

Privileged and Confidential

Marlboro Little League

Polices and Procedures

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Umpire Disbursements

The following includes the process for compensating the umpires on behalf of the MLL parents:

- Umpire obtains an *Umpire Signature Card* (example below) from OD of the day. The cards are stored in the safe within the kitchen.

FRONT OF SIGNATURE CARD

 <i>MLL – Umpire’s Signature Card</i> 	
Date	Umpire
Time	Home Team Mgr or Coach (SIGNATURE)
Field	Visitor Team Mgr or Coach (SIGNATURE)
<i>Division</i>	O.D. Approval \$ Paid

BACK OF SIGNATURE CARD provides the amount to be paid to each umpire.

- During the game, Umpire obtains signatures from the home and away managers/coaches.
- Umpire presents signed *Umpire Signature Card* to OD for payment.
- OD obtains funds from the *Umpire Cash Box* and pays Umpire.
- Umpire and OD both sign the *Umpire Disbursement Log* (refer to the below example):
 - Please record the amount disbursed in the amount column for each umpire. If the umpire wishes to donate their services, write, “donated” in the amount column.
 - If only one umpire worked the game, under the *Umpire Name (2)* and *Amount* columns write “N/A”.
 - Under the “OD” column – please print OD’s last name and initial.
- Obtain from the external auditors a formal written statement delineating all relationships between the external auditors and MLL, consistent with Independence Standard No. 1, and actively engage in a dialogue with the external auditors with respect to any disclosed relationships or services that may impact the objectivity and independence of the external auditors.

Officer of the Day Responsibilities

The following presents the responsibilities of the Officer of the Day (OD) for the spring and fall seasons:

1. You are responsible for your time. If you can't do it when scheduled, it is your responsibility to switch with someone. When switching, please note the change on the master schedule posted in the main kitchen.
2. Wear your OD shirt or jacket to be easily identifiable.
3. Weekday OD shift is from 5:30pm until closing. You MUST stay until all games are completed and the kitchens are closed. Weekend OD shifts are: 8am-1pm, 1pm-5:30pm and 5:30pm-closing. The first person listed as OD on Saturdays and Sundays must bring the bagels. Purchase 5 dozen (assorted, no salt) from Bagel World (2 locations, Rt. 520 & Rt. 79 by Wawa, or Rt. 9 & Gordons Corner Rd.). Indicate that they are for Marlboro Little League to receive a discount, and save the receipt for reimbursement.
4. Make sure there are umpires on every field.
5. Make sure that both kitchens are adequately staffed with parents. If they are not, inform the team responsible that their game will not begin until it is staffed. If it is still not staffed, the team will forfeit.
6. One OD should always stay by each kitchen, and the third one should be near E field or roaming, as needed. Please do not congregate together to watch one game, as that defeats the purpose of having 3 OD's.
7. Make sure there are no cars illegally parked in the complex, especially in the A field parking lot and by the firehouse.
8. Marlboro Little League is a smoke free complex, with the section of the D field parking lot adjacent to Tennent Road designated as the smoking area. Ask anyone who lights up to please refrain.
9. Make sure the games begin on time.
10. Umpires have complete authority to announce when the last inning should be called. However, you should remind the umpires approximately 1 hour and 30 minutes into each game (2 hours for D field) of the time, so they can announce that the next complete inning will be the last inning. No inning is allowed to begin after 10:00pm (10:30 pm for D field).
11. Do not interfere with the games. However, if called upon, settle all disputes according to the appropriate rulebook located in the officer's boardroom.
12. Be aware of the spectators and their comments, and speak to them if their comments become inappropriate. Remind them that this is little league, and should be fun for the children.
13. In inclement weather, it is the umpire's responsibility to stop the game. However, if there is lightning or it is pouring rain, the OD has the right to stop the game.
14. Children are not permitted in the kitchens. They are also not permitted upstairs in the boardroom unless accompanied by an adult.
15. Make sure the complex is kept clean. Politely ask anyone littering to please pick it up and throw it in a trash receptacle.
16. First Aid kits are available in the kitchens. If there are any serious injuries, call the First Aid Squad at (732) 536-0100. Obtain all details of the incident, including the child's name, and give the information to an executive board member.
17. In case of a forfeit, make sure the umpire completes a forfeit form.

Player Evaluation Policy

The draft of players is a critical component to create balanced teams and place players at appropriate levels. Unfortunately the current process of having players try out in October (when many are not even playing baseball) and be rated on their performance on how they field three or four grounders and hit three pitches results in ratings less than optimal. Therefore, the Marlboro Little League is proposing a revision to the current procedure.

We believe that it is much better to evaluate a player by:

- a-having evaluations in season
- b-observing player in game conditions
- c-evaluating over a period of time
- d-having broad input as opposed to a single evaluator

As a result we are proposing the following evaluation procedure incorporating these components beginning in 2005:

- 1- All Managers will be advised prior to the season that they will be evaluating players from their team as well as all other teams in their league that they play against
- 2- This advance notice will make the managers observe all league players. Since many will return and be part of the draft the next year, it is in their interest to be attentive to all player performance
- 3- Managers would be encouraged to make notes in their scorebooks for future reference. However many managers are keenly aware of players and abilities throughout their program
- 4- At seasons end, managers will complete the existing rating form for all players in their league, including their own team players
- 5- Should a manager not have seen a player during the season, or not recall a player or feel they can evaluate one, they should leave the ratings blank for that person.
- 6- Managers will note players on their own team when completing the evaluation form
- 7- League commissioners are strongly encouraged to observe games in their division and see each team perform at least once. This will provide them an opportunity to be part of the player evaluation process as well as observe their league managers. Commissioners should also rate the players they see perform. (point 5 above applies)
- 8- Commissioners will collect the rating form from all managers at season end. The form will simply list all players in the division down the left side with the rating categories across the top
- 9- Commissioners will assemble the ratings as follows:
 - a-the manager's ratings for their own team players will be listed separately
 - b-commissioners will add all the other manager ratings, divide by the total managers rating that player, and note the average in each category
 - c-commissioner ratings would also be listed separately

NAME	SOURCE	RUN	HIT	FIELD	THROW	TOTAL
John Smith	Manager	4	3	3	4	14
	All managers	4.2	2.8	3.8	3.5	14.3
	Commissioner	4	3	4	4	15

- 10-This reporting will allow managers to determine their own value to each source

Kitchen Close Out Procedures

Register Closing Procedures

- The Lead Officer on Duty (OD) will be responsible for closing the register and will know these procedures.

Deposit Procedures

- The Lead Officer on Duty (OD) will be responsible for closing the register and will know these procedures.

Register Opening Procedures

- The Lead Officer on Duty (OD) will be responsible for closing the register and will know these procedures.

Problems ???

- If the register does not function and beeps continuously, see page 18 in the manual
- There is also a troubleshooting section in the back of the manual
- The cash drawer can be **opened manually** by a lever underneath the register

Parents' Kitchen Procedures

Kitchen Parent's Duties

4 Parents from assigned team.

- 1 parent at the grill
- 1 at freedom fries
- 1 pretzels, pizza, popcorn & knishes
- 1 at counter, cash register

Last parents in Kitchen

- Wash pots & pans
- Wipe down counters
- Sweep the floor

Adherence to these rules is necessary in order for things to run smoothly for the next group of parents

Here's How To Make It

Grilled Chicken Sandwich

- Open one end of package
- Place on a 6" paper plate, still in it's wrapper
- Microwave for 1:45 minute
- Remove the wrapper and serve

Sausage, Egg, Cheese Biscuit

- Take out of wrapper
- Wrap in paper towel
- Microwave for 45 seconds
- Remove paper towel
- Put on 6" plate
- Microwave for another 45 seconds
- Serve

Popcorn

- Use "Time Cook" button for 2:20 and serve
- Caution – Steam will be VERY HOT when the bag is opened

Parents' Kitchen Procedures

Pizza

- Place on a 10" plate
- Place silver baking plate under pizza
- "Time Cook" for 3:30
- Remove silver baking plate
- Cut into quarters and serve

Hot Dogs

- Boil hot dogs in large pot of water on left.
- Place dogs on left side of grill and turn frequently.
- When dogs looked cooked, place them in middle of grill (this keeps them warm)

Hamburgers

- DO NOT pre-cook
- Use metal lid
- Cook for at least 4 minutes, turning them after 2 minutes
- Check to be sure that the center is done
- Cheeseburgers, add 1 slice of cheese on top, and cover with lid.
- Serve either on a hamburger bun.

Cheesesteak

- Cook for about 3 minutes, turning once after about 2 minutes
- Place cheese on top and cover with lid.
- Serve on a hamburger bun.
- Take out of the wrapper

Funnel Cake

- Deep fry directly in oil for 15 seconds on each side. Remove and let excess oil drip off.
- Put on a 6" paper plate; liberally sprinkle with powder sugar (do this over the large trashcan please).

Parents' Kitchen Procedures

Chicken Nuggets

- 6 nuggets served in a freedom fries cup

Mozzarella Sticks

- 5 sticks, cook until golden brown or when cheese bubbles out. Serve in a plastic dish with sauce

Grilled Cheese

- Plug in sandwich machine, spray with Pam, one side, top and bottom.
- Use 2 slices of bread and 2 cheeses, close top and wait for yellow light.
- Remove sandwich and UNPLUG machine.

Knishes

- Place in microwave for 2 minute
- Then in oven for 5 minutes

Popcorn

- Microwave for 2 minutes & 20 seconds

Nachos w/Cheese

- Place nachos in dish and fill up small side compartment with cheese

Churros

- Take 6 churros out of the large freezer
- Take out sugar/cinnamon from refrigerator freezer in stainless steel tray
- Place the 6 churros in the oven by pretzel display and set timer for 7 minutes
- After 7 minutes gently roll churros in sugar/cinnamon. Very gently tap off excess sugar
- Shut off pretzel case (switch on lower right)
- Gently push churros onto 2 bottom hangers, approximately 2" from the top of each churro
- Switch the pretzel case back on

Pretzels

- Take 4 pretzels at a time, out of the freezer
- Place aluminum foil on counter next to oven

Parents' Kitchen Procedures

- Spray pretzels lightly with water bottle and sprinkle lightly with salt
- Place in oven and set timer for 8 minutes
- Remove with tongs and place in display case

Coffee

- Regular coffee - Left side of urn
- Decaffeinated - Right side of urn
- Put in urn filter
- On cold days use
 - 2 bags of regular coffee
 - 1 bag of decaf
- Change filter after each use
 - Small brew 1 bag
 - Medium brew 2 bags
 - Large brew 3 bags
- When coffee starts to trickle (slow) time to make a new brew. Usually a small brew, 1 bag.

Hot Chocolate

- Turn on switch – lower right side (heater)

Kitchen Opening Instructions

1. Turn on the fan over the grill
2. Turn on the grill.
3. Left dial to high
4. Middle to medium
5. Don't turn on the right dial, it's broken
6. Turn side burner to "6"
7. Fill pot with water and place on the burner
8. Turn on fries to mark (325 degrees) on dial

Parents' Kitchen Procedures

9. Deep fryer on right, turn on to 350 degrees
10. Put 8 hot dogs in the water
11. Make coffee
12. Turn cash register on
13. Put sauerkraut in middle of grill
14. Make 8 pretzels
15. Fill both side of fryer with fries and take out when golden in color
16. Fill crock pot ½ way with mozzarella sauce
17. Check supplies, refill napkins
18. Put out Ketchup, mustard, sugar, etc. on counter
19. Plug cheese warmer in. Fill well area to waterline.
20. If needed, put in #10 can of cheese
21. First remove paper wrapper from can

Trash & Dumpster Procedures

There are state laws that govern trash removal procedures. By violating these rules, we are subject to LARGE FINES\$.

- Trash needs to be separated into 3 categories:
 - Cardboard
 - Bottles & Cans
 - Any & All Other Trash
- Outside there are 3 corresponding dumpsters that are marked, one each for:
 - Cardboard
 - Commingled (Bottles & Cans)
 - Unmarked (Any & All Other Trash)
- Please break down or cut all cardboard so it is flat, before placing in the dumpster.

Please DO NOT mix the trash.