# Edina’s Mayfly Tournament

**ASSISTANT SITE COORDINATOR**

1. Your role will be primarily to facilitate the smooth operation of activities throughout your shift in support of the site director.
2. You will be stationed at the check-in table when not supporting emergent activities.
3. Support any site prep activities and/or things that come up throughout your shift. FYI – the first shift of each day will support site preparation (i.e. station setup, concession prep, signage posting, etc.).
4. Support the Concessions activities as needed.
5. Hand out *Umpire Information Sheets* and *Directions for Field Prep Volunteers* to appropriate parties.
6. Attendance: Check off the volunteers and paid HS player on the Signup Genius List Sheet when they report to work their shift. It is critical that each volunteer or HS player fulfills their full time-slot(s).
7. Download the MNSoftball Tournament App to follow tournament status and encourage all coaches and spectators to download the tournament app to keep up with all the scores and schedules. A UR code will be on the bracket board for ease of downloading.
8. When each game finishes……
* Collect the blue form from the umpires.
	+ Blue forms contain team names, scores of the games, signature of umpires. These blue forms are records so the umpires are paid.
* Give completed blue forms to Site Director
1. Support Site Director as needed in maintaining the MNSoftball tournament app (i.e. uploading scores immediately following game completion).
2. Pick up debris and litter from the dugouts after each game.

**Thank you for helping the tournament run smoothly!**