

**Kingston Cal Ripken League  
Kingston Babe Ruth League  
Safety Awareness Program  
2018**



## **MISSION STATEMENT**

To provide a safe environment at practices and games for ALL participants, players, coaches, umpires, and spectators. The methodology used is to emphasize PREVENTION of injuries through Education, Information, Organization and increased focus on Equipment and Facility standards.

## **THOUGHTS ON SAFETY**

Kingston Cal Ripken League, a descendant of Kingston American Little League, has always been concerned about safety. This is a formalization of those concerns.

The Safety Officer for Kingston Cal Ripken League is a dedicated board member and is not the President of the league.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or another Kingston Cal Ripken League board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment before each use.

\*\*Reminder – Whenever possible, make sure that someone at your practice or game has a cellular phone especially on those fields where no public phone access is available.

## **DISTRIBUTION OF SAFETY PROGRAM**

Kingston Cal Ripken League will publish, and make available, a copy of this manual to all appropriate and applicable volunteers. On site copies will be kept in our concession stands for all volunteers to reference.

# Volunteer Eligibility:

As a condition of service to this league, all managers, coaches, members of the Board of Directors and any other persons, volunteers or workers, who provide regular service to the league and/or have frequent access to, or contact with players or teams, must complete and submit an official "Cal Ripken League Volunteer Application" to the Kingston Cal Ripken League President (or designee). These forms, which can be downloaded from the Kingston Cal Ripken League website, will be used to conduct a search of the appropriate governmental entity of the statewide sex offender registry on all applicable volunteers. The league president (or designee) will retain these confidential forms for the year of service.

Volunteers must also provide a government-issued photo identification card for I.D. verification.

Background screenings must be completed prior to the applicant assuming his/her duties. Refusal to submit to a fully-completed application will result in the immediate dismissal of the individual from the Kingston Cal Ripken League.

Any person failing the background check will be contacted by a member of the Board to inform them that they cannot be a volunteer for the organization.

# Manager and/or Coach Eligibility:

Managers and coaches must become certified, by Babe Ruth League, to serve in these capacities. Babe Ruth League offers two online courses that satisfy their coaching education requirement. These courses are offered through the Babe Ruth League Coaching Education Center, at [baberuthcoaching.org](http://baberuthcoaching.org).

## **Sexual Abuse & Sexual Molestation Policy**

It is the league's policy that any person convicted of sexual misbehavior involving or against a minor, or that has pending criminal charges involving or against a minor, will be forbidden the ability to volunteer for the organization.

Kingston Cal Ripken League has adopted the "Three Person Rule" which prohibits one adult from being alone with one youth. There must be two or more adults with one youth or two youths with one adult. Managers, coaches, volunteers and all others shall, within all of their power, avoid situations of being left alone with a child that is not their own.

Any reports to the Board, volunteer, and/or parent of sexual abuse, molestation or misconduct must be reported to law enforcement.

# 2018 Kingston Cal Ripken League Key Contacts

## 2018 League Officers:

<b>President:</b>	Fritz Genter (845) 616-8907
<b>Vice President:</b>	Jim McCardle (914) 388-1953
<b>Secretary:</b>	Amy Crantz (845) 633-9700
<b>Treasurer:</b>	Dave Mendelsohn (845) 532-1989
<b>Player Agent:</b>	Kaitlyn Pillsworth (914) 388-5253
<b>Information Director:</b>	John Blazek (845) 706-8858
<b>Safety Officer:</b>	Wayne Platte, Jr. (845) 389-4741
<b>Facilities Management:</b>	John Martino, Jr. (845) 399-3178
<b>Equipment Director:</b>	Chris Normann (845) 417-7042
<b>Babe Ruth Director:</b>	Ed Clark (845) 750-0924
<b>Softball Director:</b>	Jim Meyer (845) 853-6276
<b>Minors Director:</b>	Chris Schuon (845) 616-4582
<b>Majors Director:</b>	Dan Constance (914) 388-3721
<b>Rookies Director:</b>	Ryan Deibert (845) 853-6511
<b>Umpire Director:</b>	
<b>Fundraising Director:</b>	Cheryl Hobart (845) 616-3000
<b>Concessions Director:</b>	Scott Hildebrandt (845) 239-3104

# **EMERGENCY NUMBERS**

**This form to be posted in the concession stands as well as the announcer's booth.**

**FIRE/POLICE EMERGENCY/AMBULANCE -**

# **911**

**Safety Officer – Wayne Platte, Jr. (845) 389-4741  
League President – Fritz Genter (845) 616-8907  
League Vice President – Jim McCardle (914) 388-1953  
Equipment Director– Chris Normann (845) 417-7042  
NYS Armory Superintendent: (845) 331-2069  
Kingston Parks and Recreation: (845) 331-1682  
City of Kingston Public Works: (845) 331-0682  
Ulster County Health Dept: (845) 340-3150  
Hudson Valley Poison Center: (800) 336-6997  
Child Abuse Hotline: (800) 342-3720**

**First Aid Kits are located just inside the door leading into the concession stand at Armory, Edson & Saxe fields. A First Aid Kit is located in the announcer's booth at Herzog Field.**

# **SAFETY CODE**

## **Dedicated to Injury Prevention**

**All managers & coaches have responsibility for being familiar with the current Safety Plan.**

- On all fields of play there are first-aid kits available.
  - At the Merilina Avenue field it is inside the first door of the concession stand building.
  - At Kiersted Avenue (Armory) it is inside the first door of the concession stand building.
  - At Saxe / Baker complex it is just inside of door to the concession stand building.
  - At Herzog Field it is in the announcer's building.
  - Coaches will have first-aid kits available when conducting practices.
- No games or practices 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 (Refer to "Lightning Facts and Safety Plan" section of this manual). The umpire has the final say in calling a game for darkness.
- All team equipment should be stored off the area the umpires define as the "field of play".
- Dugouts and bat racks shall be positioned behind screens.
- Only players, managers, coaches and umpires are permitted on the playing field, in the dugout or team bench area during games or practices. All participants should take responsibility for keeping bats and loose equipment off the field of play.
- All gates to the field must remain closed at all times. After players have entered or left the field gates should be closed and secured.
- Care should be taken when retrieving foul balls batted out of the playing area, particularly when the playing field is near a street or parking area.
- During practices and games all participants should be alert and watching the batter on each pitch. During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas frequented by spectators or people on foot. (i.e., playing catch, pepper, swinging bats, etc.).
- Managers and coaches should inspect equipment before each use for condition and fit. If equipment is deemed faulty, it should be destroyed so that no child can attempt to use it again.
- Batters must wear Cal Ripken League approved batting helmets during practice and games.
- Player base coaches must wear batting helmets while on the playing field.

- Catchers must wear catcher's helmets, mask, chest protector, shin guards and protective cup with athletic supporter (male) for all games and practices. **NO EXCEPTIONS.**
- Catchers in kid pitch baseball leagues must use a regulations catcher's mitt during games and practices. Softball League catchers, at all levels, may use their regular fielders mitt.
- During sliding practice, bases should not be anchored or strapped down.
- At no time should "horseplay" be permitted on the playing field or in the dugout area.
- No throwing balls against dugouts or backstops.
- Players must not wear rings or watches or other sharp metallic items during games or practices.
- Players who wear glasses should be encouraged to wear safety glasses.
- No pets are permitted at games or practices.
- Managers and coaches must make sure fields are clean and in good playing condition before each game. Check for rocks, glass, holes, etc. While all coaches and umpires should be aware of field safety, the HOME Team Coach has the ultimate responsibility.
- Only managers, coaches or delegated adults shall run and/or feed pitching machines.
- Pitching screens shall be used, at all times, when a pitching machine is in use.
- Only managers or coaches shall back up catchers to retrieve passed-balls.
- Managers and coaches must have the player's registration and medical release forms with them at every game and practice.
- Make sure that at least two coaches are managing your team during practices and games.
- Players are prohibited from swinging a bat except in the batter's box in games or practices. Batters should watch out for catchers and umpires before a warm-up swing and catchers and umpires must keep a safe distance away from batters taking a warm-up swing in the batter's box.
- There will be no on-deck areas. Players shall remain in the dugout until it is their turn to bat.
- A player must be in full catcher's gear to "warm-up" a pitcher. Coaches or Managers may not warm up a pitcher. Pitchers must take place in a designated or safe area away from spectators and people on foot.

- Coaches should keep track of all players during games and practices and see that every player has arrangements for getting home after the session. No player should leave without the coach's knowledge.
- Hydration: All Coaches and Managers should pay close attention to their players especially on hot days. Drink breaks should be scheduled every 15-30 minutes during practices. Coaches should encourage players to drink between every inning.

## **ADDITIONAL COMMON-SENSE ITEMS REQUIRED OF ALL VISITORS TO KINGSTON CAL RIPKEN LEAGUE FIELDS:**

- Speed limit on roadways and parking lots shall be 5 mph. Watch for small children around parked vehicles.
- No alcoholic beverages are allowed in any parking lot, field or common areas within any Kingston Cal Ripken League complex. This includes "off-site" venues for clinics, practices, etc.
- Smoking is prohibited within any Kingston Cal Ripken League complex. This includes "off-site" venues used for clinics, practices, etc.
- No playing in parking lots, at any time.
- No profanity please.
- No swinging bats within the common areas of any Kingston Cal Ripken League complex.
- No throwing rocks or sticks.
- No climbing fences.
- After each game each team must clean-up trash in their respective dugouts.
- No playing on and around lawn equipment.

# Pre-game Field Inspection and Field Rules:

The home team is responsible for inspecting the field prior to the beginning of game or practice play. The home team manager will report any field deficiencies to the Safety Officer.

**The managers of both teams shall agree on the fitness of the playing field before the game starts. In the event they cannot come to agreement, the President shall be consulted to make the determination.**

The home team is responsible for opening the concession stand, preparing the field, setting out the bases and providing two game balls. The visiting team is responsible for closing the concession stand, raking any irregularities on the pitcher's mound and home plate area and dragging the field.

**The home team will raise the flag and lead the field in the Pledge Of Allegiance or National Anthem.**

Food and soda are not allowed on the playing field, in the dugouts nor on the team benches during games. The only exception shall be water and/or sports drinks in **PLASTIC** containers.

No inning shall start after 8:00pm during the month of May or 8:15pm in June.

There will be no forfeited games. If one team does not have the required number of players for a game, the game will be rescheduled the same as a rainout.

In the case of inclement weather, coaches and players should report to the field for games as scheduled, unless specifically notified by the Manager. A game will be suspended if there is any lightning followed by thunder or if a wet field poses a safety threat. (Refer to the "**Lightning Facts and Safety Procedures**").

**The responsibility of suspending a game after it has begun lies with the umpires. Postponed games should be immediately rescheduled for the Saturday following the postponed game. The rules for resuming a called game are detailed in the Official Playing Rules book.**

Managers, coaches and players (except those participating in the game or preparing to enter the game) must stay in the dugouts. They must also refrain from conversing or mingling with spectators.

Managers and coaches may not warm up a pitcher at any time. They may, however, stand by to observe warm-ups in the bullpen.

Any player receiving balls in the home plate area, during field warm-ups, shall wear the approved head & face protection at ALL times.

All prospective umpires must attend an Umpires Clinic at the beginning of each season.

# **Injury Reporting:**

**In the event there is a personal injury during any Cal Ripken League activity, practice and/or game that requires emergency services, the phone number to utilize is:**

**911**

**Any incident that causes any player, manager, coach, umpires or volunteers to receive medical treatment and/or first aid must be reported to the Safety Officer.**

All such incidents as outlined above must be reported to the Safety Officer within 48 hours of the incident. The safety officer for 2018 is Wayne Platte, Jr.; he can be reached by phone at (845) 389-4741

**In the event that the Safety Officer cannot be contacted, please contact a league board member. Phone numbers may be found in the section titled "League Officials".**

**When reporting an incident, the minimum requirements are:**

1. Name and phone number of individual involved.
2. Date, time and location of incident.
3. Detailed description of incident.
4. Preliminary estimate of extent of injury.
5. Name and phone of person reporting injury.

Within 48 hours of receiving an incident, the Safety Officer will contact the injured party or parents and verify the information received about the incident. Additional information will be obtained regarding the medical attention or treatment received by the injured person. The Safety Officer will advise the parent of the insurance coverage for Kingston Cal Ripken League and the provisions for submitting any claims.

# **First Aid Kits**

Each field of play and concession stand will be outfitted with a complete First Aid Kit, by the Safety Officer, at the beginning of each season. First Aid Kits are located just inside the door leading into the concession stands.

All team managers will notify Safety Officer anytime an item is depleted.

First Aid Kits include the following:

- (3) Instant Cold Packs**
- Hand Cleaning Wipes**
- Roll of Paper Tape**
- Butterfly Closures**
- Tweezers**
- Antibiotic Ointment**
- 2"x2" Sterile Pads**
- 2"x3" Non-Stick Pads**
- Box of Assorted Fabric Antibacterial Bandages**
- Nitrile Exam Gloves**
- Antiseptic Ointment Packet**

**If you are missing any of the above items, contact the Safety Officer immediately.  
(Wayne Platte, Jr. #: (845) 389-4741)**

**All coaches/managers having practice off-site from a Kingston Cal Ripken League field, or traveling for any reason, will have a travel first aid kit with them.**

# **SOME IMPORTANT DO'S & DON'Ts IN THE EVENT OF AN INJURY**

## **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.
- **Provide easy access to a first-aid kit to all games and practices. A first aid kit is stored in the Concession Stands at Kingston Cal Ripken League fields. Travel emergency kits are provided to all coaches and/or managers for games played at the other league fields.**
- Assist those who require medical attention – and when administering aid, remember to look for signs of injury (Blood, Black-and-blue deformity of joint, etc.).
- Listen to the injured describe what happened and what hurts if conscious.
- Before questioning, you may have to calm and soothe an excited child.
- Have your players Medical Clearance Forms with you at all games and practices.
- **Arrange to have a cellular phone available when your game or practice is at a facility that does not have public phones.**

## **DON'T...**

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.).
- Transport injured individuals except in extreme emergencies.
- Leave an unattended player or child at a practice or game.
- Hesitate to report any present or potential safety hazard immediately to the Safety Officer or any member of Kingston Cal Ripken League Board.

## **COMMUNICABLE DISEASE PROCEDURES**

- Bleeding must be stopped and the open wound covered before the athlete may continue.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in the first-aid kit). A box of rubber gloves is stored at each field.
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.

## **REMEMBER...WHEN TREATING AN INJURY:**

**Protection   Rest   Ice   Compression   Elevation   Support**

# **Good Samaritan Laws:**

There are laws to protect you when you help someone in an emergency situation. The "Good Samaritan Laws" give legal protection to people who provide emergency care to ill or injured persons. When citizens respond to an emergency and act as a reasonable and prudent person would under the same conditions. This legal immunity protects you, as a rescuer, from being sued and found financially responsible for the victim's injury. For example, a reasonable and prudent person would...

*Move a victim only if the victim's life was endangered.*

*Ask a conscious victim for permission before giving care.*

*Check victim for life-threatening injuries before providing further care.*

*Summon professional help to the scene by calling 9-1-1.*

## **Permission to Give Care:**

If the victim is conscious, you must have his/her permission before giving first-aid. To get permission you must tell the victim who you are, how much training you have, and how you plan to help. Only then can a conscious victim give you permission to give care.

Do not give care to a conscious victim who refuses your offer to give care. If the conscious victim is an infant or child, permission to give care should be obtained from the parent or a supervising adult when one is available. If the condition is serious, permission is implied if a supervising adult is not present.

Permission is also implied if a victim is unconscious or unable to respond. This means that you can assume that, if the person could respond, he or she would agree to care.

# **LIGHTNING FACTS & SAFETY PLAN**

## **Consider the following facts:**

- The average lightning stroke is 6-8 miles long.
- The average thunderstorm is 6-10 miles wide and travels at a rate of 25 miles an hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK Stadium occurred while it was sunny and dry).
- On the average, thunder can only be heard over a distance of 3-4 miles, depending on humidity, terrain and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

## **"Flash-Bang" Method**

One-Way of determining how close a recent lightning strike is to you is called the 'flash-bang' method. With this method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows. Halt play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

## **Rule of Thumb**

The ultimate truth about lightning is that is unpredictable and cannot be prevented. Therefore, a manager, coach or umpire who feels threatened by an approaching storm should stop play and get the kids to safety – regardless of whether or not the "flash-bang" proximity measure applies. When in doubt, the following rule of thumb should be applied:

***WHEN YOU HEAR IT – CLEAR IT    WHEN YOU SEE IT – FLEE IT***

## **Where to Go?**

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try to prevent eardrum damage).

## **Where NOT to Go!!**

Avoid high places and open fields, isolated trees, unprotected structures, rain or picnic shelters, dugouts, flagpoles, bleachers, metal fences or near water.

## ***KINGSTON CAL RIPKEN LEAGUE LIGHTNING SAFETY PLAN:***

During games the home plate umpire and/or Cal Ripken League designated representative and/or manager of each team during games and/or practices are responsible for implementing the plan below:

### **Fields must be immediately evacuated if any of the following occurs:**

- Thunder is heard
- Lightning is seen

Managers will instruct their players to go to their cars, and sit inside with the windows rolled-up. If this is not possible players will be told to seek shelter in one of the concession stands, as quickly as possible. **Play cannot proceed until 30 minutes AFTER the last occurrence of thunder or lightning.**

### **First aid to a victim of a lightning strike:**

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is "make no more casualties". If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary – lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

**NOTE: ONLY A PERSON KNOWLEDGEABLE & TRAINED IN THE TECHNIQUE SHOULD ADMINISTER CPR.**

## **STORAGE SHED PROCEDURES**

The following applies to all of the storage sheds used exclusively by Kingston Cal Ripken League and apply to anyone who has been given access by Kingston Cal Ripken League to use those sheds.

- All individuals with access to equipment sheds are aware of their responsibilities for the ORDERLY AND SAFE STORAGE OF RAKES, SHOVELS, PITCHING MACHINES, FIELD LINING EQUIPMENT, etc.
- All chemicals and organic material stored in shed must be properly marked and labeled as to its contents.
- Gasoline and motor oils shall be secured and stored in approved containers.
- All chemicals or organic materials (i.e., lime, solvent, paint, etc.) stored in a shed will be separated from the areas used to store gardening equipment (i.e., rakes, shovels, etc.) to minimize risk of puncture to bags or containers.
- Any witnessed "loose" or "leaking" chemicals or organic materials in a shed should be cleaned up and disposed of appropriately, as soon as possible, to prevent environmental contamination or accidental poisoning.
- Keep the storage sheds locked, when not actively involved in taking something in or out, to avoid an unsupervised young child from wandering into the shed and getting hurt.

## **BATTING CAGE PROTOCOL**

**Only authorized individuals are allowed in the batting cages. AUTHORIZED means that you are a rostered player or coach of a Kingston Cal Ripken League team, or a rostered player or coach of a visiting team that may be playing at the field. This includes "travel" baseball teams that have received permission to use Kingston Cal Ripken League facilities.**

**POSITIVELY no horseplay in the batting cage. A maximum of two (2) people are allowed in batting cages, at one time – a batter and a coach (pitcher).** ALL batters must wear a batting helmet and the coach must stand behind the protective screen when pitching. Players waiting their turn for the batting cage **MUST STAY OUTSIDE THE CAGE AND NOT HOLD OR SWING BATS.**

## **FIELD TARPS**

When not in use, the tarps should be neatly folded down and kept off of the field of play. Place the sand bags on top of the folded tarp to keep it stationary.

## **FIELD MAINTENANCE POWER EQUIPMENT**

- Powered field maintenance equipment (gasoline and/or electric) shall only be operated by the Director of Field Maintenance, and/or individual(s) authorized by the Director of Field Maintenance.
- Lawnmowers shall not be operated during times that a field is in use. If a field is in need of immediate care that requires the use of a lawnmower all players, coaches, spectators, etc. shall be relocated to an area of the complex that keeps them safe from projectiles that could be discharged from the mower deck.

# **KINGSTON CAL RIPKEN LEAGUE CONCESSION STAND POLICY – 2018**

**The Manager of the Concession Stand will exercise safe food handling/prep procedures and will pass this information along to the parent volunteers.**

1. The Concession Stand will be thoroughly cleaned and the equipment inspected on a yearly basis. Thereafter, the stand will be kept clean and in good repair on a regular working basis.
2. The Concession Stand will contain a fire extinguisher. The extinguisher shall be mounted in a conspicuous location and shall be properly maintained and inspected.
3. The Concession Stand will contain a first aid kit. The kit shall be conspicuously mounted, just inside of the main entrance into the building. If a first aid kit is used, for any reason, please refer to the "Injury Reporting" section of the Kingston Cal Ripken League Safety Awareness Program manual.
4. The Safety Officer, Wayne Platte, Jr., (845) 389-4741, will address safety complaints immediately.
5. Kingston Cal Ripken League will post the Concession Stand Policy in each concession stand. All parent volunteers will be made aware of the policy, regarding safety and food handling guidelines.
6. There will be disposable gloves available for all food handling.
7. There will be adequate anti-bacterial soap available for hand washing, and dish soap available for washing all pots, pans, and utensils.
8. Kingston Cal Ripken League will post hand washing sanitation signs in the concession stands.
9. All customers will be served on disposable serving dishes and cups.
10. There is adequate refrigeration and freezer space.
11. The garbage will be removed after each use and disposed of in a manner consistent with the areas policies on garbage removal.
12. No Children will be allowed in the concession stand.
13. A safety guidelines poster, addressing first aid for choking, will be posted in a prominent location in each concession stand.
14. There will be a schedule planned from the beginning of each year, wherein the home team parents are responsible for manning the concession stand.

15. The Concession Stand Chairman will be responsible for stocking and re-stocking the concession stand.
16. Money collected for the sale of refreshments through the concession stand will be kept in a moneybox, counted and documented by the Concession Stand Chairman the end of each game.
17. There are to be two concession workers for the duration of each game. During the regular season, each team playing at Kingston Cal Ripken League field must have a parent or adult family representative in the concession stand for the entirety of the game.

The coverage may be divided into innings or other portions as long as there is no vacancy by either team. The home team will open the stand and the visitor's team will close it.

## **Opening the concession window:**

### **Check the following:**

- Ice in Freezer
- Coffee prepared and on
- Nacho machine is up and running
- Pots started for hot dogs and hot dog sauce

### **Approximately 20 minutes before the end of the game, start to clean up.**

- Wipe down counters.
- Empty coffee grinds and pot.
- Put hot dog condiments in cooler.
- Remove all trash and carry to trash container. Pick up trash as needed outside of container.
- Restock shelves.

### **Both workers shall count the ending cash and both workers shall initial amounts recorded.**