



## **EGFA - Tournament Volunteer Guide**

**Dear Edina Mayfly Tournament Volunteers;**

**As we prepare for the annual EGFA Mayfly Fastpitch Tournament, please accept our most sincere appreciation for the donation of your time to serve the players, coaches, visitors, spectators, sponsors and other volunteer workers during the Annual EGFA Mayfly Tournament.**

**The EGFA Mayfly Fastpitch Tournament has become one of the “premier” girls softball competitions in Minnesota – the facility and the competition is always first rate. EGFA is very proud of the role it plays in supporting and promoting Girl’s Fastpitch Softball by hosting this annual tournament.**

**Because of your generosity, we are able to produce a “premier” sporting event for our community and raise monies to help support Fastpitch Softball in Edina. In addition to the funds raised for EGFA, the tournament positively impacts our community economically and provides Edina continued recognition as one of the “premier” tournaments of the season.**

**The money raised at this event provide the funds for training, equipment, coaches, facilities, scholarships, and many other things that make EGFA what it is today.**

**While this might be a bit redundant, especially for those who have volunteered in the past, please take a few minutes to review the volunteer information and familiarize yourself with the tournament and your role to help make participation a more enjoyable experience.**

**While not every player, sponsor, or spectator will see everything, everyone who attends the tournament encounters at least one volunteer.... a smile or simply providing helpful information can have a great impact.**

**Thanks again and I look forward to a great weekend!**

**Sincerely,**

**EGFA Mayfly Tournament Director**

## Volunteer Information and Assignments

EGFA volunteers have signed up to cover the following:

### **Pamela Park Fields:**

- 1 Concession Trailer
- 2-3 Fields including grounds pick-up
- Mayfly T-shirt Sales

### **Van Valkenburg Park Fields:**

- 2 Concession Stands (Indoor/Outdoor)
- 1 Grilling Station
- 3 Fields including grounds pick-up
- Mayfly T-shirt Sales

The EGFA Volunteer Check-in is at the Concession Building at Van Valkenburg Park and the Concession Trailer at Pamela Park.

- Field Crew Workers will be paired based on fieldwork experience and familiarity with the field turnover process.
- When you check in, you must have the person manning the sign-in book record the time-in/time-out. You will need to initial it.

**Please sign in at least 15 minutes prior to your scheduled work time.** It is expected that volunteers be available for their entire shift. Those working the last shift of the day are expected to help with the cleanup of their respective area/assignment.

Paid (non-EGFA) help will check-in and check-out at the **concession table/trailer**. All payments for the hired help will be mailed out after the tournament so we can verify they completed their shift.

**The master volunteer schedule (SignUp Genius) will be posted to the EGFA web site and will be available at the concession table/trailer at both parks.**

### **Concessions**

- Volunteers are responsible for waiting on customers, keeping items stocked, end of night clean up, putting away food, putting grills away, emptying trash (inside stands only) and other miscellaneous duties.
- There are volunteers specifically assigned to the grill - it is best to leave this responsibility to them.
- The **Mayfly T-Shirt Sales** will be part of the concessions area. We will be selling tournament t-shirts. Concession volunteers will be assigned to monitor t-shirt sales, and checking-in volunteers:
  - Volunteers: Record time-in/time-out and have them initial.
  - Teams: They are required to turn in their ASA certified and signed roster (or pay \$30 if not certified) and turn in Coaches Code of Conduct.

### **“Common sense” items:**

- It would be best to keep valuables locked in your car out of sight since there is little room in the concession areas.
- Introduce yourself to the shift that you are replacing, those being replaced should share any insight or observations that would be helpful, try to make a smooth hand off when changing shifts.

### **Fields:**

The fields will be 100% tournament ready for the very first set of games on the first night of the tournament. Volunteers will be responsible for all other field set up, between game maintenance and end of day tear down.

Bases, chalk, field drags, and rakes for each field should be available behind the backstop; although, you might have to borrow some items from field to field.

**Note: the City of Edina drags each field before morning set up (Friday, Saturday, and Sunday Morning Setup.**

**Base Setup** - Bases should be setup. The orange/white double base is for first base (orange foul – white fair). Locate the base anchors for each base. The anchors should, but might not, be covered by a round rubber plug that may be slightly buried. When the base anchors are filled with dirt, clean them out. The bases simply plug in to the anchors.

**Chalking Base Lines** - String and a spike should be available at each locations storage area to use as a guide for laying down the base lines. Set the spike at the back corner of home plate, tie the string to the spike and follow the 45 degree angle along the backside of the plate to the outside of 3rd base (between the double bases at first base). The base line should be drawn all the way to the grass.

**Chalking the Batter’s Box** - Use the templates found behind the backstop to mark two 3’ X 7” batter’s boxes. Press on the template so that it leaves a depression in the dirt that can be used as a chalking guide.

**Chalking the Pitcher’s Circle** - the pitching circle can be marked by using the spike and string as a circle scribe. Place the spike behind the pitching rubber and measure an 8-foot radius. Chalk over the inscribed circle.

**The baselines, pitcher’s circle, and the batter’s box are all that needs to be chalked.**

You measure the pitching installation distance from the 2nd base side of the pitching rubber to back of home plate.

- 10U games require a pitching rubber be installed at **35 feet**
- 12U games require a pitching rubber be installed at **40 feet**

Please check the field you are preparing and change the pitching rubber to the correct distance if necessary. Again this should already be done by the Edina Park and Rec. All 10U games are at Pamela so this should already be done. The only time this is changed is at Van Valkenburg when field 2 converts to 10U for the last game on Saturday and starts up again on the same field Sunday morning. The pitcher's circle will have to be re-scribed and re-chalked if the rubber is moved (the only thing that could effect this if there are rain or weather delays that require us to move games).

If a pitching rubber needs to be removed, use a shovel to dig down/around the edges. Using both hands, grab the rubber plate and pull up from both sides.

To insert a pitching rubber to a new location, dig an area that is approximately 3" deep and slightly wider than the pitching rubber. Insert the pitching rubber and fill in dirt around the edges.

### **Between Games**

- Immediately following the completion of a game, take the following steps:
- Rake, fill in, pack and/or smooth out the areas around home plate, pitching rubber and bases.
- Please check the field you are preparing and change the pitching rubber to the correct distance if necessary. The pitcher's circle will have to be re-scribed and re-chalked if the rubber is moved.
- **Touch up chalking** – baselines and pitching circle – these should not have to be completely re-done (unless the pitching rubber is moved). Also touch up the batters boxes - these may have to be re-done. Use the batters box templates to mark lines.
- Sweep off home plate and pitching rubber. Rake/drag entire infield. Return equipment to area behind backstop and pick up any remaining trash.

### **End of Day Field Breakdown**

After the last game of the day:

- Return all tools to behind backstop and/or proper storage lock-up locations.
- Rake, fill in, pack and/or smooth out the areas around home plate, pitching rubber and bases
- Drag entire field smooth to eliminate any low spots – this is especially important if overnight rain is expected.

**A supply of garbage bags and gloves will be kept at the Concession building/trailer.**

**RAIN DELAYS: In the event of bad weather, you should monitor the EGFA website for instructions regarding future shifts. Those workers who are already there will be given direction.**

**If there is a weather delay, the last shift of the day may have to stay up to 2 hours late.**