



**TWO RIVER  
LITTLE LEAGUE**

EST. 2013

2021

# Safety Manual



Two River Little League  
P.O. Box 474  
Little Silver N.J. 07739  
[www.tworiverlittleleague.com](http://www.tworiverlittleleague.com)

# *Safety Manual*

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## I. Objective

Two River Little League (TRLL) is committed to providing the safest possible experience for all of its participants. With over 1,000 children enrolled in baseball and softball divisions, TRLL relies upon League Officials, volunteers and spectators to help carry out this mission. Through *Education*, *Compliance*, and timely *Reporting* of any safety concerns or issues, TRLL strives to cast a “Safety Net” over its programs, activities, and facilities.

**Mission:** This Safety Manual is meant to focus awareness on the critical aspects of safety involved in operating our Little League Program. By raising awareness concerning the most dangerous safety situations and citing the proper procedures and rules instituted to avoid them, it is our hope that the League will complete an accident-free season.

## II. Organization

1. The Two River Little League (TRLL) consists of an Executive Board of 10 individual members. It is made up of 2 individuals from each of the 5 towns involved in the program. There are 4 other ex-officio members of the Board. These 5 towns are Shrewsbury, Little Silver, Rumson, Fair Haven and Red Bank.
2. The League Safety Officer is Joseph Haelig. He is also a member of the League's Board of Directors. All corrections or recommendations to improve this League Safety Program document should be forwarded to the Safety Officer.
3. All Board Members, managers, coaches, and any other persons who will be interacting with children enrolled in the TRLL must complete a 2021 Little League Volunteer Application. The application must include a copy of a government issued photo identification card.
4. The TRLL confirms each of its sending towns conducts background checks on all volunteer coaches, umpires, and participants as required by the policies and regulations of Little League Baseball.

**Two River Little League Contact List**

**EMERGENCY**

Police/Fire/EMT:9-1-1

**Non-Emergency Contact Numbers**

Fair Haven Police .....	732-747-0991
Little Silver Police.....	732-747-5900
Shrewsbury Police .....	732-741-2500
Rumson Police.....	732-842-0500
Red Bank Police .....	732-530-2700

**Board of Directors Cell Phone Numbers**

Chuck Jones (Rumson) — President	803-403-3031
Derek Fisher (Shrewsbury) — Vice President	609-915-2994
Damon Zappacosta (Little Silver) — Secretary	484-431-8042
Brad Weisgerber (Fair Haven) — Treasurer	917-280-6507
Greg Shields (Little Silver) — Player Agent	732-673-4791
David Hendrickson (Rumson) — League Information Officer	732-687-0194
Joseph Haelig (Red Bank) — Safety Officer	732-996-4600
Adam Loucks (Shrewsbury) — Coaching Coordinator	908-309-6796
Adam Cohen (Red Bank) — All Star Experience	917-797-2340
Dan Kilkeary (Fair Haven) — Umpire Coordinator/Game Reporter	646-954-0564
Kevin Delia — Rumson Recreation Director, ex-officio	732-556-7321
Carlye Laido — Little Silver Recreation Director. ex-officio	732-842-2400
Charlie Hoffmann — Red Bank Recreation Director, ex-officio	609-439-6745
Chris Kelly (Shrewsbury) — Past President, ex-officio	732-768-6543

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## III. Training

1. Anyone who assists during practices or games as a coach or manager in the TRLI must have attended the Rutgers S.A.F.E.T.Y. Clinic. The Rutgers S.A.F.E.T.Y. Clinic satisfies the ASAP requirement for “first aid training” and also meets the stipulations of the New Jersey State “Little League Law” (2A:62A-6) which provides partial civil immunity protection to volunteer coaches who have attended a “safety orientation and training skills program.”
2. Anyone who has previously attended the Rutgers S.A.F.E.T.Y. Clinic and lost their card may contact the Youth Sports Research Council for a replacement by calling (732) 932-7178, or by following the directions on their website [youthsports.rutgers.edu](http://youthsports.rutgers.edu). The YSRC website also has a list of upcoming Clinics throughout New Jersey, which any volunteer coach can attend.
3. The TRLI ASAP plan will be emailed to all Board Members, volunteer managers, coaches and volunteers who request a copy and provide a valid e-mail address. It will be posted on the league website, [www.tworiverlittleleague.com](http://www.tworiverlittleleague.com). Further, it will be submitted to LLI in accordance with posted expectations along with a “qualified safety plan registration form.”
4. The 2021 annual managers' & coaches' meeting will be via asynchronous video supplemented by a live Q & A scheduled from **6:30-8pm on Tuesday, April 6, 2021.**
  - All managers and coaches are required to attend the meeting and receive training in League operations, procedures and requirements as well as baseball “fundamentals” (e.g., hitting, sliding, fielding, and pitching) and First Aid.
  - Special safety issues will also be discussed, including COVID-19 protocols.
  - Managers & coaches will be asked to fill in a (returning) LLI volunteer application at the meeting (both versions appear later in this manual)
5. Prior to the start of the season, the TRLI will host a training and safety orientation program for umpires that covers:
  - Legal and ethical responsibilities of the official;
  - Safety issues under the control of the official;
  - Mechanics of officiating, and
  - Plans and procedures for medical emergencies.

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### IV. Baseball Operations & Activities

1. All Little League Baseball & Safety rules, as well as special local rules implemented to facilitate game play, safety and learning, are in effect for all TRLL activities (games and practices). Managers and coaches must adhere to these rules in all situations.
2. Managers are encouraged to host a preseason orientation meeting with their team and parents.
3. Managers should have immediate access to a cellular telephone, and must have ice packs and a first-aid kit during all practices and games in case of emergency.
4. Player Equipment Requirements. All Players must:
  - Wear the uniform correctly - hat forward and shirt tucked.
  - Shoes with cleats (metal cleats for Senior Division Baseball only).
  - Wear a batting helmet when at-bat; face guards on helmets are encouraged.
  - Mouthpieces, especially for infielders, are encouraged.
5. Pre-game warm-ups:
  - Ensure that warm-up throws do not endanger spectators.
  - Do not conduct soft toss drills against playing field or batting cage fences.
6. On-deck hitters and bat retrieval:
  - On-deck hitters are only permitted in the Senior Divisions.
  - Batting donuts are not permitted.
  - Managers should teach their players not to swing bats, unless they are up at bat, and discuss the proper procedure for retrieving an errant bat.

*For example:* Youngsters should wait until “time-is-out” is called before attempting to retrieve the previous batters bat. Thereafter, they should hand the bat to the next batter, who will return it to the bat rack in the dugout. Players should be reminded not to throw bats, either, when batting, or between at-bats, simply to “move the game along”.

7. Catching Requirements:
  - All catchers must wear a catcher’s helmet, throat guard, long model chest protector (short models are acceptable for the Senior division only), shin guards and protective cup (males) at all times during practices and games, including while warming up a pitcher on the field or in the bullpen.

Note: Throat guards must be worn with every type of catcher’s mask or hockey style helmet.

8. When operating outside Two River Little League pitch count restrictions (specifically the TRLL three inning cap), managers are responsible for communicating after every half inning to verify the number of pitches thrown by each pitcher.
  - During the game, the umpire should monitor the pitch count and submit the affidavit, along with the final score, to the umpire-in-chief for proper recording.

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- Managers are also responsible for conducting a pre-game pitcher eligibility meeting and completing the post-game Pitch Count Log for all pitchers used during the game.
9. Spectator Guidelines:
- Spectators are expected to exhibit positive good sportsmanship characteristics as a model for the players at all times.
  - Spectators and siblings are not permitted in dugouts or seated in areas where they may be struck by a wild throw, such as next to the bullpen.
  - Spectators are not permitted to engage in any on-field play, *including warming up a player between innings*.
  - During games, children should not be permitted to play “wall ball” (i.e., throw tennis balls, etc. against dugouts). Errant throws may end up on the field causing a player to become distracted and potentially injured.
10. In accordance with N.J.S.A. 5:18-1, “any child who wears corrective eyeglasses while participating [in baseball], shall be required to wear protective eyewear that meets the frames standards of the American Society for Testing and Materials (ASTM) F803 and lens standards of the American National Standards Institute (ANSI) Z87.1.

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## V. Facilities

1. Weather Rules:
  - No games or practices should be held when the weather conditions are oppressive or field conditions are inadequate.
  - Two River Little League will do its best to notify its community of any weather-based cancellations but cannot guarantee that it will be able to do so before families arrive at the field of play.
  - Please respect the posted signs noting when fields are closed.
  - In the case of lightning or thunder, games will be halted and all players removed from the playing field until 30 minutes after the last thunder was heard.
  - **Two quick & easy ways to tell if a field is unplayable: 1) 5% or more is covered by standing water or 2) shoes leave an impression on the field with every step.**
2. Prior to the start of games:
  - The field should be walked by the managers and umpires to ensure that there are no hazards in the playing area.
  - Proper foul ball return procedures should be discussed at each field. Spectators should not throw foul balls into the playing area, but, rather, hand them to a base coach or manager when play has been halted by the umpire.
3. All vehicles should be parked in marked stalls and drivers should follow all posted speed limits.
4. Children should be escorted from the parking lot facilities to the fields.
5. The Safety Officer will complete the annual LLI Facility Survey in accordance with expected timelines.

## VI. Equipment

1. Managers should inspect equipment prior to its use and secure any defective items. Thereafter, they should make arrangements with their respective Recreation Department/Commission/Committee to make all necessary repairs or to exchange the equipment.
2. Managers must have ice packs and a first aid kit at all games and practices.
3. **Only bats following the revised 2019 Little League bat standard – including an embedded “USA Baseball” decal – are allowed to be used. Any bats manufactured prior to 2017 are not allowed.**

## VII. Suspicious Activity

1. Anyone noticing a suspicious person or vehicle at any park or playing facility should contact the local police or call 9-1-1.

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## VIII. Procedure for Reporting Accidents

1. When an accident happens:
  - Administer prompt and proper first aid
  - Call local first aid squad (if necessary)
  - Telephone parents of player, if not present
  - Notify the League Safety Officer
  - Speak with coaches, umpires, and other witnesses as to how the injury occurred
2. What to report:
  - Any incident that causes a player, manager, coach, umpire or volunteer to receive medical treatment and/or first aid.
3. How to file the report:
  - **Email [safety@tworiverlittleleague.com](mailto:safety@tworiverlittleleague.com)** and provide the following:
    - Name and phone number of individual involved
    - Time, date, and location of accident
    - Detailed description of accident and contributing factors
    - Description of the extent of the injuries, to the best of your ability
    - Name and phone number of individual reporting the incident
4. Who Reports:
  - Reporting Chains:
    - Manager/Coaches at the scene to the League Safety Office
    - League Safety Officer to the League President
    - A complete incident report must be provided to the League Safety Officer
5. To Whom:
  - Within 24-48 hours, notify the TRLL Safety Staff:  
Safety Officer: Joseph Haelig 732-996-4600 [safety@tworiverlittleleague.com](mailto:safety@tworiverlittleleague.com)  
The Safety Officer is on file with Little League International
6. The League Safety Staff will:
  - Contact the injured party or their parents (in the case of a minor), and verify the information on the Incident Report
  - Obtain any other needed information
  - Check on the health status of the injured individual
  - Advise the parent of the League's insurance coverage and the procedure for submitting a claim
  - Instruct the parent to obtain written medical clearance from a qualified physician, in order for the child to resume participating in any practice or game
  - Notify the President of the TRLL about the incident
  - Provide LLI insurance documents as necessary (they appear later in this manual).



**THE RUTGERS S.A.F.E.T.Y. CLINIC**  
*Sports Awareness For Educating Today's Youth™*

The Rutgers S.A.F.E.T.Y. Clinic satisfies the ASAP requirement for “first aid training” and meets the stipulations of the New Jersey State “Little League Law” (2A:62A-6) which provides partial civil immunity protection to volunteer coaches who have attended a “safety orientation and training skills program.” Anyone who assists during practices or games as a coach or manager in TRLL must have attended the Rutgers S.A.F.E.T.Y. Clinic.

The Rutgers S.A.F.E.T.Y. Clinic is based upon the *Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs* (N.J.A.C. 5:52) and has been tested in court as having met the standards.

Volunteer coaches who attend this program receive:

- 1) Way to Go, Coach! Textbook
- 2) *The Coaches Reference Manual* (3rd edition)
- 3) Certification card acknowledging attendance
- 4) Permanent registration with the Rutgers YSRC

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### **IX. Concession Stand Safety**

Because of the way it is configured, Two River Little League does not own or operate any concession stands of its own, nor does it engage in any routine discussion about the operation of its sending towns' recreation facilities beyond the use and safety of the playing fields. However, Little League ASAP program requirement #9 indicates TRLL's expectation that our sending towns use the following concession stand safety rules:

No person under the age of 16 will be allowed behind the counter during regular operating hours.

- All concession volunteers are required to complete a Little League Volunteer Application and can only work after an acceptable LexisNexis background check has been performed.
- Persons working in the concession stand will be trained by the Concession Stand Manager(s) on the following:
  - Safe use of equipment.
  - Food handling & temperature regulations (see attachments).
  - Proper hand washing techniques (see attachments).
  - Proper cleaning of machinery, including but not limited to, hot dog rollers, coffee pots, popcorn machine, pizza oven, and barbeque grill.
- Equipment will be inspected periodically and repaired or replaced as needed.
- Hot dog roller machine, coffee pot burners, popcorn machine, pizza oven and barbeque grill will be turned off at the end of each night.
- Cleaning materials and chemicals will be stored properly away from food products.
- Ice packs and first aid kits will be maintained within the concession stand for use in the case of medical emergencies.
- Concession stand main door entrance will not be locked or blocked while people are inside.
- A certified Fire Extinguisher must be placed in plain sight at all times. All concession stand workers are to be instructed on the use of fire extinguishers.
- Menu – the menu shall be posted and approved by the safety officer and concession director.

In addition to the general Concession Stand safety rules, the following food and health safety rules shall be enforced:

- All foods shall be cooked and tested to verify that they are cooked.
  - All refrigerators shall be maintained at 41° F or below.
  - Warm foods shall be heated to at least 165° F & kept at a temperature greater than 135° F pursuant to the New Jersey State Sanitary Code.
- All workers shall frequently wash their hands thoroughly. Disposable gloves shall be used when handling ready to eat foods; pursuant to New York State Sanitary Code and Department of Health guidelines.
- Only healthy workers shall prepare and serve food. Anyone with symptoms of illness will not work in the concession stand. Workers shall wear clean outer garments.

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- All utensils that have to be cleaned shall be washed in hot soapy water, rinsed in clean water, sanitized (1 gallon of water with 1/2 teaspoon of chlorine bleach) and air-dried. All wiping clothes shall be stored in sanitizing water (1 gallon of water with 1/2 teaspoon of chlorine bleach).
- Garbage and wastes shall be stored in proper containers.
- All foods shall be stored off the floor.
- The concession stand shall be cleaned after every use.

See further information in Little League's "Concession Stand Tips" below

### **X. Coach & Player Registration**

League Player Registration Data or Player Roster Data, which also includes Coach and Manager Data, must be submitted separately through the Little League Baseball® Data Center on or before April 1, 2016 to meet requirement 15 of ASAP. This ASAP requirement is an effort to provide coaches with important Little League information and initiatives prior to and during the current playing season.

Regulation IV(g): Player, manager and coach data must be supplied to Little League International annually. Leagues may submit information from registration by April 1, 2016. It is highly recommended that data be supplied electronically in approved formats to Little League International via the Little League Data Center. Look for related information online at [LittleLeague.org/Data Center](http://LittleLeague.org/Data Center).

Two River Little League is provided all necessary data by its sending towns and assures it is in an approved, uniform format. This information is submitted to Little League International via the Little League Data Center by a TRLL League Director on or before April 1<sup>st</sup> of each year.

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**2021 COVID-19**

Safety Officer Joseph Haelig  
[Safety@TwoRiverLittleLeague.Com](mailto:Safety@TwoRiverLittleLeague.Com)  
732-996-4600

Two River Little League will always follow NJDOH guidance for Sports Activities, found both below and here:  
[https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID\\_GuidanceForSportsActivities.pdf](https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID_GuidanceForSportsActivities.pdf)



Guidance for Sports  
Activities

**February 8, 2021**

**Youth and Adult Indoor Sports Interstate Restrictions**

Pursuant to Executive Order No. 194 (2020), all interstate games and tournaments for indoor youth sports, up to and including high school, are prohibited until further notice. "Indoor interstate youth sports competition" includes any sports game, scrimmage, tournament, or similar competition that is conducted indoors with opposing teams or individuals from different states competing against each other and which would require an opposing team or individual to travel from a state outside of New Jersey. It also would prohibit out-of-state teams from hosting competitions in the state. Administrative Order No. 2020-25, issued December 31, 2020, clarified that the restrictions regarding interstate youth sports competitions also apply to youth sports competitions conducted outdoors. **These restrictions on interstate competitions remain in effect.**

In addition, New Jersey, Maine, Rhode Island, New Hampshire, Vermont, Connecticut, and Massachusetts have extended a regional commitment to suspend interstate hockey competitions for public and private schools and youth hockey through at least March 31, 2021.

**Summary**

*This "Guidance for Sports Activities" published by the New Jersey Department of Health (NJDOH) is intended to guide organizations that oversee sports activities as they resume operations to ensure the health and safety of staff, participants, and their families. The Guidance address skill-building drills and team-based practices as described in the [Centers for Disease Control and Prevention \(CDC\) Guidance on Youth Sports](#).*

*This guidance document does not apply to professional or collegiate sports activities or US national team activities.*

*High school sporting activities under the jurisdiction of the New Jersey Interscholastic Athletic Association (NJSIAA) must abide by NJSIAA protocols, which shall consider NJDOH guidance.*

*The public health data on which this document is based can and do change frequently. Organizers should check back frequently for updates. NJDOH also encourages organizers to keep informed of guidance from the CDC, which may change regularly.*



**Sports program operators must abide by the following risk assessment chart:**

<b><u>Risk Level</u></b>	<b><u>Examples</u></b>	<b><u>Permissible Activities</u></b>	<b><u>Prohibited Activities</u></b>
High risk - Sports that involve close, sustained contact between participants	Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer.	Indoor and Outdoor Practices and Competitions	Interstate youth competitions, as defined in EO 194
Medium Risk - Sports that involve some close, sustained contact, but with protective equipment in place between participants OR intermittent close contact OR group sports OR sports that use equipment that cannot be cleaned between participants.	Lacrosse, hockey, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, swimming relays, fencing, cycling in a group, running in a close group, group sailing, volleyball, soccer, basketball, baseball/softball, short track.	Indoor and Outdoor Practices and Competitions	Interstate youth competitions, as defined in EO 194
Low Risk - Sports that can be done individually, do not involve person-to-person contact and do not routinely entail individuals interacting within six feet of one another	Archery, shooting/clay target, individual running events, individual cycling events, individual swimming, individual rowing, individual diving, equestrian jumping or dressage, golf, individual sailing, weightlifting, skiing, snowboarding, tennis, individual dance, pole vault, high jump, long jump, marathon, triathlon, cross country, track and field, disc golf, badminton.	Indoor and Outdoor Practices and Competitions	Interstate youth competitions, as defined in EO 194



### **Guidance for Operations**

Outdoor and Indoor Sports and Athletic Facilities Organizations, businesses, schools, and government entities that operate outdoor and indoor sports facilities, such as athletic fields, courts and other playing surfaces, pools, and sailing and boating facilities that are permitted to reopen their premises and facilities to adult sports and supervised youth sport leagues, summer sports camps, and other athletic activities should follow the safety measures outlined below. As a reminder, municipalities retain the discretion to open or close municipal fields or facilities.

#### **1. Preparing a Sports Program for Practices**

- a. Each sports program shall create a plan (“program preparation plan”) to ensure the following:
  - i. Identify adult staff members or volunteers to help remind coaches, players and staff of social distancing. Use of signs, tapes or physical barriers can be used to assist with guiding social distancing requirements.
  - ii. Within the program, consider creating consistent groups of the same staff, volunteers, and athletes, and avoid mixing between groups.
  - iii. Individuals shall remain 6 feet apart from one another whenever possible. This applies to athletes, coaching staff, and referees, as well as parents/guardians and other spectators to the extent they are permitted.
  - iv. Coaching staff and any parents/guardians that are permitted to attend must wear cloth or disposable masks. Athletes must wear cloth or disposable masks when not engaging in vigorous activity, such as when sitting on the bench, when interacting with an athletic trainer, etc. Face masks are not required when persons are engaged in high intensity aerobic or anaerobic activities. Face masks should **not** be worn when engaged in activities that may cause the cloth face covering to become wet, like when swimming, or when doing so may endanger the individual’s health. When face masks are not worn, efforts should be made to maintain at least 6 feet from others.
  - v. Create staggered schedules to limit contact between groups and/or players.
  - vi. Limit the use of carpools or van pools. When riding in an automobile to a sports event, encourage players to ride to the sports event with persons living in their same household.
  - vii. All staff should be educated on COVID-19 health and safety protocols prior to the resumption of athletic activities, including:
    1. Revised practice rules and regulations in place during COVID-19;
    2. The importance of staying home when experiencing symptoms of COVID- 19 or residing with someone experiencing symptoms of COVID-19;
    3. Social distancing and face coverings;
    4. Proper hand hygiene;



5. How to address a situation in which an athlete presents with symptoms of COVID-19; and
  6. How do address situations in which social distancing or other necessary requirements are challenged by athletes or parents/guardians/visitors.
- viii. Educate athletes and coaching staff about when they should stay home and when they can return to activity.
1. Actively encourage sick staff, families, and players to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
  2. [Individuals, including coaches, players, and families, should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
  3. Individuals, including coaches, players, and families, who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
  4. Immediately separate coaches, staff, officials, and athletes with COVID- 19 symptoms at any sports activity. Individuals who have had close contact with a person who has symptoms should be separated and sent home as well, and follow [CDC guidance for community-related exposure](#).
  5. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- ix. All athletes, coaches, and staff should bring their own water and drinks to practice activities. Team water coolers for sharing through disposable cups and other types of shared water sources should not be permitted
- x. Encourage athletes to use their own equipment to the extent possible.
- xi. Discourage sharing of equipment as much as possible. If equipment is shared, coaching staff should be aware of the sanitation procedures for team equipment (balls, bats, etc.) and sufficient disinfecting wipes or similar products should be made available. Consult CDC guidance for cleaning and disinfection.
- xii. Individually partitioned showers or communal showers with installed barriers/partitions (at least 6 feet apart) are only permitted in facilities with pools (in accordance with the NJAC 8:26, Public Recreational Bathing). Locker room use will otherwise be limited to hand washing and restroom use only. If facility showers are to be used, ensure signage is in place to reminding athletes to maintain proper physical distancing of 6feet.
- b. Communicate applicable details of the plan to parents/guardians and/or participants before commencing practices.
- c. Organizers should further consult and implement, as appropriate, recommendations listed in the CDC guidance regarding assessing risk, promoting healthy behaviors, and maintaining a healthy environment during youth sports.





## **2. Preparing an Indoor or Outdoor Facility for Sports Practices**

- a. Each facility that will be used for practices must:
  - i. Post signage in highly visible locations with reminders regarding social distancing protocols, face covering requirements, and good hygiene practices (e.g., hand hygiene, covering coughs);
  - ii. Reduced crowding and enforce proper social distancing around entrances, exits, and other high-traffic areas of the facility;
  - iii. Ensure routine and frequent cleaning and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations;
  - iv. Limit occupancy in restrooms that remain open to avoid overcrowding, maintain social distancing through signage and, where practicable, utilize attendants to monitor capacity; and
  - v. Have hand sanitizer, disinfecting wipes, soap and water, or other sanitizing materials readily available at entrances, exits, benches, dugouts, and any other area prone to gathering or high traffic.
  - vi. On any given field or space, there must be sufficient space between designated groups to prevent any interaction between the groups.
- b. Indoor facilities should ensure appropriate indoor air/ventilation by:
  - i. Keeping doors and windows open where possible and utilize fans to improve ventilation.
  - ii. Inspect and evaluate the heating, ventilation and conditioning (HVAC) unit to ensure that the system is operating within its design specifications and according to existing building code standards.
  - iii. Conducting routine maintenance as recommended by the manufacturer or HVAC professional.
  - iv. Within the design specification of the HVAC unit:
    - 1. Increasing the volume of outdoor air to the maximum capacity while the gym is occupied.
    - 2. Reducing the volume of recirculated air being returned to the indoor spaces
    - 3. Increasing the volume of air being delivered to the indoor spaces to the maximum capacity
    - 4. Selecting maximum filtration levels for the HVAC unit.
    - 5. Ensuring that the HVAC unit runs continuously while the facility is occupied.
    - 6. Ensuring that the HVAC unit runs for at least two hours before and two hours after the facility is occupied.
    - 7. Considering installing portable air cleaners equipped with a high efficiency particulate air (HEPA) filter to increase the amount of clean air within the facility.
    - 8. Reviewing and following the latest CDC guidance for ventilation requirements.



### 3. Conducting Sports Practices

- a. All athletes, coaches, staff and others participating in practices and competitions must be screened, via temperature check and/or health questionnaire<sup>1</sup>, at the beginning of each session. Players, coaches, staff, and volunteers showing symptoms of COVID-19 **shall not** be permitted to participate. If any individual develops symptoms of COVID-19 during the activity, they should promptly inform organizers and **must** be removed from the activity and instructed to return home.
- b. Coaches, staff, visitors and athletes will be required to abide by the gatherings/limitations as set forth in Executive Orders and/or Administrative Orders in effect at the time of competition.
- c. Encourage practice activities that do not involve sustained person-to-person contact between athletes and/or coaching staff and limit such activities in indoor settings. For example, focus on individual skill-building activities.
- d. Adhere to precautions outlined in the program preparation plan.
- e. Ensure that athletes and coaches adhere to social distancing while not actively involved in practice activities (on the bench, in the dugout, etc.). Consider assigning coaching staff to monitor sideline social distancing.
- f. If any equipment is provided by the operator, operators must minimize equipment sharing and clean and disinfect shared equipment at the end of a practice session using a product from the list of disinfectants meeting EPA criteria for use against the novel coronavirus. Do not permit athletes to share food, beverages, water bottles, towels, pinnies, gloves, helmets or any other equipment or materials that is involved in direct bodily contact.
- g. Consider dividing larger teams into smaller groups and staggering practices at different times or across different days.
- h. Limit any nonessential visitors, spectators, staff, volunteers, vendors, members of the media, and activities involving external groups or organizations as much as possible. Visitors and spectators should wear face masks at all times, unless doing so would inhibit the individual's health or the individual is under the age of two.
- i. Where they are permitted, operators are encouraged to mark off spectator/chaperone viewing sites to allow for social distancing. Visitors showing symptoms of COVID-19 shall not be permitted to attend.
- j. Restrict spitting, handshakes, high-fives, team huddles, and any other close-contacting activities.

<sup>1</sup> Examples of appropriate screening documents can be accessed at <https://www.cdc.gov/screening/paper-version.pdf> (CDC screener), or [https://www.njsiaa.org/sites/default/files/documents/2020-10/covid-19-screening-questions\\_0.pdf](https://www.njsiaa.org/sites/default/files/documents/2020-10/covid-19-screening-questions_0.pdf) (NJSIAA screener).



#### 4. Preparing for games and tournaments

Competitions, tournaments, invitationals, and other activities or events that involve interaction between athletes from the same team or between teams, while permitted, carry [significant risks](#) that operators, towns, coaches, parents and others should carefully consider before proceeding. If participating in or organizing a competition, tournament, or invitational:

- a. Follow protocols listed above under “conducting sports practices.”
- b. Coaches, staff, visitors and athletes will be required to comply with the gathering limitations, as set forth in Executive Directives and Administrative Orders, in effect at the time of competition.
- c. Concession stands should meet the requirements for indoor and outdoor dining outlined in the applicable Executive Orders and Executive Directives.
- d. Consider social distancing requirements when scheduling contests and events. Social distancing will need to be maintained on buses/vans. Thus, multiple buses/vans and/or individual parent/guardian transportation will likely be required. Games should be scheduled at intervals that allow for proper sanitation of facilities and equipment following each game.

#### Additional notes:

- **Contract Tracing/Public Health Investigation:** Operators, coaches, participants, and others engaging in sports activities **must** cooperate with local health departments (LHDs) on contact tracing. Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of LHDs. Given that club sports teams and recreational sports teams are comprised of students enrolled in local school districts, it will be necessary for both club/recreational youth sports staff and school district staff, including but not limited to administrators, school nurses, school safety specialists, counselors, and any other staff deemed appropriate by the school district, to collaborate with and assist LHDs with contact tracing in the event of illness of a player, coach, referee, athletic trainer, and/or anyone else involved with a sports team/group. Additionally, all school districts and club/recreational youth sports staff should collaborate with LHDs to develop contact tracing policies and procedures, as well as identify the best methods to educate the broader school and youth sports community on the importance of the public health investigation and contact tracing.
- **Behavior of the athletes off the field.** Athletes who do not consistently adhere to social distancing (staying at least 6 feet apart), mask wearing, handwashing, and other prevention behaviors pose more risk to the team than those who consistently practiced these safety measures. Operators and coaches should encourage all participants to abide by applicable infection control protocols outside of the sports activity.
- **Testing of participants.** Testing is recommended if an athlete, coach, or other team member is sick, was exposed to a person who has COVID-19 or had “close contact” with an individual. Any further testing recommendations are dependent on the re-evaluation of the state’s testing priorities.



**TWO RIVER  
LITTLE LEAGUE**

EST. 2013

## 2021 COVID-19 CHECKLIST

Athlete's Name \_\_\_\_\_

Coach's Name \_\_\_\_\_

Team \_\_\_\_\_

Date \_\_\_\_\_

Temperature Check \_\_\_\_\_

Does the athlete, or coach, show any signs of the following:

- |                            |                              |                             |
|----------------------------|------------------------------|-----------------------------|
| • Fever or chills          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Cough                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Shortness of Breath      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Fatigue                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Muscle or Body Aches     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Headache                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Loss of Taste or Smell   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Sore Throat              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Congestion or Runny Nose | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Nausea or Vomiting       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Diarrhea                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



**TWO RIVER  
LITTLE LEAGUE**  
EST. 2013

## **PLAYER CONSENT FORM**

### **Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious. As a result, federal, state, local governments and federal and state health agencies recommend social distancing and have in many locations limited the congregation of groups of people.

Two River Little League has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not be exposed to COVID-19. Further, attending Two River Little League practices, games, activities, or events could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, the undersigned acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that my child(ren) and I may be exposed to COVID-19 by attending practices, games, activities, or events. I understand that the risk of becoming exposed to COVID-19 at Two River Little League games, or events, may result from the actions, omissions, or negligence of myself and others, including, but not limited to, players, coaches, parents, and other attendees.

The undersigned hereby unconditionally and irrevocably releases, waives, and discharges the Two River Little League and its officers, directors, officials, volunteers, lessors, sponsors, and representatives from and for any liability, loss or damage resulting from a COVID-19 related illness or injury that may have resulted from participation in a Two River Little League practice, game, activity, or event, whether the result of negligence of a release or otherwise, to the fullest extent permitted by law.

The undersigned has read this COVID-19 Assumption of Risk and Waiver not to sue, fully understands its terms, understands that substantial rights are being given up by acknowledging it, and is doing so freely and voluntarily without any inducement. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Two River Little League, its players, coaches, parents, and other attendees, whether a COVID-19 infection occurs before, during, or after participation in any practice, game, activity, or event.

Signature of Parent/Guardian \_\_\_\_\_

Print Name of Player \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



# Little League® Baseball and Softball M E D I C A L R E L E A S E



**NOTE:** To be carried by any Regular Season or Tournament Team Manager together with team roster or International Tournament affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN AUTHORIZATION:** Email: \_\_\_\_\_

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

**If parent(s)/legal guardian cannot be reached in case of emergency, contact:**

Name	Phone	Relationship to Player

Name	Phone	Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_  
Authorized Parent/Guardian Signature Date: \_\_\_\_\_

**FOR LEAGUE USE ONLY:**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_



# LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

**Send Completed Form To:**  
Little League® International  
539 US Route 15 Hwy, PO Box 3485  
Williamsport PA 17701-0485  
**Accident Claim Contact Numbers:**  
Phone: 570-327-1674

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. **Limited** deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name \_\_\_\_\_ League I.D. \_\_\_\_\_

PART 1

Name of Injured Person/Claimant	SSN	Date of Birth (MM/DD/YY)	Age	Sex	
				<input type="checkbox"/> Female <input type="checkbox"/> Male	
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)		
		(    )	(    )		
Address of Claimant	Address of Parent/Guardian, if different				

The Little League Master Accident Policy provides benefits in **excess** of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_ Type of Injury \_\_\_\_\_

AM  PM

Describe exactly how accident happened, including playing position at the time of accident: \_\_\_\_\_

Check all applicable responses in **each** column:

- |   |   |   |   |  |
|---|---|---|---|--|
| <input type="checkbox"/> BASEBALL         | <input type="checkbox"/> CHALLENGER (4-18)            | <input type="checkbox"/> PLAYER               | <input type="checkbox"/> TRYOUTS          | <input type="checkbox"/> SPECIAL EVENT                           |
| <input type="checkbox"/> SOFTBALL         | <input type="checkbox"/> T-BALL (4-7)                 | <input type="checkbox"/> MANAGER, COACH       | <input type="checkbox"/> PRACTICE         | <input type="checkbox"/> (NOT GAMES)                             |
| <input type="checkbox"/> CHALLENGER       | <input type="checkbox"/> MINOR (6-12)                 | <input type="checkbox"/> VOLUNTEER UMPIRE     | <input type="checkbox"/> SCHEDULED GAME   | <input type="checkbox"/> SPECIAL GAME(S)                         |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12)         | <input type="checkbox"/> PLAYER AGENT         | <input type="checkbox"/> TRAVEL TO        | (Submit a copy of your approval from Little League Incorporated) |
|   | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM      |  |
|   | <input type="checkbox"/> JUNIOR (12-14)               | <input type="checkbox"/> SAFETY OFFICER       | <input type="checkbox"/> TOURNAMENT       |  |
|   | <input type="checkbox"/> SENIOR (13-16)               | <input type="checkbox"/> VOLUNTEER WORKER     | <input type="checkbox"/> OTHER (Describe) |  |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date \_\_\_\_\_ Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.) \_\_\_\_\_

Date \_\_\_\_\_ Claimant/Parent/Guardian Signature \_\_\_\_\_

**For Residents of California:**

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**For Residents of New York:**

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**For Residents of Pennsylvania:**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**For Residents of All Other States:**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)**

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official	Position in League	
Address of League Official	Telephone Numbers (Inc. Area Codes) Residence: ( ) Business: ( ) Fax: ( )	

Were you a witness to the accident?  Yes  No

Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards?  YES  NO  
If YES, are they  Mandatory or  Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date \_\_\_\_\_ League Official Signature \_\_\_\_\_







# Concession Stand Tips

## SAFETY FIRST

### Requirement 9

*Temporary 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 Gick, 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.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over stereo 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.***