



ASAP PLAN 2018

League Safety Officer: Mindy Whitmire Cypert (on file with Little League Headquarters)

McKinney Little League will distribute a paper copy of this Safety Manual to all Managers/Coaches, and league volunteers, as well as the District Administrator, and the city of McKinney.

Emergency Phone Number: 911

Non-Emergency Local Police: 972-547-2700

(For all emergencies call 911, then Contact Mindy Whitmire Cypert, Safety Officer, and or Will Lloyd, President, to report the incident)

League Contacts

League President:	Will Lloyd	214-399-7969
League Vice President:	Matthew Peterson	972-837-6244
League Coaches Coordinator:	Phillip Blackmon	573-424-5880
League Player Agent:	Steven Sullivan	310-488-4765
League Treasurer:	Eric Dunn	909-229-9898
League Safety Officer:	Mindy Whitmire Cypert	580-920-3741
League Secretary:	Nicole Trevino	469-667-3746
League Scheduler:	Phillip Blackmon	573-424-5880
Umpires Coordinator	Joey Broussard	704-724-9222
Uniform Coordinator	Will Lloyd	214-399-7969
Trophy Coordinator	Steven Sullivan	310-488-4765
Website Coordinator	Will Lloyd	214-399-7969
Equipment Coordinator	Mindy Whitmire Cypert	580-920-3741
Tournament Coordinator	Phillip Blackmon	573-424-5880

Table of Contents

Child Protection Program	3
First Aid & CPR Training	4
Fundamentals Training for Coaches	4
Concussion Training	5
Field Inspection	5
Equipment Inspection	5
Implement Prompt Accident Reporting	5
First Aid Kit	6
MLLB requires All TEAMS to enforce ALL Little League Rules	6
Concessions	6
Qualified Safety Plan Registration	6
Registration Data	6
Safety Plan Review	6

Safety Program: Youth Safety

1. Child Protection Program (adopted from Little League)-

<http://www.littleleague.org/learn/programs/childprotection.htm>

Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out the **Official Little League Volunteer Application** form as well as provide a government-issued photo identification card for ID verification. Check name spellings and numbers for accuracy. When using First Advantage for background checks, Social Security numbers are required.

- i. All MLLB Volunteers will complete the **Official Little League Volunteer Application** form or **Returning Volunteer form** for 2018, submit a government issued photo ID, and provide their SS# on their application.
- ii. MLLB Volunteers who have cleared the background check will be the only volunteers allowed in the dugout or on the field with the players during practice and/or games. Cleared volunteers will receive an MLLB Photo ID card showing clearance of the Volunteer Application/background process.
- iii. The City of McKinney will be issued a list of all MLLB Volunteers who have been issued the Photo ID clearance card.
- iv. The MLLB Board of Directors will create a practice/game compliance schedule to ensure that all Volunteers who have access to or contact with players have their league issued photo ID and Team Representatives are following the Little League Rules. Each team will have compliance checks each season. Umpires will check Managers/Coaches for ID cards before the start of each game and will remove any Managers/Coaches from the field and or dugout who are unable to produce their ID card and keep it visible.

2. First AID and CPR Training Program-Includes Heat Stroke (annual budget item):

- i. At least 1 representative from each team (Manager, Coach, or Assistant Coach) must attend at least once every 3 years in the spring, as training qualifies volunteer for 3 years, but one team representative must attend training annually. MLLB will pay for 1 coach per team; however, teams may send additional volunteers at their own expense.
- ii. Volunteers must attend the full course in order to receive a valid certificate.
- iii. The MLLB Board of Directors will post a training schedule before the season starts.
Spring 2018: Saturday, February 24th 8:45am @ FBC
- iv. MLLB will maintain training records and will submit an updated list of training certificates to the City of McKinney for all certified team representatives by March 6th (spring season) and September 7th (fall season). At least 1 coach or manager from each team will attend in the spring.

3. Fundamentals Training for Coaches (annual budget item):

Skills Review & Safety Training: February 24, 2018 (part of coaches meeting)

- i. Teach Coaches/Managers about sports fundamentals, like:
 - a. Proper Warm-ups
 - b. Running Safe Practices and games
 - c. Require/encourage use of protective cup for players
 - d. Importance of having a parent act as a team safety representative
- ii. Teach Coaches/Managers about stopping play, breaks for weather;
 - a. Stop play for lightning, do not just rely on Lightning Detector
 - b. Take breaks between innings for water
 - c. Shade in high heat
 - d. Heat Illnesses and warning signs

Coaches Clinic: Little League Coaching Clinic March 3rd with D Bat (spring). Training will be at: Gabe Nesbitt Field. Coaches not able to attend D Bat's clinic will attend a clinic held by MLLB that utilizes D Bat's training materials and LL University Training Materials.

- i. At least 1 representative from each team (Manager, Coach, or Assistant Coach) must attend fundamentals training at least once every 3 years.
- ii. In this clinic, coaches learn how to teach the fundamental skills of the game (hitting, sliding, fielding, pitching, etc.) as well as stretching and warm-ups, and how to plan fun and effective practices.
- iii. The MLLB Board of Directors will post a training schedule by February 12th.
- iv. Coaches Coordinator will maintain training certificates.

4. Concussion Training Program

- i. All coaches for each team (Manager, Coach, or Assistant Coach) will complete online training. The MLLB Board of Directors will post a training schedule by February 15th (spring season) and certificates are good for the spring and fall season of the same year.
 - a. Online training http://www.cdc.gov/concussion/headsup/online_training.html
 - b. Scroll down to: [Launch the Online Training Course >>](#) This will direct you to the online training. Type your name in as you want it to appear on your certificate.
 - c. Complete the training. Save the certificate. By March 2nd, upload it into your MLLB coaches' account or email the certificate to mindykaye55@gmail.com.
- ii. MLLB will maintain training records and will submit an updated list of training certificates to the City of McKinney for all certified team representatives by March 19th (spring season) and September 7th (fall season). **Every Coach must complete the Concussion training at least once every 3 years.**

5. Field Inspection

- i. Coaches will be required to walk/inspect the fields prior to practices and games and complete the Facility and Field Inspection Checklist.
- ii. Umpires will be required to walk/inspect the fields for hazards before each game.

6. Equipment Inspection

- i. League Safety Officer will inspect all equipment in the pre-season. Bad equipment will be removed and destroyed.
- ii. Managers/coaches will inspect equipment prior to each game. Bad equipment will be removed and destroyed.
- iii. Umpires will be required to inspect equipment prior to each game.

7. Implement Prompt Accident Reporting:

- i. The League will use the provided incident tracking form from the LL website and will provide completed Accident forms to the Safety Officer, Mindy Whitmire Cypert, within 24-48 hours of the incident.
- ii. Track “near-misses” as a proactive tool to evaluate practices and avoid future injuries.

8. First Aid Kit

- i. Each team will be issued an updated First Aid Kit. At the minimum, kits will contain an instant cold compress, band aids, tweezers, and a wrap.
- ii. Each team is required to have the First Aid Kit at every practice and game.

9. MLLB will require All TEAMS to enforce ALL Little League Rules:

This includes proper equipment for catchers.

- i. No On-deck batters.
- ii. Coaches are not allowed to catch pitchers. This includes standing at backstop during practice as informal catcher for batting practice.
- iii. Bases will disengage on all fields.
- iv. Ensure players have required equipment at all times, even catchers warming up during infield.
- v. Make sure coaches enforce rules at practices as well as games.
- vi. Coaches will follow Little League Safety Rules.

10. Concessions:

- i. McKinney Little League does not operate any concessions. Concessions are run by another organization.

11. Qualified Safety Plan Registration:

*Completed form and submitted to Little League for Approval on or near March 1st.

- i. Complete the annual 2018 Little League Facility Survey
<http://facilitysurvey.musco.com/login.php?redirect=index.php>
- ii. Maintain records in an excel spreadsheet of the Facility Survey, update the survey each year, and keep a copy of the updated survey.

12. Registration Data

*League Player Registration Data or Player Roster Data and Coach and Manager Data submitted via Little League Data Center at www.LittleLeague.org.

14. Umpire Training: Safety & Rules – February 24, 2018

13. Safety Plan Review

Have safety plan reviewed by DA or DSO.

*Mandatory requirement for an approved ASAP Plan in 2018