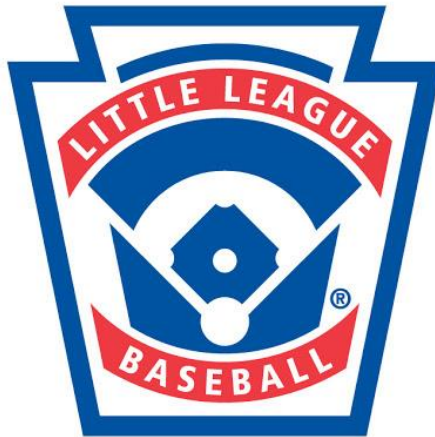




# ASAP SAFETY PLAN

## 2021

### 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 – 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 - Melissa Rittenger- Melissa\_Rittenger@yahoo.com

Safety Officer – Jennifer Brenny – jpbrenny@yahoo.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

Information/Internet Officer – Jamie Rykyto – Jamier@servicemasterclr.com

T-ball Coordinator – Sara Yee - piglet 017@gmail.com

Coaching Coordinator – Jason Brenny – jpbrenny@yahoo.com

At-Large Member – Amy Kelvie – Aymie21@aol.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: Jennifer Brenny on file with Little League Headquarters.
2. Brooklyn Center Little League will distribute a digital copy of this Safety Manual to all Managers/ coaches, league Volunteers and the District Administrator, as well as on our website [www.brooklyncenterlittleleague.com](http://www.brooklyncenterlittleleague.com)

Emergency Contact List:

Posted in the equipment shed & concession area.

A copy of the poster is included.

3. Volunteer Applications Completed and Processed: April 24, 2021

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/2021

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 held at Thurs field for 2021.

T-ball uses Knit balls. Other ages use Little League approved baseballs.

6. First Aid Training: April/2021

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 Team will carry their own First aid Kit at All Times. Refill of supplies and additional first aid kit located in Concession.
- 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".
- 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. 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.
- d. New COVID-19 Mitigation Protocols will be posted Outside the concessions entrance and around concession stand. See Attached.

9. 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.
- Equipment that is used by multiple players during a game should be minimized if possible. If not possible, sanitizer spray is provided by the league to use before switching.
- Face Masks and Shields are Required by MN and should be visually inspected as if it were equipment.

10. 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. We will also track "Near Misses" with coaches.

- Safety Officer will help conduct contact tracing in the event of a positive COVID-19 case within our league. If you have symptoms or close contact with someone who has COVID-19 please follow the Minnesota Department Of Health Sports Quarantine Protocols (See attached Sports Quarantine Clarification Note, or Most Current MDH Sports Quarantine Protocols).

### 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.

11. Each Team will be issued an updated First Aid Kit & Digital Thermometer (to be used on each player each time you meet) 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. Due to COVID we are asking players to bring their own Water Jugs. We understand some days will be very hot, we will evaluate those needs at that time. If a water jug is needed cone cups must be Single use, thrown away each time. Cone cups cannot be tossed on the ground.
- Remember, Safety is EVERYONE’S job.

When treating an injury follow these steps:

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

12. 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 catcher's 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 as well as side by side for COVID requirements. 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.
  - i. When using the batting cages, the only people permitted inside the cage during use will be the "pitching" coach and the "batter" and they must close and latch the cage door before any pitches commence.
13. 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](http://www.LittleLeague.org).
- Roster will be submitted by April 24, 2021
14. 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.

15. 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 casualties”. 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

We Submit League and Player Registration Data or Player Roster Data and Coach and Manager Data Online Each Year.



# Little League® Volunteer Application - 2020

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 meet 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 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): \_\_\_\_\_

- Do you have children in the program? Yes  No   
If yes, list full name and what level? \_\_\_\_\_
- Special Certification (CPR, Medical, etc.)? Yes  No  If yes, list: \_\_\_\_\_
- Do you have a valid driver's license? Yes  No   
Driver's License#: \_\_\_\_\_ State \_\_\_\_\_
- 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? Yes  No   
If yes, describe each in full: \_\_\_\_\_  
(If volunteer answered yes to Question 4, the local league must contact the Little League International Security Manager.)
- 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.)
- 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/BgStateLaws](http://LittleLeague.org/BgStateLaws)

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 1(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: 10/10/2019



# Little League® “Basic” Volunteer Application - 2020

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. Visit [LittleLeague.org/localBGcheck](http://LittleLeague.org/localBGcheck) for more information.

**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 charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? Yes  No   
 If yes, describe each in full: \_\_\_\_\_  
(If volunteer answered yes to Question 1, the local league must contact the Little League International Security Manager.)
2. 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 2, does not automatically disqualify you as a volunteer.)
3. 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 3, does not automatically disqualify you as a volunteer.)
4. Have you ever been refused participation in any other youth programs? Yes  No   
 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 \_\_\_\_\_ on \_\_\_\_\_

System(s) used for background check (minimum of one must be checked): Regulation 1(c)9 Mandates all checks include criminal records and sex offender registry records

Sex Offender Registry Data and National Criminal Records

\*JDP  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.

**A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).**

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/BgStateLaws](http://LittleLeague.org/BgStateLaws)**

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.**

Last Updated: 10/10/2019

\*Volunteer applications will be filled out online. Paper will be used in the event of no internet available.

# Emergency Contact List

Emergency Phone Number: 911

Local Police Emergency: 763-569-3333

Local Fire Emergency: 763-549-3600

League President: Tracy Shocinski - 763-568- 5047

League VP: Nancy Mikulak – 763-486-5027

League Player Agent: Jim Cain 612-521-1903

League Secretary: Jamie Rykyto 763-458-9336

League Maintenance: Matt Snyder - 612-919-3233

League Treasurer: Jackie Mulligan 612-212-5222

League Safety Officer: Jennifer Brenny 763-202-6637

League Concession Manager: Tracy Shocinski - 763-568-5047

League Tball Coordinator: Joann Follmer 763-688-4064

League Equipment Manager: Joe Shocinski - 763-568-5047

Scheduler/Umpire Coordinator: Jason Brenny 763-228-3358

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
Y	N		Y	N
Y	N		Y	N
Y	N		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.
15. Facemasks Required At All Times.

## 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

- When Entering The Concession Stand
- After going to the restrooms 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, MN 55164-0975  
651-201-4500  
[www.health.state.mn.us](http://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 70°F within 2 hours, and from 70°F to 41°F within the remaining 4 hours.

Check PHF temperatures before 2-hour limit and before 4-hour limit.

PHF may be reheated to 160°F ONLY if reheating is done for one 4 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.

Date	Food Item	Cooling Times BEFORE 140°F	Time from 140°F to 70°F	Time from 70°F to 41°F	Corrected 4-hour	31 hour	41 hour	5 HOUR	6 HOUR	Corrected 6-hour	Initials	Verified By / Date
1/28/18	SOSE	142, 137, 140	138, 135, 132	128, 125, 122	128, 125, 122	128, 125, 122	128, 125, 122	128, 125, 122	128, 125, 122	128, 125, 122	initials	1/28/18

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

**Mitracopis**  
www.mitracopis.com  
www.mitracopis.com/foodsafety

For more information on food safety alternatives to meet your needs, call 800-858-1222 or visit our website at www.mitracopis.com. For more information on food safety alternatives to meet your needs, call 800-858-1222 or visit our website at www.mitracopis.com. For more information on food safety alternatives to meet your needs, call 800-858-1222 or visit our website at www.mitracopis.com.

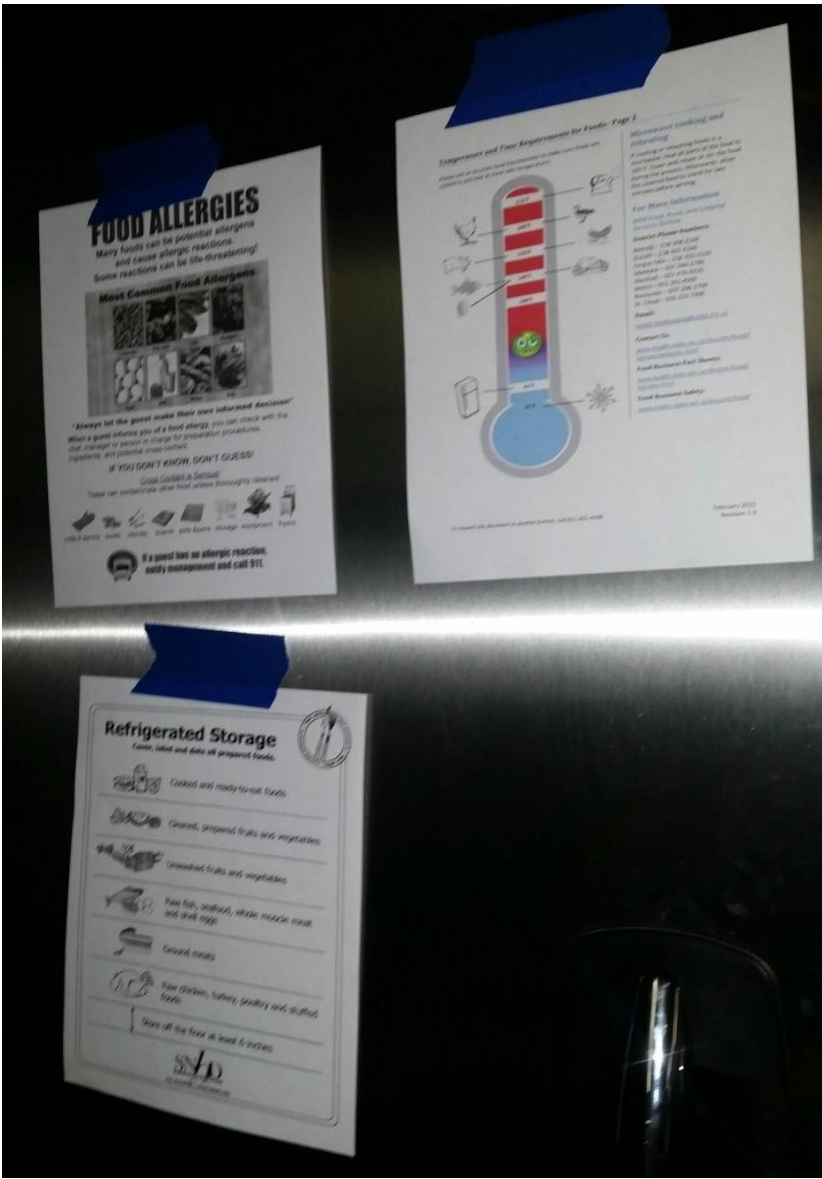
**Cheese Curds**  
4.0<sup>02</sup> By weight

**Fries.**  
Single order 5.0<sup>02</sup>  
Basket size 4.0<sup>02</sup>

large Boat  
Small Boat







# Food Safety

# Signs

# First Aid

# Posters





Hand  
washing sink

Food  
Safety Signs

First Aid



Minnesota Department of Health Fact Sheet December 2010

### Person in Charge

Managers and supervisors share the responsibility to use safe food handling practices that reduce the potential for foodborne illness. Trained staff will be able to identify and take corrective action to eliminate health hazards that increase the potential for foodborne illness.

The food code requires a designated person to be in charge of the food establishment during all hours of operation. The person in charge is responsible for ensuring safe food handling practices and must have an adequate knowledge of foodborne disease prevention.

The person in charge must demonstrate knowledge of:

- The relationship between foodborne illness prevention and personal hygiene, control of contamination and establishment maintenance.
- Prevention of the transmission of foodborne disease by a food employee who has a disease or infectious medical condition.
- The usual symptoms, typical incubation periods and modes of transmission for the most common foodborne diseases.
- The hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish.
- Protecting the water source from backflow and cross-connection.
- The required temperatures and times for safe hot holding, hot holding, cooling, cooling, reheating and transportation of potentially hazardous foods.
- The relationship between food safety and providing necessary equipment.
- The procedure for cleaning and sanitizing utensils and other food contact surfaces.

**For Further Information Contact the Following MDH District Offices:**

Bemidji	(218) 308-2100
Duluth	(218) 302-6166
Fergus Falls	(218) 332-5159
Marquette	(807) 344-2700
Marshall	(807) 537-7151
Metro	(651) 201-4500
Rochester	(507) 206-2700
St. Cloud	(320) 223-7300

To request this document in another format, call 651-201-4500 or TTY 651-201-6797.

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Minnesota Department of Health Fact Sheet December 2010

### Temperature Requirements for Potentially Hazardous Foods

Danger-causing bacteria can multiply rapidly in potentially hazardous foods if temperature controls are not used or are inadequate. The following time and temperature requirements must be met to ensure a safe food product.

**Cold Holding Temperatures**

- Cold foods must be maintained at 41°F or less.

**Hot Holding Temperatures**

- Hot foods have no specific temperature requirement other than to remain frozen. If a requirement that foods food be maintained at 60°F or less.

**Cooking Temperatures**

- Eggs for immediate service, and except as otherwise required, fish, meat, and commercially raised game animals must be cooked to:
  - 145°F or above for 15 seconds.
- Stuffed or ground meat, fish, and commercially raised game animals, pork, liquid meats, and eggs held for hot holding must be cooked to:
  - 155°F or above for 15 seconds, or
  - 145°F or above for three minutes.
- Any stuffed food products containing a meat or poultry and wild game animals must be cooked to:
  - 165°F or above for 15 seconds.

**Meat or Cooking**

Foods can, void in a microwave must be cooked to 165°F. This product must be covered, and rotated or stirred during the cooking process. After cooking,

after the covered product to stand for two minutes prior to serving.

**Hot Holding Temperatures**

If hot holding of a cooked product is necessary, the food must be maintained at 140°F or above. The exceptions are meats, which must be held at 130°F or above.

**Cooling of Foods**

Foods must be cooled from 140°F to 70°F within two hours, and from 70°F to 41°F within an additional four hours. The goal is to cool foods as quickly as possible.

**Reheating of Foods**

Food that is reheated for hot holding must be reheated to an internal temperature of at least 165°F for 15 seconds. Reheating must be done rapidly and the minimum temperature must be reached within two hours. Steam tables, warmers, or similar equipment do not heat food quickly enough and must not be used for reheating food. To reheat food in a microwave, use the same method as in microwave cooking.

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ICR 141-1806

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Minnesota Department of Health Fact Sheet December 2010

### Cooling Potentially Hazardous Foods

Improper cooling of potentially hazardous foods is an important cause of foodborne illness. Disease-causing bacteria grows best in the "temperature danger zone" of 41°F to 140°F. Therefore, when potentially hazardous foods are improperly cooled, they can provide an ideal environment for bacteria to multiply rapidly and cause disease.

Potentially hazardous foods must be cooled from 140°F to 70°F within two hours. An additional four hours is allowed to completely cool the food product to 41°F. The faster foods pass through the "temperature danger zone" as they are cooled, the better.

**Cooling Tips**

- Never allow food to set on the countertop (room temperature) to cool.
- Refrigerate or chill the food in an ice bath immediately upon removal from the heat source.
- Use the right type of storage container to chill foods:
  - Divide foods into smaller portions and put into shallow containers.
  - Foods cool faster in metal containers than either glass or plastic ones.
- Cool in loosely covered or uncovered containers. Rapidly chill the food, and then cover tightly.
- Allow for air circulation because loosely covered or uncovered foods chill faster. Rapidly chill the food, then cover tightly.
- When possible, substitute ice for water in a recipe. Add the ice at the end of the cooking process to cook the product rapidly.

**For Further Information Contact the Following MDH District Offices:**

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ICR 141-1806

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  
FieldB.)Adjacent to Playing FieldD.)Off Ball Field\_Base Path:\_Runningor\_Sliding\_Seating Area\_Travel:\_Hit  
by Ball:\_Pitchedor\_Thrownor\_Batted\_Parking Area\_Caror\_Bikeor\_Collision  
with:\_Playeror\_StructureC.)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](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](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

<https://www.littleleague.org/downloads/accident-claim-form/>



## COVID-19 MITIGATION GUIDELINES

Brooklyn Center Little League will be following **Minnesota Department of Health COVID-19 Organized Sports Practice and Games Guidance for Youth and Adults and Minnesota High School League's COVID Guidance (In order to not confuse families with older siblings)**. Those guidelines will adapt as we learn more about the virus and will reflect changes in Future Safety Plans.

<https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf>

<https://www.mshsl.org/sites/default/files/2021-01/mshsl-mask-face-covering-guidance-and-information.pdf>

The following link will be our rules for Quarantine according to the Minnesota Department of Health.

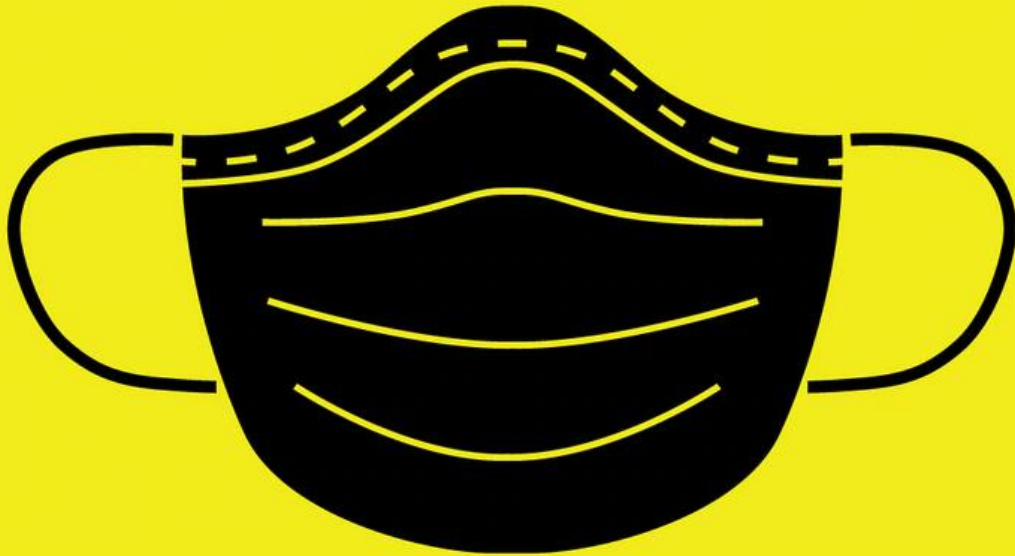
[www.health.state.mn.us/diseases/coronavirus/quarguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf)

In summary, everyone must arrive at the fields with Masks (covering nose and mouth without gaps or vents), or Shields (that extend below the chin and to the ears, as well as reaching above the eyes with no vents or gaps in between). Once seated masks may be removed, but fans are discouraged from Yelling/Cheering without masks on.

Coaches & Players Must Wear A Mask Or Shield The Entire Time They Are Participating In Practices Or Games. The only exception is to drink. Players will be given an area to sit on benches outside of the dugout as well as inside the dugout to ensure 6ft of social distancing is provided. Coaches or Field Maintenance will make sure dugouts are COMPLETELY cleared of Trash & spray down dugouts with sanitizer in between games. No shared water bottles, seeds, or gum allowed at the fields. Umpires behind the plate may be closer than 6ft to a player. The Catcher and Umpire as well as Batter must all wear COVID safe face-wear (Mask or Shield) and Not face each other.

At BCLL Fields you must social distance 6ft from other people as well as 12ft for players and fans. So, fans will not have seating available behind home plate. Fans are asked to bring their own chairs. Please wear a face mask when approaching the concession stands or talking with anyone outside of your normal group. BCLL Concessions will implement an online ordering system to Minimize traffic to the concession stand.

**PLEASE WEAR  
A FACE MASK**



**POR FAVOR USE  
UNA MASCARILLA**

