



Milltown Little League

Little League ID Number 2301006



2018 ASAP Safety Plan

Managers and Coaches

A Safety Awareness Program
LITTLE LEAGUE INTERNATIONAL HEADQUARTERS
South Williamsport, PA



US EASTERN REGIONAL HEADQUARTERS

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The purpose of this safety manual is to provide information to Milltown Little League personnel on carrying out basic safety policies, and making Little League a safer and more enjoyable activity.

Those who are engaged in Little League administration and management should have an understanding of how fundamentals of safety can be applied to various assignments in the organization. Safety practices should become routine discipline and a background reason for all activities.

The four cornerstones for building an effective safety program, known as the four "E's" of safety, may be described as follows:

- **EDUCATION** refers to the important matter of including suitable safety precautions in instructions, training, communications, drill work and follow-up.
- **EQUIPMENT** applies to the safe upkeep and use of physical property, fields, personal protective equipment, bleachers, bats, balls, etc.
- **ENTHUSIASM** is the key to selling this important ingredient called safety, which can prevent painful and disabling accidents.
- **ENFORCEMENT** should be applied more as an incentive for skillful ball playing rather than as disciplinary action. Far better results can be obtained by praise and recognition than by forcing players into line. Tactful guidance must be backed by firmness and justly used discipline.

Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to a 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 often.

SAFETY CODE FOR LITTLE LEAGUE

All Board Members, Managers, Coaches and Parents/Guardians are responsible for safety. Safety procedures are the responsibility of the Milltown Little League Board of Directors. All Managers and coaches will receive a copy of the safety plan and must sign off on receiving and reading the plan.

A First aid kit will be available in each of the team equipment bags. The main first aid kit is located in the Snack Shack. Ice packs are also available in the Snack Shack throughout the season.

No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

Play area will be inspected frequently for holes, damage, stones, glass and other foreign objects, by coaches and umpires prior to all practices and games.

Dugouts and bat racks should be positioned behind screens.

Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.

The Managers and Umpires are to walk fields for hazards before practices/games looking for rocks, glass, holes, anything that would be a hazard on the field. The Umpire shall delay the game until the material is removed from the field.

The Equipment Manager and Safety Officer are responsible for initial equipment inspection prior to equipment bags being handed out to the respective team managers. Thereafter, the managers and coaches are responsible for regular equipment inspection, also for keeping bats and loose equipment off the field of play to prevent injury. The Umpire shall stop game play until the material is removed from the field. Any manager needing replacement for damaged or unsafe equipment during the season, should contact the Equipment Manager immediately.

During practice and games, all players 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 players must wear an athletic supporter at all times.

Batters must wear approved protective helmets during batting practice, as well as during games.

Catcher must wear catcher's helmet, mask, throat protector, chest protector; and shin guards.

Catchers must wear catcher's helmet and mask with a throat protector in warming up pitchers. This applies between innings and in the bullpen.

Except when runner is returning to a base, headfirst slides should be avoided.

Parents of players who wear glasses should be encouraged to provide "safety glasses."

Players will not wear watches, rings, pins or other metallic items during practices and games.

CERTIFICATION / BACKGROUND CHECKS

All new Managers and coaches are ***required*** to attend and complete certification training. Managers and coaches who have been in the league more than one year are responsible to maintain their certification as long as they intend to coach in the league. Failure to do so, will result in removal of that volunteer from manager/coach position. The Milltown Little League uses the Rutgers Safety Program for our coach certifications. Locations and times of courses are available on the Rutgers web site ([www. Youthsports.rutgers.edu](http://www.Youthsports.rutgers.edu)). New coaches are required to attend certification training prior to April 1st of the new Little League season. First aid training is included in the Rutgers Safety Course.

Any volunteer must complete an Official Little League 2018 Volunteer Application (including photocopy of valid government issued photo id – NJ drivers License). All volunteers will be reviewed against a national database (<http://www.littleleague.choicepoint.com>). Little League baseball contracted with Choicepoint (formerly Rapsheets) 5 years ago to provide local leagues with a special internet site that allows members to search a national database of more than 160 million criminal records. The volunteer position is conditional upon the league receiving no inappropriate information on the background of the volunteer. The Safety Officer will perform background checks.

Any volunteer who is found to have a conviction (and did not indicate so on his/her volunteer application) will be questioned by the League President & Safety Officer. Any conviction involving a minor will be grounds for immediate dismissal from his/her coaching position with Milltown Little League. Convictions of a lesser nature shall be reviewed by the board of directors to determine whether that individual will still be able to coach. If the individual does not want to reveal the reason for the conviction, he/she will be removed from his/her coaching position. MLL has also adopted a policy whereby each manager and coach will sign a “Code of Conduct” form. A blank copy can be found at the end of this manual.

FUNDAMENTALS TRAINING

Each manager/coach has received training on their particular level / division of play. MLL (in accordance with LL International) requires that one representative from each team attend Fundamentals Training each year, and each manager/coach is required to attend at least once every three years. **2018 Manager/Coaches meeting will be held March 14th, 2018.**

The MLL board of directors approved and posted training curriculums for each division on our website prior to the 2005 season (*and every season thereafter*). Each manager for the 2018 season has gone through our training program for 2018 and has received a copy of the 2018 curriculum.

Baseball	Softball
<i>Midgets</i>	<i>Rookies</i>
Steve Spisso	TBD
Bob Pula	
Ryan Ust	
Jeff Sickles	
Rich Vogel	
<i>Minors</i>	
<i>Minors</i>	<i>Minors</i>
Damon DeAngelis	Joe Anselmo
Mike Orth	Drew Motin
Jay Stanaway	Anthony DiPiero
Jay Mate	
Matt Vanleeuwen	
<i>Majors</i>	
<i>Majors</i>	<i>Majors</i>
Eric Oleksy	Ken Graulich
Colin Cumiskey	Shawn Jennings
Mark Obriski	Frank Calendruccio
Stephen Spisso	
<i>Juniors</i>	
<i>Juniors</i>	<i>Junior/Senior</i>
Frank Bottiglieri	

FIRST AID

First aid is an important part of any safety program. Like insurance coverage, it is a form of protection that must be available in case of an emergency involving any injury.

MLL (in accordance with LL International) requires that one representative from each team be trained in First Aid/CPR, and each manager/coach is required to attend at least once every three years.

Milltown Little League purchased a Zol AED Plus defibrillator prior to the 2006 season and will have it serviced and mounted once again this season in the Snack Shack prior to opening day, April 9th.

The League conducted First Aid/CPR/AED Training on March 17th and 18th 2016 for managers/coaches to fulfill our requirement of at least one manager/coach from in all divisions to be certified. Certification was for a two (2) year period. We will be conducting a renewal course and March 28th and 29th 2018 for managers/coaches that require renewals, and a first-time course for new managers/coaches. The following managers and coaches are trained in First Aid/CPR as listed below:

Eric Oleksy	Shawn Jennings
Jules Dekovics	Dave Simpson
Mark Obriski	Colin Cumiskey
Jay Stanaway	Bob Duffy
Rob Carlton	Frank Bottiglieri
Frank Bottiglieri	Ted Van Aulen
Kevin Walsh	Mark Creighton
Bob Pula	Joe Rizzuto
Steve Spisso	Mark Sheil
Mike Orth	Drew Misura
Dan Yarus	Kevin Byrne
Damon DeAngelis	Dave Donegan
Frank Calandrucchio	Larry Citro

First Aid Equipment (First Aid Equipment is located in the Snack Shack).

Since this chapter of the 2018 Safety Plan is not intended as a First Aid Manual, we have omitted information on treatment. Both this and the proper equipping of the first aid kit should be left to the advice of local medical authorities. It is suggested, however, that in addition to the stock of bandages and medication, the following be available:

1. A supply of clean water, soap and towels
2. Easily accessible phone with emergency phone numbers, such as doctor, hospital and ambulance service. These are also located in the Snack Shack.

Notification of Family

It is extremely important that, as soon as provision has been made for the care of injured or ill people who require outside treatment their family be notified in as tactful a manner as possible.

Follow-Up on First Aid Cases

Care of an ill or injured individual must always be the first consideration. In concern for their welfare, however, do not neglect the following:

1. A thorough investigation should be made to find the cause(s) of an accident and action started to prevent reoccurrence.
2. An insurance claim should be filed when outside medical attention is required by the player agent. Do not wait for medical bills to arrive. They can be submitted, as they become available. They must be identified by including the person's name, league name and number, date of injury, and city and state of residence. Bills should be itemized to show dates and type of treatments.
3. Any player under the care of a doctor due an injury sustained while participating in either baseball or softball will be required to bring a note from their doctor to the manager releasing the player to play ball before being allowed to return to the lineup. A copy of this release form should be supplied to the Player Agent.

Communicable Disease Procedures

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in Snack Shack first-aid kit).
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, and other articles containing body fluids.

Accident Reporting Procedures:

What to report - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first-aid must be reported to the Player Agent and Safety Officer.

When to report - All such incidents described above must be reported to the Player Agent and Safety Officer within 48 hours of the incident.

How to make the report – reporting incidents can come in a variety of forms. Most typically they are telephone conversations. At minimum, the following information must be provided:

The name and number of the individual involved. The date, time, and location of the incident. As detailed a description of the incident as possible. The preliminary estimation of the extent of injuries. The name and phone number of the person reporting the incident

Player Agent responsibilities - Within 48 hours of receiving the incident report, the Player Agent will contact the injured party or the party's parents and

1. verify the information received;
2. obtain any other information deemed necessary;
3. check on the status of the injured party; and
4. in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Milltown Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries is more than minor in nature, the Player Agent shall periodically call the injured party to

1. check on the status of the injuries, and
2. to check if any other assistance is necessary in areas such as insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

Incident / Injury tracking forms are located at the back of this manual.

Lightning Evacuation Procedures

1. Stop Game/Practice
2. Stay away from metal fencing (including dugouts)!
3. Do not hold a metal bat.
4. Walk, don't run to a car and wait for a decision on whether or not to continue the game or practice.

Do's and Don'ts

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.
- Assist those who require medical attention -- and when administering aid, remember to ...
 - LOOK for signs of injury (Blood, Black-and-blue deformity of the joint, etc.).
 - LISTEN to the injured to describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
 - FEEL gently and carefully the injured areas for signs of swelling, or grating of broken bone.
 - DO NOT HESITATE TO CALL 911 FOR THE FIRST AID IF IT IS A SERIOUS INJURY

Don't...

- Administer any medications.
- Provide any food or beverages.
- 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. Call 911.
- Leave an unattended child at a practice or game.
- Hesitate to report and present any potential safety hazard to a Milltown Little League Board Member.

Only a player at bat, may swing a bat.

Observe all posted signs. Players and spectators should be alert at all times for foul balls and poor throws.

During game, players must remain in the dugout area at all times.

Players & coaches will line up & shake hands after each game.

After each game, each team must clean up trash in dugout and around the stands.

Coaches will conduct on-going safety instruction on the mechanics of the game and the safe use of equipment.

CONCESSION STAND PROCEDURES

The MLL Snack Shack Coordinator for 2018 (Frank Bottiglieri) is responsible for safe handling and preparing of food at the concession stand. The coordinator trains the parents and volunteers who will be working the Snack Shack during the season. Signs are posted that instruct each Snack Shack worker on how to set up, prepare, and operate the concession stand during the course of their shift (usually the length of one game). The parents are also responsible (with the help of the Major League managers and coaches) to make sure the food is stored away properly, all equipment is turned off and the room is clean before leaving for the night.

Snack Shack procedures can be found at the end of this manual, pages 15 to 24.

2018 ANNUAL LITTLE LEAGUE FACILITY SURVEY

Little League National Facility Survey for all Milltown LL fields is completed and has been uploaded electronically via Data Center.

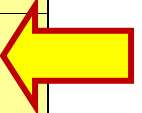
Milltown Little League Phone Numbers

Main Number –	Snack Shack:	732-220-1755
Milltown Police –	Emergency	911
Milltown Police -	Non-emergency	732-828-1100

**Milltown Little League
2018
Board of Directors**

Organization Structure Chart

Eric Oleksy <i>President</i>			
Jason Stanaway <i>Vice President Baseball</i>	Dave Donegan <i>Vice President Softball</i>	Dan Yarus <i>Treasurer</i>	TBD <i>Secretary</i>
Frank Bottiglieri <i>Division President Baseball Juniors</i>	Kevin Walsh <i>Player Agent Softball</i>	Steve Spisso <i>Fundraising & Sponsorships</i>	Bob Pula <i>Safety Officer</i>
Rob Carlton <i>Player Agent Baseball</i>	Larry Citro <i>Division President Softball Majors</i>	Colin Cumiskey <i>Snack Shack Coordinator</i>	TBD <i>Fields & Equipment</i>
Jules Dekovics <i>Division President Baseball Majors</i>	Doug Redondo <i>Division President Softball Minors</i>	TBD <i>Snack Shack Scheduler</i>	TBD <i>Tournaments</i>
Mark Obriski <i>Division President Baseball Minor</i>	Charlie Ryan <i>Division President T-Ball / Rookies</i>		
Mike Orth <i>Division President Baseball Midgets</i>			



Contact List

Position	Last Name	First Name	Cell	Email
Executive Board				
President	Oleksy	Eric	(732) 433-5761	President@MilltownLittleLeague.com
Vice President, Baseball	Stanaway	Jason	(732) 489-2679	ajayscafe@optonline.net
Vice President, Softball	Donegan	Dave	(732) 406-6112	davedonegan@optimum.net
Treasurer	Yarus	Dan	(908) 208-6688	Treasurer@MilltownLittleLeague.com
Secretary				
Baseball				
Player Agent	Carlton	Rob	(732) 485-7166	car897@optonline.net
Junior Division President	Bottiglieri	Frank	(732) 261-1292	fbott@yahoo.com
Major Division President	Dekovics	Jules	(732) 803-8691	jdmilltownbaseball@gmail.com
Minor Division President	Obriski	Mark	(646) 522-0519	obriski@yahoo.com
Midget Division President	Orth	Mike	(732) 664-3916	Morth13@outlook.com
Softball				
Player Agent	Walsh	Kevin	(917) 232-5235	kevinewalsh@live.com
Major Division President	Citro	Larry	(908) 208-4103	lcitro@bdlawfim.com
Minor Division President	Redondo	Doug	(732) 309-3682	doug_redondo@yahoo.com
Rookie Division President	Ryan	Charlie	(908) 616-5523	Milltown234@optonline.net
Miscellaneous				
Snack Shack Coordinator	Cumiskey	Colin	(908) 208-7703	skey31@ymail.com
Snack Shack Scheduler				
Fundraising & Sponsorships	Spisso	Steve	(732) 207-1570	Steve_spisso@yahoo.com
Safety Officer	Pula	Bob	(732) 213-2258	BobPula@yahoo.com
Fields & Equipment				
Tournament Director				

**Milltown Little League
Managers and Coaches Safety Awareness Program –
- Managers and Coaches Certification Form-**

_____ (NAME)
_____ (ADDRESS)
_____ (CITY, STATE, ZIP)

I certify that I have received, read and understand the Milltown Little League Managers and Coaches Safety Manual for the MLL Safety Plan 2018.

I also certify that I have attended the RUTGERS Sports Awareness for Educating Today's Youth™ (S.A.F.E.T.Y.) program and / or an equivalent program.

_____ (Signature)
_____ (Date)

Milltown Little League – Model Code of Conduct

I pledge to be responsible for my words and actions while attending, coaching, or officiating a Milltown Little League event and shall conform my behavior to the following code of conduct:

1. I will not engage in unsportsmanlike conduct with any coach, parent, player, participant official or any other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official or any other attendee.
5. I will not use drugs or alcohol while at a Milltown Little League event and will not attend, coach, officiate or participate in a Milltown Little League event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at a Milltown Little League event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a Milltown Little League event while under the influence of drugs or alcohol.
7. I will not engage in the use of profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.
9. I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
10. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
11. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
12. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any attendee.
13. I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
15. I will not abuse the fields, field equipment, and facilities or supplies either owned or utilized by Milltown Little League.
16. I will promptly return to the Equipment Manager of Milltown Little League, any and all equipment belonging to Milltown Little League within seven days after the conclusion of that season.
17. I will not allow any players to perform or assist in any type of field maintenance.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a Milltown Little League event I will be subject to disciplinary action by the Milltown Little League Board of Directors, including but not limited to the following in any order or combination:

1. Verbal warning issued by the Board of Directors of Milltown Little League.
2. Written warning issued by the Board of Directors of Milltown Little League.
3. Suspension or immediate ejection from a Milltown Little League event issued by the Board of Directors of Milltown Little League.
4. Season suspension or multiple season suspension issued by the Board of Directors of Milltown Little League.

Name

Signature

Date

SNACK SHACK OPENING PROCEDURES

- 1. Arrive $\frac{1}{2}$ hour prior to start of game.**
- 2. Sign in by writing and date and printing and signing your name in the snack shack book kept in drawer under cash register.**
- 3. Plug in fry machine and pizza oven.**
- 4. Turn fryer temperature to high and set timer for 10 minutes for warm-up. Keep machine on until $\frac{1}{2}$ hour before closing.**
- 5. Plug in hot dog roller. Turn dials to "high". Prepare hot dogs according to instructions on food prep sheet.**
- 6. Begin pretzel and pizza preparation as per instruction sheet.**
- 7. Open for business 15 minutes before game time.**

**PLEASE WASH
HANDS BEFORE
HANDLING FOOD**





**The Fryer and Pizza
Oven get extremely
hot.**

**Wear an oven mitt
or use tongs when
working with these
machines.**

INSTRUCTIONS FOR HOT FOOD PREPARATION

Please be cautious when using the fryer and pizza oven. Both of these machines operate at high heat. Do not operate either machine unless you are wearing an oven mitt. Use tongs at all times when handling hot foods. Use disposable gloves or tongs when handling frozen foods.

PRETZELS

- **Place frozen pretzels on cookie sheet and spray lightly with water using spray bottle.**
- **Using tongs, place pretzel top-side down in salt container. (skip this step for unsalted pretzels)**
- **Place pretzels on pizza oven tray and turn dial to 6 min.**
- **Using tongs, hang cooked pretzels on rack in pretzel warmer.**

Note: For start-up, prepare 6 salted and 4 unsalted pretzels. Replenish supply as needed.

PIZZA

- **Place frozen pizza squares on pizza oven tray.**
- **Turn dial to 6min.**
- **Wrap cooked pizza slices in foil sheet and place on bottom of pretzel warmer.**

Note: For start-up, prepare 4 slices of pizza. Replenish supply as needed.

HOT DOGS

- **Microwave hotdogs on paper plate for 30 seconds.**
- **Using tongs, transfer hot dogs to roller. Hot dogs that are cooked first should be placed towards the bottom of the roller.**

Note: For start-up, prepare 8 hot dogs. Replenish supply as needed.

FUNNEL FRIES

- **Do not prepare in advance. Cook to order.**
- **Using tongs, place 10 funnel fries on pizza oven tray.**
- **Turn dial to 4 minutes.**
- **Using tongs, place funnel fries in fry holder and shake on powdered sugar.**

PRETZEL POPPERS

- **Do not prepare in advance. Cook to order.**
- **Using tongs, place 8 poppers on paper plate and microwave for 40 seconds.**
- **Using tongs, place poppers in fry boat.**

MOZZARELLA STICKS

- **Do not prepare in advance. Cook to order.**
- **Place 4 sticks in fry basket.**
- **Cook on “high” for 10 minutes.**
- **Using tongs, place mozzarella sticks in fry boat.**
- **Serve with 1 container of marinara sauce.**

CHICKEN NUGGETS

- **Do not prepare in advance. Cook to order.**
- **Place 4 nuggets in fry basket.**
- **Cook on “high” for 10 minutes.**
- **Using tongs, place chicken nuggets in fry boat.**
- **Serve with 1 container of barbecue sauce OR honey mustard.**

FRENCH FRIES

- **Do not prepare in advance. Cook to order.**
- **Place 15 fries in fry basket.**
- **Cook on “high” for 10 minutes.**
- **Using tongs, place fries in fry boat.**



CASH REGISTER OPERATION

Our cash register is simple to operate. Read the steps below and refer to the color-coded keypad diagram.

1. Every item we sell has a PLU assigned to it. The PLU numbers appear on the double-sided PLU list next to the register.
2. To begin a sale, enter the one or two digit PLU number for the first item using the number keypad (yellow keys on diagram). After you have entered the PLU, press the PLU key (pink key on diagram). If the customer has purchased more than one of the item you have just entered, press the PLU key one time for each same item purchased.

For example: for a purchase of 4 bottles of water, press the “1” key then press the PLU key 4 times.

3. After you have entered the first item, ring up additional items purchased by entering the one or two digit PLU number and then press the PLU key.
4. One you have entered all items being purchased, press the SUBTOTAL key (orange key on diagram). The total sale amount will display.

5. If the customer has given you exact change, press the CA/AMT TEND key (green key on diagram). Place money in drawer and close drawer. You are now ready to begin your next sale.

6. If the customer has not given you exact change, enter the amount given and then press the CA/AMT TEND key and the change due will be displayed. Place money in drawer, give customer change, and close drawer.

For example: If a customer gives you 10.00 for a \$6.50 purchase, press the “1”, “0” and “00” keys and then press the CA/AMT TEND key and the change due will be displayed.

If you have difficulties with the cash register, call Sam Withum or Dave Mcgough.

SLUSHY MACHINE OPERATION

1. Hold cup under flavor dispenser bottle. Depress plunger **TWICE**. Do not use more than two shots of flavor as it is extremely concentrated.
2. Hold cup under silver tube with black knob. Slowly pull black knob towards your body and slush will dispense into cup.

THAT'S ALL THERE IS TO IT!



NOTE: If the slushy machine runs dry, **DO NOT** attempt to refill the machine. Failing to refill the machine properly will cause it to freeze up and become inoperable. If the machine needs to be refilled, call Sam Withum or Dave Mcgough.

SNACK SHACK CLOSING PROCEDURES

- 8. ½ hour prior to closing, turn off and unplug the fryer, pizza oven, hot dog roller, coffee pot and pretzel warmer.**
- 9. Wrap any leftover food in foil. Leftovers can be sold for ½ prices at the end of the game. Leftovers are NOT to be given away free.**
- 10. When pretzel warmer has cooled down, Wipe down the inside with damp paper towel. Clean outside glass with Windex.**
- 11. Remove glass plate from microwave and wash. Clean inside of microwave with paper towels soaked in warm water.**
- 12. Wash all food preparation tray and utensils in warm, soapy water and place on drainer rack to dry.**
- 13. Wipe down all counters and tables**
- 14. Sweep floor.**
- 15. Empty trash and place sealed bags outside.**