



NYBA Field Supervisor Responsibilities/contract

Start time:

Monday-Thursday: 5:00 pm
Saturday: 8:30 am (if needed)

End time:

Monday-Thursday
Spring: Approximately 9:30 pm
Summer: Approximately 9:30 pm
Saturday:
Approximately 1:00 pm (We will verify availability on certain dates)

- Setup fields based on scheduled levels and scheduled fields. Note the league for each game. The league may change during the day. T-ball/Futures, Rookies, Minors, Majors. Field Supervisors are responsible for setting up fields for In-House practices and games first. Traveling Team coaches are responsible for setting up the field for Traveling Team games, but please do help out if you have time. See field setup page for details.
- Open Coach's Room
- Get 2 game balls per minors game (10 per night) and pass out to umpires or coaches before each game. Balls are located in the equipment room. Accept them back after the game is over. If they are still in good condition add them back to game ball box if not add them to the "practice ball" buckets.
- Get scoreboard boxes (3) and pass out to volunteer running the scoreboard. They will come to you at the check in area.
- Mark off DIBS volunteers hours completed on log.
- Make sure umpires for In-House games have arrived and filled out contractor sheet after game is completed. If umpires do not show up for games, please call Brenton Balvin, NYBA In-house Umpire Coordinator - 612-636-0387 or Kelly Pithan - and let coaches know.
- Initial contractor sheets that umpires did work the game and verify the correct age level.
- Tell coaches on each field when they have about 10 minutes left in their scheduled game.
 - See game schedule for times
 - Rookies, Minors and Majors scheduled game time length is 1 hour and 20 minutes. .
- When game time limit is up, if teams are still playing:
 - Rookies (machine pitch) - Let umpires and coach of team up to bat know that current batter is the last batter.
 - Minors and Majors - If the time limit is reached after an inning has started, let umpires and coaches know the game will end immediately if the home team is ahead after the top of the inning is complete, scores the go ahead run in the bottom half of the inning or the inning is completed. The game may end in a tie.



- Help rake fields between games if time. Home team coaches and player from the previous completed game should also be helping to get the field ready for the next game.
- Re-chalk lines and batter's box between games if you have time.
- Turn on field lights during M-Th games.
 - In the spring, turn on lights after all fields are setup and games have just begun. In summer turn lights on at 7pm.
 - College City, Wells Fargo and 1st National circuit breakers located in electrical panel behind first base dugout on 1st National Field.
 - MOM Brands circuit breaker located at the end of right field fence of MOM Brands Field.
- Be visible. Wear NYBA Supervisor shirt (provided) or yellow supervisor mesh vest.
- Answer questions as best you can from coaches and parents.
 - Any questions that you do not know or do not feel comfortable answering, please have person contact Rich Cahoon, NYBA President - In-House Baseball - 612-910-5060 or Daniel Hollerung, NYBA President - Travel Baseball - 507-301-8324.
 - You are not out there to take complaints from parents or coaches. If this happens, please politely direct them to contact Rich or Daniel.
 - If you experiencing any issues with kids, parents or coaches please let Rich, Daniel or Amy Hollerung - 507-301-8298 know.
- If lightning is seen - suspend play for 30 minutes by informing coaches. Better safe than sorry.
- Help with any injuries and work with concession stand to get ice for players.
- Fill out a contractor form for yourself for time worked.
- If you are fields only remain out by the fields the whole night.
- If you are concessions only your main job is running the concession stand.
- Help and direct the parent volunteers on the field setup, take down and concessions.
- When working concessions follow the posted opening and closing procedures attached as well as posted in the stand.

End of night field checklist (Coaches and players should help with some of these duties)

- Coordinate with volunteers to complete the end of night tasks.
- All bases are put in equipment sheds and anchor plugs put in place.
- Rake pitching mound, around home base and around bases on all fields that have been used. Always rake dirt away from the grass toward the middle. Coaches should help with this at the end of their game.



- Put tarps on the pitcher's mounds with sandbags and/or weights in place.
- All equipment is put away (pitching machines, extension cords, etc.).
- All sheds locked
- Any player equipment left at fields (gloves, bats, helmets, etc.) put in coach's room lost and found.
- Garbage picked up
- Equipment room locked
- Coaches room locked
- Field lights are turned off and electrical boxes are locked
- Keys in lock boxes and locked
- Leave the field with the other field supervisors, never leave anyone at the park alone

Contacts:

Amy Hollerung: Field Supervisor Coordinator 507-301-8298

Rich Cahoon: In-House President 612-910-5060

Daniel Hollerung: Travel President 507-301-8324

Marc Mellegren: Equipment Manager 612-730-2751



START-UP

SLUSHIE

1. Turn on compressor to 'Stirring & Freezing' to start freezing mix.
2. After 60-75 minutes the mix should be ready to serve.



3. Mix can be made using 6 qt. food safe container where you use approximately 24 oz. slush base and 5 qt. water, then mix.
4. Add mix of 5:1 water to slush base and carefully fill the product cylinder (10 gallon capacity) within 1" from top.
5. Restock cups, lids, and straws.
6. One pump of flavor in a 12 oz. cup then fill with frozen base.
7. Add lid and straw.

POPCORN

1. Assemble machine if not ready.
2. Turn on warmer light, kettle motor and kettle heater.
3. After 3-4 minutes add oil pouch.
4. Once melted, add popcorn and flavoring.
5. Turn off kettle heater once popping stops.
6. Dump remaining popcorn from kettle.
7. Bag and serve.

REGISTER

1. Power the register to R1 for bookkeeping.
2. Wrap receipt paper around receiver by feeding receipt paper.
3. Place start-up monies into drawer.
4. \$150: \$50 in 10's, \$55 in 5's, \$25 in 1's and \$20 in \$0.25
5. Close drawer.

STOCK

- Review available stock and resupply shelves and racks for snacks, candy, and beverages.

FREEZIE

- Clean scissors and use 1 qt. bin for clippings and place on top of freezer.

SHUTDOWN

REGISTER

1. Power the register to Z for zeroing day.
2. Press 'Amount Tendered' and remove cash to bank bag.
3. After totally is complete remove roll and place in bank bag with cash from day.
4. Power off register.
5. Leave drawer open.
6. Drop monies in bank bag to drop safe.

POPCORN

1. Shut off warmer light and make sure all switches are off.
2. Once cooled, 5 minutes, empty remaining popcorn.
3. Wipe out un-popped popcorn and empty tray into trash.
4. Wash, rinse, and sanitize scoop, door tray and base then air dry on racks.

SLUSHIE

- Turn off compressor to 'Stirring Only' and mix will begin to thaw.

TABLES AND COUNTERTOPS

- Wash, rinse, and sanitize using multi-use towels and spray bottles.

DISHES

- Wash, rinse, and sanitize all food utensils and containers then air dry on racks.

SWEEP

- Using broom and dustpan, sweep floor.

TRASH

- After wiping tables, counters and sweeping floor dispose of trash and replace liner.

Questions

Concessions Manager

Daniel Hollerung 507-301-8324



Game Night Field Setup (See Schler Park Field Set-up for detailed instructions)

Practice nights include no chalking and pitching machines outside cages not on fields for Rookies.

College City Field

- Rookies (machine pitch)
 - Bases: 60 ft anchors
 - Use double safety base on first base
 - Put pitching machine out on pitchers mounds.
 - Plug pitching machine into outlet behind pitching mound.
 - Make sure field is raked and ready for play
 - Chalk lines
- Minors (kid pitch)
 - Bases: 60 ft anchors
 - Use double safety base on first base
 - Make sure field is raked and ready for play
 - Chalk lines

Wells Fargo Field

- Rookies (machine pitch)
 - Bases: 65 ft anchors (closest)
 - Use double safety base on first base
 - Put pitching machine out on pitchers mounds.
 - Plug pitching machine into outlet behind pitching mound.
 - Make sure field is raked and ready for play
 - Chalk lines
- Minors (kid pitch)
 - Bases: 65 ft anchors (shortest)
 - Use double safety base on first base
 - Put portable pitching mound out on pitchers mounds. Pitching distance = 46ft
 - Make sure field is raked and ready for play
 - Chalk lines
- Majors
 - Bases: 75 ft anchors
 - Make sure field is raked and ready for play
 - Chalk lines

MOM Brands

- Minors (kid pitch)
 - Bases: 65 ft anchors (shortest)
 - Put portable pitching mound out on pitchers mounds. Pitching distance = 46ft
 - Make sure field is raked and ready for play
 - Chalk lines
- Majors
 - Bases: 75 ft anchors
 - Make sure field is raked and ready for play
 - Chalk lines