



French Creek Valley Mid-East ASAP Plan

League ID: 2380121



FCV Mid-East Little League
Centerville, PA



ASAP Mission

Our mission with our ASAP is to increase awareness of the opportunities to provide a safer environment for children, volunteers, and all Little League participants.

Qualified Safety Plan Requirements

- French Creek Valley Mid-East Little League will distribute a paper copy of this Safety Manual to all managers, coaches, league volunteers, and the District Administrator.

League Safety Officer: Chris Hochstetler

** on file with Little League Headquarters



ASAP PLAN

Emergency Phone Numbers:

Emergency	911
Crawford County Public Safety	(814) 724-2548
Venango County Public Safety	(814) 677-4545

League Officials:

League President	Ken Smock	(814) 671-9831
League Vice President	Joe Smock	(814) 720-9957
League Treasurer	Nicole Neely	(814) 673-2486
League Secretary	Kristin Stanford	(814) 282-7848
League Player Agent	Chad Jordan	(814) 795-1308
League Safety Officer	Chris Hochstetler	(814) 720-3772

Association Presidents:

C & D	TJ Kier	(814) 564-0301
Cooperstown	Ashleigh Phillips	(814) 673-4462
Randolph	RJ Williams	(814) 795-5845
Richmond	Joe Smock	(814) 720-9957
Townville	Nicole Neely	(814) 673-2486

** This list of phone numbers will be posted in all concession and dugout areas.



ASAP PLAN

Mandatory League Player Registration Data

- French Creek Valley Mid-East Little League uses the online registration for all players powered by Sports Connect, available at:

www.mideastlittleleague.org

The screenshot shows the 'Program Information' step (3) of a registration process. The header includes 'French Creek Valley Association' and the 'sports connect' logo. A progress bar shows four steps: 1. Account Details, 2. Add Participants, 3. Program Information (active), and 4. Confirm and Checkout.

Additional Program Positions

Programs	Activity Type	
1 2020 Mid-East Baseball	Baseball	Select
2 2020 Mid-East Softball	Softball	Select

Buttons: Back, View Available Positions

Order Summary

Registration	\$0.00
Cart Subtotal	\$0.00

View Cart

Need Help?

FCV Mid-East Little League
13511 LeBoeuf Trail Rd
Centerville, Pennsylvania 16004

Townville President: Nicole Neely
C&D President: TJ Kier
Richmond President: Joe Smock
Randolph President: RJ Williams
Cooperstown President: Ashleigh Phillips

Phone: 814-282-4360
cvcoach13@gmail.com

Sports Connect is the leader in online registration for youth sports leagues across the country. If you are having trouble registering, please check out our [Registration F.A.Q.](#)



ASAP PLAN

Mandatory Volunteer Registration Data

- French Creek Valley Mid-East Little League requires all new and returning volunteers to register online through our Sports Connect website as well.

The screenshot shows the registration process on the Sports Connect website for the French Creek Valley Association. The page is titled "French Creek Valley Association" and features the Sports Connect logo in the top right corner. The navigation bar includes four steps: 1. Account Details, 2. Add Participants, 3. Program Information (highlighted in blue), and 4. Confirm and Checkout.

The main content area is divided into two columns. The left column, titled "Additional Program Positions", contains a table with the following data:

Programs	Activity Type	
1 2020 Mid-East Baseball	Baseball	Select
2 2020 Mid-East Softball	Softball	Select

Below the table are two buttons: "Back" and "View Available Positions".

The right column, titled "Order Summary", shows the following information:

- Registration: \$0.00
- Cart Subtotal: \$0.00
- [View Cart](#)

Below the order summary is a "Need Help?" section with the following contact information:

FCV Mid-East Little League
13511 LeBoeuf Trail Rd
Centerville, Pennsylvania 16404

Townville President: Nicole Neely
C&D President: TJ Kier
Richmond President: Joe Smock
Randolph President: RJ Williams
Cooperstown President: Ashleigh Phillips

Phone: 814-282-4360
cvccoach13@gmail.com

Sports Connect is the leader in online registration for youth sports leagues across the country. If you are having trouble registering, please check out our [Registration F.A.Q.](#)



ASAP PLAN

Fundamentals Training

Date: March 27, 2021

Location: Cochranon Community Church

At least one manager or coach from each team must attend the training. Every manager or coach will attend this training at least once every three years.

First Aid Training

Date: March 27, 2021

Location: Cochranon Community Church

Conducted By: TBD

French Creek Valley Mid-East Little League requires at least one manager or coach from each team to attend the first aid training. Every manager or coach will attend this training at least once every three years. Pennsylvania concussion laws and protocols will be discussed with coaches, managers, and league members.



ASAP PLAN

French Creek Valley Mid-East Little League has completed and updated our 2021 Facility Survey on-line.

Facility Safety

- Coaches are required to walk and inspect the fields prior to practices and games.



HAVE YOU:

- ✓ Walked field for debris/foreign objects
- ✓ Inspected helmets, bats, catchers' gear
- ✓ Made sure a First Aid kit is available
- ✓ Checked conditions of fences, backstops, bases and warning track
- ✓ Made sure a working telephone is available
- ✓ Held a warm-up drill



- Umpires are also required to walk the fields for hazards before each game.

Umpire Guidelines

North Issaquah, Washington, Little League

Before the Game — Meet at home plate

- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss unsportsmanlike conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks, if needed
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

During the Game — Umpires and Coaches

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement
- Make calls loud and clear, signalling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire
- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think “Safety First!”

8 January-February 2004

Copy and provide to umpires for reference.

- The League Safety Officer will inspect all equipment in the pre-season.
 - Coaches and managers are required to inspect equipment prior to each game.
 - Umpires are also required to inspect equipment prior to each game.




ASAP PLAN

Concession Stand Safety


- Concession stand operation standards meet or exceed the local board of health regulations.
- Menus will be posted and approved by the Safety Officer and the Association President.
- The Concession Safety Procedures will be posted several times in all concession stands.

Volunteers Must Wash Hands


HOW




Wet
warm water




Wash
20 seconds
Use soap



Rinse



Dry
Use single-service
paper towels



Gloves

WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry


If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education. United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.





Concession Stand Tips

SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Safety plans must be postmarked no later than May 1st.



ASAP PLAN

Prompt Accident Reporting

- French Creek Valley Mid-East Little League will use the provided Incident/Injury Tracking Form from the Little League website and will provide the completed Accident Notification Form to the Safety Officer within 24-48 hours of the incident.

For Local League Use Only

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: () _____ **Date of Birth**

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 Minor Major Intermediate (50/70)

Junior Senior Big League

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 being allowed in a game or practice.)

Type of incident and location:

A.) On Primary Playing Field

Base Path: Running or Sliding

Hit by Ball: Pitched or Thrown or Batted

Collision with: Player or Structure

Grounds Defect

Other: _____

B.) Adjacent to Playing Field

Seating Area

Parking Area

C.) Concession Area

Volunteer Worker

Customer/Bystander

D.) Off Ball Field

Travel: Car or Bike or Walking

League Activity

Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

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_public/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_public/Asap/GLClaimForm.pdf.

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

Signature: _____ Date: _____



ASAP PLAN

First Aid Kits

- Each team is issued an updated first aid kit.
- Each team is required to have it at every practice and all games.

First Aid Kits: What goes in them?

Requirement 12

"Hello, I need a list of what to put in a team first aid kit as well as the big first aid kits kept at the fields. I have a sponsor willing to fill this need. I just need to give them a list of what we need and how many."

Thanks,
Marc Paladino
(via email)

A team's first aid kit should contain ice in bags; these will be used almost anytime you have an injury to help reduce the pain and potential swelling. If using chemical cold packs, be cautious using around the face in case of leaks. Also, bandages, both large and small, gauze, some kind of dressing material like an Ace wrap or elastic wrap to hold gauze in place, or athletic tape. You should also provide water or a cleanser (antiseptic wipes, etc.) to clean abrasions or cuts. Check local expectations for first aid kits, as some states do not allow these cleansers other than at home or by health care professionals.

Also, don't forget latex or rubber gloves and some kind of small bag to properly dispose of blood and blood-soiled items like wipes or towelettes; blood-borne pathogens should be an important part of your safety training, so people do not put their health and future safety at risk dealing with unknown risks.

Finally, each team should have some kind of emergency telephone (mobile or land-line) to call an ambulance as well as a map or written directions to the area medical facilities anyone evacuated by medical professionals would be taken to. In an emergency, people need all the help they can get. Check the November/December 2003 ASAP News for some examples of that kind of information.

NOTE: Individual leagues decide what they need in a first aid kit. These give a good idea of fully-stocked kits. Items any kit should contain: A good supply of ice, drinking water, and personal items

or medications; emergency phone numbers; coins for pay phones; and directions and/or a map to/from emergency medical facilities.

ALSO: Keep a list of original supplies in your first aid kit, so it can be stocked and replenished! If managers or coaches use any first aid supplies, replace them before the next time the team meets.

Here are three good examples of a well-stocked first aid kit:

LLB's Emergency Management and Training Program

Little League's EMTP manual recommends your first aid kit include:

- Ice bags
 - Plastic bags of crushed ice
- Elastic bandages
 - 3, 4 and 6 inch widths
- Sterile dressings
 - 3 by 3 inch individual gauze
 - 2 to 3, 5 by 9 inch pads
 - Telfa or non-stick dressings
 - Eye patches
- Adhesive bandages
 - 3/4, 1 and 2 inch widths
- Bandages
 - Triangular shape and in rolls
- Adhesive tape
 - 1/2, 1 and 1 1/2 inch widths
- Eye shields
- Small flashlight
- Scissors
- Antiseptic soap
- Splints
 - Inflatable, cardboard or wooden, for arm and leg (large enough for your largest player)
- Petroleum jelly
- Safety pins
- First aid manual
- Towels
- Blanket
- Small pocket notebooks and pencils
- Water for drinking and plenty of paper cups. (Water and paper cups can also do double duty in some first aid applications.)

Fyrst USA Sport Medical Kits

A new first aid kit, available both in a team size and a league size, is offered by Fyrst USA. It was developed specifically for sports injuries. A unique feature: resupplies can be ordered by phone and to you in 5-7 days. Call 800/782-1355 or go to www.fyrstusa.com to order.

- 1 Reusable ice bag: 9 inches
 - 4 Instant cold packs: 6 by 10 inches
 - 1 Blister Kit
 - 20 Bandages: 1- by 3-inches
 - 6 Large bandages: 2 by 4 1/2 inches
 - 1 Elastic wrap
 - 1 Scissors
 - 20 Antimicrobial skin wipes
 - 10 Blood-off cloth towelettes
 - 20 Latex gloves
 - 1 Antiseptic hand cleaner: 4 ounces
 - 2 Rolls of athletic tape
 - 1 Roll of pre-wrap
 - 3 Sport wound care kits
- FYRST USA now carries the SAVE-A-TOOTH Preservation System (with ADA Seal of Acceptance)

Little League First Aid Kit

Recommended First Aid kit supplies are as follows:

- Bandages — sheer and flexible
- Non-stick pads — assorted sizes
- Soft-Gauze bandages
- Oval eye pads
- Triangular bandage
- Hypo-allergenic first aid tape in dispenser
- 2-inch elastic bandage
- Antiseptic wipes
- First aid cream
- Instant cold pack
- Tylenol- extra-strength caplets
- Scissors
- Tweezers
- First aid guide
- Contents card
- Disposable gloves

asap@musco.com 9



Good Procedures to Implement

Checklist for Managers, Coaches, and Umpires

Here are some good procedures for your league to implement and follow on several required areas of the safety plan. Requirements 7, 10, 12 and 13 are all included in the checklists below. These come from several leagues whose volunteers are providing safety leadership through their efforts to increase awareness and help volunteers do the right thing at the right time.

A. Safe Playing Areas

Regular safety inspections of all fields, (practice and game), structures, and dugouts, is the best way to eliminate conditions that cause accidents. Managers, coaches, and umpires should routinely check playing area for:

1. Holes, damage, rough or uneven spots, slippery areas, and long grass
2. Glass, rocks, foreign objects
3. Damage to screens or fences, including holes, sharp edges, or loose edges
4. Unsafe conditions around backstop, pitcher's mound, or warning track
5. Proper attire by the catcher at all times, including in the bull pens and in between innings

B. Safe Equipment

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches, and umpires should:

1. Be sure all equipment is LL approved
2. Inspect all bats, helmets, and other equipment on a regular basis. Dispose of unsafe equipment properly.

3. Keep loose equipment stored properly
4. Have all players remove all personal jewelry
5. Parents should be encouraged to provide safety glasses for players who wear glasses
6. Repair or replace defective equipment

C. Safe Procedures

Managers and coaches must:

1. Have all players' medical release forms with you at every practice and game
2. Have a first aid kit with you all practices and games
3. Have access to a telephone in case of emergencies
4. Know where the closest emergency shelter is in case of severe weather
5. Ensure warm-up procedures have been completed by all players
6. Stress the importance of paying attention, no "horse playing allowed"
7. Instruct the players on proper fundamentals of the game to ensure safe participation
8. Each practice should have at least 2 coaches in case of an emergency

D. Weather Conditions

Before the Storm

1. Check the weather forecast before leaving for a game or practice
2. Watch for signs of an approaching storm
3. Postpone outdoor activities if storms are imminent

Approaching Thunderstorm

1. Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning. During a game, the umpire will clear the field in the event of an approaching storm.

2. Move to a safe environment immediately. Do not go under a tree or stay in the dugout.
3. If lightning is occurring and there is not sturdy shelter near, get inside a hard top automobile and keep the window up.
4. Stay away from water, metal pipes, and telephone lines.
5. Unplug appliances not necessary for obtaining weather information. Avoid the telephone except for emergency use only.
6. Turn off air conditioners.

If caught outdoors & no shelter exists

1. Find a low spot away from trees, fences, light poles, and flagpoles. Make sure the site you pick is not prone to flooding.
2. If in the woods, take cover under shorter trees.
3. If you feel your skin begin to tingle or your hair feels like it's standing on end, squat low to the ground, balancing on the balls of your feet. Make yourself the smallest possible target, tuck your head between your legs, and minimize your contact with the ground.

What to do if someone is struck by lightning

1. The person who has been struck will carry no electrical charge; therefore, they are safe to touch.
2. Call 9-1-1 as soon as possible for help.
3. Check for burns to the body.
4. Give first aid as needed.
5. If breathing and/or heartbeat have stopped, perform CPR until EMS arrives.
6. Contact the league Safety Officer or President ASAP.



ASAP PLAN

Little League Rules

- French Creek Valley Mid-East Little League requires all teams to enforce all Little League rules including but not limited to:
 - Proper equipment for all catchers
 - No on-deck batters
 - Coaches will not warm up with pitchers
 - Bases will disengage on all fields

Mandatory League Registration Data

- All player registration data, player roster data, and coach and manager data must be submitted via the Little League Data Center at www.LittleLeague.org.



ASAP PLAN

Requirements for an Approved Plan:

- ✓ Qualified Safety Plan Registration Form
- ✓ Facility Survey
- ✓ An outlined Safety Plan
- ✓ Player registrations submitted via the Little League Data Center

COVID 19 Addendum for 2021 Season:

FCV Mid-East Little League is committed to following all Pennsylvania and local health department Covid 19 youth sports safety guidelines as implemented by District 1 Little League officials. When and where these guidelines change the current league safety guidelines, FCV Mid-East Little League will post the new guidelines to each of its associations.