



# Volunteer Opportunities

Great events cannot be held without the enthusiasm of great volunteers.

If you can spare an hour or two to help out, please contact us: [volunteer@sianbradwell.com](mailto:volunteer@sianbradwell.com)

## Guidelines for Softball Co-ordinators

### 1. BEFORE THE TOURNAMENT

- ★ maintain the contact list of teams in all sections, ensuring that names, addresses, phone, and e-mail are collected.
- ★ collect contact information for at least 2 players responsible for each team.
- ★ check that a sufficient number of softballs is available for the section for which you are responsible. They should be stored in the softball bins
- ★ ensure that changes to rules are agreed upon by the joint Section Co-ordinators and documented on the SBST web site and in text versions of the rules.
- ★ prepare a note incorporating all the points which need to be emphasised to the teams participating in the Tournament (e.g. sportsmanship, event is for the benefit of the children, MCH equipment purchased, keep it fun, support us by not bringing own beer, etc.)
- ★ send out the registration package to all teams or direct the team manager to the SBST web site to obtain appropriate forms. The package consists of:
  - registration form
  - link to player registration and waiver
  - link to rules
  - link to the list of illegal bats
  - link to the scoresheet (posted at: <http://sianbradwell.com/montreal/montreal-softball/forms/>)  
This will allow team managers to fill out sheets before their games start.
- ★ ensure that bases, pitchers nets and other pieces of equipment borrowed from the KMSPL, KLSPL or other leagues are available for use during the Tournament and are returned in good condition to the owners (or replaced if necessary).
- ★ together with the organising committee, decide what prizes are to be awarded (t-shirts, trophies, coffee cups, or other souvenirs) and ensure they are available for the finals.
- ★ print a sufficient quantity of scoresheets from our web site and store in softball bins.
- ★ ensure park supplies (balls, clickers, rags for cleaning balls, etc.) are placed in SBST green bins.
- ★ work out the game schedule and submit to Tournament Directors.
- ★ For Mixed divisions, assign teams to umpire games which are immediately before or after their own.

## 2. DURING THE TOURNAMENT

- ★ prior to the opening game, check the game supplies (green) bin to ensure balls, scoresheets and other supplies are available.
- ★ arrive at the park half an hour before the start of the first game each day to ensure the park is ready for the game and teams are able to warm up.

**N.B.: If needed, the alcohol permit for your park should be in the cashbox**

- ★ be on hand for all games, sharing the load with joint co-ordinators
- ★ ensure the pitching safety net is in place before the start of the first game of the day.
- ★ provide umpires with clickers, 2 balls per game, and a bottle of water.
- ★ advise the umpires on all matters pertaining to the rules, when requested.
- ★ ensure that fields are re-lined and watered as scheduled.
- ★ ensure volunteers have necessary equipment and supplies, or have student pick up as required.
- ★ pick up the cash box at the end of each day and bring it back the next day.
- ★ on the last day of the Tournament, hand it to the Tournament treasurer once divisional games have been completed and the park closed.
- ★ keep an eye out to ensure no players or spectators become unruly.
- ★ Off-field co-ordinator: work with volunteer co-ordinator to maintain refreshment supplies, and prepare trophies/awards for the finals.
- ★ hand out trophies after the championship game.

## 3. AFTER THE TOURNAMENT

- ★ update team contact lists and send a copy to the Tournament Directors.
- ★ send a note of thanks to all teams for participating, and let them know the date of next year's event (the Tournament ends on the Sunday before the first Monday of August).
- ★ provide suggestions for improvement to the Organising Committee.

***We cannot thank you enough for giving up your precious time to help ... it means the world to us. Thank you and God bless!***



Sian Bradwell Softball Tournament ★ Tournoi de balle molle Sian Bradwell

For Children With Cancer ★ pour les enfants atteints du cancer

**Montreal Children's Hospital  
Hôpital de Montréal pour enfants**



la fondation  
de l'hôpital  
de montréal  
pour enfants  
the montreal  
children's  
hospital  
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