

## A QUALIFIED LITTLE LEAGUE® BASEBALL AND SOFTBALL SAFETY PROGRAM

The requirements to put together a Qualified Little League Safety Program are simple and easy. The benefits are many.

### **The requirements:**

**1. Safety officer must be on file with Little League International.**

If new, include on the league charter application or on your Qualified Safety Plan Registration form.

**2. Safety plan with safety plan registration form on file with Little League International by April 16, 2018.**

Submit your completed safety plan by April 16, 2018. Your plan may be submitted as early as Jan. 1, 2018. Any plan not meeting the 16 requirements by April 16 will not be considered for the awards and incentives. Use the registration form in the Forms section to show on which pages your minimum requirements can be found. If the registration form is not submitted, your safety plan will not be approved. Minimum plan requirements are outlined on the form, as well as on the next two pages.

**3. An updated, completed 2018 Facility Survey must be turned in to Little League International, as well.**

See the Facility Survey form in the Forms section online. (Keep a copy of this survey for your league's records, along with the safety plan copy.)

### **The benefits:**

- 1. Establish a clear league commitment to safety.**
- 2. Win a cash award based on the size of your league for those leagues who take Little League AIG Insurance for their players' accident coverage.**
- 3. Automatic entry into a national award program with a chance to win a trip for the league president and safety officer to the Little League World Series, cash awards, or even a free Musco Light-Structure Green™ lighting system.**
- 4. Free subscription to ASAP News — a national publication for League Safety Officers.**
- 5. NOTE: Only US leagues are currently eligible for this safety and awards program. Past national winners are ineligible for future national prizes.**

Please take some time to look through this section. Then put together your program and send your written safety plan along with the registration forms to Little League. Programs postmarked on or before April 16, 2018 will qualify for the cash incentive and awards program. Due to volume, please submit your safety plan as early as Jan. 1 for review.

## IN THIS SECTION

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*After you submit your plan, check its status at [LittleLeague.org](http://LittleLeague.org) under the navigation tab "League Officers," "Check Safety Plan Status".*

## The 2018 ASAP Awards

When you register your safety plan with Little League International, your league will automatically be entered in the 2018 ASAP Awards. While meeting the three requirements detailed on this page will win you a cash award based on the size of your league, leagues may want to provide additional information, photographs and supporting materials for award consideration. For complete information on the 2018 ASAP Awards, see the Forms section posted on the Little League website. Award winners will be determined from plans implemented and in effect prior to April 16, 2018.

**District Incentive Deadline: Approved by April 2**

By turning in safety plans early, with all minimum requirements approved by Little League International, your league can help your district earn up to \$350, to use on district tournaments, training, increased local opportunities, and more. Submit your safety plan, with all requirements approved, by April 2 to help your district earn this cash bonus!

# Where Are We Now?

**This questionnaire will assist in determining your league's current level of safety awareness.** These ideas were gathered from the best safety programs. They address components of a great safety plan. Use them to target areas for starting or expanding your program. *Shaded areas, numbered 1-16, are the minimum requirements for a qualified safety program. The rest are highly recommended.* Issues not addressed this year provide opportunities for the future for improvement.

## ORGANIZATION — Does your league: ..... .YES NO

- |                      |  |                          |                          |
|----------------------|--|--------------------------|--------------------------|
| Minimum Requirement: | 1. Have an active safety officer? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | 2. Publish and distribute league safety policies or manual? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Does your league have a website? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Is your Safety Plan posted on your website? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | 3. Post and distribute emergency, key league officials' phone numbers? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | 4. Use the 2018 Little League Volunteer Application Form and conduct nationwide background checks on all applicable personnel? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| Highly Recommended:  | * Conduct nationwide criminal checks on all applicable personnel? ..   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Have your safety plan reviewed annually by your DA/DSO? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Include the safety officer as a board position? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Have team safety representatives (i.e. team parents)? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Have player safety representatives (i.e. team safety officers)? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Allocate part of the annual budget for safety? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Distribute ASAP News newsletter within league? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Make use of local safety resources (i.e. police, fire dept., hospital)? ..   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Have league safety mission statement? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection. .... | <input type="checkbox"/> | <input type="checkbox"/> |

## TRAINING — Does your league: ..... YES NO

- |                      |  |                          |                          |
|----------------------|--|--------------------------|--------------------------|
| Minimum Requirement: | 5. Provide and <u>require</u> fundamentals training for all coaches and managers, with at least one representative from each team attending each year and a minimum of each coach/manager at least once every 3 years? ... | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | 6. <u>Require</u> First-Aid training for all coaches/managers, with at least one representative from each team attending annually and a minimum of each coach/manager attending clinic at least once every 3 years? ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| Highly recommended:  | * Provide CPR/AED training to all coaches, managers, other volunteers? ..  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Provide bicycle and traffic training to players? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Provide drug education training to players and volunteers? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Provide training/information to coaches and managers on:   |                          |                          |
|                      | a. heat-related illnesses and their proper prevention? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | b. when to stop play due to threatening weather and/or darkness? ..  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | c. teaching fundamentals: proper warm-ups, practice, and play? .   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | d. check Little League website for the most recent concussion information? ..  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | For all states go to <a href="http://LittleLeague.org/concussions">LittleLeague.org/concussions</a> . ....   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Involve umpires in safety training? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | * Provide parent orientation program available thru Little League? ..  | <input type="checkbox"/> | <input type="checkbox"/> |

## Where Are We Now?

FACILITIES & EQUIPMENT — Does your league: . . . . .		YES	NO
Minimum Requirement:	7. Require field inspections before games or practices? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	8. Complete the <b>annual</b> 2018 Little League Facility Survey? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	9. Have written safety procedures for concession stand? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	10. Require regular inspection and replacement of equipment? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Highly recommended:	* Complete and submit <b>annual</b> Little League Lighting Safety Audit? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Have a long-range facility plan for future safety improvements? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Use reduced impact balls, especially for the younger divisions? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Use break-away bases (mandatory in 2008) and double first base? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Use warning tracks in the outfield to protect outfielders? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Use protective/padded fence tops to guard against fence injuries? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Use screens, fencing or netting to protect spectators from foul balls? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Have telephones available to all fields, or arrange for cellular phone? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Have back guard rails and side hand rails on bleachers over 4 rows? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Have guidelines for safe equipment usage (i.e. no riders on mowers)? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
* Control speed and flow of traffic in and around facilities? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	

\*Filling out this checklist does NOT qualify as a safety plan\*  
Submit a copy of your safety manual, not this form for credit

ACTIVITIES — Does your league: . . . . .		YES	NO
Minimum Requirement:	11. Have a method to report and track injuries, including near-misses? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	12. Provide each team with a well-equipped First-Aid kit at practices as well as games? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	13. Enforce catchers gear and helmet rule during practice and warm-up? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	14. Is league player registration data or player roster data and coach and manager data electronically submitted? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* <i>League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at <a href="http://www.LittleLeague.org">www.LittleLeague.org</a>. Electronic submission of this data is a requirement for an approved ASAP plan.</i>		
	15. Submit an idea you implemented to help promote or improve your safety plan . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
16. Submit a 2018 Qualified Safety Plan Registration Form in with your ASAP plan? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	
Highly recommended:	* Make sure all fields have all bases that disengage from their anchors, as required starting in 2008 . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Encourage league input by use of a "Safety Suggestion Box" or Safety Officer mailbox at a central location(s)? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Provide continuous safety messages through use of bulletin boards, newsletters, emails, etc.? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Encourage and recognize safety efforts from all levels of players (i.e. a safety poster contest, safety tips, etc.)? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Encourage/require use of protective cups for players, especially infielders? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Encourage/require use of mouth guards for players, especially infielders? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	* Encourage/require use of face guards on batting helmets? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
* Encourage all adults in league to sign up for E-News? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	

# Putting Your Program Together

Now that you've finished the questionnaire, you should have a good idea of your league's current safety position. Follow the steps below to further develop your program. **Be sure your plan includes all 15 minimum requirements.**

**1. List the items you will include in your safety program.**

Good programs will address three key areas - Activities, Equipment and Facilities. See the Safety Net below for an example on how to plan for safety. **Be sure to include required minimums which appear as shaded items on pages 2.2 and 2.3.**

**2. List the people, resources and actions needed to make it happen. Document what you've done.**

Several examples of what other leagues have done are in this section. Photos are great additions!

**3. Complete the annual Little League Facility Survey.**

See the "Forms" section of this notebook. This survey is based upon tournament selection recommendations. It will help orient you to facility issues. If you completed the survey last year, it need only be updated, but use the current year form to do so.

**4. Review your program with League President, gain approval by Board for implementation.**

Their approval will greatly increase the odds of operating a successful program.

**5. Put your program into action.**

**6. Complete the "Qualified Registration Form".**

When completed and mailed no later than the entry date, along with your entire safety plan, your league will qualify for the benefits outlined on this section's first page.

## Safety Net: Planning for safety can be as simple as A B C

The Safety Net can be used to make sure your safety program covers all the bases. Each area of the Net represents an opportunity to make your league more safe. Does your program address the safety of activities, equipment and facilities? Do you provide education, ensure compliance and allow for reporting of unsafe situations?

