



Safety Plan 2025

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## **1. RL3 Organization**

### **1.1. Emergency Phone Numbers**

- 1.1.1. Dial **911** for ambulance, police, and or fire. Be prepared to provide the operator with the following information: The **location/address** (Park and Field Number, i.e. Claude Allison Field #3 nearest Tennis Court). Be specific!
- 1.1.2. The **phone number** you are calling from.
- 1.1.3. Describe the **problem** and indicate if it has just happened or is still in progress.
  - Provide your **name** and any information on who is involved.
- 1.1.4. **Answer all other questions** asked by the 911 operator as quickly and accurately as possible.
- 1.1.5. Follow all of the directions given to you by the 911 operator.
- 1.1.6. **Stay on the phone** as long as it is **safe** to do so.

### **1.2. RL3 Safety Mission Statement**

RL3 believes that safety is everyone's responsibility. This includes board members, managers, coaches, umpires, parents, and players. It is a must that anyone who notices a safety issue, brings that issue to the attention of the League President, League Safety Officer, and/or any board member.

### **1.3. Safety Officer**

Each year, members of RL3 elect, at its annual meeting, a Safety Officer whose job it is, aside from being a board member, to prepare this annual safety plan and to ensure that all information regarding the safety procedures for all activities, equipment, and facilities are communicated to all members of our organization. Additionally, this safety officer is reported to Little League Headquarters as RL3's Safety Officer. For the 2025 season, this person is Crystal Qualkenbush (safety@rl3baseball.com).

### **1.4. Publish and Distribute**

RL3 will provide all volunteers with a copy of this Safety Plan.

### **1.5. Safety Policies and Procedures**

#### **Medical Emergency Procedures**

RL3 provides all managers with their players' emergency medical information and contact numbers. Managers and/or coaches are required to keep this information in their possession during all league activities. Managers must notify a player's emergency contact person immediately if a medical emergency occurs. If emergency contact is not present a phone to advise the contact of the situation is warranted. In case of a serious medical emergency, managers and/or coaches should call 911 if immediate medical attention is deemed necessary and follow up with emergency contact as soon as they are able to.

## **1.6. Accident Reporting Procedures**

- In the event of an incident or injury, the team manager and/or Coaches must contact the league President (Krystle Uzarek 313-401-8069 [president@rl3baseball.com](mailto:president@rl3baseball.com)) or Safety Officer (Crystal Qualkenbush 734-788-5209 [safety@rl3baseball.com](mailto:safety@rl3baseball.com)) by phone or email within 18 hours. This includes any incidents or injuries to spectators.
- Umpires are required to report any injuries to themselves to the President/Safety Officer within the 12 hour reporting time limit.
- Within 24 hours of notification of injury, the safety officer will contact the injured child's emergency contact person, spectator or umpire for an update on condition and for the completion of the Little League Baseball Incident/Injury Tracking Report.
- After completion of the Incident/Injury, a tracking report (found inside of the base boxes at every field) the Safety Officer will make available to the player a copy of the Little League Baseball Accident Notification Form should the player wish to file an insurance claim with Little League Baseball.
- All incidents or injuries reported to the league are documented and reviewed by the safety officer for appropriate mitigation.
- The safety officer is responsible for ensuring that all the necessary forms, including insurance and injury reports, are completed and distribute

## **1.7. Background Checks**

All volunteers are required to complete the 2025 Little League Volunteer Application. All persons, including board members, managers, coaches, umpires, team parents, concession workers, and any other persons with repeated contact with players, must complete this application.

Each manager is responsible for ensuring that any coach, team parent, or other persons who have repeated contact with players, be identified to the league Safety Officer. It is then the Safety Officers responsibility to provide and collect the application and submit to the League President for the subsequent processing of these applications.

RL3 uses the Little League approved JDP online risk management solutions to conduct the Little League required national background checks. No volunteer is allowed to conduct any portion of any league activity without submission of this application.

## **1.8 Budget Allocation for Safety**

It is the responsibility of the League President to present, within their annual budget submitted to the Board of Directors, a specific allocation for safety. This allocation should cover the cost of all required training and safety supplies for the season.

## **1.9 Concussion Certification/Sexual Abuse Awareness**

As of March 8, 2013, the following holds true for the state of Michigan: The law requires the Department of Health to establish, adopt and approve a concussion awareness training program that addresses the nature and risk of concussions, guidelines for removal of an athlete from participation and return to the activity and the risks of an athlete not reporting a suspected concussion and continuing participation in the activity. The statute defines a youth athlete as an individual who participates in athletic activity and who is under 18 years of age. An organizing entity includes a school, recreation department or commission, a public or private entity and a nonprofit or for-profit entity. Prior to allowing participation by a youth athlete, an organizing entity shall provide the educational materials established by the Department and obtain a signed statement from each youth

athlete acknowledging receipt of the material. Such signed statements shall be maintained in a permanent file or until the youth athlete is 18 years of age.

The educational and training materials developed by the Department shall be made available to any interested individual including school personnel, coaches, parents, students, and athletes. A coach or other adult volunteering shall immediately remove a youth athlete from participation who is suspected of sustaining a concussion and shall not return to play unless written clearance has been received from an appropriate health care provider authorizing return to participation. The organizing entity shall maintain written clearances authorizing return to play in a permanent file or until the youth athlete is 18 years old. The law does not apply if the organizing entity is a member of a private nonprofit multisport statewide interscholastic athletic association, and the athletic activity is governed by protocols that are substantially similar or more stringent than the Michigan law. The law does not apply to an organizing entity if the primary focus of the program is not participation in an organized game or competition, but that participation is incidental to the focus of the program.

Every RL3 Manager will be responsible for completing a Little League certified online training course. This course is offered, free of charge, at the following website:  
<https://www.cdc.gov/headsup/youthsports/index.html>

A copy of the completion certificate must be given to the League, and each Manager shall have a copy available at all games and practices. Correlating with this, all parents/legal guardians of athletes MUST complete the Concussion Awareness form. This signed form must be carried by the Manager at any and all games and practices. No player may take part in league activities until his or her manager has received their signed form. The league will make forms available to managers to hand out to coaches, but they are also available online at the following website:

[https://www.cdc.gov/headsup/pdfs/youthsports/Parent\\_Athlete\\_Info\\_Sheet-a.pdf](https://www.cdc.gov/headsup/pdfs/youthsports/Parent_Athlete_Info_Sheet-a.pdf)

In addition, all managers and coaches will be required to be familiar with and recommended to complete the training as guided by little league resources. For the safety of all players, coaches and volunteers, these resources will be made available to the RL3 population.

## **2.0 Training**

### **2.1 Fundamental Training**

Each year the RL3 Board of Directors conducts a manager and coach's meetings. A portion of this annual meeting is devoted to addressing safety procedures, rules, and fundamentals training (i.e. pitching, fielding, sliding, and hitting). Emphasis is changed each year. For the 2025 season, the emphasis is on the balance between competition and fun. We will also stress the importance of work ethic and follow through. At least one coach or manager from each team must attend annually. This meeting date as well as all meeting dates, locations, and attendees are documented by RL3.

Managers, coaches, umpires, players, and parents are encouraged to communicate with the president, player agent and safety officer throughout the season regarding any known safety violations or concerns.

### Manager Safety Equipment Check

Prior to all practices and games it is the manager's responsibility to check that they have all the necessary safety equipment. This includes:

- First-aid Kit
- Emergency medical and contact information for each player (This may be in electronic form).
- Ice Packs
- A copy of this Safety Plan

If any of these things are needed, please contact the President/Safety Officer for replenishment prior to conducting the game and/or practice. It is the Managers responsibility to have these prior to a practice and/or game.

### **2.2 FirstAid Training**

Each year RL3 conducts a FirstAid Training for all managers and coaches. It is mandatory that at least one representative from each team attend annually and a minimum of each coach and/or manager attend the clinic at least once every 3 years.

### **2.3 Parent Orientation**

Each year, RL3 conducts a Mandatory Parents Orientation Meeting. As well as presenting general RL3 rules and policies, a portion of the meeting is devoted to providing Parents with general first aid procedures for conditions such as bruises and/or small abrasions.

Additionally, parents are provided an overview of the accident reporting procedures and the fact that RL3 believes that safety is everyone's responsibility including parents.

### **2.4 Umpire Safety Training**

Each year the Chief Umpire conducts an umpire's clinic. As well as presenting general rule and umpire conduct issues, the safety officer provides the umpires with training pertaining to their safety equipment. This training includes the reasons why they wear the equipment and how to perform the necessary safety check on their gear prior to a game. Additionally, umpires are provided an overview of the accident reporting procedures and the fact that RL3 believes that safety is everyone's responsibility including umpires.

## **3.0 Facilities and Equipment**

### **3.1 RL3 Field Locations**

Claude Allison Park Fields 3, 4 and 5. The park is located on the east side of Beech Daly, north of Six Mile road. Field 3 is just east of the tennis courts and Field 4 is the center diamond directly behind the RL3 Clubhouse, and Field 5 is furthest east near Lennane.

Kraft Park/Chuck Lawson Field is located on the east side of Lexington north of Seven Mile Road.

Jaycee Park is located on the west side of Beech Daly at Fordson. Next to the Fire station, south of Plymouth Rd.

Manning Park is located at the corner of Glendale and Marion. East of Beech Daly, South of Schoolcraft.

Phoenix Park is located at the corner of Lyndon and Dixie. East of Beech Daly.

Handy Field at Capitol Park is located on Capitol St. West of Beech Daly, North of Plymouth Rd.

Ford Field Diamonds located at Farmington Rd, south of Lyndon.

MaCann Park on Levan, north of Five Mile.

Bicentennial Park located at Gill Road, north of Seven Mile.

Shelden Park on Farmington Road, south of Plymouth.

### **3.2 Required Field/Area Inspections**

All umpires, managers, and coaches are required to inspect the field for hazards before use. They are to look for rocks, glass, holes, and any other hazardous conditions.

Managers and coaches are responsible for checking the condition of the field, dugouts, safety equipment, and the spectator area before each game.

All board members on duty are responsible for checking and monitoring the condition of the spectator and concession areas before and during each game.

Below is a list, which includes but is not limited to, areas/factors of which inspections should be conducted.

#### **A. Field**

- a. Backstop is in good condition
- b. Home plate, bases, and pitcher's rubber are secure and in good condition c.
- Batter's box is dry and level
- d. Catcher's box is dry and level
- e. Grass surfaces even
- f. No holes are exposed
- g. All fences are in good condition
- h. Foul lines are marked
- i. Dugouts are clean and free from debris and that the entrances are dry and level.

#### **B. Spectator Area**

- a. Bleachers are in good condition
- b. Parking area safety
- c. Trash is picked up
- d. Bleacher area is level and dry.

### C. Concession Area

- a. Area is dry
- b. Trash is picked up
- c. Floor within the concession area is dry and spills are cleaned up right away.

No activities should be conducted in an area which includes but not limited to the field, dugouts, spectator area, or concession areas, until all safety issues have been resolved.

### 3.3 Completion of Annual Little League Facility Survey

The President and/or the safety officer are responsible for the completion of the annual facility survey.

### 3.4 Posting of Safety Procedures

The safety officer is responsible for the posting of the RL3 Safety Procedures at each location where RL3 conducts activities. The location of the postings at each location is as follows:

Within each base box and within each concession stand, where applicable. Accident report sheets will also be in a plastic sleeve inside of every base box at every field and within the coach/team manager's binder.

### 3.5 Equipment Inspection and Replacement

The Equipment Manager is responsible for inventorying and inspecting existing equipment, replacing equipment, and ordering new equipment, subject to approval by the Board of Directors at the end of each season. Any equipment that no longer meets all of the Little League safety standards should be removed from the inventory.

Managers are required to continually inspect their equipment and report any problems to the Equipment Manager or any board member. Additionally, managers must inspect players' personal equipment for damage.

Umpires must ensure that all equipment meets Little League regulations.

Under no circumstances should any equipment that is damaged or deemed unsafe be used during practice or a game.

### 3.6 Locations of Phones

RL3 does not have access to traditional landlines. Therefore, at least one member of the coaching staff should have access to a cell phone prior to any team activities. Additionally, board members are encouraged to have a cell phone with them at all times during league activities. To contact emergency services please dial 911 for any phone.

### 3.7 Traffic Control

All RL3 members are to follow any and all traffic controls within the park or adjoining any park where RL3 activities are conducted. Please remember to watch your speeds in and out of the parking lots.



A special note for Claude Allison, if for any reason you are driving off of the parking lot, please keep all vehicles on the asphalt and keep speeds lower than 5 miles per hour. Vehicles must be moved to the parking lot immediately after unloading. At no time should any vehicle be parked outside of the designated parking area unless permitted by the Township for league activities.

#### **4.0 Concession Stand Safety**

##### **4.1 Menu**

Keep the menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using previously cooked foods or leftovers. Use only foods from approved sources and avoid foods that have been prepared at home. Complete control over the food, from source to service, is the key to safe, sanitary food service.

##### **4.2 Cooking**

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, and poultry parts should be cooked to 165° F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.

##### **4.3 Reheating**

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow Cooking mechanisms may activate bacteria and never reach killing temperatures.

##### **4.4 Cooling and cold storage**

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number one cause of food borne illness.

##### **4.5 Hand washing**

Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing.

##### **4.6 Health and Hygiene**

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

#### **4.7 Food handling**

Avoid hand contact with raw, ready to eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

#### **4.8 Dish washing**

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing;
4. Drying

#### **4.9 Ice**

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use your hands. Ice can become contaminated with bacteria and viruses and cause food borne illness.

#### **4.10 Wiping cloths**

Rinse and store wiping cloth in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross contamination and discourage flies.

#### **4.11 Insect control and waste**

Keep foods covered to protect them from insects. Pesticides should be stored away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of waste water in an approved method (do not dump it outside). All water used should be potable water from an approved source.

#### **4.12 Food storage and cleanliness**

Keep foods stored off the floor at least six inches. After the event is finished, clean the concession area and discard unusable food.

#### **4.13 Barbecue safety**

Safely transporting food, precooking, and preventing cross contamination are the major ingredients of barbecue safety. When transporting food, either from the grocery store or to a picnic area, keep it cool to minimize bacterial growth. Pack meat, poultry, salads, and other perishables in an insulated cooler with ice. Always marinate meat in the refrigerator, not on the counter. Reserve a portion of the marinade that hasn't touched raw meat for a dip or basting sauce. Don't reuse marinade used on raw meat or poultry unless it has been boiled first to destroy any bacteria.

Meats and poultry may be precooked on the stove, microwave or oven to reduce grilling times. If foods are partially precooked, place immediately on the grill to finish cooking. Never partially cook meat and poultry and wait to finish cooking later. If meats and poultry are completely cooked ahead of time and chilled, they may be reheated on the grill to provide a barbecued flavor. If take-out foods such as fried chicken or barbecued beef will be reheated on the grill, and they won't be reheated and eaten within two hours of purchase, buy them ahead of time and chill thoroughly.

Most problems with grills happen when using a grill that hasn't been used for several months. If using a gas grill, check it thoroughly before using it. Check for leaks, cracking or brittleness, and clean out the tubes that lead into the burner, looking for blockages from spiders or food waste. Make sure the grill is at least 10 feet from any buildings or trees, and never leave the grill unattended. Also, be careful if transporting gas canisters. Never leave them in a hot car. The heat could cause some of the gas to leak out. If using a charcoal grill, use starter fluid sparingly and never put it on an open flame. It's always best to have a fire extinguisher nearby. It can stop a fire before it spreads.

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