

## VOLUNTEER ON DUTY RESPONSIBILITIES

### OPENING:

- 1). Unlock Garage Door.
- 2). Unlock Bathrooms.
- 3). Ensure Bathrooms are supplied and in good condition.
- 4). Turn On Scoreboards.
- 5). Put up American Flag (Saturday's only).

### CLOSING:

- 1). Make sure all League equipment is put away.
- 2). Make sure all equipment (Up-Stairs) is turned off and unplugged.
- 3). Make sure all doors and windows are closed and locked.
- 4). Check Restrooms to make sure there are no issues.
- 5). Check Garage, Dugouts, Restrooms to ensure doors are locked.
- 6). Take down American Flag (Saturday's only).
- 7). Make sure ALL gates are closed and latched.

*Twice a week it is the responsibility of the Minor Managers and Coaches to empty all trash cans into the dumpster. Schedule will be made by Division Commissioner.*