

**ARGUELLO SHACK INSTRUCTIONS AND
RULES**

2016

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RELEVANT CONTACT INFORMATION

SCLL

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VOLUNTEER OBLIGATIONS AND MONEY BAG INSTRUCTIONS FOR THE SNACK SHACK AT ARGUELLO

Please remember that SCLL is an ALL VOLUNTEER League. Your coaches, the Board Members and Auxiliary Board are NOT paid, and put in many hours a week to make the leagues operate.

WHEN DOES YOUR TEAM WORK THE ARGUELLO SHACK?

- Every time your team has a game scheduled at Arguello during the regular season, including any Sunday games.
- Rain out make up Games
- Playoff Games

HOW MANY VOLUNTEERS?

- Each team supplies one volunteer per game.

WHICH TEAM OPENS THE SHACK AND HOW DOES THAT WORK?

- **OPENER – First Home Team of the Day**
- **The HOME TEAM FOR THE FIRST GAME OF THE DAY IS RESPONSIBLE FOR OPENING THE SHACK.** The home team's volunteer for the first game of the day needs to pick up the MONEY BAG. ***PICK UP MONEY BAG AT LEAST 45 MINUTES PRIOR TO THE GAME TIME, SO THAT YOU HAVE 30 MINUTES TO GET THE SHACK READY BEFORE GAME TIME. THE KEY FOR THE DOOR IS IN THE MONEY BAG. Pick up the ARGUELLO BAG (make sure its***

ARGUELLO in the basket at Lisa Nakahara's house at 2123 Belle Avenue (right across from St. Charles' Parking Lot – corner house on Belle/Lupin). Please do not knock or ring the bell, as the bag should be outside. PLEASE MAKE SURE THAT YOU TAKE THE CORRECT BAG.

- Following Opening Instructions.

WHICH TEAM CLOSES THE SHACK AND HOW DOES THAT WORK?

- **CLOSER** – Last Visiting Team of the Day
- The last VISITING TEAM OF THE DAY IS RESPONSIBLE FOR CLOSING THE SHACK. *THE VISITING TEAM IS RESPONSIBLE FOR RETURNING THE MONEY BAG TO LISA NAKAHARA'S HOME AT 2123 BELLE AVENUE AT THE END OF THE DAY. DO NOT KNOCK OR RING BELL, JUST LEAVE THE BAG IN THE BASKET AT THE FRONT DOOR.*

**THANK YOUR FOR VOLUNTEERING AND
MAKING LITTLE LEAGUE POSSIBLE**

OPENING PROCEDURES

1. **45 minutes before First Game of Day, HOME TEAM PICK UP KEY AND MONEY BAG MARKED ARGUELLO FROM THE BASKET AT 2123 BELLE AVENUE (RIGHT ACROSS FROM ST. CHARLES' PARKING LOT- *corner house on Belle/Lupin*). ARGUELLO's money bag contains the KEY to open the door of the Shack.**
2. Count Money. Place money in the money drawer.
3. Turn on the hot dog grill and take out Hot Dog Buns from Refrigerator or Freezer to defrost. (Use Refrigerator ones first).
4. Line the bottom of the hotdog roaster with tin foil.
5. Spray the hotdog roaster with Pam as rollers spin.

6. Cook hotdogs for 15 minutes and then wrap in tin foil and place in warmer.
7. Add water to the hot dog warmers, if needed, and turn on. The water goes below the trays. Turn on to 5. **Make sure not too much Water or it boils over.**
8. Wipe down countertops.
9. Ensure candy, drinks, chips, napkins and utensils are stocked. Display candy on the countertop. Display chips, nuts and other items. The Display is the black wire display that may be in the back.
10. Put Condiments on Counter Top.
11. Add water to Keurig coffee machine and turn on. To use, place K pack in and press brew.

12. Frozen Food should be microwaved according to the directions on the respective boxes when it is ordered.
13. Put Pretzels in the Microwave for 30 Seconds. Pretzel Salt is in Tupperware on top of the Microwave.
14. Open windows. In the bottom corners, undo the locks with combination. Pull Metal Tabs inward to unfasten. (Don't open windows until you are set up).
PUT LOCK IN MONEY DRAWER.
15. Restock as needed.
16. Take out frozen hotdogs, and buns as needed.
17. Use the Tickets for Team Meal Deals. (A Meal Deal consists of 1 Large hotdog, 1 soda/water, 2 pieces of 25 Cent candy)

18. Ask Teams if they play on doing a meal deal so you can estimate the number of dogs that you need.
19. Last Game of Day – Determine how many dogs you think you need – meal deals bought? If there are extra hotdogs near the end of the game – try to sell for \$1.00. If there are still some left over- give away
20. **PEOPLE WHO RETURN A FOUL BALL GET A FREE 25-Cent CANDY. RETURN ALL FOUL BALLS TO HOME TEAM COACH**
21. **IF A YOUTH or JR UMPIRE FOR BRINGS AN UMPIRE VOUCHER PAY HIM/HER OUT OF THE CASH IN THE DRAWER (\$30 per game) AND PUT THE VOUCHER IN THE DRAWER. THEY ALSO GET A MEAL DEAL.**
22. **SHACK IS USUALLY PRETTY WELL STOCKED – LOOK AROUND IN THE BACK IF YOU CANNOT FIND WHAT YOU ARE LOOKING FOR.**

WHEN HANDLING FOOD, ALWAYS WEAR PLASTIC GLOVES AND WASH HANDS

NO KIDS UNDER THE AGE OF 15 MAY HANDLE
THE MONEY OR SHACK WITHOUT AN ADULT.
YOUNG CHILDREN SHOULD NOT BE IN THE
SHACK ON SATURDAYS OR FNLs.

Questions: Call Andrea or Monica. (See Contact
information on page 3.)

CLOSING PROCEDURES

1. **TURN OFF ALL PLUGGED ITEMS – HOT DOG MACHINE, WARMER, ETC.**
2. Count Money. Fill out accounting sheet. Change can stay in the drawer. Put money and umpire vouchers back into the moneybag. Count out the money and write on the sums on the enclosed form.
3. Put some hotdogs from freezer and put in refrigerator
4. Pull some Frozen Buns out to defrost
5. Clean hotdog roaster while still slightly hot. Replace foil with clean foil underneath the roaster.
6. Clean Counter tops
7. Stock as Needed.

8. Return Grill, table or anything else that was taken outside. Everything must be put back inside the shack.
9. Empty trash to the City trash cans outside of the Shack and reline the trash cans
10. Visiting Team return the Money Bag to Basket at **2123 BELLE AVENUE (RIGHT ACROSS FROM ST. CHARLES' PARKING LOT- corner house on Belle/Lupin). Do not Disturb homeowner.**
11. Note that if the Shack is low on an item, please email Tonya, Erin or Michelle. (See Contact Page)

DOUBLE TRIPLE CHECK THAT THE WINDOWS, DOORS ARE LOCKED AND ALL ELECTRONICS ARE OFF, AND THAT ALL FREEZERS AND REFRIGERATORS DOORS ARE SHUT COMPLETELY!!!!

FINES FOR SCLL

If Your Team was supposed to operate the Shack and it did not, YOUR TEAM will be fined \$50. No excuses. The Shack is SCLL's only revenue other than registration fees. The League cannot afford to have the shack closed because of a failure to follow directions, or lack of desire to volunteer. SCLL is an ALL VOLUNTEER LEAGUE.

UMPIRES

SCLL UMPIRES: are paid \$30 per Game and a free meal deal. The \$30 comes out of the cash drawer. THEY MUST PROVIDE A FILLED IN VOUCHERS IN ORDER TO GET PAID. IF THE UMPIRE DOES NOT WANT ITS MEAL DEAL AT THAT TIME, YOU CAN GIVE HIM/HER A MEAL DEAL TICKET FOR USE LATER.