

## Booth Procedures for Booth Captains

Each team will choose a booth captain which will be the team's contact. Please advise Sharon Gough (sharon.gough@lhsc.on.ca) as soon as a person is assigned.

- For the week that your team has been assigned, you will need to schedule parents for each of the home games on the diamond schedules (*available closer to your week*)
- Each parent is asked to work a night in the booth for each child registered to play baseball, maximum of 2 nights (1 child = 1 shift, 2+ children = 2 shifts)
- Families who are actively involved in the team, ie; coaches, assistant coaches, managers, board members are exempt from booth duty (not score keepers ☺).
- If a parent is not available during your scheduled week, there are two other weeks available plus a tournament Aug 8-9. Please have them commit to one.
- You will be responsible for submitting a list of your parents who have completed/not completed their volunteer time at the end of your assigned week to sharon.gough@lhsc.on.ca
- You will be the contact for your parents to call incase they are unable to work their scheduled hours, you will then need to contact another parent to fill those hours or work it yourself
- We will try to contact you in case of rain cancellation so that you can call your parent(s)

### Diamond Time/Volunteer Schedule

	6:00 p.m. - 8:30 p.m.	8:00 p.m. - 10:30 p.m.
Monday		
Tuesday		No Booth Duty required <i>Not Reserved for Glanworth Ball</i>
Wednesday	No Booth Duty required <i>Not Reserved for Glanworth Ball</i>	
Thursday		

## Booth Procedures for Parents

- Booth box & key can be picked up at Louise Laidlaw's on Monday and **MUST** be returned on Thursday (passed from one parent to the next during the week). Contact Louise prior to Monday night to make arrangements to pick up the booth box.  
2285 Glanworth Dr. Tel: 519-644-2409  
*(from ball park - turn right onto Glanworth Dr, 5<sup>th</sup> house past railroad tracks on south side)*
- Please have the booth open by 6:00 p.m.
- There is a check list on the front counter explaining opening & closing procedures. Suzanna Simpson stocks the booth with goodies. There is a white board for you to mark down any supplies that are getting low.
- Team coach must sign the coach's book & pay for the umpire(s) after their game. These can be found in the cash box. Envelopes will be clearly marked with game date.
- Deposit slips & envelopes are in the booth for completion at end of each night. Complete the deposit slip, place the cash and deposit slip in the envelope, seal the envelope and leave this in the cash box. The signed deposit slip will be our way of recording your volunteer time so **don't forget** to print your name and sign the deposit slip before leaving if you're on the first shift in the evening!
- Booth is to be closed after **ALL** of the games are complete and everyone is gone
- Upon closing, pull down the security roll door on the inside of the booth window & lock it, check the washrooms making sure the water is not left running from the taps or toilets, turning out the lights and locking both the washrooms as well as the food booth door.
- If you are unable to work, please call your Booth Captain as soon as possible so that they can find another parent for the shift or cover themselves

**Thank you for volunteering your time!!!**

**NO ONE UNDER THE AGE OF 18 IS ALLOWED TO WORK IN  
THE BOOTH *(insurance purposes)***