

ASAP SAFETY PLAN REQUIREMENTS

Completed ASAP plans are uploaded directly to the [Little League Data Center](#). Below are instructions for submitting your plan to Little League followed by a list of the minimum 15 requirements. Should you have any questions, please contact your District Safety Officer, Liz Berg (rocketliz@gmail.com).

Completing an ASAP Safety Plan online has five primary steps:

1. Log into the Little League Data Center.
2. Select **“Submit/View 2020 Season ASAP Safety Plan.”**
3. Download/Upload your completed ASAP Safety Plan document.
4. Confirm that your ASAP Safety Plan meets the 15 ASAP requirements (see below).
5. e-Sign and Submit your ASAP Safety Plan.

ASAP Safety Plans can only be submitted online by League Presidents and League Safety Officers. Officers that do not have this permission will not see this link.

If needed, you may download last season’s plan, update, and then resubmit. The download is the PDF version of your file. If you do not have a PDF editing program, you can open the file in Word and edit it there (Open Word, File => Open => Select the PDF file). Word will take a few minutes to import the file. Note: sometimes the formatting will be altered, but all content will be there.

To upload your completed ASAP Safety Plan document, follow these instructions:

1. Click “Choose File” button to navigate to your plan on your computer.
2. Click “Open” or “OK” to upload the document and close the window.
3. Finally, click the large green “Upload Safety Plan and Continue” button on the bottom of the screen to complete the upload step.

Once the completed ASAP Safety Plan document has been uploaded, you will be asked to download, review, and confirm that you uploaded the correct version of your file. Once this is complete, check the box and Continue.

Confirm completion of all 15 ASAP Requirements

These requirements are mandatory and must appear in your Safety Plan; the order of their appearance is at your league’s discretion. Many of the requirements ask for a page number in your ASAP Safety Plan corresponding to a certain topic, while other requirements request a date or confirmation of training by your league. ***Simply answering the questions and/or providing dates is not sufficient and will result in your ASAP being rejected – the information must also appear in your plan for it to be approved.***

You will be asked for your registration data in Requirement 14. If you are not yet ready to upload your data, you must still complete all of the remaining steps and submit your ASAP safety plan for review. Your submission will not be fully approved without the registration data, but your ASAP and other requirements will still be reviewed. For leagues using SportsConnect (formerly Blue Sombrero) for online registration, your data will be automatically sent to Little League International, helping to fulfill Regulation IV (g) and ASAP Requirement 14.

Once all 15 ASAP requirements are completed, you will be asked to digitally sign (by typing your name) and submit your ASAP Safety Plan. Your plan will be reviewed within one to two (1-2) business days.

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If the ASAP Safety Plan is not accepted, your league will receive an email containing a description of the issues that prevented it from being approved. The ASAP Safety Plan can be amended and resubmitted online, using the same submission process.

Requirement 1 – Verify Officers

Review and approve President and League Safety Officer contact information.

- If needed, click link provided to update league officers in the LL Data Center.
- Be sure to list safety officer contact information in safety manual.

Requirement 2 – Distribution of Safety Manual

Make appropriate selections regarding how Safety Plan is distributed/posted.

- Print and distribute and/or post safety manual to the league's website.
- All league personnel should have access to the league's safety manual, including board members, coaches, managers, concession workers, team safety parent, facilities crew, etc.
- If posted to league's website, email link to all applicable league personnel.

Requirement 3 – Distribute Emergency Numbers

Provide page number where Emergency Numbers are located in your Safety Plan.

- Post and distribute emergency and key officials' phone numbers.
- Include League President and Safety Officer, consider adding all board members.
- Include emergency phone numbers for ambulance, police, fire department, etc.
- Include emergency procedures for handling injuries and who to contact to track/report them.

Requirement 4 – Volunteer Application

Make appropriate selections for your league and then continue.

- Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must complete a background check prior to being granted access to players.
- Leagues must conduct a nationwide background check utilizing JDP (preferred) or a provider comparable to JDP in accessing background check records for sex offender registry data and other criminal records.
- Volunteers for leagues using JDP are not required to complete a hard copy Volunteer Application. Please see the information provided in the template for additional information. For more information on Little League's Child Protection Program and conducting background checks through JDP, please visit www.littleleague.org.
- **Anyone refusing to fill out the Volunteer Application is ineligible to be a league volunteer.**

Requirement 5 – Fundamentals Training

Provide the date for the training as well as have the date and required attendees in your Safety Plan.

- It is not necessary for the first aid and fundamentals training to be held before the Safety Plan is submitted. Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.).
- List scheduled dates/locations in safety manual and on league website.
- At least one team representative is required to attend each year.
- High school, college or experienced league coaches can be great resources to provide training.
- Districts can assist by providing training sessions on a district-wide basis.
- Training should be modified annually to meet the local needs of players and their facilities.
- Visit <https://www.littleleague.org/university/> for more information.

Requirement 6 – First-Aid Training

Provide the date for the training as well as have the date and required attendees in your Safety Plan.

- It is not necessary for the first aid and fundamentals training to be held before the Safety Plan is submitted.
- Require first-aid training for coaches and managers, with at least one coach or manager from each team attending.
- Due to their training and education, licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics are not required to attend the first aid training portion of the training in order to meet requirement; however, it is recommended that attend to learn your league as well as Little League’s insurance and reporting procedures.
- Leagues can utilize these professionals from their league/community to present the training.
- Other individuals who attend various outside first aid training and courses are not exempt.
- Make information regarding concussions in youth sports a part of first-aid training.
- Ensure that all managers and coaches complete the [CDC.GOV HEADS UP](https://www.cdc.gov/headsup/) online training.

Requirement 7 – Field Inspection

Make appropriate selections and continue.

- Must specify who is responsible for doing inspecting fields prior to play (ex. home coach, visitors, umpire, or all). Will need to provide page number where this information is listed.
- Recommend use of a form to track and document any facility issues needing attention.
- Common sense activity — look for rocks, glass, holes, etc.

Requirement 8 – Facility Survey

Update your league’s Facility Amenities annually

- Physically review field(s) for changes and needs and update annually.
- Two parts, *Planning Tool* for expected improvements and *Fields* for current field characteristics.
- Click “Update” to review/change any field conditions.

Requirement 9 – Concession Stand Safety

Provide page number where Concession Stand Safety information is located in your Safety Plan.

- Include copy of posted concession safety procedures in safety manual.
- Training should cover safe use, care and inspection of equipment.
- Concessions manager should be trained in safe food handling/prep and procedures.
- Local restaurant operators are good resources for training assistance.
- If non-league operated concessions stands used, you must ensure safety procedures are posted.
- [Concession Safety](#) (Food handling essentials guideline)

Requirement 10 – Equipment Check

Provide page number where Concession Stand Safety information is located in your Safety Plan.

- Require regular inspection and replacement of equipment.
- At minimum, managers, coaches, and umpires must inspect equipment prior to use by players.
- Destroy broken equipment to prevent accidental future use.
- Recommend use of forms to remind coaches and to track equipment needs.
- [Safety Procedures](#)
- [Equipment Checklist](#)

Requirement 11 – Accident Reporting

Provide page number where Accident Reporting information is located in your Safety Plan.

- Safety Officer must be informed, and an **Incident/Injury Tracking Form** filed, within 12-24 hours of an incident.
- Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
- Share information on accidents and "near-misses" with District staff.
- Forms are available below as well as on LittleLeague.org under Forms & Publications page.
- Provide page number where information appears in Safety Plan.
- [Accident Claim Form](#)
- [Accident Claim Form Instructions](#)
- [Incident/Injury Tracking Form](#)

Requirement 12 – First Aid Kits

Provide page number where First Aid kits/procedures are located in your Safety Plan.

- Require a first-aid kit at each game and practice.
- Require/provide each team with a first-aid kit.
- Local hospitals and medical supply companies are good sources.
- If necessary, fund through special drive.
- [First-Aid Kits](#)

Requirement 13 – Enforce Little League Rules

Provide page number where information appears in Safety Plan.

- Most Little League rules have some basis in safety — follow them.
- Ensure players have required equipment at all times, even catchers warming on the field.
- Coaches and managers must enforce rules at practices as well as games.
- Make sure all fields have all bases that disengage from their anchors, as required.
- **Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.**
- [Coach Code of Conduct](#)

Requirement 14 – Player/Coach Data

Submit League Registration data.

- Includes both player and coach/manager data.
- Safety Manual will not be approved until registration data has been fully submitted.
- Leagues using the SportsConnect/Blue Sombrero online registration system will **not** need to separately upload registration data. As a Little League partner, registration data is automatically provided to Little League.

Requirement 15 – Answer Survey Question

Question changes every season.

- **Is your league aware of Abuse Awareness training provided by USA Baseball and SafeSport?**