



RAAA TRAVELING BASEBALL
VOLUNTEER INFORMATION

RAAA Traveling Baseball Tournaments KEY POINTS OF CONTACT



Traveling Board Leadership	Paul Henderson (Program Director)	612-720-6298
	John Japel (Vice President)	952-412-3600
Tournament Scoring	Mark Hartley	651-235-7178
Volunteer Coordinator	Nancy Lipke	651-233-7189
Concessions Coordinators	Cayla Johnson	651-343-4663
	Becky Lowe	952-484-0281
Treasurer (Concessions Cash)	Dustin Moeller	651-815-5446
Umpire Coordinators	Tom Lattery	952-297-7923
	Brian Monahan	651-442-8921
MBT Tournament Director	Jeff Eul	952-412-7402
MBT Tournament Assistant Directors	Kim Eul	952-240-4713
	Todd Scharber	952-288-9155

Volunteer THANK YOU & REMINDERS



Thank you in advance for volunteering for Rosemount Traveling Baseball program. Our tournaments are an important source of revenue for our organization. It helps keep baseball registration costs low and pays for improvements to the facilities and equipment. The tournaments cannot be successful without the help from **YOU!** Your volunteerism also sets a great example for our players.

While great effort is taken to set the volunteer schedule in advance there are several things that can affect the final schedule, including weather, number of volunteers, city events, etc. We appreciate your flexibility if start and end times vary slightly from the original schedule or if asked to fill a different role or at a different site than originally signed up for. We ask that you stay for the entirety of your shift unless dismissed by the volunteer coordinator or tournament director.

Please see below for high level responsibilities of the types of volunteer roles we have during our tournaments. All positions **start with signing in** and end with **transitioning responsibilities to next shift**.

Volunteer ROLES & RESPONSIBILITIES



Site Coordinator

The role of the **Site Coordinator** is to oversee the tournament during your shift at your assigned location. You are the first point of contact for volunteers and teams. This does not mean you need to have all the answers, rather you reach out to the appropriate contact.

Below are some further details/instructions for your role:

FIRST SHIFT OF THE DAY

- Ensure all **volunteers sign-in** and understand their duties for their shift; refer to this document for other roles & responsibilities
- Check-in teams – FRIDAY ONLY (see MBT procedures below)
- Post tournament pool play schedule/standings, brackets, and pitch count tracker on wall outside concession stand at Shannon Park and Erickson, for UMORE place on shed door

FRIDAY ONLY - MBT CHECK-IN PROCEDURES (~1 hour prior to first game)

- Check in teams at/near concessions stand prior to teams' first game
 - ✓ Collect **\$150 gate fee** made out to Rosemount Traveling Baseball (not MBT); if gate fee is not paid prior to the first game, the team must have it submitted by the 2nd game or they must forfeit the previous game and are removed from the tournament.
 - ✓ Collect **roster** for each team and **liability forms** for each player
 - ✓ Verify **age/birth certificates** for all rostered players; only players listed on the roster with birth document will be permitted to play
 - ✓ Verify **Concussion Training** and **Abuse Awareness** certifications for all rostered coaches; only coaches listed on the roster with the certification documentation will be permitted in the dugout.
 - ✓ Distribute pre-ordered state t-shirts
 - ✓ After you've collected all of gate fees, place the envelope in the concessions cash box
 - ✓ Place the rosters in the binder along with the liability forms; teams keep the rest of the documentation

RECORDING RESULTS & UMPIRE CARDS

- Ensure umpires have game balls and scorecards; blue blank scorecards can be found in the tournament binder and balls in concession stand and/or equipment boxes
- The umpire is responsible for documenting on the official scorecard
- The completed scorecards are typically delivered back to the concession stand; you can work out with the umpires how to collect the cards

- For **every** game:
 - Collect completed scorecards as soon as game is complete
 - Ensure umpire card is complete and legible
 - **Text a photo of scorecards to Mark Hartley other site coordinators; he will be offsite and will record games on MBT's website and other site coordinators will ensure their posted documents are updated accordingly**
 - You will receive texts photos of umpire cards from other parks as well, you'll need to ensure the documentation posted reflects ALL games at both Shannon Park and Erickson Park
 - After each game, use the umpire cards to update posted tournament documents:
 - Pool play standings & scores
 - Pitch count tracker
 - Brackets (after pool play is complete)
 - Store completed scorecards in the appropriate folder in the binder
 - If a game is suspended, get the card from the umpire and report number of outs, runner position (if any), number of the player at bat and batting count.
- At the conclusion of games on **Sunday**:
 - Ensure all final outcomes are documented/brackets updated
 - Take photo of final brackets and text to **Mark Hartley**
 - Distribute trophies: Provide trophies to teams & players for 1-4th place
 - Distribute championship banner to 1st place team
 - **NOTE:** As games are wrapping up, you need help with distributing trophies, please ask a concessions or fields volunteer to assist you in getting these to the teams in a timely manner.

OTHER

- Assist with concessions during peak times
- Dismiss volunteers as their shift/responsibilities are complete

Concessions

The role of the **Concessions** is to prepare and sell goods during your shift at your assigned location.

Below are some further details/instructions for your role:

- Stock, prepare and sell food and beverages
- Pick up/clean inside concession stand in pavilion areas as needed such as wiping off ketchup and mustard bottles and customer facing counters
- Coordinate with concessions coordinator when stock needs to be replenished
- Please ensure meats and beverages are in separate coolers
- When handling food please ensure you are **wearing gloves** and **long hair is tied back**

LAST SHIFT OF THE DAY

- Organize and consolidate food & beverages in concessions pavilions; at UMORE tables/cooler are stored in the shed
- Wash out roasters, crockpots, utensils, etc.
- Wipe down tables, counters, sweep floors, and take out garbage
- Two volunteers count cash and document total and place in cash box
- At the conclusion of the tournament at each site: Move all remaining food & beverages near or just outside back door of concessions stand; board member will pick up

CONCESSIONS – RUNNER

- Bring products/supplies (food, beverages, field chalk, etc.) between parks as needed
- Purchase product from local store and bring to parks as needed; you will likely need to make at least once ice run for Shannon Park coolers
- When not running goods, work in concessions stand

NOTES

- Concessions pavilions will be opened at the start of the day and locked at the end of the day by RAAA Traveling Baseball board member
- Cash box will be delivered & picked up by RAAA Traveling Baseball board treasurer
- Your first point of contact are the Concessions Coordinators, Cayla Johnson and Becky Lowe

Fields

The role of the **Fields** is to prepare the fields during your shift at your assigned location.

Below are some further details/instructions for your role:

- Unlock equipment boxes and sheds if not already open
- **Bases:** Ensure bases are proper distance for age are flush with ground and stable (**BASE PATHS for 9's is 60ft**)
- **Portable Pitching Mounds:** Measure from back of home plate to front of white rubber. Ensure alignment with home plate and batter's boxes and that mound is flat and stable; rake/add dirt as needed (**PITCHING DISTANCE for 9's is 46ft**)
- **Rake:** Ensure batters boxes and home plate are level and packed, rake between home and pitcher mound, around each base and base lines. Bags of "diamond dust" are in sheds at each location and should be added to fill holes as needed.
- **Chalk:**
 - Chalk using batter's box template and ensure it is aligned with mound.
 - Foul lines using chalk line. Stake/hold line on back edge of plate and pull taught to outside edge of 1st and 3rd bases. Foul line should be chalked to edge of outfield grass. Chalk within inside edge of chalk line. Foul line should line up over the outside edge of bases.
 - Optional: On-deck circles, halfway between home and bases, close to fence

AFTER EACH GAME

- After each game, rake (as above) and re-chalk batter's boxes and foul lines

DURING GAMES

- As trash receptacles become full, empty into on-site dumpsters
- Assist site coordinator or concessions as needed

AFTER FINAL GAMES OF THE DAY

- SHANNON and UMORE remove bases, insert base plugs, and place bases in shed or field box
- ERICKSON bases do not need to be removed

AFTER FINAL GAMES OF THE TOURNAMENT

- Remove mounds from all fields and set flat outside of the backstops; UMORE mounds go in shed
- Remove bases, insert base plugs, and place bases in shed or field box

Other Details and References

- If teams ordered MBT State t-shirts, they will be located at Erickson Park and can be picked by a coach or team managers there
- Schedule and latest results can be found on [MBL/MBT's website](#); this is the system of record.
 - 9AAA: <https://www.mbl.bz/stateTournaments/5200/poolsAndBrackets?show=pools>
 - 9AA: <https://www.mbl.bz/stateTournaments/5199/poolsAndBrackets?show=pools>
- 2021 MBT State Tournament Rules and Rules and Regulations: For all game related rules refer to the [MBT State Rules and Regulations](#). A copy can be found within the tournament binder located at each park and also on MBT's website: https://bz-mbl.s3.amazonaws.com/file-manager-uploads/2021_MBT_State_Tournament_Rules.pdf
 - All coaches and umpires should have read this thoroughly before arriving at the tournament.

Fields SCHEDULE*



Time	Parks / Fields											
	Erickson 5	Erickson 4	Erickson 3	Erickson 2	Erickson 1	Shannon 1	Shannon 2	Shannon 3	Shannon 1	Shannon 5	Bloomfield	Meadows
FRIDAY, 7/16/21												
11:00 AM	9AAA	9AAA	9AAA	9AAA	9AAA	9AA	9AA	9AA	9AA	9AA	9AA	9AA
1:00 PM	9AAA	9AAA	9AAA	9AAA	9AAA	9AA	9AA	9AA	9AA	9AA	9AA	9AA
3:00 PM	9AAA	9AAA	9AAA	9AAA	9AAA	9AA	9AA	9AA	9AA	9AA	9AA	9AA
5:00 PM						9AA	9AA	9AA	9AA	9AA	9AA	9AA
SATURDAY, 7/17/21												
9:00 AM	9AAA	9AAA	9AAA	9AAA	9AAA	9AA	9AA	9AA	9AA	9AA	9AA	9AA
11:00 AM		9AAA	9AAA	9AAA	9AAA	9AA	9AA	9AA	9AA	9AA	9AA	9AA
1:30 PM		9AA	9AA	9AA	9AAA							
3:30 PM			9AA	9AA	9AA							
SUNDAY, 7/18/21												
9:00 AM	9AA	9AA	9AAA	9AAA	9AA		9AA					
11:15 AM		9AA	9AAA	9AAA	9AA							
1:30 PM			9AA		9AA							

For latest schedule, please refer to MBT's website.

- 9AAA: <https://www.mbl.bz/stateTournaments/5200/poolsAndBrackets?show=pools>
- 9AA: <https://www.mbl.bz/stateTournaments/5199/poolsAndBrackets?show=pools>

Fields LOCATIONS



Bloomfield	Erickson Park	Meadows Park	Shannon Park
14225 Bloomfield Path Rosemount, MN 55068	14115 Brazil Ave Rosemount, MN 55068	13690 Azalea Ave, Rosemount, MN 55068	13501 Shannon Pkwy Rosemount, MN 55068
1 Field	Fields 1-5	1 Field	Fields 1-5