

# TEAM PARENT RESPONSIBILITIES

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Welcome to Summer Baseball! As a Team Parent, your role is to:

- Be a liaison between the coaches and parents
- Communicate to parents of upcoming events
- Coordinate volunteers
- Manage the team money to turn into the treasurer
- Unlock/Lock the facilities

## **Liaison between coaches and parents**

The coaches will be communicating with the team parent when the coaches need assistance from the parents.

## **Communicate to the parents of upcoming events**

It is good to send regular communications to the parents regarding upcoming events, volunteer spots that need to be filled, tournament procedures. Email or text applications like GroupMe are helpful to get information out to the families.

## **Coordinate Volunteers**

Volunteer Scheduling: In order for the summer baseball program to run smoothly each family is required to volunteer. Provide the families a target number of volunteer spots they should fill to help keep the program moving smoothly. Families should also know that there will be extra spots they will be responsible for during the tournaments that each team hosts. The volunteer options that must be filled for each home game are:

- One admission gate
- Two concession stand
- One grill master (most games)
- One scoreboard operator
- One announcer.
- End of game clean up - everyone

Signup for volunteer spots is done via DIBS. This can be done directly from the app or accessed through the Big Fred's Mustangs website (<http://www.millardnorthbaseball.com>). Note: this will change over to Big Fred's but will be the same site.

Make sure you sign up for the correct team. There is a separate sign-up for Reserve, Junior and Senior. Under your correct team you can find a "duty schedule" link. In summer, it will say JUNIORS and SENIORS in "legion speak" – not JV and Varsity.

Siblings of players may volunteer in the concession stand as long as they are 14 years or older. This would allow you to fill positions for your family obligation versus just parents. However, minors need to be accompanied by an adult.

Duty schedules will be posted by the Team Parent on the refrigerator in the concession stand. This way you will know who is scheduled to relieve you when there are back-to-back games.

\*If something comes up and a volunteer is not able to fulfill their volunteer obligation, it is their responsibility to find a substitute.

### **Volunteer's arrival time**

The following volunteers should arrive 1 hour before the scheduled game.

- Team parents – to unlock the facilities
- Admissions/Gate – to take admission money before the game.

The following volunteers should arrive 30 minutes before the scheduled game.

- Concessions – To clean counters and set up the concession stand.
- Grill Master – to start the grill and get some food cooking
- Scorekeeper – to set up the scoreboard
- Announcer – to collect team rosters and to announce the starting line ups
- Sanitizing the fields – are we doing that again this year?

Admissions: Gate workers should arrive one hour prior to the game to begin collecting admission and should remain there until the top of the 5<sup>th</sup> inning during regular season games.

If there is a JV and Varsity game back to back the later game should arrive an hour before the game for handoff. Each team has their own gate bag.

Families and friends of Mustang players (parents, grandparents, and siblings) are free. Regular admission is \$5.00 for adults and \$3.00 for students. Children 12 & under and Veterans with I.D. are free. We charge single game admission for double headers. When the Reserves play 14U teams, we do charge admission.

Each team has one "money bag" for admissions. Each bag contains a "card" indicating the preferred number of bills at each denomination to begin a game. At the end of the admission period, please place the appropriate denominations of cash back in the money bag and place the excess money in an envelope. The envelope should indicate the following items: Which team, the date, that it is for admissions, and the amount in the bag. The team parent will collect

both the bag and the envelope. It is important to keep the money labeled properly for accounting purposes.

Concessions: The Concessions Coordinator is Judy Pickens. If you see the concession stand is running low on certain things or if you have an idea that you think would sell well, please contact her.

Staffing: It is a good idea to have two people working the concession stand plus one grill master during high volume periods. At other times, two people are sufficient. Review your game schedule to determine if all three people will be needed. Late games typically don't need as many concession volunteers.

Inventory: There will be an inventory document on the refrigerator. If items are running low, please mark on the sheet. This includes items in the freezer in the gator garage. The concession coordinator will take care of all ordering for concessions.

Opening the concession stand: Volunteers running the concession stand should arrive 30 minutes early to the game. They should wipe down the counters, get the grill started and make sure items are stocked and ready to go. If there are back-to-back games the replacement should come 15-20 minutes before the next game to do a clean handoff.

Closing the concession stand: At the end of each day, it will be necessary to restock the cooler and any items that are running low. Excess inventory is upstairs in the press box on the west side. Additionally, all concession items should be put in Rubbermaid tubs to keep clean, and dirty items should be washed, dried and put away. Please wipe down the counters and return the cooled down grill to the garage area so it can be stored.

Umpires: At the end of the game, the umpires will be able to get free concessions. Typically they will want a drink and either a burger or hot dog. Make sure to save a couple of them for the umpires. We want to make sure it is a good experience for the umpires as well.

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Grill propane tank: If you need to replace the propane tank on the grill please leave a note on the inventory sheets and mark the used one as empty. New and used propane tanks are in the storage garage near the home dugout and batting cages.

Injuries: In case of injury, there are plastic bags on top of the ice chest in the garage to be filled with ice. (extra bags should also be kept in the concession stand under the front counter). Keep a few in the freezer inside the concession stand for easy access and replace as needed.

Scorekeeper: Before the game, turn the power on with the button that is located on the right side of the box. Follow the directions on the screen to set up the game with the team names.

The model code for the unit is 167. It is best to choose “bright” when working through the set-up menu. There is an Operators Guide next to the unit.

It is best to have separate people running the scoreboard and keeping the scorebook. Announcers may be able to assist in keeping the scorebook. Scoreboard training will be held on Spring Clean-up Day.

At the end of the game, do not forget to turn off the power, unplug the unit and put in the case when it is not in use.

Announcer: Before the game, gather the team line ups from each of the coaches and turn on the systems. There are two power switches for the PA system. One is red and located towards the top of the unit and one is black and is located at the bottom right.

The mic has an on/off switch and should be plugged into line #1 to work properly. There are also mic #1 and mic #2 volume knobs located on the left. DO NOT use the mic volume knobs. The master volume knob should be used to control the volume level.

Announcers should always do a sound check. It is very difficult to hear in the press box so it may be necessary to adjust the volume as it can be very sensitive. Announcers will control the PA system, including playing the National Anthem, introducing the players, and making announcements. There is a script for announcers to follow.

Feel free to play music between innings or during pitching changes. Please use common sense regarding the type of music played. The coaches prefer to use the radio channel 94.1.

It is best to have separate people running the scoreboard and keeping the scorebook. Announcers may be able to assist in keeping the scorebook. Scoreboard training will be held on Spring Clean-up Day.

After the game, do not forget to turn off the power and unplug the unit when it is not in use.

Money:

The team ‘Money Box’ should travel to and from the ballpark with the team parents. It should never be left at the fields.

Accounting for concession revenue and admission revenue is important. Please make sure the money is not comingled.

Steve Rohrig is Treasurer for MNBI and is in charge of the money and can be reached at 402-305-0569. Money should be turned in to Steve every two weeks or at the completion of a hosted tournament, whichever is sooner.

If emergency concessions are needed, please do not take money from the ‘money box’ to purchase items. Please purchase and turn receipts in to Steve for reimbursement.

Facilities:

Gates and Areas: Use the keys (key information to be coming soon), to unlock and lock the following gates and areas: the admission gate (big gate at the front), both gates by the batting

cages (one to soccer field and large entrance to cages), concession stand, storage garage (by concessions), press box, restrooms, dugouts, and the gate to the visitors' bullpen. Many times the coach will have several of these unlocked ahead of time. If you are the last game of the evening, make sure to coordinate with the coach on getting the areas locked back up again.

\*Make sure the tennis court gate is locked as people will try to "sneak" into the games.

Storage Garage: The gator garage which is in the building with the concession stand and press box houses the ice machine, spigot/hose and an extra freezer for the concession stand. You will find a key in the concession stand to move the gator in and out of the garage. Check for key location during "Spring Clean-up Day".

Press Box: The press box is used to announce the game and keep the scoreboard. Occasionally, it may also be used as a dressing room for the umpires. Announcers, players, coaches and umpires are allowed in the box. Please limit any others.

At the end of the game, it is necessary to close and lock all windows. Turn off the lights, fans and A/C units. The A/C units are controlled by a remote. You must point the remote at each A/C unit. It is off when you see a cover rotate over the vent. It is also necessary to turn off and unplug the scoreboard and PA system.

Bathrooms: It is necessary to check the bathrooms periodically. If toilet paper is needed, you will need to use the dispenser key located in the concession stand (check at Spring Clean-up Day where it is located). It may also be necessary to sweep them occasionally. A thorough cleaning is usually desired prior to and at the completion of tournaments that we host. The women's restroom has a tampon dispenser so check to see that it is filled as well.

Planters: Check the large planters outside the bathrooms and by the field. Water as needed.

Drink Coolers for dugouts: Two drink coolers from the gator garage should be filled with ice and water from the spigot and hose located in the gator garage to be put in the dugouts for the players. DO NOT use the water from the field area for drinking water. The coolers should then be placed in the dugout with water cups (25 cups per game). Ask some players to carry the coolers to the respective dugouts.

Nightly shut down:

Garbage: Trash should be collected at the end of each night. Try to consolidate bags and dispose of the trash in the school garbage dumpsters across the parking lot. Please check all garbage cans, including the bathrooms and dugouts. This is a great opportunity for EVERYONE to help at each game. Hand out trash bags to several parents and assign the can for them to dump. Check the supply of LARGE trash bags and if running low add to the inventory sheet on the refrigerator. Large trash bags are supplied by the school.

Field Lights: There is a switch in the home dugout in the utility closet that is used to turn off the field lights if you have the last game. The team parent and coach should determine who will be responsible for turning off the field lights.

Lock up facilities: Coordinate with the coaches who will lock specific gates/doors. Some coaches will stick around longer than others and will do the final lock up of the entrance gate.

Money Box: Make sure you have it. 😊

Reminder: EVERYTHING should be turned off, unplugged and locked when the last person leaves the field. If you should need assistance with anything, please contact the Katie Henry, President.

Tournaments:

Tournaments are a fun event for the team to host. It will take additional coordination and volunteer time from families. Creativity is also a plus during the tournament. The tournaments typically have a lot more energy around the field. Use this energy to sell additional concession products. Use signage (chalk boards) around the field to promote a few items such as ice cream and drinks.

Volunteer spots:

The same spots during the regular season will be needed during the tournament. However, parents will find that they will be volunteering at times their kid is not playing. There are also volunteer spots that will need to be filled during the week days. Those can be tough to fill.

Volunteer arrival times:

Admission/Gate: 1<sup>st</sup> game of the day, the volunteer will need to be there 1 hour before the game. The other volunteers will need to come 15 minutes before their volunteer timeframe. Admission volunteers will need to stay for the entire game unlike regular season games. Admission fees may be different for the tournament. Check with the coach on the agreed upon admission fee.

Concession/Grill Master: 1<sup>st</sup> game of the day, the volunteer will need to be there 30 minutes before the game. The other volunteers of the day will need to come 15 minutes before their volunteer timeframe.

Announcer and Scorekeeper: Arrive 30 minutes before the game to collect lineups and announce the starting lineups.

Concessions:

Review the tournament schedule for the possibility of teams playing back to back games. If this is a situation, make sure the concession stand has plenty of help to accommodate an influx of business. Make sure there are plenty of grilled items and popcorn ready for an entire team of players wanting to eat.

Players Roles at Tournaments: The coaches will have the players sign up for volunteer spots as well. The players are in charge of retrieving fly balls, prepping the field, and filling water in the dugouts. The coaches will direct the players to do that work. As the team parent, you can also utilize the players to help as well. They can bring down extra stock of food and drinks to restock

the concession stand and empty trash throughout the day. The players will hang out in the press box, go ask a coach if you could grab a player for extra help around the field.

Players helping at games (when we are hosting a tournament) will receive 1 free meal deal at the concession stand for each day they work. The meal includes a hot dog or hamburger/cheeseburger, chips and a drink which can be Gatorade. Keep track of who has had their meal for the day as some boys may stay the entire day.

Concessions volunteers are responsible to clean any used dishes or items, and counter space prior to departing each shift.

Food: The concession coordinator will make sure you have enough food to get through the tournament. If you find that you are running low on something, you can have someone run to the store if needed. Rather than using money from the drawer, have them pay for the items and submit a receipt for reimbursement. Do not put candy or other food items in the beverage cooler for storage; only in the main refrigerator. These items should be stored here nightly to avoid destruction by critters. Chips must be stored in the plastic containers each night as well, to avoid destruction as well.

Specialty Items: In the past, some teams have done specialty food items in the concession stand. For example, walking tacos. If your team wants to do that, let the concession coordinator know so that appropriate supplies can be purchased that are not in the normal shopping list.

Money: Prior to the tournament, coordinate with the Treasurer to get extra cash. During the tournaments, you will need a lot of money to make change. The Treasurer will help facilitate having enough money.

#### Awards and Tournament Brackets:

The coaches will coordinate any awards given and the tournament bracket posters.