

# **MANAGER & OFFICER OF THE DAY (OD) DUTIES**

## **MANAGERS:**

1. Home team manager should arrive 30 minutes prior to the start of the game(s) in order to prepare fields. If 6pm game, home team managers will need to get required field equipment from storage garage.
  - HOME Team:
    - ALWAYS Line field and batter's box before game.
    - WHEN NEEDED: Drag field before game with Cocoa mats and lightly rakes around bases and pitcher's mound. Always rake in the direction of the base path not across it.
  - AWAY TEAM:
    - ALWAYS: Drag field after game with Cocoa mats. **Please keep the Cocoa mat at least 6 inches away from grass lip.**
    - Do not need to drag fields after last game on Friday – **weekly field repair occurs every Saturday morning.**
2. Each team (Home and Away) supplies one parent to sell 50-50s.
3. Each team provides one parent to announce games and operate the scoreboards on fields T1, T2 & T3. Use of scoreboards and PA system are required when applicable (for example we do not keep score for T Ball but we should announce).
4. Each team is responsible to clean and sweep out dugouts after their game.
5. **If OD is absent - Managers are responsible to close up field, lock bathrooms and press boxes, turn off lights and put away all equipment**

## **OFFICER OF THE DAY (OD) – arrive prior to game start:**

1. Keys are on the Gator Cart for the T1 Bathroom, Press Boxes and Concession Stand (in addition T3 press box key is in the T3 shed).
2. Power for T1 & T2 Scoreboard and Field Lights are in the Concession Stand.
3. Turn on Scoreboards:
  - T1 & T2 power is in Concession Stand.
  - T3 power is in the T3 Press Box.
4. Open Bathroom (In addition, there will be a bathroom key in the concession stand and lockbox on security door entering concession stand – combination 01964).
5. Open press boxes for assigned parents.
6. Manage lights (On and Off) for night game on fields T1. T3 lights are automated if any issues please contact a board member (phone numbers on OD clipboard and website).

7. Empty ALL garbage cans as needed during games.
  - Line garbage can with new garbage can liner (liners are available in the locker in the storage garage).
  - Do not wait until cans are overflowing with garbage – empty when ½ full or greater. The garbage gets heavy and difficult to handle when full.
8. Keep T1 storage garage and T3 shed clean and orderly as needed.
9. OD will run 50-50 during games (Fields T1, T2 & T3) with the assistance of **assigned parents**.
10. OD will not let anyone under 18 years of age upstairs in the field house at T1 or press box at field T2 & T3 without an adult. An adult must stay upstairs, exception – umpires. **NO FOOD ALLOWED IN PRESS BOXES.**
11. OD will not let anyone in the Concession Stand, except OD or Board members.
12. Makes sure games are running smoothly.
13. OD has final say on any disputes that may arise during the games.
14. OD will put all field equipment away after games are completed:
  - Breakaway bases, field liners, batter's box liners, and rakes.
  - Please put all equipment away in an orderly fashion.
  - Make sure Gator cart is empty of all equipment at end of night.
12. If rules are not followed by teams, there will be one warning for first infraction, forfeit of game for second infraction. OD to notify Board of teams that do not follow rules.
13. If OD does not follow rules, forfeits one game.

### **Tantum OD Saturday SHIFT 6:30am to 8:30am**

1. Prepare Fields for games as follows:
  - Nail Drag Fields
  - Line Fields (infield and outfield)
    - White chalk on infield
    - Paint on the outfield
  - Fill holes with new field dirt
  - Rake all grass lips into the dirt are using a leaf rake
  - Clean dugouts
2. Open Press Boxes and Bathroom
3. Clean Storage garage, shed and press boxes as needed

## **SHARON FIELD MANAGERS' DUTIES:**

1. HOME and AWAY teams rake and/or drag the field after game (drag, rakes and shovels are in shed).
2. All equipment **must** be put away after each game. We cannot leave rakes, shovels and bases out. School children will be on the fields during the week.
3. HOME and AWAY teams to put away all equipment, including bases.
4. Make sure **all** garbage is removed from fields – this is school property.
- 5. Make sure storage shed is locked.**
6. Make sure you leave the fields in playing condition for the next set of games.
7. On Saturday, the teams that play the last games are responsible for putting away all the equipment for their field.
- 8.

## **Please Lock the Shed**

## **SHARON WEEKLY OD DUTY:**

1. Please empty all garbage cans and reline cans.
2. Drag filed with the new drag – small tractor and drag will be in shed with trailer behind the bathroom.
3. Fill holes with field dirt