



West Brownsville Little League

League ID # 03432403
2019 Qualified Safety Plan



2019 Qualified Safety Plan

West Brownsville Little League is dedicated to operating a safe “Little League” program. This safety plan has been developed to assist our League in that endeavor and to ensure West Brownsville Little League is “ASAP” compliant.

West Brownsville Little League Mission Statement

To actively participate in the Little League “ASAP” program in order to safeguard the physical and emotional well-being of all children participating in West Brownsville’s Little League Baseball and Softball programs. Additionally, the League will strive to provide a safe and friendly environment for all volunteers, parents, and spectators.

It is West Brownsville Little League Policy to:

- 1) Inform and educate our communities regarding the “ASAP” program and how it aids in serving the best interests of our participants,
- 2) Involve players, parents, community members, local businesses, law enforcement, fire protection, EMS, and other organizations in our “ASAP” program through the sharing of information, poster campaigns, advertising, and educational programs,
- 3) Utilize all available resources within our community to further the goals of the “ASAP” program; and
- 4) Make ZERO injuries our ultimate goal.

Qualified Safety Plan Requirements

Requirement #1 – League Safety Officer

League Safety Officer: Robert Moreno with Little League Headquarters through the Little League Data Center. Robert Moreno’s address is 3817 Calle Buenos Aires, Brownsville, Texas, 78526, phone is (956)517-0265, and email is robertmjr@gmail.com.

Requirement #2 – Safety Plan Distribution

The League Safety Officer will distribute a paper copy of this plan to all League directors, coaches, managers, volunteers, crew, concession workers, staff, the head umpire, and the District Administrator. In addition, an electronic copy of this plan will be posted on the League’s website.

Requirement #3 – Emergency and Key Official’s Phone Numbers

Emergency and Key Official’s phone numbers will be posted and distributed

Emergency Phone Number:		911
Brownsville Police Department:		(956)548-7000
Brownsville Fire Department & EMS:		(956)546-3195
League President	Jose Salazar	(956)561-8058
League Vice President	Denise Garza	(956)204-4635
League Secretary	Georgette Medellin	(956)778-6121
League Treasure	Lidia Salazar	(956)579-4776
League Player Agent	Nora L. Barron	(956)266-3580
League Safety Officer	Robert Moreno	(956)517-0265
Head Umpire	George Hinojosa	(956)371-7691

This list will be posted in the concession area and all dugout areas.

Should and accident or injury occur, you are required to contact the Safety Officer, President, or any available League Officer immediately.

In an emergency due to injury or illness, follow this procedure:

First, the person injured should be protected from further injury. Do not move the injured person unless there is an immediate threat. The most important help you can provide to an injured person is to call for professional medical assistance. Any qualified person at the scene should provide first aid immediately. Make the call for help quickly, using a cell phone near the

injured person. First dial 911. Provide the dispatcher all necessary information. Answer any and all questions, such as your exact location, telephone number, your name, what happened, how many people are injured, the condition of the injured, what help is being rendered, etc. The address of the West Little League ballpark is 1295 Cottonwood Drive, Brownsville, Texas. Continue to care for the injured person until professional assistance arrives. If the injured person is a minor, every attempt should be made to contact the parent or legal guardian. The Little League Baseball and Softball Medical Release form contains player emergency contact information and should be carried by all coaches during games and practices. Remember to always contact the League President and Safety Officer on any incident or injury, no matter how minor, so that it can be properly documented by the League.

A blank Little League Baseball and Softball Medical Release form is attached hereto as Exhibit "A"

Requirement #4 – 2017 Little League Volunteer Application

West Brownsville Little League will use the Official 2017 Little League Volunteer Application to screen all of our volunteers. Managers, coaches, board members, volunteers, hired workers, and any other persons who provide regular services to the League or have repetitive access or contact with players or teams must fill out the application form and provide a government-issued photo identification card for ID verification. All names will be checked for spelling and numbers for accuracy. Annual background screenings must be completed prior to the applicant assuming any duties for the current season. Refusal to submit a fully completed volunteer application will result in the immediate dismissal of the individual from the League. The President of West Brownsville Little League will retain these confidential applications for the year of service. Blank copies of the League's application form for the current year will be sent to Little League International.

A blank copy of the Official 2017 Little League Volunteer Application is attached hereto as Exhibit "B"

Requirement #5 – Fundamentals Training

Fundamentals training, with at least one coach or manager from each team attending, will be provided and include fundamentals in hitting, sliding, fielding, pitching, etc. The dates of the training will be provided to the coaches/managers and be listed on the League's website. The League's Safety Officer will document the date, location, who is required to attend, and who did attend. The Safety Officer will also save copies of attendance records to track participation for future use. Training qualifies volunteers for 3 years, but one team representative is still required each year. Training will be modified annually to meet the local needs of players and the League's facilities. Fundamentals training will be scheduled before any League practice or game play is conducted and will be held at the West Brownsville Little League Field located at 1295 Cottonwood Drive, Brownsville, Texas.

Requirement #6 – First Aid

First aid training for coaches and managers, with at least one coach or manager from each team attending, will be required. Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses, and paramedics to attend first aid training in order to meet this requirement. Other individuals who attend various outside first aid training and courses are not exempt. Training qualifies volunteers for 3 years, but one team representative is still required each year. The dates of the training will be provided to the coaches/managers and be listed on the League's website. The League's Safety Officer will document the date, location, who is required to attend, and who did attend. The Safety Officer will also save copies of attendance records to track participation for future use. First aid training will be scheduled before any League practice or game is conducted and will be held at the West Brownsville Little League Field located at 1295 Cottonwood Drive, Brownsville, Texas. A State licensed physician will conduct the training and special emphasis will be placed on State concussion laws and related identification and care. The intent is to provide training to ALL coaches and managers with a minimum of one participant per team.

Information on First Aid Clinics is attached hereto as Exhibit "C"

Information on First Aid - Get Your Coaches Ready is attached hereto as Exhibit "D"

Requirement #7 – Field Inspections

All umpires and coaches, whether representing the home or visitor team, will be required to walk and inspect their playing field for hazards before use. In addition, all managers and coaches will be required to walk and inspect fields prior to practices. Any facility issues needing to be fixed should immediately be reported to the League's Safety Officer. The Safety Officer will document all findings and ensure all hazards are repaired or other appropriate action to protect the safety of coaches, umpires, players, volunteers, and spectators is implemented.

A Coach's reminder checklist is attached hereto as Exhibit "E"

Requirement #8 – 2017 Annual Little League Facility Survey

The League Safety Officer will complete the 2017 Annual Little League Facility Survey by conducting a physical review of the fields for changes and needs from the prior year's survey. All new changes and needs will be noted on the 2017 form submission. The Safety Officer will utilize the survey form provided on Little League International's website at facilitysurvey.musco.com. In addition, the Safety Officer or President will keep a copy of the completed survey on file for future needs.

Requirement #9 – Concession Stand Safety, Management & Food Handling

West Brownsville Little League will operate concessions at our League fields. The Safety Officer and President will be responsible for conducting inspections of the concession area on a regular basis. Written safety procedures will be posted in the concession area and be distributed to the concession manager. In addition, concession menu will be posted and approved by the Safety Officer and League President. The concession manager will be trained in safe food handling and preparation procedures by a League volunteer experienced in the food services industry.

Training will include the following:

- ✓ Proper perishable food storage and handling guidelines,
- ✓ Proper food preparation guidelines,
- ✓ Procedures for inspection of all food storage equipment,
- ✓ Safety rules for the operation of deep fryers, grills, or other similar equipment,
- ✓ First aid training for all concession stand workers; and
- ✓ Proper utilization of a concession checklist for opening and closing the concession stand

Concession Policies and Guidelines will include the following;

- ✓ All concession workers must have received training in basic food safety guidelines for concessions by the concession manager,
- ✓ Grill, hotplates, fryers, and unwrapped food may not be attended by anyone under the age of 18,
- ✓ Concession workers will inspect the concession area for any violations of the posted safety requirements and report any irregularities to the League Safety Officer or President; and
- ✓ The concession manager will verify at the start of every concession operation that:
 - A working cell phone is available for emergency use,
 - A first aid kit is located in the concession area,
 - A paper copy of the League Safety Manual is located in the concession area,
 - Emergency phone numbers are prominently displayed,
 - All food storage and preparation equipment is in proper working order,
 - The food preparation area is clean and free of any unsafe or unsuitable items, such as cleaning fluids, debris, etc.,
 - A fully charged, operational fire extinguisher is located in the concession area; and
 - Only authorized workers are to be in the concession area during operations

Information on Concession Stand Tips – Safety First is attached hereto as Exhibit “F”

Information on Volunteers Must Wash Hands is attached hereto as Exhibit “G”

Requirement #10 – Equipment Inspection and Replacement

The League Safety Officer will be required to inspect all equipment in the pre-season. All managers and coaches will be required to inspect equipment prior to all practices and games utilizing an Equipment Checklist. Additionally, Umpires will be required to inspect equipment prior to each game. Any equipment found to be unsafe will be reported and delivered to the Safety Officer. The Safety Officer will discard the unsafe equipment and ensure it is not used by any league player.

A blank Equipment Checklist - Keep Your Players Safe is attached hereto as Exhibit “H”

Requirement #11 – Accident Reporting and Tracking

All accidents and “near misses” must be reported by coaches, managers, umpires, or league volunteers to the Safety Officer immediately, but no later than 24 hours. However, accidents involving an injury that did not require any first aid or professional medical attention can be reported to the Safety Officer within 72 hours of the incident. The Safety Officer will document all reported incidents and immediately inform the League President. Additionally, the Safety Officer will share information on reported accidents and “near misses” with the League’s Board of Directors and District Staff on a monthly basis. Documentation on all reported incidents will be maintained by the Safety Officer for a period of 2 years.

A blank copy of the Accident Notification form is attached hereto as Exhibit “I”

A blank copy of the Incident Injury Tracking Report form is attached hereto as Exhibit “J”

Requirement #12 – First Aid Kits

Coaches and managers are required to have a fully stocked first aid kit at every game and practice. Managers will also ensure that their team will carry a fully stocked first aid kit when playing outside the West Brownsville Little League facility. All kits should include non-latex gloves and breathing shields. It will be the responsibility of the Safety Officer to ensure that all teams comply with this requirement.

Information on First Aid Kits: What Goes In them is attached hereto as Exhibit “K”

Requirement #13 – Little League Rules Enforcement

West Brownsville Little League requires all teams to enforce all Little League Rules and Regulations during games and practices, including the following:

- ✓ Ensure players have required equipment at all times, even catchers warming up for infield drills,
- ✓ Make sure all fields have bases that disengage from their anchors,
- ✓ Coaches and adult volunteers are not allowed to catch pitchers (Rule 3.09). This includes standing at backstop during practice as an informal catcher,
- ✓ All catchers must have a dangling throat protector secured to their mask,
- ✓ All male catchers must wear a metal, fiber, or plastic athletic supporter,
- ✓ No On-deck batters
- ✓ All helmets must be inspected regularly by coaches and managers; and
- ✓ All bats used in any League activity must fully comply with the 2017 Baseball/Softball Official Regulations and Playing Rules

Information on Umpire Guidelines is attached hereto as Exhibit “L”

Requirement #14 – Submission of Qualified Plan Registration Form

The League Safety Officer or President will be responsible for the submission of the West Brownsville Qualified Safety Plan Registration form within the deadline set by Little League International.

Requirement #15 – Submission of Registration & Roster Data

League registration/roster data for players, coaches, and managers will be submitted to Little League International via the Little League Data Center at www.LittleLeague.org. Submission will be completed by the League's Player Agent or President and will be completed within the deadline set by Little League International. This is a mandatory requirement for an approved ASAP plan.