



P.O. Box 1084

Tomball, Texas 77377-1084

281-255-9477

<http://www.tomballlittleleague.com>

League ID: 03432806

President: Nancy Newton

Safety Officer: Ed Huff

Tomball Little League

2017 ASAP Safety Plan

Tomball Little League - ASAP 2017

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I. Organization

A. Introduction

The purpose of the Tomball Little League (TLL) Safety Plan is to develop guidelines for increasing the safety of activities, equipment, instruction and facilities through education, compliance, and reporting. In support of this goal, TLL also commits itself to providing the necessary organizational structure and focus to develop, monitor, and enforce compliance with all aspects of the plan.

The Safety Plan includes the Code of Conduct and Safety Code adopted by the TLL Board of Directors. These documents outline specific safety-related policies and procedures of the League. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents. The plan is distributed to all board members, all Coaches, Managers, and team moms. It is also placed on the league website and a copy is located in the TLL Board Room and Concession Stand. A copy will be submitted by safety officer or League President to District 28 DSO and a copy will be mailed to Little League International.

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B. League Safety Officer

Ed Huff, 2016 Tomball Little League Safety Officer.

The League Safety Officer is an elected Member of the TLL Board of Directors. This individual acts as the Tomball Little League primary point of contact for the safety issues and is responsible to review, modify and communicate the League's Safety Plan each year. The plan is presented to our district safety officer for review by March 1 and to Little League International by March 31 each year for approval. Upon approval by Little League International League, it becomes the responsibility of the TLL Board, Coaches, Players, Parents and Spectators to administer and assure adherence to its contents. The TLL Safety Officer is registered and on file with Little League International.

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C. Safety Policy - Background Checks

TLL is committed to providing a safe and nurturing environment that gives players a positive and healthy learning experience. This commitment is amplified by the importance and priority placed upon safety for the kids and our community. As such, all volunteers (Managers, Coaches, Board Members, Team Mom's, and Assistants) & hired personnel working around players must successfully complete and return a **2017 Little League Volunteer Application (Appendix VI A)** for completion of background checks through the First Advantage Criminal Background Check Website to the league Secretary. Background checks are run yearly, so returning volunteers must complete the **2017 Little League Returning Volunteer Application (Appendix VI B)**. Upon completion of background check volunteers will be given a picture ID badge & lanyard & must display approved credentials at every practice and game while on the field or while working in the park. Anyone refusing to complete the application will be banned from the park.

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D. Weather Safety in the Park

- Board Member on duty is responsible for monitoring weather.
- All Board members are required to download the Weather Bug App suggested by Little League to their phones or check out the TLL Board Ipad from the concession stand for use while on duty.

- If lightening strikes or is determined by weather App to be within a 10 mile radius, games/practices should be temporarily ended and park immediately evacuated using the Park PA system informing all persons in the park to move to inside their vehicles until the storm passes.
- Text message League President to send out text alert to evacuate park for next 45 min.
- Once storm moves outside of 10 mile radius and 30 min break has occurred, players may return to park. League President will send an all clear text alert.

E. Emergency Telephone Numbers

Tomball emergency personnel respond to 911 calls. Therefore, in the event of an emergency 911 will be called. Police and fire department numbers are posted in the concession stands for non-critical situations. Board Member telephone numbers are published in this Safety Plan, on the League’s website, and at the concession stand.

TLL Contact Information

Main Number: 281-728-9257 Rain Out Line:text “tomballbaseball” to 84483

Website: <http://www.tomballlittleleague.com>

Volunteer Tomball Police Officer Available by phone during park hours:

Rick Grassi 832-250-4500 for safety questions or concerns

(do not call him in emergency situation - dial 911)

Emergency and Utility Numbers

Emergency Numbers

Police/Fire/Ambulance 911
 Tomball Hospital 281-410-7500

Non-Emergency Numbers

Police 281-351-5451
 Fire 281-351-7101

Utilities

Tomball Water/Gas 281-351-5484 Reliant Energy 713-207-7777

League Personnel

President	Nancy Newton	281-728-9257
Vice President Operations	Matt Stone	281-433-7054
Vice President Admin	Mindy Humphrey	281-222-6160
Treasurer	James Tuggle	713-412-7776
Secretary	Lisa Castro	832-349-1768
Safety Manager	Ed Huff	847-858-5857
Umpire in Chief	Don Calhoun	281-475-6537

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Coaching Coordinator	David Panneton	281-979-5117
Director of Registration	Jessica Case	832-364-4386
Uniform Manager	Devon Carpenter	713-598-7914
Spirit Wear Manager	Heather LeDoux	832-562-0749
Equipment Manager	Stacy Hunter	281-236-3500
Field Manager	Clint Ermis	832-265-4524

Fundraising Director	Kristi Bailey	832-423-1579
Assistant Fundraising Director	Jennifer Hudspeth	832-684-5977
Grand Slam Manager	Ryan Grenweige	832-684-5966
Parent Aux/Volunteer	Melissa Harrell	281-677-0963
4/5 T-ball Rep	Ken Sides	281-851-3952
6 YO Coach Pitch Rep	Andrew Snyder	713-319-4949
7 YO Rep	VACANT (covered by 8yo rep)	
8 YO Rep	Jim Nix	281-431-7528
9/10 Rep	Steve Castro	832-592-3258
Majors Rep	Anna Marie Husbands	713-858-3553
Jr/Sr Rep	Andrew Fuller	731-836-1034
Information Director	William Harris	832-978-9624

II. Training

A. Fundamentals Training (February 11, 12, & 13th, 2017)

TLL coaches and managers are required to attend at least one clinic scheduled for February 11, 12, & 13th 2016; during which the fundamentals and mechanics of batting, hitting, sliding, base running, throwing, fielding, etc. will be reviewed. Books reviewed & made available for checkout are: Little League Drills & Strategies; Managing Little League Baseball; Coaching the Little League Pitcher; & Big Al Coaching Books. All T-ball Managers get a copy of The Little League T-ball Program Manual. Links for UTube Videos will be emailed weekly that complement instruction provided to give fresh ideas for practices. On Deck Cards for field drills are provided. Links to the Little League training resources in the Little League University are provided. Clinics are held in February, March, & August, prior to the start of each season (Spring and Fall). Managers and Coaches in all TLL divisions are required to instruct children in the above mentioned fundamentals as appropriate for each division. Additional training material, e.g., DVD's, articles, books are available upon request; or the Safety Officer, Ed Huff, can provide guidance on public sources of information.

Additional training extends to safety coverage, i.e., Locker Room principles, on 1) transportation

to/from the ballpark, 2) designated warm-up areas, 3) spectator areas, and 4) foul ball procedures, 5) heat illnesses and warning signs etc. Managers and coaches in all league divisions are required to discuss safe transportation to and from games and practices with the parents and players at the end of each event for the next upcoming event. No fewer than two adult coaches will be present at all events. Managers and Coaches are instructed to communicate to all players, monitor, and enforce all little league rules and proper equipment use for each position at all times, including equipment for players who warm up pitchers in the infield.

B. First-Aid Training

In order to improve our response and treatment of injuries on the practice field or in games, TLL has provided information for all TLL board members, Team Managers, Team Coaches, and Team Mom's to sign up for First-Aid/CPR/AED certification online. Being First Aid/CPR/AED certified is a mandatory requirement of all TLL Board members. Team Manager & Coach is required to be certified and It is also mandatory that all teams identify at least one adult member of the team that is First Aid/CPR/AED certified also. This team member must provide a copy of their Certification card to the Safety Manager by the start of the regular season. TLL will offer an on-site in person training on April 17th for anyone that was unable to complete the online training as required. TLL offers reimbursement for certification costs for the mandatory members that must be certified with a copy of receipt and certification card. In addition to the required First-Aid, CPR, and AED training, ALL managers and coaches and TLL board members are required to complete the mandatory CDC Concussion Training Program online, and provide completion certificate to the league safety officer for record. All managers, coaches and TLL Board members are also provided with a printout regarding Communicable Disease Procedures (Appendix VI, G).

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For more information contact:
Ed Huff, League Safety Officer
Phone 847-858-5857
Email safety@tomballlittleleauge.com

III. Facilities & Equipment

A. Inspections

TLL carries out a number of field prep days prior to and during the Little League Season. The Field Days are joint efforts by Board Members, Managers and Coaches, Parents and Players to improve and maintain our park. These field days result in a hazard action list that is prioritized and acted upon accordingly. Tomball requires that Managers, Coaches, and Umpires inspect fields prior to use. A short checklist is provided during the Manager/Coach Training. Any concerns should be communicated to the Field Manager, Clint Ermis; or one of the Tomball Little League Board Members.

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B. League Facility Survey

The 2017 league survey has been completed, updated online as noted in **Appendix VI F**. For player safety, all TLL bases disengage, and safety netting is used for foul ball protection.

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C. Concession Stand

TLL concession stands are operated by contracted personnel under the Tomball Sports Association (TSA) which works in cooperation with the local Little League. The TLL Safety Officer has discussed appropriate safety and safe food handling techniques with these personnel. Periodic inspections are made within the concession stand by the TLL Safety Officer to ensure sanitary conditions; proper food storage, and preparation standards are met. Written safety requirements have been provided to the contracted personnel. Safety procedures are posted within the concession stand. All food items for sale are pre-approved by League President or League VP Administration. A copy of the Concession Operating Guidelines (Appendix VI I) and Safety Tips (Appendix VI J) are distributed to all contract workers.

D. Player Equipment

TLL Equipment Manager inspects all equipment before distribution and instructs Managers and Coaches on inspecting the equipment prior to each practice and game, and the exchange/replacement procedures of faulty equipment. ALL catcher's helmets will be properly equipped with throat guards before being distributed. All Parents are informed that Players are required to wear protective cups during practices and games.

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E. First Aid Kits & AED

First Aid Kits are provided in press box on each field, in the concession stand, in the boardroom, and in the batting cage facility. AED is located on the exterior door of concession stand. Safety officer is required to check the first week of each month all first Aid boxes for adequate supplies and is required to check AED each season for proper operation.

IV. Activities

A. Emergency Procedures

In the event of an accident or incident, which results in an emergency situation or injury Managers, Coaches and Team Moms have been instructed to call 911, provide appropriate first-aid, and summon the TLL Board Member on duty immediately. These individuals have been asked to convey these instructions to players and parents who are empowered to follow the same emergency notification procedure.

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B. Injury Reporting

Rapid reporting of injuries is essential to a proactive safety program. In order to expedite this process, TLL has included the Little League International Injury Tracking Report form (**Appendix VI E**) in our red handbooks. This form is to be submitted to the TLL Safety Officer within 24 hours in preparation for submission to the League's insurance carrier. If the injury requires professional medical care by a licensed care provider, e.g., Medic, Nurse, Doctor, etc., the TLL Safety Officer should be notified immediately by the manager or coach. Coaches and managers are required to have a copy of each players Medical Release Form (Appendix VI H) with them during all practices and games.

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LEAGUE PROCEDURE FOR REPORTING ACCIDENTS & INJURIES

All Managers, Coaches, Parents, Umpires, and Volunteers should use the following procedures for reporting injuries.

- Call 9-1-1 in any emergency or for urgent medical assistance. Be prepared to provide information requested by the dispatcher including the location of the field or practice area you are calling from.

- For non-emergency calls contact;

Tomball Police Dept: (281) 351-5451

Tomball Fire Department (281) 351-7101

Tomball Hospital (281) 401-7500

Any incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the TLL Safety Officer. The terms medical

treatment and/or first aid include any injury that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require the medical assistance of a physician, nurse, paramedic, or emergency personnel for evaluation, diagnosis, and treatment.

All such incidents described above must be reported to Ed Huff, League Safety Officer within 48 hours of the incident. Contact information is:

Cell: 847-858-5857

Email: safety@tomballlittleleague.com

Please mail a copy of the Little League Baseball Accident Notification Form (**Appendix VI C**) to report injuries. The form can be supplied by any TLL Board Member or is available for download from the “Forms” section of our Little League website:
[http:// www.littleleagueasap.com/](http://www.littleleagueasap.com/)

How to complete an incident/accident report (Instructions in Appendix VI D)

In completing the form make sure the following information is provided:

- League name - Tomball Little League
- League I. D. No.: 03432806
- The name and phone number of the individual involved (and their parents)
- The date, time, and location of the incident.
- As detailed a description of the incident as possible, whether it occurred during practice or a game.
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C. MANAGERS AND COACHES SAFETY INFORMATION

I. Managers/Coaches are required to undertake the following action items as required by Tomball Little League Association and District 28:

- a. Collect a Player Medical Release (Appendix VI H) for each player and put into folder that is brought to all practices and games. (Safety officer, umpires, & board Members will “spot check” for these).
- b. Walk the game or practice field prior to beginning each event to assess field conditions and remove or control hazards which may cause injury such as broken bottles, defective fences, defective bases, fire ant mounds, field level discrepancies etc., 7
- c. Review safe transportation and relevant traffic concerns with players prior to each event.
- d. Inspect equipment prior to each use for defects. 10
- e. Use only Little League approved equipment.
- f. Provide or identify a parent who will commit to bringing a charged cellular telephone to practices and games.
- g. Teach your players all little league rules that are essential to the safety of all Players such as no bat throwing, no intentional blocking of the Plate, etc. Please not only cooperate with but encourage umpires to enforce these rules as well.
- h. To avoid unnecessary injuries please allow players to play only positions in games if they have been instructed in the safe performance of these positions.
- i. Please follow the inclement weather guidelines outlined in Coach and Manager training. You are encouraged to download the Little League Weather Bug App to stay informed of weather.

j. Two adult Coaches are required at all events. **Coaches are NOT allowed to warm up pitchers (not from a squatted OR standing position).**

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k. Encourage the use of protective cups, mouth guards, and face guards on helmets for players

II. Each Manager must assure the following items are at each Practice and game:

a. Ice and water

b. Cups

c. Emergency phone numbers and parent information forms on each child

d. First aid kit which includes a gauze pads, bandages, gloves, tape, chemical ice pack, plastic bags for disposal of soiled material and a bag to be used for icing down an injury are placed at each field in the Press Box & are checked monthly by Safety Director. **AED device is located in the Concession Stand.** In the event of an emergency call 911, provide appropriate first aid and summon a TLL Board Member as outlined in the TLL Safety Plan. An AED is available in the Board Room.

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e. Portable fans are located in Boardroom if needed during warm/ hot weather.

III. Managers and Coaches are requested to assist Tomball Little League in enforcing appropriate safe behavior from all players and spectators. We ask all Managers to hold a team meeting prior to start of game season and review the Parent Code of Conduct Handout found on our website under “documents.” We also ask that you assist if possible in requesting other attendees at the practice fields and the park to observe these same rules. If, after making a polite request to attendees who are not following safe behaviors, you feel the assistance of a Tomball LL Board Member is necessary, they can be found in and around the park on game days and practice sessions or reached by phone.

Some of these behaviors include, but are not limited to:

a. Do not allow climbing or hanging from dugouts, fences, bleachers, etc.

b. Do not allow rough horseplay or fighting.

c. Batting practice and ball throwing is not allowed in the main walkways or traffic areas of the park.

d. Bicycles, skateboards, hover boards and roller blades are not allowed on the park walkways on game or practice days.

e. Alcohol is prohibited in all events.

f. No one is allowed in batting cages without helmets on.

Please notify the TLL Safety Officer or any other TLL Board Member if you witness other unsafe behaviors or identify physical hazards. Any safety suggestions can be sent to the safety officer - safety@tomballlittleleague.com. In the event that you become aware of an injury to a guest in the park please notify the TLL Safety Officer or another TLL Board Member immediately. In the event a player or coach is injured, please follow the injury reporting procedures outlined in the Safety plan.

D. INFRASTRUCTURE & OPERATIONS IMPROVEMENT PROJECTS for 2017

- I. The Tomball Little League 2017 Safety Plan has been developed with the following safety improvements in place or in consideration to be completed by opening day 2018:
 - a. Field hazards to be remedied by complete tear down and rebuilding of field 1 and upgrades to fields 2 & 3.
 - b. Restripe parking lot to encourage proper parking and parking lot safety.
 - c. Batter Screens on outfield fences.
 - d. Work with the City to upgrade lighting on fields 6,7, & 8.
 - e. Shade covers over spectator stands on field 4 (t-ball).
 - f. Rebuild bullpen on Field 3
 - g. Warning Tracks installed on fields 1, 2 & 3.
 - h. Covers to be purchased for the poles in batting cages.
 - g. Additional Police Officer affiliation for safety assistance.

- II. Safety Upgrades completed in last 12 Months
 - a. All new Lighting on fields 1,2,& 3 that now exceed Little League Standards.
 - b. All wood benches (12) in park rebuilt to meet ADA standards.
 - c. Bullpens on fields 2 & 8 rebuilt to increase safety.
 - d. New concrete stairs with hand rail placed on pressbox for field 1.
 - e. Fields 5,6,7 & 8 infields to 9 feet past outer edge of infield were completely tore out, laser graded and new sod and infield mix of clay and crushed granite were put in.
 - f. Additional lighting in park for nighttime safety was added.
 - g. Tripping hazards identified in park were remedied.
 - h. All new cedar shavings put in the enclosed playground area.
 - i. \$1000 worth of additional safety signage put up in park.
 - j. 2 new additional batting cages added to park.
 - k. All batting cages concreted & turfed.
 - l. Fence on field 1 was moved to place scoreboard outside field of play.
 - m. Batters Screens on fields 1,2,3 & 8
 - n. Pitchers sunscreen put in place on field 3
 - o. Concession stand gutted and completely remodeled with ALL new equipment.
 - p. Old Barn on property torn down and rebuilt.
 - q. Indoor batting cage facility built.

V. LEAGUE MANAGEMENT






- A.** Registraion: registration runs November through January, and tryouts will be held last weekend in January followed by draft and team formation. Registration Closes Feb. 15th.
- B.** Player roster data and coach and manager data will be submitted to the Little League data center at www.LittleLeague.org by March 30, 2017.
- C.** TLL Board Member Contact info will be uploaded to LL Data Center by Information Director by February 15, 2017.
- D.** Safety Plan, Facilities Survey, and Safety Plan Registration plan will be submitted online by 3-31-17, following established procedures by little league International.
- E.** ASAP Newsletter and Little League E News will be distributed to league via email by the League Information Director. Posts from Little League University website and Little League e-news will be shared via the League’s Facebook page and Twitter Account by League Information Director or Executive Board Member.

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VI. APPENDICES

A. Little League Volunteer Form	http://www.tomballlittleleague.com/Assets/Tomball+Little+L+eague+Digital+Assets/Documents/2017/2017+Volunteer+Application+++New.pdf
B. Little League Returning Volunteer Form	http://www.tomballlittleleague.com/Assets/Tomball+Little+League+Digital+Assets/Documents/2017/2017+Volunteer+Application+++Returning.pdf
C. Accident Claim Form	 AccidentClaimForm.p df
D. Accident Claim Form Instructions	 AccidentClaimFormIn structions.pdf
E. Little League Baseball Injury Tracking Report (league use only)	 Injury_Tracking_For m.pdf
F. Little League Facilities Survey	Submitted online in the Data Center
G. Communicable Disease Procedures	 communicable_diseas e_procedures.pdf
H. Player Medical Release Form	 Medical_Release_For m.pdf
I. TSA Concession Operating Guidelines	Copy submitted with safety plan.