

# UPPER PROVIDENCE LITTLE LEAGUE

## ASAP SAFETY PLAN



League ID #02382713

District 27

Oaks, Pennsylvania

February 2020



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## UPLL Mission Statement

UPLL strives to teach children the fundamentals of baseball/softball, to play to the best of their abilities, to have fun and to learn how to be a part of a team.

## UPLL Safety Mission Statement

The Safety Mission of UPLL is to provide a safe and fun environment for children to learn and play softball or baseball. We will emphasize prevention of injury as well as try to educate our UPLL community on related issues.



# ASAP Introductions

League Safety Officer: Lisa Osborne ([UPLLSafety@gmail.com](mailto:UPLLSafety@gmail.com)) is on file with Little League Headquarters

UPLL will distribute an electronic copy of this ASAP Plan to all managers/coaches, league volunteers and the District Administrator.

## **EMERGENCY CONTACTS**

Emergency Phone Number	911
Upper Providence Police Department	610-933-7899
Oaks Fire Company	610-666-7965
Phoenixville Hospital	610-983-1000

## **LEAGUE CONTACTS**

President	Nicholas Buchanan	<a href="mailto:nicholas.buchanan31@gmail.com">nicholas.buchanan31@gmail.com</a>
Vice President	Robert Steinberg	<a href="mailto:steinrack1@earthlink.net">steinrack1@earthlink.net</a>
Treasurer	John Furlong	<a href="mailto:jjfurlongcpa@gmail.com">jjfurlongcpa@gmail.com</a>
Secretary	John Osborne	<a href="mailto:john.s.osborne@gmail.com">john.s.osborne@gmail.com</a>
Safety Officer	Lisa Osborne	<a href="mailto:UPLLSafety@gmail.com">UPLLSafety@gmail.com</a>
VP Baseball	Mark Hommer	<a href="mailto:643dbply@gmail.com">643dbply@gmail.com</a>
VP Softball	Jonathan Wowak	<a href="mailto:jonwowak@yahoo.com">jonwowak@yahoo.com</a>
Player Agent	Joseph Schuberth	<a href="mailto:jschuberth2003@yahoo.com">jschuberth2003@yahoo.com</a>

This list will be posted in the concession area and league website  
<https://www.up-littleleague.org/Default.aspx?tabid=432621>

# Volunteer Application, Picture ID, and Criminal/Sex Offender Background Investigation Procedure

Upper Providence Little League required **ALL** managers, coaches, board members, and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to or contact with players or teams complete a volunteer application

through JDP as well as provide a government-issued photo identification card for ID verification. League should check name spellings and numbers for accuracy.

On an annual basis, UPLL will conduct a National Criminal/Sex Offender background search through JDP as required by Little League. Volunteers may independently enter their personal information via a link emailed from the Safety Officer. In the case that volunteers do not have internet access, they may submit a completed volunteer application form to the Safety Officer for manual entry into the JDP system.

Volunteers refusing to fill out the application form/complete online background check or to produce photo identification will be ineligible to volunteer or remain members of the league. Anyone identified with a positive record within the sex offender registry or positive for other crimes of a sexual or non-sexual nature as listed on the Little League Organization website will be ineligible to volunteer or remain members of the league. Confidential forms will be kept on file for 1 year.

In addition, UPLL maintains compliance with Pennsylvania volunteer background check requirements by requiring volunteers to submit a PA Criminal Record Check, a PA Child Abuse Clearance, and an FBI Certification via signed disclosure form or fingerprinting. These clearances expire 5 years from the least recent date of issue. Clearances will remain on file with the Safety Officer until they are expired or in the event that the volunteer is no longer associated with UPLL.

## **UPLL Safety Code** – Focus on Injury Prevention and Education

### Coach and Umpire Responsibilities:

1. Managers/Coaches must attend the UPLL Coaches Clinic. This clinic will be held before the season starts and attendance is required by all coaches. The Coach's Clinic will take place on March 18, 2020 at Ursinus College.
2. At least one coach or manager per team will be first aid trained every year and all coaches must receive training at least every 3 years. First aid training may be distributed electronically.
3. All managers and coaches have responsibility for being familiar with the current **UPLL ASAP Safety Plan** set forth in this manual.
4. There is to be at least 2 coaches managing teams during practices and games.

5. In case of an emergency, ensure there is someone at practices and games who has a cell phone.
6. No practices or games should be held when weather or field conditions are dangerous, particularly when lighting is inadequate or when there is thunder or lightning in the area.
7. Ensure that all team equipment is stored off the area which umpires define as the “field of play.”
8. All participants should take responsibility for keeping bats and loose equipment off the field of play.
9. Ensure that only players, managers, coaches and umpires are permitted on the playing field, in the dugout, or the team bench during practices and games.
10. Ensure that all participants are alert and watching the ball in play during practices and games.
11. Ensure that all pre-game warm-ups are performed within the confines of the playing field and not within areas frequented by spectators or people on foot.
12. Managers and coaches should inspect equipment before each use for condition.
13. Ensure that reduced impact balls are utilized for Midget and T-Ball divisions.
14. Report and deliver all inadequate equipment to the League President and/or Safety Officer.
15. Managers, coaches and umpires should make sure fields are clean and in good playing condition before each practice and game.
16. Report all field hazards to the League President as well as the Safety Officer.
17. Coaches and umpires should ensure that:
  - a. Little League rules are enforced at all times.
  - b. Coaches do NOT catch pitchers (rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.
  - c. Batters wear Little League approved batting helmets during practice and games.
  - d. Catchers wear catcher’s helmet, mask, throat guard, chest protector, shin guards and protective cups with athletic supporter (males) for all games while catching behind the plate.
  - e. Players are not wearing jewelry, rings or metallic watches or other sharp or metallic items during games or practices.
  - f. Players are prohibited from swinging a bat except in the batter's box in games or practices.
  - g. Batters are aware of catchers and umpires before warm-up swings.
  - h. Catchers and umpires are aware of batters swinging the bat.
  - i. Batters have face guards when at bat in all divisions except majors.
  - j. Players have a ride home after the practice or game.
  - k. All bats should be in a bag whenever being carried through the complex.

18. Report all injuries and “near-misses” injuries to Safety Officer within 24-48 hours of incident.

### League President

1. Complete and submit annual Little League Facility Survey in coordination with UPLL President and Safety Officer.
2. Ensure the use of break-away bases and double first base on all fields.
3. Ensure that guard rails and side rails are installed and properly functional on all bleachers higher than 3 seats.
4. Ensure that speed limit signs are posted and are clearly visible and readable.
5. Enforce 5 mph while driving in the complex.
6. Ensure netting over home plate is intact over Penn Liberty field due to its proximity to the highly used pathway and snack bar.
7. Ensure that protective fence tips are in place for all field fences.

### Safety Officer Responsibilities:

1. Update and submit a qualified safety plan registration form and ASAP plan.
2. Coordinate with Player Agent(s) to submit league player registration data, and player roster data, and coach and manager data to Little League.
3. Ensure criminal/sex offender background checks will be performed on ALL volunteers for the season.
4. Schedule and ensure that at least 1 team representative is first aid trained every year and that all managers and coaches are trained within the last 3 years.
5. Make first aid kits available to each team annually. These kits must be available during all games and practices.
6. Ensure that all equipment is inspected prior to distribution to teams prior to the beginning of the season.
7. Ensure that damaged or expired equipment is destroyed or made unusable to prevent children from attempting to “save it” from waste and accidental use.
8. Ensure that the snack bar and sheds are stocked with ice packs.
9. Contact injured party or party’s parent or legal guardian within 48 hours of receiving an incident report to:
  - a. Check on the status of the injured party.
  - b. Verify the information received.
  - c. Obtain any other necessary information.

- d. Provide and guide injured party through accident claim form submission (if needed).
10. Identify the root cause of injury.
11. Identify if proactive measures can be taken to prevent concurrent injury.
12. Implement corrective actions by coordinating with VP of Field and Facilities and Division Commissioners.
13. In 2019, UPLL improved the batting cage facilities to address trip and fall hazards due to loose rock / stone and hazards from previous year's netting and screens.

### Snack Bar:

1. Ensure a league official Snack Bar Manager is assigned.
2. Snack Bar Manager is responsible for providing snack bar training to volunteers.
3. Written snack bar procedures and safety information are located in the snack bar on the bulletin board.
4. Emergency contact information will be posted in the snack bar.
5. Snack Bar Manager's contact information will be posted in the snack bar.
6. A fully stocked first aid cabinet is located in the snack bar.
7. No person under the age of **12** may work in any league or district concessions stands.

## **Snack Bar Safety**

### **General Guidelines**

- Keep floors clean and dry – be sure to clean up spills immediately
- Repair sharp and jagged edges on walls, drawers, shelves and equipment
- Never stand on chairs or equipment
- Re-locate heavier and bulkier supplies/boxes to lower shelves
- Keep aisles free of obstruction
- Close all doors and drawers immediately to avoid unnecessary accidents
- Return working utensils to their proper place after use
- Remove broken glass particles with broom – not with hands
- Unplug all electrical appliances after use and before cleaning
- Follow all posted instructions for each appliance
- Keep knives sharp, use them properly and store them safely
- Keep fire extinguisher and first aid kit readily available and be certain workers know where they are located
- Check propane tanks for leaks routinely
- Wear food handler gloves whenever handling food
- Follow posted procedures for cleansing hands prior to touching food, utensils or dishes



- Do not prepare food and handle money at the same time
- Follow posted opening and closing procedures

## **Hand Washing**

- Use soap and warm water
- Rub hands vigorously as you wash them
- Wash all surfaces, including back of hands, wrists, between fingers and under fingernails
- Rinse your hands well
- Dry hands with a paper towel
- Turn off the water with a paper towel instead of newly cleaned hands

## **Wash Your Hands**

- At the beginning of your shift
- After using the restroom
- After coughing, sneezing, using a handkerchief or tissue
- After using soiled utensils
- After eating or drinking
- During food preparation as much as possible
- After engaging in activities that contaminate hands

## **Injury and Accident Reporting Procedures**

### **Injured Party Reporting**

- Player - Report injury to team manager or coach
- Coach/Umpire - Report injury to other coach or manager
- Visitor - Report injury to manager or coach of visiting field or snack bar representative

### **Notified Coach/Manager**

- Treat injury as appropriate. Call 911 in an emergency.
- Complete Injury Report within 24 hours of event
- Notify the Safety Officer within 48 hours of event

### **Safety Officer**

- Contact the injured party within 48 hours of event
- Verify all necessary documentation is complete
- Assist injured party in reporting process (if needed)
- Implement preventative measures

What to Report: All incidents that cause a player, manager, coach, umpire, volunteer or spectator to receive medical treatment or first aid **MUST** be reported to the Safety Officer. The AIG Little League Baseball and Softball Accident Notification Form can be found on the UPLL website here (<https://www.up-littleleague.org/Default.aspx?tabid=814932>) or on the Little League Organization website here (<http://www.littleleague.org/learn/forms.htm>).

## **“Do’s and Don’ts” – First Aid Reminders**

Do.....

- Reassure and aid children who are injured, frightened or lost
- Provide or assist in obtaining medical attention for those who require it
- Know your limitations
- Carry a manager’s notebook (containing player’s medical release forms, safety manual, accident report forms) to all games and practices
- Have a first aid kit accessible at all games and practices
- Remember to report all incidents within 24-48 hours
- Carry a cellular phone (whenever possible) in case of an emergency

Don’t.....

- Provide any food or beverage to an injured person other than water
- Hesitate when giving aid
- Be afraid to ask for help if you are not sure of the proper procedures
- Transport injured individuals except in extreme emergencies
- Leave unattended children at games or practices
- Hesitate to report any present or potential safety hazards to the Safety Officer

**WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball.**

**WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE**

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
  - a. Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
  - b. If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment.
6. Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.
7. No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.
8. Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

## **Code of Conduct Policy**

### **Upper Providence Little League Code of Conduct:**

No Board Member, Manager, Coach, Player, or Spectator shall:

- At any time, lay a hand upon, push, shove, strike, or threaten to strike an umpire or official.
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary of a wrong decision or judgement.
- Be guilty of objectionable demonstrations of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official, manager, coach, player, or spectator.
- Be guilty of the use of profane, obscene, or vulgar language in any manner at any time.

The Code of Conduct Policy is, for the most part, standard throughout Little League.

Managers, Coaches, Umpires, or Members of the Board can file a Code of Conduct Incident Report via e-mail to [upperprovidencell@yahoo.com](mailto:upperprovidencell@yahoo.com). If the Board determines that the Player, Manager, Coach, Umpires or Volunteer did not adhere to the Code of Conduct Policy listed above, a "Strike" will be assigned to his/her record as outlined below:

- Strike 1 - Suspension
- Strike 2 - Forfeiture of position
- Strike 3 - Suspension from the league

In addition, Umpires have been instructed to halt a game until an abusive Fan or Parent leaves the field if they are directly involved in a Code of Conduct violation.

# Facility Map

Upper Providence Little League is located at 250 Greentree Road in Oaks, PA 19456. From the 422 Oaks exit, take Egypt Road West towards Phoenixville. Turn right at Green Tree Road. Our fields are on the right.



# **Upper Providence Little League**

## **SNACK STAND MANUAL 2020**

## OPENING PROCEDURES-WEEKNIGHTS

The key is located in the lock box above the window, beside the grill. An emergency key is hanging in the Umpire shed on a key above the door. All coaches know the code to enter.

Arrive at 5:00pm for first game if you are opening.

1. Plug in / Turn on Keurigs, fill with water..
2. Turn Hot Dog roller on High.
3. Open and individually place hot dogs on rollers.
  - a. Hot dogs are in refrigerator with drinks.
4. Turn on warming drawer (for hotdogs, hamburgers & cheese sauce) – keep on WARM during ALL the shifts.
5. Refill the cheese warmer
6. Wrap pretzels individually in wax paper squares and place in bin.
  - a. The Pretzel Factory in Colleeville will deliver a box of pretzels before you arrive.
7. Turn on outdoor grill (approved managers and adults ONLY) - Key for grill is in the case with the rest of the keys inside the snack bar.
  - a. Open/Turn on propane underneath
  - b. Turn the burners on and turn on igniter.
  - c. Allow grill to heat up to 500 then turn down to 350.
8. Cook hamburgers (approved managers or adults only)
  - a. Take 20 hamburgers out of freezer and place in pan to take to grill.
  - b. Take 15 slices of cheese from refrigerator outside with you.
  - c. Hand cooked burgers into the inside station to be wrapped..
9. Wrap burgers
  - a. Take 20 sheets of foil and place hamburger buns on them in preparation for the cooked burgers
  - b. Mark cheeseburgers with a "C" on the top of the foil with Sharpie.
  - c. Place cooked burgers in warmer.
10. Turn off grill and propane.
11. Open front and side window
  - a. Place locks in bin below the key case on the wall.
12. Put out condiments, utensils and napkins found in labeled bin inside on counter.
13. Place pizza boxes on pizza warmer and turn it on.
  - a. Pizza (2) will be delivered by by 6pm, if they are not, call Mr. Grace.
14. Get "float" money for register from back storage room on top of safe. The key for the storage room is in the box hanging on the wall beside the front door.
  - a. Count and verify that there is an appropriate amount of money and put in the register.
  - b. If there is a problem, call Mr. Grace 610-716-8029 immediately.
15. Place hot dogs on buns and wrap in foil.
  - a. Put wrapped, cooked hot dogs in warmer.
16. When Open List is complete and you have verified the appropriate people are there to you can open the window
17. Thank you and enjoy your evening!

**\*As soon as everything is ready and you have someone to work the register, please open. Do NOT wait until 5:30, if you are ready sooner.**

## OPENING PROCEDURES - SATURDAY & SUNDAY

The key is located in the lock box above the window, beside the grill. An emergency key is hanging in the Umpire shed on a key above the door. All coaches know the code to enter.

Arrive at 8:30am for first game if you are opening.

1. Put Taco meat in crock pot and turn on.
  - a. Meat is in a labeled bag in refrigerator.
2. Plug in Keurig, kettle, and coffee pot fill all with water and turn on.
3. Turn on warming drawer (for hotdogs, hamburgers & cheese sauce) – keep on WARM during ALL the shifts.
4. Put the pan of cheese sauce cups in warming drawer
  - a. They are in the refrigerator with drinks.
5. Open front and side window
  - a. Place locks in bin below the key case on the wall.
6. Put out condiments, utensils and napkins found in labeled bin inside on counter.
7. Get "float" money for register from back storage room on top of safe.
  - a. Count and verify that there is an appropriate amount of money and put in the register.
  - b. If there is a problem, call Geoff Grace immediately.
8. When Open list is complete and you have verified the appropriate people are there to work the snack bar for the rest of the first shift, you can leave.
  - a. This does not apply to Sunday's staff, you work your entire shift as usual.
9. Open windows by 9am. Thank you and enjoy your day!

## OPENING PROCEDURES - THROUGHOUT THE DAY SATURDAY (1pm, 3pm, 5pm & 7pm)

Arrive 15 minutes prior to your shift.

1. Make sure warming drawer is on.
2. Make sure crock pots are on.
3. Make sure hot foods are all prepared and filled as necessary.
4. Turn on outdoor grill - Key for grill is in the case with the rest of the keys inside the snack bar (adults or approved managers only)
  - a. Open/Turn on propane underneath
  - b. Turn the burners on and turn on igniter.
  - c. Allow grill to heat up to 500 then turn down to 350.
5. Cook hamburgers (approved managers or adults only)
  - a. Take 20 hamburgers out of freezer and place in pan to take to grill.
  - b. Take 15 slices of cheese from refrigerator outside with you.
  - c. Hand cooked burgers into the inside station to be wrapped.
  - d. Turn off grill and propane.
6. Wrap burgers
  - a. Take 20 sheets of foil and place hamburger buns on them in preparation for the cooked burgers
  - b. Mark cheeseburgers with a "C" on the top of the foil with Sharpie.
  - c. Place cooked burgers in warmer.

**\*Please use your judgment. If we have plenty of hamburgers, don't cook more. Also, if the hamburgers have been in there for a long time, get rid of them and make fresh ones.**



## SATURDAY 11AM SHIFT PROCEDURES\*

\* These items can be done by those working the 9-11am shift when they have time. You do not need to wait for the 11am "opener" to complete these tasks. The sooner they are done and ready for lunch, the better.

Arrive at 10:45am.

1. Turn Hot Dog roller on High.
2. Open and individually place hot dogs on roller.
  - a. Hot dogs are in refrigerator with drinks.
3. Make sure warming drawer is turned on.
4. Turn on outdoor grill - Key for grill is in the case with the rest of the keys inside the snack bar (adults or approved managers only)
  - a. Open/Turn on propane underneath
  - b. Turn the burners on and turn on igniter.
  - c. Allow grill to heat up to 500 then turn down to 350.
5. Cook hamburgers (approved managers or adults only)
  - a. Take 20 hamburgers out of freezer and place in pan to take to grill.
  - b. Take 15 slices of cheese from refrigerator outside with you.
  - c. Hand cooked burgers into the inside station to be wrapped.
  - d. Turn off grill and propane.
6. Wrap burgers
  - a. Take 20 sheets of foil and place hamburger buns on them in preparation for the cooked burgers
  - b. Mark cheeseburgers with a "C" on the top of the foil with Sharpie.
  - c. Place cooked burgers in warmer.
7. Place pizza boxes on pizza warmer and turn it on.
  - a. Pizzas will be delivered by 11am, if not please call Mr. Grace.
8. Make sure Taco meat is warmed and ready.
9. Place hot dogs on buns and wrap in foil.
  - a. Put wrapped, cooked hot dogs in warmer.

## GENERAL OPERATION OF THE SNACK BAR

**WASH YOUR HANDS OFTEN:** Please try to have one person at the register and others getting the food. This is because the money is dirty, and there is less risk of cross contamination. Also putting one person on candy, one person on ice cream, one person on drinks, one person on dogs and nachos makes things a little easier to run. The person on cash just calls out what they need.

**RESTOCK:** Check that all items, including condiments, napkins and utensils outside are all stocked. Try to keep cold beverages to the front and warm to the back. Most restock items are located in the back room.

**CHILDREN:** Children under the age of 14 are not permitted in the snack bar while it is open. Please have someone watch your children or find someone to switch times with you if there is a babysitting issue.

**CANDY:** All Candy is displayed and taken from their respective boxes. Candy may change as it is sometimes out of stock at the store. Prices are on the price sheet near register.

## REGISTER

1. One person should stay on register their entire shift
2. At the end of EACH SHIFT you MUST "Close" register. Keep "float" money in the drawer, per instructions on cash register. Count remaining money, put in an envelope with your full name, date, time and amount (minus "float" money) and insert envelope in slot on safe in the storage room.
3. The NO SALE key will open register
4. "Close" register. Put "float" money in the cash bag, per instructions. Count remaining money, put in an envelope with your full name, date, time and amount (minus "float" money) and insert envelope in safe. Take the "float" cash bag and place it on top of the safe in the storage room and lock the door.
5. **No IOUs**
6. **Nobody, unless given direct approval from Nick Buchanan, John Furlong, or Geoff Grace, is to take cash out of the snack bar for payments or purchases.**
7. **If anyone has a problem with the IOUs or needing cash from the register, have them contact Nick Buchanan or Geoff Grace.**
8. Contact Geoff if you are short of change.

## PIZZA

Vinnie's in Oaks (610) 917-9404

Weeknights by 6pm - Delivers 2 Pizzas

Saturday at 11am - Delivers 3 Pizzas

Saturday at 4pm - Delivers 2 Pizzas

**Please place on pizza warmer and make sure that is on.**

## CHICKEN SANDWICHES

Chick-Fil-A in Royersford (610) 948-1290

Saturday ONLY by 11:30am - Delivers 50 Chicken sandwiches

**Please keep warmer plugged in.**

## PRETZELS

Pretzel Factory in Collegeville (610) 831-8831

Weeknights by 5pm - Delivers 50 pretzels

Saturday by 9am - Delivers 100 pretzels

Saturday by 12pm - Delivers 50 pretzels

**Wrap pretzels individually in wax paper sheets when they arrive.**

## DRINKS

**Cold Drinks** - Please keep all the coldest drinks to the front and restock to the back. If you see that we are running low, please restock.

**Coffee / Hot Chocolate / Tea / Ramen** - Make sure Keurig water is full.

## **HOT DOGS**

1. Turn hot dog rollers both on high to start.
2. Place hot dogs on rollers.
3. After the hot dogs have cooked turn the front rollers to around dial 4 or 5.
4. The hot dog machine should be set at high in the back and warm in the front.
5. Move cooked hot dogs from the back to the front.
6. Hot Dogs are in the refrigerator.
7. Hot dog rolls are located in the back room on the bread racks
8. Start with approximately 36 hot dogs on a regular night
9. Wrap hotdogs in foil located next to the hot dog machine for sales.
10. Place cooked dogs in warming drawer.
11. Cleaning the hot dog machine
  - a. Put on medium/high then take *water only (SPRAY BOTTLE IS AVAILABLE)* on paper towel and wipe clean. Be careful not to burn yourself.
12. IF NECESSARY: A quick dog in the microwave if you run out
  - a. Place uncooked Hot dog on bun and wrap in paper towel
  - b. Place on paper plate and put in microwave
  - c. Heat for 35 SECONDS
13. Label open packs of hot dogs with the date and put extras in storage bag/container.

## **HAMBURGERS - ADULTS OR APPROVED MANAGERS ONLY!**

1. Turn on outdoor grill - Key for grill is in the case with the rest of the keys inside the snack bar (adults or approved managers only)
  - a. Open/Turn on propane underneath
  - b. Turn the burners on and turn on igniter.
  - c. Allow grill to heat up to 500 then turn down to 350.
2. Cook hamburgers (approved managers or adults only)
  - a. Take 20 hamburgers out of freezer and place in pan to take to grill.
  - b. Take 15 slices of cheese from refrigerator outside with you.
  - c. Hand cooked burgers into the inside station to be wrapped.
  - d. Turn off grill and propane.
3. Wrap burgers
  - a. Take 20 sheets of foil and place hamburger buns on them in preparation for the cooked burgers
  - b. Mark cheeseburgers with a "C" on the top of the foil with Sharpie.
  - c. Place cooked burgers in warmer.
4. The key to the lock for the grill is in the case with the rest of the keys. Please lock it when closing.

## **OTHER CROCK POT FOOD (SPECIAL EVENTS)**

1. Follow Taco meat procedure alterations to that procedure will be posted and discussed buy Mr. Grace prior to opening and as the situation demands.
- 2.

## WALKING TACOS

1. Put Taco meat in crock pot and turn on.
  - a. Meat is in a labeled bag in refrigerator with drinks.
2. Taco meat should be ready for 11am
3. When ordering ask which chips they want
  - a. Regular Doritos
  - b. Cool Ranch Doritos
  - c. Fritos
4. Open bag of chips and crunch chips
5. Add a scoop of taco meat
6. Ask if they would like everything on it
  - a. shredded cheese
  - b. shredded lettuce
  - c. salsa
  - d. packet of sour cream

## CLOSING PROCEDURES

1. Have press box announce "Last Call" for snack bar 30 minutes prior to close. If no announcer is present, go to each set of stands and announce it yourself. (Penn Liberty is the only field that will have a game starting after 7pm)
2. Clean the hot dog machine
  - a. Put on medium/high then take water only (SPRAY BOTTLE IS AVAILABLE) on paper towel and wipe clean. Be careful not to burn yourself.
3. Condiments, napkins & utensils are to be put in "outside" bin and brought in and put on counter near the register.
4. Turn off warming drawer (do not unplug).
5. Wipe all counters down with a damp Dawn Bounty paper towel.
6. Keurigs emptied and machines unplugged.
7. Hotdog machine unplugged/cleaned with water only (spray bottle to be used).
8. Make sure drink refrigerators are restocked.
9. Trash (inside and outside) needs to be taken to dumpster behind the snack stand.
10. Turn off and unplug all crockpots.
11. Turn off all pizza warmers and other accessory cooking machines.
12. Taco meat and other food in crockpots should be stored in the refrigerator.
13. "Close" register. Put "float" money in the cash bag, per instructions. Count remaining money, put in an envelope with your full name, date, time and amount (minus "float" money) and insert envelope in safe. Take the "float" cash bag and place it on top of the safe in the storage room and lock the door.
14. Pull down safety window in the front and side and lock with the small locks that were taken off to open.
15. Friday and Saturday night - Take a package of taco meat out of freezer and place in the refrigerator.
16. Take any remaining hot dogs, hamburgers, pretzels and, pizza and give away to anyone who is still there. Count and log in to inventory folder so we know how much is being "wasted".
17. Close the back door, close and lock the storage door, turn off the lights, close and lock the front door and REPLACE THE KEY IN THE LOCK BOX.

Thank you for reading this, and thank you for taking the time to volunteer for something so important to our players and families. Remember to have a good time.

If you have any questions please feel free to call **Geoff Grace**.

Use your best judgment as things and locations may be changed a little during the season.

Any suggestions on what and how to sell things would be greatly appreciated. There is an emergency snack bar key located in the umpires shed on a key above the door. Any of the coaches can get you into the shed. If you have to use this because key is missing from key box, please put it back and then let us know so we can replace missing key.

Many Many thanks!!!