

Nantucket LITTLE LEAGUE

Manager's and Coach's Safety and Procedure Handbook

2016



LEAGUE ID NUMBER
2210716

Approved: _____

Table of contents	Page
Mission Statement	3
Nantucket Little League Phone #'s	4
Emergency Phone #'s	5
Player Agent Responsibilities	6
Safety Officer's Responsibilities	6
Incident Reporting Procedures	7
Accident Reporting Procedures	8
Injury Report	9
Little League Safety Code	10
Little Code of Conduct	12
Do's and Don'ts	13
Communicable Disease Procedures	14
Lightning Evacuation Procedures	15
Field Management	16
Field Safety Checklist	17
Managers and Coaches Committee Responsibilities	18
Coaches Guidelines and Responsibilities	19
Manager's Code of Ethics	20
Manager's Contract	21
Parent Player Manager Contract	22
Tee Ball Rules	24
Concession Stand Safety	25
Concession Stand Checklist	27
Game Summary Sheet	32
Little League Baseball & Softball Facility Survey	33
Little League Volunteer Application Form	34

Nantucket Little League Mission Statement

The Mission of Nantucket Little League (NLL) is to promote healthy physical activity through the games of baseball and softball, focusing on teaching the fundamentals of the game in a safe environment.

Our Goals include:

- **Teaching and modeling good sportsmanship**
- **Showing respect for one's self and others**
- **Promoting teamwork and commitment**
- **Developing fundamental skills**

NANTUCKET LITTLE LEAGUE PHONE NUMBERS



POLICE/FIRE/AMBULANCE

911

2016 Board of Directors contact list

President	Mark Willett	(508) 680-6406
Vice President	Jay Lovering	(508) 560-4907
Treasurer	Lori Sajdak	(508) 901-5595
Secretary	Mike Horton	(508) 332-0029
Safety Officer	Mark Voigt	(508) 680-6406
Player Agent	Mark Voigt	(508) 680-6406
Equipment Mgr.		(508) 825-3285
Umpire-in-Chief	Jay Lovering	(508) 560-4907
Snack Bar coordinator	Jay Lovering	(508) 560-4907
Fundraising Coordinator	Mark Voigt	(508) 680-6406

2015 Board Members

Kevin Carroll	508-325-4687
Eric Ray	508-265-8057
Mark Lucas	508-228-7855
Rob Knoll	508-221-0811
Lucretia Voigt	508-680-6693
Ernie Culkins	508-825-3285
Mark Willett	508-498-2482

Emergency Phone Numbers

Police, Fire, Ambulance	911
Police	508-228-1212
Fire Dept.	508-228-2324
Nantucket Cottage Hospital	508-825-8100

Doctors

Butterworth, George, M.D.	508-228-3200
Lepore, Timothy, M.D.	508-228-4846
Hospital Primary Care	508-325-9981
Pearl, Diane, M.D.	508-228-4748

Schools

Nantucket Elementary School	508-228-7290
Cyrus Peirce School	508-228-7283
Nantucket New School	508-228-8569
The Lighthouse School	508-228-0427

Player Agent Responsibilities

Duties of the Player Agent include:

- Is in charge of player selection.
- Submit League Player registration data or Player roster data and Coach and Manager data, must be submitted separately through Little League Data Center at www.littleleague.org on or before April 1st 2015
- Assists the President in checking birth records and eligibility of players.
- Supervises and coordinates the transfer of players to or from the minor leagues.

Safety Officer's Responsibilities

Duties of the Safety Officer include:

- Update safety manual and distribute to managers and coaches at preseason meeting.
- Complete the safety program requirements, with a Qualified Safety Plan Registration form, safety plan will not be shown as received without this form, and submit to Little League Headquarters, retain a copy for NLL records.
- Inventory and obtain first aid items for kits.
- Distribute first aid kits to snack bars and teams.
- Schedule mandatory First Aid Training with managers and coaches. One Manager or Coach from each team is required to attend once a year, all managers and coaches are required to attend once every three years. Training will be held at the Delta Fields at 4:00PM on April 10th 2015.
- Oversee a coach's clinic that teaches managers/coaches the proper teaching techniques and fundamentals consistent with Little League philosophy. One Manager or Coach from each team is required to attend once a year, all managers and coaches are

required to attend once every three years. Training will be held at the Delta Fields tbd

- Have town board of health inspect concession stands and post rules for proper food handling and storage.
- Inspecting lighting/meters to ensure it is in good working order.
- Prior to the start of play walks and inspects all play areas to ensure they are free of hazards and authorizes play upon successful conclusion of the inspection. No activities may take place on the playing fields until the Safety Officer advises the President of the league his/her confirmation that safe play may take place.

Incident Reporting Procedures

In addition, the Safety Officer will:

- Document all incident reports
- Track “near misses” as a proactive tool to evaluate practices and avoid future injuries
- Share information on accidents and “near misses” with District staff.

Within 48 hours of receiving an incident report the Director of Safety will contact the injured person or parents and:

1. Verify information received.
2. Obtain any other necessary information.
3. Check on status of injured person.
4. Explain Little Leagues insurance coverage and the provisions for submitting any claims.

Accident Reporting Procedures

What to report- An incident that causes any player, manager coach or umpire to receive medical treatment and/or first aid must be reported to the Director of Safety. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or period of rest. When in doubt about whether to report something-----report it.

When to report- All incidents described above must be reported to the Director of Safety within (48) hours of the incident. The Director of Safety for 2015 is Mark Voigt 508-680-6406.

How to make the report at minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time and location of the incident.
- As detailed description of the incident as possible.
- The preliminary estimation of the extent of the injuries.
- The name and phone number of the person reporting the incident.

A form is attached for your use.

Injury Report

Provide this information to the safety officer within (48) hours of the injury or accident:

The League safety officer is Mark Voigt, 508-680-6406.

Name: _____

Address: _____

Phone number _____

Date of injury _____

Coach/manager's name _____

Describe injury/accident _____

Was medical attention required? Yes__ No__

Nantucket Little League

Safety Code

Dedicated to injury prevention

The Board of Directors of Nantucket Little League has mandated the following Safety Code. All managers and coaches will read this Safety Code and then share it with players on their team.

- A Safety Officer will be on file with Little League International, and is responsible for safety procedures.
- The responsibility for following these safety procedures is expected of all adult members and volunteers of Nantucket Little League.
- All teams will be supplied with a first aid kit. In addition first aid kits are located at snack bars.
- No games or practices should be held when weather or field conditions are not safe.
- Play area should be inspected frequently for holes, damage, rocks, glass and other foreign objects. The Safety Officer shall be responsible for walking the fields and declaring them safe from hazard before play may begin at the start of the season. Managers of the home and away team are responsible for walking the fields and clearing them of any potential hazards prior to the start of any scheduled game or practice.
- Only players, coaches, managers, and umpires are permitted on the fields or dugouts during games and practices.
- Assign a player/coach to keep bats and other equipment off the field.
- Establish a procedure for retrieving foul balls.
- Remind all players/coaches to be alert during practices/games.
- Space players properly during warm-up drills to avoid injuries from wild or missed throws.
- All pre-game warm-up drills should take place on the playing field and not in parking areas or spectator areas.

- Inspect equipment regularly and ensure proper fit. The Equipment Manager is responsible for inspecting all equipment and replacing any unsafe or defective equipment. All unsafe or defective equipment will be destroyed or made unusable.
- Batters must wear Little League approved helmets during games and practices. Protective cage masks recommended for all teams.
- Catchers must wear the following Little League approved equipment during games/practices: helmet, mask, throat protector, chest protector, and cup. Helmet/mask is to be worn when warming up pitchers.
- Managers should encourage all male players to wear protective cups.
- Except when a runner is returning to a base, headfirst slides are not permitted.
- During sliding practices, bases should not be anchored.
- Horseplay is not permitted on the field or in dugouts.
- Safety glasses are recommended for players who wear corrective lenses.
- No watches, pins, bracelets, chains should be worn during games/practices.
- Regulations prohibit “on-deck” batters. This means no player should be swinging a bat, even while in an enclosure, until it is his/her time at bat.

Nantucket Little League

Code of Conduct

- Speed limit is 5 mph in field parking areas.
- No alcohol allowed in any parking lot, field, or common areas used by NLL.
- No playing in parking lots.
- No profanity.
- No rock throwing.
- No climbing fences.
- During games, players must remain in dugout area and behave in an orderly fashion.
- Each team must clean dugout/bench areas after games/practices.
- After games/practices, coaches should lock/secure fields as needed.
- No children under 16 are permitted to be in the grilling area of the snack bar.
- No smoking on fields/benches/dugouts.
- All volunteers, including the Board of Directors, Managers, Coaches and volunteer umpires are required to have completed and successfully passed a volunteer application. No individual shall be allowed to engage in any activities on behalf of Nantucket Little League without completing the volunteer approval process. Application form is attached.

Failure to comply with the above rules may result in disciplinary action as subject to Nantucket Little League's Constitution and By-Laws.

- Coaches will attend safety clinic and coaching clinic once every three years, generally held during draft day for each division. (Minimum one coach per team)

Some Important Do's and Don'ts

Do...

- Reassure and aid children, who are injured, frightened or lost.
- Provide, or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Carry First-aid kit to all games and practices.
- When administering aid to the injured or sick remember...
 1. Look for signs of injury (blood, black and blue, deformity etc.)
 2. Listen to the injured person for a description of what happened.
 3. Feel gently and carefully the injured area for signs of swelling or fracture.
- Keep cellular phone nearby to call for help.

DON'T...

- Administer medications.
- Hesitate to render aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e. CPR, etc.).

- Leave a child unattended at a practice or game.
- Hesitate to report potential safety hazards to league officials.
- Coaches must never bat a pitched ball.
- Provide food or beverages (other than water).
- Transport injured individuals except in extreme emergencies.

Communicable Disease Procedures

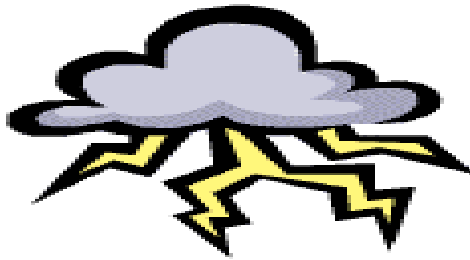
These procedures should be understood and followed by all managers, coaches and umpires. While the risk of one athlete infecting another with HIV/AIDS during competition is almost non-existent, there is a remote risk that other blood borne pathogens could be transmitted. For example, Hepatitis B can be present in blood as well as in other bodily fluids.

Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

1. The bleeding must be stopped, then the open wound must be covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routinely use gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other bodily fluids are anticipated.
3. Immediately wash hands and other skin surfaces if contaminated with blood or other bodily fluids.
4. Clean all blood covered surfaces and equipment with appropriate disinfectant before resumption of games.
5. Practice proper disposals procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.

6. Use bag valve masks, mouthpieces, or other ventilation devices to minimize the need for mouth-to-mouth contact.
7. Trainers and coaches with bleeding or oozing skin conditions should refrain from contact with players until condition resolves.
8. Contaminated towels should be safely disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing bodily fluids.

LIGHTNING EVACUATION PROCEDURES



1. Stop game/practice at first sign of lightning regardless of weather forecast.
2. Stay away from metal objects (fences, dugouts etc.).
3. Do not hold metal bats.
4. Walk, don't run to a car and wait for a decision on whether or not to continue the game or practice.
5. All decisions on whether to continue or restart play due to weather conditions should be made with safety concerns as the primary and overriding issue.

Nantucket Little League Field Management

The Home Team Manager or Team Representative must be at the field 45 minutes before the start of the game. They are responsible for the following.

1. Walk fields for hazards before use, hazards include rocks, holes, glass, and other foreign objects.
2. Lining the field including batter's box
3. Rake if necessary
4. Water infield if dry
5. Check and set bases
6. Use "Super Sippy" or "Turface" on puddle areas
7. Setting up pitcher's mound (softball)
8. Performing field maintenance after the game

After practice or a game, the following field maintenance must be performed.

1. Infield and mound must be raked and/or dragged
2. Hose down the field if it is dry (hose is in irrigation box behind the mound)
3. Bases and field maintenance equipment put away in closets or sheds
4. Dugouts cleaned of trash and swept out
5. Put away pitcher's mound (softball)

Equipment is located in the following areas.

1. Lower Delta Field: in closet behind concession stand
2. Upper Delta Field: in shed behind dugout
3. Uniforms, game balls and umpire equipment is in the scorer's booth
4. Tee Ball equipment is in the scorer's booth

Field Maintenance Contact: Paul Boucher, DPW (508) 922-5094

Field Safety Checklist

Field Conditions

Backstop _____
 Home Plate _____
 Bases _____
 Pitcher's Mound _____
 Batter's Box Level _____
 Grass Surface _____
 Holes in Field _____
 Infield Fence _____
 Outfield Fence _____
 Warning Track _____
 Safety Fence Cap _____
 Batters Box Marked _____
 Foul Lines Marked _____

Dugout Conditions

Fencing _____
 Benches _____
 Walls / Roof _____
 Bat Rack _____
 Helmet Rack _____
 Trash Cans _____
 Cleanliness _____
 Broom / Dustpan _____

Spectator Conditions

Bleachers Level _____
 Cleanliness _____
 Glass / Rocks _____
 Gates Closed _____
 Parking Area _____
 Concession Stand _____
 Bathrooms _____

Catcher's Equipment

Face Mask _____
 Helmet _____
 Throat Protector _____
 Shin Guards _____
 Catchers cup or pad _____
 Chest Protector _____
 Catcher's Mitt _____

Safety Equipment

First Aid Kit full _____
 Medical Release Forms _____
 Cell Phone Available _____
 Emergency #'s Avail. _____
 Ice Packs (3) _____
 Safety Manual _____
 Injury Report Forms _____

Players Equipment

Batting Helmets _____
 Face Masks _____
 Bats Inspected _____
 Uniforms Checked _____
 Shoes Checked _____
 Jewelry off _____

Managers and Coaches Committee Responsibilities

1. Uphold Nantucket Little League Mission Statement
2. Utilize manager selection process to determine managers
3. Develop, Update, and Utilize Managers Handbook
 - a. Mission Statement
 - b. Manager Guidelines and Expectations
 - c. Manager Code of Ethics
 - d. Role of League Director and Player agent (Chain of command)
 - e. Player Guidelines/parents Guidelines
 - f. Home rules / National Little League Rule Book
 - g. Safety Manual / Accident forms
 - h. Coaching Drills
 - i. Rosters / Whole League
 - j. Game Summary Sheets
 - k. Field Maintenance Checklist
 - l. Dugout Checklist
4. Develop Manager Clinics
 - a. Safety Procedures
 - b. Effective Coaching
 - c. Skills and Drills
 - d. Manager and Player guidelines and expectations
5. Develop Player Clinics
 - a. Pitching
 - b. Throwing
 - c. Hitting
 - d. Sliding
 - e. Fielding
 - f. Safety
 - g. Attitude, respect, behavior, good sportsmanship
6. Distribute and Collect
 - a. Volunteer Applications
 - b. Manager Contracts
7. Develop Training Library

Coaches Guidelines and Responsibilities

1. The Mission Statement of Nantucket Little League is to promote physical activity through the games of baseball, softball, and tee ball, focusing on the fundamentals of the game in a safe environment. Our goals are to teach good sportsmanship, show respect for ourselves, and others, and promote teamwork and commitment.
2. Managers are offered the opportunity to attend an off-island national Little League Managers Clinic, and this is highly recommended. Managers are required to attend two clinics on Nantucket, which will cover the following:
 - a. Safety / First Aid / CPR
 - b. Home Rules Summary
 - c. Pitch Count
 - d. Chain of Command / Complaint System
 - e. Field Management
 - f. Drills and Skills / Warming up
 - g. Planning an effective practice
 - h. Dealing effectively with players
3. All Managers are directly responsible to the Nantucket Little League Board of Directors.
4. Managers are responsible for the following:
 - a. Contacting players and conducting appropriate practices.
 - b. Utilizing and enforcing the Safety Handbook.
 - c. Attending all games and practices in a timely manner.
 - d. Reinforcing good sportsmanship.
 - e. Distribution and collection of uniforms.
 - f. Care and appropriate use of equipment.
 - g. Assisting at awards night.
5. All managers must familiarize themselves with the safety manual and must attend the safety clinic.
6. Managers must maintain a safe, clean, and respectful dugout at all times.
 - a. No food, candy or gum
 - b. No friends, siblings, or unauthorized parents
 - c. An adult must be in the dugout at all times
 - d. No disrespectful yelling or chatter
 - e. Dugout must be left in an orderly fashion
7. Fields must be checked using the field safety checklist before each home or away game.
8. Field maintenance must be performed after every game and practice. See the appropriate checklist.

9. Managers or a team representative of the Home team must be at the field on a game day 45 minutes before the game. No manager shall leave the field after a game or practice before all of their players are gone or are accounted for by an adult.
10. Each manager shall have a player / parent meeting before the start of the season to cover the following agenda items:
 - a. Player and parent behavioral expectations discussed and signed
 - b. Home rules
 - c. Uniform policy
 - d. Dugout policy
 - e. Practice and game schedule
 - f. Concession responsibilities
11. Managers are responsible for filling out game summary sheets (see game summary attachment) and getting them to Mark Voigt (president@nantucketlittleleague.com) via e-mail in order to have the results posted in social media.

Nantucket Little League Manager's Code of Ethics

1. The Mission of the Nantucket little League is to promote physical activity through the games of baseball and softball, focusing on the fundamentals of the game in a safe environment.
2. Our goal is to promote good sportsmanship, self respect and respect for others, teamwork, and commitment. This is conducted from a "Positive Point of View".
3. Each Manager has a tremendous amount of influence on his/her players. The value of winning shall never be placed above the value of developing character.
4. The Manager is responsible for the behavior of his/her players and coaches. There will be no confrontational expressions toward other teams, managers, or umpires.
5. Managers and players will treat each other respectfully. There is no bullying, taunting, teasing, or jeering toward the opponent, and there is no cheering for the opponent's misfortune. Normal Baseball/Softball chatter is encouraged.
6. Safety comes first. The Manager's primary concern will be the safety of his/her players and coaches.
7. The Manager has full responsibility to expect and model respectful behavior among his/her players, coaches and umpires.

Manager's Contract

Realizing that the objective of the Nantucket Little League is to implant in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority while teaching them the fundamentals of the game of baseball. I hereby agree to abide by the attached Manager Guidelines, Manager's Code of Ethics and Expectations Sheet. Furthermore, I will do my best to ensure that they are upheld by me, my coaches, my team and my team's parents.

Manager's Signature

Date

Nantucket Little League 2016 Season Parent Player Manager Contract

In Little league, our main purpose is to work together to create the best possible environment for those involved to have fun and learn the game of baseball and softball. The following checklists outline the expectations that will help us to achieve this goal.

Expectations for the Manager and Coaches

I will make every effort to...

- Coach from a “positive reinforcement point of view”
- Create a safe and caring environment for all players to learn, practice, and play
- Make every player feel like an important part of the team
- Set clear and reasonable expectations
- Use good judgment as to when and how to discipline
- Be positive in situations where there seems to be failure
- Become familiar with current coaching and teaching techniques
- Teach the fundamentals of the game
- Be kind and approachable
- Ensure that all players are instructed on safety
- Be honest to all players and not be afraid to admit my mistakes
- Start each practice and game as a “New Day”
- Show respect for the volunteers (umpires, managers, coaches)

Expectations for Players

I will make every effort to...

- Do my best in games and practices
- Come to practices and games with enthusiasm and the intent to improve
- Listen and learn from my manager, coaches and volunteers
- Be on time for practices and games
- Maintain my cool when I make a mistake
- Cheer on and support my teammates
- Hustle on and off the field
- Show respect for all the volunteers (umpires, managers, coaches)

- Be a good sport at all times
- Properly wear my full uniform to all games
- Learn from losing as well as from winning
- Always be positive and start each new practice and game as a “New Day”
- Know the game and where I should be in all game situations
- Help with the packing of equipment, dragging of the field, and cleaning of the dugouts after games and practices
- Notify any manager when missing a game or practice is unavoidable
- Recognize that by missing a game or practice I am not fulfilling my role as a team player

Expectations for Parents

I will make every effort to...

- Attend my child’s games
- Be a supportive parent
- Cheer for players on both my child’s team and the opposing team
- Be positive and supportive whether the team wins or loses
- Look for opportunities to work with my child on the skills of the game
- Communicate with the manager in appropriate ways and at appropriate times
- Be a positive role model
- Recognize that when my child misses a game or practice, they are no longer fulfilling their role as a team player. I will use good judgment as to what is an unavoidable absence.
- Show respect for the volunteers (managers, coaches, umpires)

We have read and agree with the above expectations, and will review them periodically. (Sign, detach, and return to manager).

Player: _____

Manager: _____

Parent: _____

Coach: _____

Coach: _____

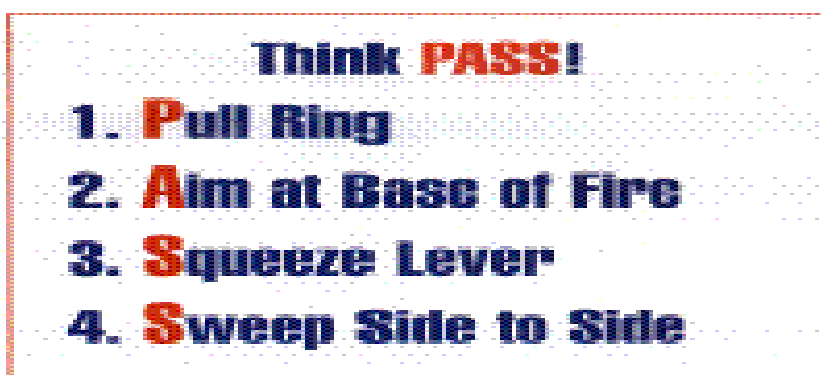
Tee Ball Rules

Safety, Sportsmanship, Instruction, and Teaching the Fundamentals are the priorities of Tee Ball.

1. Games will be at least two innings long, with games not lasting more than one hour. A third inning may be played at the discretion of the two managers, if time allows.
2. Each line up bats through for each inning. The last batter is announced by the manager, and then the inning is over.
3. There is no base stealing and no “on deck” batter.
4. On an infield hit, the batter and all runners can take one base, and on an outfield hit, the batter and all runners can take two bases. With the last batter, players can run until the ball gets to the pitcher or the batter gets home.
5. All players take the field, and positions are rotated each inning.
6. Parents or coaches are the catchers, and help set up the ball on the tee for the batter.
7. Parents or volunteers may be placed in the outfield or with runners to assist and instruct the players.
8. Batters swing without a count until they make contact with the ball, then proceed to run the bases. There are no strike outs.
9. Fielders will attempt to get the runners out at the bases.
10. There will be no scores kept, only a lineup sheet

CONCESSION STAND SAFETY

- No person under (18) years of age will be allowed behind a grill or fryalator at the concession stand.
- People working in the concession stands will be trained in safe food preparation. Training will cover safe use of the equipment. This training will be provided by the Concession Stand Manager and Safety Manager and given to Team Parents prior to the first game of the season.
- Cooking equipment will be inspected periodically and repaired or replaced if need be. (*see "Concession Stand Weekly Check List"*)
- All foods cooked or prepared in the concession stand must be purchased by NLL.
- Cooking grease will be stored safely in containers away from open flames. Discontinue use. (*see "Concession Stand Weekly Check List"*)



- A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
- Cleaning chemicals must be stored in a locked container.
- All concession stand volunteers will be trained in the proper use of a fire extinguisher.
- All concession stand workers will attend a training session in the **Heimlich maneuver**. This will be part of the Safety Officer's meeting with all volunteers prior to the first game of the season.

- A fully stocked First Aid Kit will be placed in each Concession Stand.
- The Concession Stand main entrance door will not be locked or blocked in any way while people are inside.

Nantucket Little League Concession Stand Checklist

Checklist to be completed by the Concession Stand Coordinator on each Saturday commencing with the week prior to the first game of the season.

Week Ending: _____

1. All products meet visual quality standards and have no off odors (no spoilage).

Yes ____ **No** ____

2. All packaging is in good condition – not wet, no stains, leaks, holes, tears or crushing.

Yes ____ **No** ____

3. Items put away in proper order (frozen, refrigerated, dry storage); in 30 minutes or less.

Yes ____ **No** ____

4. Code dates within code.

Yes ____ **No** ____

Thermometer

NOTE: Ensure that thermometer kit meter and probes are calibrated prior to taking temperatures. (Use ice and cold water procedure for probes, temperature reads $32^{\circ} \pm 2^{\circ}\text{F}$).

All refrigerators and freezers must have a properly functioning thermometer in place (built in or clamped on, easily visible, and not glass).

Yes ____ **No** ____

Drink Machine

5. Soft drink, Ice machine and Ice bin are free of soil.

Yes ____ **No** ____

6. Temperature of coffee/tea water is = 180°F.

Yes ____ **No** ____

7. Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean.

Yes ____ **No** ____

8. Ice machine is clean, and sanitized. There is no standing water.

Yes ____ **No** ____

9. Water filter follower needle is not in the red zone.

Yes ____ **No** ____

Freezer/Food Storage

10. Freezer interior is clean and sanitized

Yes ____ **No** ____

11. Temperature of freezer is =20°F.

Yes ____ **No** ____

Refrigerator/Food Storage

12. Refrigerator interior is clean and sanitized

Yes ____ **No** ____

13. Temperature of refrigerator is 33-43°F.

Yes ____ **No** ____

14. Interior light is working and is properly shielded.

Yes ____ **No**____

15. Shelving is clean, free of rust and in good repair.

Yes ____ **No**____

16. All items stored correctly on shelves (covered and a minimum of 6” off the floor).

Yes ____ **No**____

Grill Area

22. All tile and countertops around grill are clean and sanitized.

Yes ____ **No**____

23. All grease is cleaned from under and around the grill.

Yes ____ **No**____

24. Proper dishwashing method used.

Yes ____ **No**____

25. Hand sanitizer dispensers are mounted and in use.

Yes ____ **No**____

26. Personal items stored correctly (medication, drinks, food, clothing, etc.).

Yes ____ **No**____

27. Floors cleaned

a. floor drains unobstructed; proper drainage flow

Yes ____ **No**____

b. no leaks or openings around pipes/plumbing

Yes ____ **No**____

28. No sign of pest infestation (insects, rodents, etc.)

Yes ____ **No** ____

29. All trash is emptied from the inside containers.

Yes ____ **No** ____

30. Dumpster enclosure and surrounding area are clean and free of debris.

Yes ____ **No** ____

31. Dumpster is closed.

Yes ____ **No** ____

32. Chemicals stored in locked containers and not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared.

Yes ____ **No** ____

33. Maintain manufacturer's labels on or label containers accordingly.

Yes ____ **No** ____

34. Concession stand workers have gone through NLL initiation safety and food preparation training before working in the concession stand.

Yes ____ **No** ____

35. Children under 16 are not allowed in the concession stand or in other areas where food is prepared.

Yes ____ **No** ____

36. A fire extinguisher with a current certification is in plain sight.

Yes ____ **No** ____

37. A fully stocked First-Aid kit is in plain sight.

Yes ____ **No** ____

CORRECT THE PROBLEM

If any item on this checklist is checked “No” then complete the steps below:

Stop the person, food, process, or use of equipment, as appropriate.

Determine if the product(s) or ingredient(s) are not safe to serve (for example, cross contamination has occurred, or ingredient is undercooked). **If not safe, discard the item!**

Identify source of problem.

Take corrective action, as appropriate.

- Troubleshoot equipment problem using the Equipment Management Reference Manual.
- Re-train Concession Stand workers.
- Wash and sanitize hands.
- Wash and sanitize counter/equipment.

Notify the Concession Stand Manager, and/or another NLL Board Member if the problem cannot be resolved.

Note corrective action below (include number identification of infraction):

Little League Game Summary Sheet

Please submit these weekly to Mark Voigt via e-mail
(president@nantucketlittleleague.com) within 48 hours.

Submitted by: _____ Game Date: _____

Team Names: _____

Final Score: _____

Pitchers

Winning Team Starter:

_____ ___ Innings ___ K's ___ Hit ___ Runs ___ Walks

Others:

_____ ___ Innings ___ K's ___ Hits ___ Runs ___ Walks

_____ ___ Innings ___ K's ___ Hits ___ Runs ___ Walks

Opposing Team Starter:

_____ ___ Innings ___ K's ___ Hits ___ Runs ___ Walks

Others:

_____ ___ Innings ___ K's ___ Hits ___ Runs ___ Walks

_____ ___ Innings ___ K's ___ Hits ___ Runs ___ Walks

Brief Summary:
