

Dear Newark American Little League Families,

In order to make our season successful, all families are required to volunteer. Each team needs a team parent to coordinate the volunteer schedule (announcing booth, concessions or field duty). If you are unable to attend on your scheduled day, it is your responsibility to find someone to take your place. After finding someone willing to swap days with you, please make sure to notify your team parent as well as write the changes down on the master list located inside the concession stand.

Here is a quick description and helpful hints for the areas we need covered. More specific information can be found in the additional documents, as well as on our website:

ANNOUNCING

One parent from each team is responsible for working the clubhouse during the game. You are responsible for announcing the team, sponsor and player, as well keeping the scoreboard accurate. The manager from each team must provide a line-up prior to the start of each game. Children are not allowed, unless they are your own and behaving accordingly and should never operate the scoreboard. A script is located in the clubhouse, however please play the National Anthem prior to the first game every night and always announce the following:

- Parking is NOT permitted in the VFW lot, including pick up and drop off. Please use the city lot.
- Smoking, alcohol and inappropriate behavior are not allowed on any part of the NALL facility.

CONCESSION STAND

For safety reasons, NO children are allowed in the concession stand. NO exceptions! Teenagers, 13 and older, may assist a family member with serving the food, but may not operate the equipment, including the Square reader. Here are some helpful hints for successfully running the stand:

- You must arrive 30 minutes before the game in order to get things set up for the game.
- Unlock the lock, take it inside the stand and hang it up on the nail inside the door.
- Turn on all appliances and the exhaust fan. When fried food is on the menu, the deep fryer needs to be set at 350 degrees.
- Place the table just outside the door to hold the condiments, napkins and other supplies
- Unlock the bathrooms and make sure they are stocked with toilet paper, paper towel and soap.
- Open both of the windows (front and side).
- Keep track of the quantity of food you make if you do have another game following your game. We do not want to waste food.
- Please ask for small bills if you are running low on ones.
- Offer all the umpires bottled water, hotdogs or other snacks-free of charge
- Restock the drinks in the fridge during the game and at the end of each night. Bring colder ones to the front.
- Clean up the concession stand and appliances. Pull in the table from the outside.
- Turn OFF and then UNPLUG all the appliances, except for the tablet, that needs to be charged each night.
- Close both windows and secure

- Clean and restock the bathrooms with toilet paper, paper towels and soap and then lock them up. They must be cleaned for the next game!
- Count the money. Leave \$100.00 in bills in the register and all the coins. You should leave 50 ones and 10 fives, if possible! Put any extra money in an envelope which is located in the bottom drawer under the cash register. Label the envelope with team names, the date and the amount in the envelope. Both people working then need to initial the envelope and drop it in the safe.
- The last teams of the night are responsible for emptying all trash cans at the fields into the dumpsters.
- There will be a binder in the middle drawer under the cash register with directions and other helpful hints in it.

FIELD DUTY

Prepare the field for the next game, this is not the coaches responsibility.
Please see attached diagram for more details.

Many parents are experienced with these duties and will also be available to offer help if needed!
My phone number and email is listed below, if you have any questions.

Thanks for your support!

Megan Pray

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