



# **Bloomington Fastpitch Association**

# **2018**

# **Tournament Volunteer Guide**



Dear BFA Tournament Volunteers;

As we prepare for the 23rd annual BFA Bloomington BASH Fastpitch Tournament and the 10U Mall of America Nationals tournament, please accept my most sincere appreciation for the donation of your time to serve the players, coaches, visitors, spectators, sponsors and other volunteer workers during the 2018 BFA Tournaments.

The BFA Summer Fastpitch Tournament (“BASH”) has become one of the premier girls softball competitions in Minnesota – the facility and the competition is always first rate. BFA 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 “major-league” sporting event for our community and raise monies to help support fastpitch softball in Bloomington. In addition to the funds raised for BFA, the tournament positively impacts our community economically and provides Bloomington continued recognition as a sports and entertainment Mecca.

In addition, BFA has been awarded the opportunity to host the 10U Mall of America Nationals tournament. We are allowing you to work at the Mall of America Nationals tournament in lieu of the BASH to fulfill the volunteer hour requirement if the BASH weekend does not work for you.

These two tournaments provide the funds for training, equipment, coaches, facilities, scholarships, and many other things that make BFA 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 as your familiarity with the tournament and your role will 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;

Jessica Musta  
Tournament Director

## **Volunteer Information and Assignments**

BFA volunteers have signed up to cover the following:

### **DRED SCOTT FIELDS:**

- 1 Concession Stand
- 1 Grilling Station
- 9 Fields including grounds pick-up
- One Raffle Table
- Spirit Wear Table

### **The BFA Volunteer Check-in is at the Spirit Wear Table in the “Wheel”**

- Field Crew workers will check in at the wheel and wait to receive their assignment from the tournament director and/or their designated assistants. Workers will be paired based on fieldwork experience and familiarity with the field turnover process.
- Concession Stand workers will check in at the wheel.
- 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.

Hired (non-BFA) help will check-in and check-out at the **Spirit Wear Table**. 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 will be posted to the BFA web site and will be available at the Spirit Wear table.**

## **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.
- Volunteers who are working concessions **must wear hats** (or hairnets). The Concession Director will have a limited number of BFA hats available – it would be best if you brought your own.
- The Spirit Wear table for the BASH will be part of the concessions area. We will be selling tournament t-shirts. **Concession volunteers will be assigned to monitor spirit wear sales, checking-in volunteers and check-in teams**
  - 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). You will provide them with their team's bag tags and a batting cage pass.

### **“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 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 Bloomington drags each field before morning set up.

### **Saturday and Sunday Morning Setup (Includes Friday for the Mall of America National tournament)**

**Base Setup** - Bases are located in the green boxes behind the backstop. 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 in the equipment box 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 (there are 3-4 available for 9 fields) 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.

Also, see attached field diagram, but please note that the first and third baselines, the pitcher’s circle and the batter’s box is all that needs to be chalked.

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

- 8U and 10U games require a pitching rubber be installed at **35 feet**
- 12U games require a pitching rubber be installed at **40 feet**
- 14U games require a pitching rubber be installed at **43 feet**

Please check the field you are preparing and change the pitching rubber to the correct distance if necessary. **A list of games with correct distances will be attached to each backstop.** The pitcher's circle will have to be re-scribed and re-chalked if the rubber is moved.

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 mound 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. **A list of games with correct distances will be attached to each backstop.** 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:

- Pull and put bases back into the equipment box
- Replace base anchor plugs if any
- Return all tools to behind backstop and/or proper 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 Wheel Pavilion.**

**RAIN DELAYS:** In the event of bad weather, you should monitor the BFA 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.**

**In the event that the event has to be moved to several locations in order to compensate for time lost due to rain, you will be asked to work any shifts cancelled due to rain at a new location, date and/or time.**