



# MAD RIVER VALLEY LITTLE LEAGUE

## ASAP – “A Safety Awareness Program”

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Last Updated By: [Johanna Palmer](#)  
Version: 3.1



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# DOCUMENT CONTROL

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## *Change Record*

Date	Author	Version	Change Reference
27-DEC-2019	Mike Nagle	1.0	Initial 2020 ASAP Creation
15-JUN-2021	Mike Nagle	2.0	Update after Vermont COVID Guidelines Released
12-DEC-2021	Mike Nagle	3.0	Updated for 2022 season.
11-JAN-2022	Johanna Palmer	3.1	Updated for 2022 season.

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## *Reviewer*

Name	Position
Mike Nagle	President
Charlie Goodman	Vice Prsident of Operations
Johanna Palmer	Safety Officer
Seth Cohen	Player Agent

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# ASAP - A Safety Awareness Program

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## **Overview**

Introduced in 1995 and long the pacesetter in youth sports safety, Little League has taken the lead with the development of ASAP (A Safety Awareness Program). With the help of corporate sponsors, Musco Lighting and AIG Insurance, ASAP has increased overall safety awareness, reduced injuries by 80% and lowered insurance costs for participating leagues.

Mad River Valley Little League has created this Safety Awareness Program Manual to memorialize our long standing commitment to the safety of our youth.

Used in conjunction with the Little League Rule Book, Local Option Rules, the Play it Safe book, Protecting Young Pitchers Arms guide, and training for managers, coaches and other volunteers, this manual is part of the overall safety plan for our league.

It is the responsibility of all Board Members, Coaches and Volunteers to insure this manual is understood and used on a daily base to insure our safe environment for our community as we enjoy the games of baseball and softball.

Along with all other aspects of the game, **Safety is a Team Sport!**

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## **Mission**

Provide a safe an enjoyable Little League environment for all Coaches, Players, Spectators and Board Members that allows our children to grow to love the game and build life long friendships!

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## **Review and Distribution**

Mad River Valley Little League board is committed to reviewing and enhancing our Safety Plan on an annual basis. The document will be issued to following candidate prior to beginning of each season.

- All Board Members – In Person Review and Training
- All Team Managers – In Person Review and Training
- All Team Coaches – Electronic Delivery
- All Umpires – Electronic Delivery
- All Volunteers – Electronic Delivery
- All Parents – Emailed Link to Website

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## ASAP – Program Requirements

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### #1 – Safety Officer

The Mad River Valley Safety Officer is an appointed position by the President of the Board. The position is responsible for the creation, annual maintenance and enforcement of the league Safety Awareness Program.

Safety Officer Name	Johanna Palmer
Safety Officer Cell	607-437-8293
Safety Officer Email	jopalmer20@gmail.com

Board Members	Position	Email	Cell Phone
Mike Nagle	President, Director of Softball	mikenagle23@comcast.net	802-505-5205
Charlie Goodman	Vice President of Operations	ceg4@goodmanconstructionvt.com	802-522-8606
Kara Revoir	Secretary	kara.revoir@gmail.com	
Catrina Brackett	Treasurer	catrinabackett@icloud.com	
Johanna Palmer	Safety Officer	jopalmer20@gmail.com	607-437-8293
Seth Cohen	Player Agent	joeyzaza99@hotmail.com	802-917-1241
Macon Phillips	Registrar, Director of T-Ball	macon.phillips@gmail.com	
John Lacey	Director of Baseball	attorneylacey@gmail.com	617-719-1436
Samantha Noone	Fundraising, Concessions	samantha.seymour.noone@gmail.com	
Marissa Wilich	Softball Coach, Fundraising	mdwilich@gmail.com	
Natalie Vasseur	Raffle Prizes	natalievolpini@yahoo.com	802-371-7248

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### #2 – Plan Distribution

A successful security plan is only worthwhile if the plan is communicated effectively to all key resources. The Mad River Valley Little League is committed to a transparent organization that communicates with all league participants and actively seeks feedback to improve the safety of our organization.

The league will take a top down approach with communication and management of all Safety Protocols of the league ASAP. The Safety Officer is responsible for timely and effective communication according to the following guidelines.

#### **Board Members**

All Board Members will be responsible for reviewing the ASAP on an annual basis. They will help provide guidance and feedback to the League Safety Officer to improve our overall Safety. Each year at the end of the season, the Board will conduct a Security Assessment to review the effectiveness of our ASAP. Adjustments will be made to ASAP for review and submission for the following season.

At beginning of each season each Board Member will receive a printed copy of the current season plan. The league Safety Officer will review the season's ASAP prior to opening Registration in January.

### **All Team Managers**

At the beginning of each season, all Team Managers will receive a printed copy of the ASAP at the annual coaches training meeting. The Safety Officer will review the document and outline the responsibilities of each Team Manager as the front line support for our league's safety plan. During the meeting, all team managers will receive Little League Coaching advice from the Directors of the respective divisions, as well as general First Aid/Safety training.

### **All Team Coaches**

All team coaches will receive an electronic copy of the ASAP via email from the league safety officer at the beginning of each season. Team Coaches are responsible for reviewing and discussing any questions with their Team Manager or League Safety Officer

### **All Team Umpires**

All umpires will receive an electronic copy of the ASAP via email from the league safety officer at the beginning of each season. The league safety officer will draw attention specifically to the umpires' responsibility with regards to the Field Survey prior to each game.

### **All Volunteers**

All volunteers will receive an electronic copy of the ASAP via email and a link to the league website at the beginning of each year.

### **All Parents**

All Parents will receive an email at the beginning of the season with a link to the league website at the beginning of each year, which will highlight the following documents:

- ASAP
- Parent and Player Code of Conduct

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## **#3 – *Emergency Plan***

Mad River Valley Little League will post all emergency contact information in each dugout, score booth, shed and snack shack within our facility.

Emergency Contact Sheets should be reviewed and updated each year to reflect the following:

- 1) Always call 911 first
- 2) Emergency Contact Sheet should have Field Number and Field Address to be quickly provided to a 911 dispatcher.
- 3) League Officials Contact information should be included on the Emergency Plan
- 4) Basic First Aid guidelines and Concussion protocol should be provided
- 5) Local Hospital Addresses and Phone Numbers
- 6) Fire Departments and First Aid Contact information
- 7) First aid stations should be detailed on a facility map so responders know where they can find a medical kit.


In addition, all League Emergency Contact information will be available through the league's Website.

## #4 – Volunteer Application


Child Safety is of the utmost concern for the Mad River Valley Little League. Little League organizations such as Mad River Valley Little League are operated by a volunteer board of directors and local community volunteers. Although we are a small community and know most volunteers very closely, we still must ensure the protection of our children from abusive people and sexual predators.

Therefore, Little League and Mad River Valley Little League will require that all volunteers complete a Volunteer Application and be subjected to a background check before they are granted permission to work within our league.

The process is simple and 100% online and Mad River Little League will enforce 100% compliance with no exceptions. Volunteers are required to submit a background check process on an annual basis.



## Little League® Volunteer Application – 2021



Do not use forms from past years. Use extra paper to complete if additional space is required.

This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)9. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit [LittleLeague.org/localBGcheck](http://LittleLeague.org/localBGcheck) for more information.

**A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.**

All RED fields are required.

Name  Date   
First Middle Name or Initial Last

Address

City  State  Zip

Social Security # (mandatory)

Cell Phone  Business Phone

Home Phone:  E-mail Address:

Date of Birth

Occupation

Employer

Address

Special professional training, skills, hobbies:

Community affiliations (Clubs, Service Organizations, etc.):

Previous volunteer experience (including baseball/softball and year):

1. Do you have children in the program?  Yes  No  
If yes, list full name and what level?
2. Special Certification (CPR, Medical, etc.)? If yes, list:   Yes  No
3. Do you have a valid driver's license?  Yes  No  
Driver's License#:  State
4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?  Yes  No  
If yes, describe each in full:   
(If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)
5. Have you ever been convicted of or plead no contest or guilty to any crime(s)?  Yes  No  
If yes, describe each in full:   
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)
6. Do you have any criminal charges pending against you regarding any crime(s)?  Yes  No  
If yes, describe each in full:   
(Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on the SafeSport Centralized Disciplinary Database or USA Baseball Ineligible List?  Yes  No  
If yes, explain:   
(If volunteer answered yes to Question 7, the local league must contact the Little League Security Manager.)

In which of the following would you like to participate? (Check one or more.)

League Official     Umpire     Manager     Concession Stand  
 Coach     Field Maintenance     Scorekeeper     Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

**Name/ Phone**

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: [LittleLeague.org/ByStateLaws](http://LittleLeague.org/ByStateLaws)

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature  Date

If Minor/ Parent Signature  Date

Applicant Name (please print or type)

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer  on

System(s) used for background check (minimum of one must be checked):  
**Review the Little League Regulation 1(c)9 for all background check requirements**

JDP (Includes review of the SafeSport Centralized Disciplinary and USA Baseball Ineligible List)\*  
OR  
 National Criminal Database check     SafeSport Centralized Disciplinary Database and/or USA Baseball Ineligible List Sex Offender  
 National Sex Offender Registry

\*Please be advised that if you use JDP and there is a name match in the law states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Last Updated: 10/28/2020

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## **#5 - Training**

Mad River Valley Little League is an instructional recreational league which provides a fun learning environment for our youth to learn the fundamentals of Baseball and Softball. Our coaches are all volunteers and may or may not have personal experience with the game.

The goal of our organization is to begin the process of sound fundamentals starting at T-Ball, ensuring all little league rules are understood, and that basic skills have been mastered by a child's final year of Majors.

All Team Manager and coaches will be provided with basic Fundamental training by the Division Directors on an annual basis geared for each level of play. The goal of the program is to ensure a consistent message and a player development program is provided. The training will cover division-related guidance on the following topics:

- General Team and Player Safety
- Importance of Stretching
- Positions
- Batting Techniques
- Fielding, Catching and Throwing Techniques
- Pitching Techniques
- Game Strategy and Situation Awareness
- General Guidance for Positive player experience

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## **#6 – First Aid Training**

Mad River Valley Little League will provide all Team Managers and Board Members with basic First Aid awareness training. Training will be provided by local Volunteers from our town rescue squad. The training is required annually by all Team Managers and recommended for any league coaches and umpires.

The First Aid training will be provided annually at the annual coaches meeting prior to equipment being distributed to the team.

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## **#7 – Field Conditions**

At the beginning of each season, the League Safety Officer and Director of Field Maintenance will perform a thorough inspection of the entire facility. Any identified concerns will be rectified prior to approving the season practice schedule to begin.

In addition, League-provided umpires will inspect each field prior to the start of each game to ensure a safe playing environment. Any issues discovered must be resolved prior to players taking the field.

Ongoing weekly inspections by the safety officer will help prevent gameday delays.



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## **#8 – Facility Survey**

Mad River Valley Little League conducts a formal Facility Survey that is updated on an annual basis and submitted to the Little League Headquarters along with this Safety Plan. You may contact the league Safety Officer or other league officials for a copy or access if necessary.

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## **#9 - Concession Stand Safety**

Mad River Valley Little League operates a basic concession stand which is located near the National Field. This concession stand (referred to as the “Snack Shack”) consists primarily of pre-packaged food, drinks, and snacks. There is also a small outdoor grill that is used for preparation of hot dogs.

The Snack Shack is operated by parent volunteers. All Volunteers working in the snack shack will be provided a list of Opening and Closing procedures and general safety operating procedures will be posted on the inside wall of the Snack Shack.

A copy of the Safety Operating Procedures have been included in the appendix.

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## **#10 – Equipment Check**

Mad River Valley Little League regularly checks and maintains all league-provided equipment to ensure it meets Little League safety standards and equipment regulations.

- Equipment must be inspected by the President and Safety Officer at the beginning of each season. Old equipment will be properly discarded.
- Team Managers are responsible for inspecting equipment throughout the season. If there is any equipment that fails inspection, the coach will pull from the equipment bag and return to President for replacement.
- Umpires are required to inspect equipment prior to each game. Inspect for quality and Little League Regulations.

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## **#11 – Accident Reporting**

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the league **Safety Officer within 24 hours of the incident.**

- Safety Officer is responsible for completing the Incident Report that has been included in the Appendix.
- Within 2 days following the incident, the Safety Officer will contact the injured party or the party’s parents and:
  1. Verify the information received;
  2. Obtain any other information deemed necessary;
  3. Check on the status of the injured party; and,

4. In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Mad River Valley Little League's insurance coverages and the provisions for submitting any claims.
- If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to:
    1. Check on the status of any injuries; and,
    2. Determine if any other assistance is necessary in areas such as submission of insurance forms, etc.
  - The Safety Officer will continue this process until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again). An Accident Notification Form will be generated and sent to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department) and reported to the District Safety Officer when required.

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### **#12 – First Aid Kits**

A First-Aid Kit is required to be on hand for every game and practice. Harvard Little League supplies each team a First-Aid Kit with the team's equipment bag. In addition, First-Aid Kits and first aid supplies are located in the concession stand and in the equipment shed for use as needed. If supplies are depleted during the season, contact the Safety Officer or a league official for replacements.

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### **#13 – Enforce Little League Rules**

Board Members, Coaches and Umpires are all responsible to follow the Official Little League Rules and Equipment regulations. A copy of the latest little league rule book will be included in each team equipment bag.

Coaches should make sure they understand the rules for their divisions. Coaches will also be made aware of any local rules that may be in effect for the season.

Coaches must be sure to strictly follow the guidelines for Pitcher and Catcher rest days. These rules are written to prevent long term injury to our athletes.

Additional Information is also available online at: <http://www.littleleague.org/learn/rules.htm>

Little League now offers a Rules App that can be downloaded to a Smart Phone. The application does have a one time cost of \$1.99. Mad River Valley Little League will reimburse all coaches and team managers for this application.

<https://www.littleleague.org/playing-rules/little-league-rulebook-app/>

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## **#14 – Player/Coach Data**

All Mad River Valley Little League Player, Coach and Volunteer information will be added to the Little League Data Center according to Little League requirements. This will be completed upon closure of Registration period and team selections.

Coaches should maintain basic statistics on their players throughout the season for the Minors and Majors divisions. Stats should include:

- Batting Averages
- Strike Outs
- Pitch Counts
- Fielding Errors

Statistics will be used to support All Star team tryouts and selection at the end of the season.

# ASAP – Appendix

## Document - Emergency Contact Sheet

This document will be printed, laminated and attached to all Dugouts, Score Booths and Snack Shacks



MAD RIVER VALLEY  
LITTLE LEAGUE  
Emergency Plan Procedures

## Step # 1 – CALL 911

Your Location: Couples Field  
4789 Main Street  
Waitsfield, VT 05673

Field Name:

## Step # 2 – Apply First Aid

First Aid Kits are in Snack Shack & Score Booth

## Step # 3 – Notify Board Member

MRVLL 2021 Contact List			
Board Members	Position	Email	Cell Phone
Mike Nagle	President, Safety Officer, Director of Softball	<a href="mailto:mikenagle23@comcast.net">mikenagle23@comcast.net</a>	802-505-5205
Charlie Goodman	Vice President of Operations	<a href="mailto:ceg4@goodmanconstructionvt.com">ceg4@goodmanconstructionvt.com</a>	802-522-8606
John Lacey	Secretary, Director of Baseball	<a href="mailto:attorneylacey@gmail.com">attorneylacey@gmail.com</a>	617-719-1436
Natalie Vasseur	Treasurer/Registration/Raffle prizes	<a href="mailto:natalievlpini@yahoo.com">natalievlpini@yahoo.com</a>	802-371-7248
Seth Cohen	Player Agent, Field Coordinator	<a href="mailto:joeyzara99@hotmail.com">joeyzara99@hotmail.com</a>	802-917-1241
Sam Noone	Fundraising, Concession Operations	<a href="mailto:samatha.seymour.noone@gmail.com">samatha.seymour.noone@gmail.com</a>	
Macon Phillips	T-Ball Operations	<a href="mailto:macon.phillips@gmail.com">macon.phillips@gmail.com</a>	

**NEEDS UPDATING**

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## Document – Snack Shack Health Procedures

This document will be printed, laminated and visibly posted in the Snack Shack



### MAD RIVER VALLEY LITTLE LEAGUE Snack Shack Safety Procedures

- 1). Adult supervision must be in effect at all times.
2. Only adults are allowed to operate or be near the grill.
3. Outdoor grills will be placed in an area away from spectators.
4. All volunteers will wash their hands on a regular basis. (Hand Sanitizer available)
5. Un-wrapped food must be handled with paper towels or plastic wrap.
6. No glass containers of any type will be sold at the concession stand.
7. Everything must be cleaned up and put away at the end of each shift.
8. A complete First-aid Kit will be kept in the concession stand.
9. A fire extinguisher shall be kept in the concession stand for emergency use.
10. A list of emergency phone numbers will be posted in the concession stand.

**Document – Snack Shack Hand Washing Guide**

This document will be printed, laminated and visibly posted in the Snack Shack

All employees must wash hands after using the toilet and before handling food.

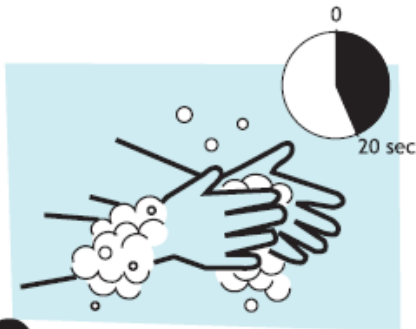
Proper handwashing:



1 Use warm water.



2 Moisten hands/apply soap.



3 Rub hands together for 20 seconds.



4 Rinse thoroughly.



5 Dry hands.

 VERMONT  
DEPARTMENT OF HEALTH  
Food and Lodging Program  
802-863-7221 • 800-439-8550  
healthvermont.gov

## Document – Safety Incident Report

This document will be printed and included in the coaches packet along with Medical Release forms. Additional Copies will be available in the Snack Shack.

**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: ( ) \_\_\_\_\_  
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 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\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/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\\_pubs/asap/GLClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_