Canyon Lake Little League
Volunteer Job Descriptions

Volunteer positions vary by division. Please contact coaches or other key contacts for clarification of roles and expectations specific to your team.

Concession Coordinator: A pre-season meeting will provide detailed instructions for this position. You will be assigned specific dates that your teams' parents will be responsible for working in the concession stand. You will be responsible for scheduling parents during those dates. It is also helpful if you provide reminders to parents when they are scheduled to work as the concession chairperson is counting on you to make sure your teams' parents are present when your team is scheduled.

Fundraising Coordinator: The league's Fundraising Director will provide specific instructions at the parent meetings. You may be responsible for distributing fundraising packets, encouraging sales by all teammates, and collecting packets to turn into the fundraising chair.

Picture Coordinator: You will schedule a team photo with the designated photographer and communicate the date and time to team families. In addition, you will distribute and collect photo packets, assist the photographer at the photo shoot, and pick up & disperse the final products. You are encouraged to consult with the coach to solicit scheduling preferences. You are invited to forward snapshots taken throughout the season to canyonlakell@gmail.com to be posted on the Canyon Lake Little League web site. Contact the Fundraising Director if you have any questions.

Field Prep/Maintenance Coordinator: Maintain and prepare fields for games (and practices) or schedule/solicit other parents to help. When doing field prep, remember to always rake base paths lengthwise and avoid pushing infield dirt into the grass. See more detailed instructions at the end of this document.

Umpire Coordinator: Each team is responsible for supplying an umpire when they are the home team. You are encouraged to attend a pre-season umpire clinic if provided.

Scorekeeping Coordinator (Home/Dugout): You are responsible for making sure that someone is assigned to the scorekeeping role for each game. Scorekeeping requirements vary by age division. Check with your age division coordinator and coach for detailed instructions. You are encouraged to attend a pre-season scorekeepers clinic if provided.

Pitch Count Coordinator: You are responsible for making sure that someone is assigned to keep track of pitches during each game. To promote player safety, athletes are required to keep pitch counts at or below a certain level based on age division. The number of pitches thrown determines pitching eligibility in upcoming games. Consult with your age division coordinator to determine how/where pitch counts are to be maintained during the season. Pitch count sheets are available from the league. *(cont'd)*

Team Parent: Consult with the coach to see how you can help coordinate and support team activities and communication.

Treat Ticket Coordinator: This applies to age divisions below majors/minors. This program helps support the concession program and young players look forward to their treat ticket after the game. You will need to collect one dollar per game from each parent (ex: 10 games=$10). Purchase treat tickets from the concession stand, then distribute one treat ticket per child after each game.

Field Maintenance

PRE-GAME FIELD PREPARATION
To be done by the **Team Field Maintenance Volunteer and/or designees**
All equipment is stored in sheds near the fields.

General Field Conditions

1. Rake or Drag infield. ***** REMEMBER TO ALWAYS RAKE BASEPATHS LENGTHWISE AND AVOID PUSHING INFIELD DIRT INTO THE GRASS*****
2. Focus on the Pitcher's Mound and the Batter's Box first. These areas require the most care.
3. Rake and tamp the Pitcher's Mound, being sure to fill in front of the rubber. In dry conditions, it helps to lightly water the mound before your game if time allows.
4. Rake and level the Batter's Box. Tamping the area will help prevent holes, especially for the right-handed hitters. Watering this area helps solidify and improves the playing area.
5. Line the field. Start with the Batter's Box. Lay template in alignment with home plate and trace around it with an object (screwdriver, finger etc.). Do not attempt to chalk the box while the template is in place. It's not necessary to trace and chalk the inside line closest to home.
6. Flip the template over and repeat on the other side of home plate.
7. From apex (back corner) of home plate pointing down each baseline (first and third) run a string from that corner to the painted foul line in the grass. If the paint has worn, then align with the foul pole as best you can. Keep the base in while running the string to ensure it is in line with the edge of the base.
8. Remove the base and chalk the line from the grass to the Batter's Box.
9. Remove all equipment from the field

HOW TO DEAL WITH WET CONDITIONS WHILE PREPARING FIELDS FOR PLAY

1. If it's been raining, please get to your game early to prepare. Raking the fields will turn the infield mix and dry them out. Try that first before applying ANY drying agent.
2. Do not mix any dirt unless all water has been cleared and been given ample time to dry. Water + dirt = mud!
3. If there are moist areas (around Home Plate or on Mound only) apply "Play Ball/Rapid Dry" very sparingly. Work in with rake thoroughly until area dries sufficiently.
4. Next, check around bases. These areas should be playable simply by raking the area and applying some Play Ball/Rapid Dry, if necessary.
5. If the above steps do not properly prepare the surface for safe play, then the game should be called off.

(cont'd)

POST-GAME FIELD PREPARATION

To be done by the **Team Field Maintenance Volunteer**

All equipment should be neatly stored back in the designated storage areas.

General Field Conditions

1. Rake or Drag infield. If there is a game after yours, work with the Coaches of the Home Team to assist them in their preparations.
2. If you are the last game of the evening, plan on spending more time on the field. Please rake the fields thoroughly, rebuild the Pitcher's Mound and level the Batter's Box. If no rain is in the forecast, please water all dirt areas of the infield thoroughly.
3. Any sunflower seeds consumed need to be swept up and disposed of properly.

REMEMBER! ALWAYS RAKE BASEPATHS LENGTHWISE AND AVOID PUSHING INFIELD DIRT INTO THE GRASS!!!!!