Volunteer Duties

**Overall/Scorecard**

* Welcome teams
* Give the scorecard to the umpire before the game, ask the umpire to complete it during the game and collect the completed scorecard from the umpire after the game.
* After each game, **text scorecard to Jason Runyon 612-387-0867.** He will text you a confirmation that it has been received. Please follow up if you don’t hear back from him. After texting, you can place the completed scorecard in the field binder.

**Scoreboards**

* Ensure scoreboard is on/working before games. Louisiana Oaks has a “manual” scoreboard.
* Run scoreboard during game. You don’t need to “keep a book” or record this anywhere.

**Fields**

* First shift of day: take tarps off mound/home plate
* Rake and chalk fields before and after each game (including end of day)
* Last shift: put tarps on mound/home plate
* How to rake/chalk field (video tutorial at <https://vimeo.com/215945759/cfd302dec6>)
* If it rains, cover home base and pitcher’s mound with tarps right away and stay off fields

**Umpires**

* If the umpire doesn’t show, **call David Denham at 612-723-8042**

**Tournament Scores**

* All scores/brackets will be posted on Tourney Machine.
* If you see a score that is incorrect, please contact **Jason Runyon 612-387-0867.**

**Additional Tournament Contacts**

* Tournament Director – Ryan Jackson 612-819-0821
* Tournament Director/Volunteers– Sara Faust 612-250-0970
* Board president – Nels Martenson 763-458-2149

Field Guidelines

1. Keep field in good condition
2. Do not remove any of the permanent pitching rubbers
3. Do not pull the dirt onto the grass – avoid turf problems
4. Fill in low spots
	1. Around bases (remove bases)
	2. Around pitcher rubber
	3. Batters boxes (both sides of home plate)
5. Roll up pitching mound and home plate cover/tarp using the PVC pole
6. Chalk batters box 1st
7. Chalk 1st and 3rd base lines last

If it Rains

1. Put out covers right away on pitching mound and home plate
2. Fill low spots so puddles do not form
	1. Around bases (remove bases)
	2. Around pitcher rubber
	3. Batters boxes (both sides of home plate)

When it Stops Raining

1. Be patient, wait 1 hour after rain stops before working on the field
2. Do not move water to grass
3. Squeegee water to high spots on ag-lime infield
4. Apply Diamond Dry lightly/sparingly and then rake in