



# Game Day Responsibilities

## 1. Gate/Ticket booth operator:

- Arrive at the field at least 45 minutes before the first game. If you are scheduled to work the second game of a double-header, relieve the ticket booth operator by **no later** than the 5<sup>th</sup> inning of the first game.
- Hang flags behind center field fence. Flags are found in the Pump House located next to the Beer garden. Flags are located in a plastic bin with instructions and description of the location of flags.
- Get \$200.00 Gate money from the concession stand, the Gate iPad, and open ticket booth and gate. Check the battery life on the iPad.
- Make sure the garbage cans are upright and have bags in them.
- Fill hand sanitizer stations and check batteries. Extra hand sanitizer and batteries are located in the concession stand.
- Display social distancing signs around the field.
- The ticket booth stays open until the 4th inning for a 7 inning game (2<sup>nd</sup> game if double header) or the end of the 6th inning for a 9 inning game. After that time, shut down the ticket booth. Bag money and bring to concession manager. Close up the ticket booth.
- If you are in the ticket booth for a 9 inning game, or game 2 of a double-header, once the game has concluded, take down the flags, fold them appropriately and return them to box in the Pump House; return social distancing signs and hand sanitizer stations to the ticket booth. Lock up ticket booth.

## 2. Concession Stand GAME 1:

- Arrive to the field at least 30 minutes prior to start of game.
- Assist concession manager with start-up duties – slice lettuce, tomato, onions; stock candy, Gatorade, water, cups, lids, etc.
- Place orders using the iPad. Fill orders and items necessary to keep concessions running smoothly.
- Continue to help in the concession stand until the intermission rush dies down and everyone has been served.

## 3. Concession Stand GAME 2:

- Arrive at concession stand **PRIOR** to the conclusion of game one to assist with the rush between games.
- See Game 1 duties above
- Assist in closing down and clean-up of concession stand at the conclusion of the game.

## 4. 50/50 Sales and Restroom Clean-up

- The 50/50 volunteers clean the restrooms at the end of a 9 inning game or after the second game of a double-header.
- We will only sell 50/50 tickets during the first game of a double header.
- Pick up 50/50 seed money (\$20 – 3-\$5 and 5-\$1) from concession manager at the end of the 2<sup>nd</sup> inning.
- Begin to tear strips of 20 tickets
- Sell during innings 3, 4 & 5
- \$1 = 1 ticket, \$2 = 5 tickets, \$5 = 20 ticket stretch, 3 stretches for \$10 Smile, have fun, enjoy the crowd! Be Creative and Have Fun!
- When done, go to quiet area – avoid score booth. Separate seed money (\$20) from split the pot sales. Leave small bills for the seed money. It helps the next shift to start out with money for change. Finish tearing tickets for drawing. Take winning ticket and 50% of money minus the seed money to the announcer. They will announce the winner. Return the tickets, Mavs' portion of the money and bucket to the concessions manager and let her know the amount of the 50/50 pot.
- **RESTROOM CLEANUP: All 50/50 sellers are responsible for cleaning the restrooms after the game.** Cleaning supplies and keys to paper and soap dispensers are located in the back room of the concessions stand. Clean all surfaces as though your own preschool child would use them. Pick up paper, trash and empty garbage. Reline trash can as needed. Re-stock paper goods and soap as needed. Toilet paper, paper towels, soap and trash bags are located in the Pump House. Sweep floor and mop floor as needed. Return supply cart and keys to concession stand back room.

#### 5. **Scoreboard Operator, Announcer, Scorekeeper**

- Press Box responsibilities are only assigned duties during tournaments. Parents must volunteer for these positions for each home game. If no one volunteers to do it, it won't get done.
- Report to Press Box 30 minutes prior to game start.
- Collect line ups, prepare for National Anthem
- Review the announcer script
- If you are going to run the scoreboard, please take the time before the game to learn about the controls so that you aren't trying to learn as the game is being played. It does take a little getting used to.
- If you are running the iPad, please input the teams before the game starts so you aren't trying to do it as the game is going. It is very difficult to input them during the game.
- Announcer, please thank the 50/50 winner if they donate any proceeds back.
- Remember – The Press-Box is supposed to be neutral. It is an extension of the umpires. It is OK to be a fan, but in the press box you have to be non-biased, especially during a tournament or conference game.

#### 6. **End of Game Duties - ALL Parents:**

- Everyone pitches in to pick up garbage – Remember the dugouts!
- Take the garbage bags to the dumpster located in the parking lot
- Replace garbage bags into cans. Bags are located in Pump House. Lay cans on their side after bags are replaced.
- Sweep and blow sidewalks, concession area, and stands. Blowers are located under the grand stands in the green shed.
- Take dugout blue coolers to concession stand.

**REMEMBER, IF EVERYONE DOES THEIR PART, THE ENTIRE PROCESS RUNS SMOOTHLY AS THE MAVS PROGRAM SHOULD! IF EVERYONE DOESN'T DO THEIR PART, WE ARE JUST ANOTHER BASEBALL PROGRAM.**