

## ASAP SAFETY PLAN REQUIREMENTS

Completed ASAP plans MUST be uploaded directly to the [Little League Data Center](#). Below is the list of the minimum 15 requirements for the ASAP, followed by instructions for submitting your plan to Little League. Should you have any questions, please contact your District Safety Officer, Liz Berg ([liz@llcad4.org](mailto:liz@llcad4.org)).

### Requirement 1 - Safety Officer

**League must have an active safety officer on file with Little League International.**

- Update league officers in the LL Data Center.
- List safety officer contact information in safety manual.

### Requirement 2 – Safety Manual Distribution

**Publish and distribute safety manual to volunteers.**

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

### Requirement 3 – Emergency Plan

**Post and distribute emergency and key officials' phone numbers.**

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

### Requirement 4 – Volunteer Application

**Use Official Volunteer Application Form\* & Conduct Background Checks**

- 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 fill out an application form as well as provide a government-issued photo identification card for ID verification. League should check name spellings and numbers for accuracy.
- \*Leagues using JDP are no longer required to have their volunteers complete the Volunteer Application. Please see the information provided in the template for additional information.
- **Anyone refusing to fill out the Volunteer Application is ineligible to be a league volunteer.**
- Leagues must conduct a nationwide background check utilizing JDP or a provider comparable to JDP in accessing background check records for sex offender registry data and other criminal records.
- For more information on Little League's Child Protection Program and conducting background checks through JDP, please visit [www.littleleague.org](http://www.littleleague.org).

### Requirement 5 – Fundamentals Training

**Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.).**

- It is not required for the first aid and fundamentals training to be held before the Safety Plan is submitted.
- List scheduled dates/locations in safety manual and on league website.
- Training qualifies volunteers for 3 years, but one team representative is still required to attend each year.

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- 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

**Require first-aid training for coaches and managers, with at least one coach or manager from each team attending.**

- It is not necessary for the first-aid and fundamentals training to be held before the Safety Plan is submitted.
- 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 requirement; however, it is recommended that leagues 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](#) online training.

### Requirement 7 – Check Field Conditions

**Require coaches/umpires to walk fields for hazards before practices and games.**

- Recommend leagues use a form to track and document any facility issues needing to be fixed.
- Common sense activity — look for rocks, glass, holes, etc.
- Specify who is responsible for doing this — home coach, visitors, umpire, or all?

### Requirement 8 – Facility Survey

**Complete or update the 2019 Annual Facility Survey in the LL Data Center**

- Update on the Little League Data Center annually.
- Physically review field(s) for changes and needs.
- Facility Survey must be completed or updated in the LL Data Center and cannot be attached to safety manual uploaded by league.
- [Facility Survey explained](#)
- [National Facility Survey](#)

### Requirement 9 – Concession Stand Safety

**Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures.**

- Include copy of posted concession safety procedures in safety manual.
- Even if concession stand is not league operated, they are responsible to make sure safety procedures are posted.
- Local restaurant operators are good resources for training assistance.
- Training should cover safe use, care and inspection of equipment.
  - ✓ [Concession Safety](#) (Food handling essentials guideline)

### Requirement 10 – Equipment Check

**Require regular inspection and replacement of equipment.**

- Managers/coaches and umpires inspect equipment before each use by players.

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- Destroy broken equipment to prevent future use.
- Recommend use of forms to remind coaches and to track equipment needs.
- [Safety Procedures](#)
- [Equipment Checklist](#)

### Requirement 11 – Accident Reporting

#### Implement prompt accident reporting and tracking procedures.

- Requiring **Incident/Injury Tracking Forms** be filed with safety officer 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 and on the Forms & Publications page.
- [Accident Claim Form](#)
- [Accident Claim Form Instructions](#)
- [Incident/Injury Tracking Form](#)

### Requirement 12 – First-Aid Kits

#### Require a first-aid kit at each game and practice.

- Each team must have 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

#### Enforce Little League rules including proper equipment.

- 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 Player Registration Data or Player Roster Data and Coach and Manager Data

- Must be submitted through Little League Data Center
- Safety Manual will not be approved until registration data has been fully submitted.
- Leagues using the DSG-Blue Sombrero online registration system will **not** need to upload registration data. As a Little League partner, registration data is automatically provided to Little League.

### Requirement 15 – Answer Survey Question

#### Answer survey question posted in Data Center as Requirement #15.

- **How many background checks did your league perform?**
- **How did you conduct your background checks?**

## ASAP SAFETY PLAN REQUIREMENTS

To submit your 2018 Season ASAP Safety Plan online, log in to the Little League Data Center and choose **“Submit/View 2018 Season ASAP Safety Plan.”**

ASAP Safety Plans can only be submitted online by League Presidents and League Safety Officers, unless another officer has been given permission by the League President. Officers that do not have this permission will not see this link.

### **Completing an ASAP Safety Plan online has three primary steps:**

1. Upload your completed ASAP Safety Plan document.
2. Confirm that your ASAP Safety Plan meets the 15 ASAP requirements.
3. Sign and Submit your ASAP Safety Plan.

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

1. Click on the “Browse” or “Choose File” button on the “Upload Safety Plan” screen.
2. Use the window that appears to find and select your completed ASAP Safety Plan document.
3. Click “Open” or “OK” to upload the document and close the window.
4. 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 need to confirm the 15 ASAP Requirements. All requirements are mandatory; however, they can be completed in any order. Many of the requirements will ask for a page number in your ASAP Safety Plan document corresponding to a certain topic, while other requirements request confirmation of an activity by your league.

You will be able to submit your ASAP safety plan before Requirement 14 (Registration Data) is completed, however, your ASAP safety plan will not be approved until the Registration Data requirement is completed. Note that Requirement 14 (Provide Registration Data) will automatically check your league’s registration data before the ASAP safety plan is approved. For leagues using DICK’S Team Sports HQ powered by Blue Sombrero for online registration, that information 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 for the current year. Your plan will be reviewed within one to two (1-2) business days.

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.