



2014 BRHLL/ISFG FIELDS OPENING CHECKLIST For Officer of the Day (OD) and Asst Officer of the Day (AOD)

1. ARRIVAL

OD – Arrive at a minimum of 1 hour but no later than **45** minutes prior to your shift (for Saturday AM – 45 prior)

- a. **Your primary task is to OPEN** the Equipment Shed and Containers for the coaches to access and Announcement prep.

2. SHIFT RESPONSIBILITIES | SUBSTITUTIONS

If you cannot make it on your assigned shift, you as OD/AOD are responsible to find a replacement for the entire shift.

- a. A list of OD Assignments, OD Duties, Possible substitutions, Board Roster, etc is on the wall next to the alarm panel by the door and was sent to you by email.

3. GAME CANCELLATIONS – *If games are cancelled/rescheduled, that OD/AOD follows the rescheduled game (and thus are responsible for arranging substitute OD/AOD as needed.*

- a. ANY Delays or Cancellations – specifically Saturday but also applies to Double Headers (Majors only)
 - a.i. Cancel games ONE AT A TIME
 - a.ii. Be specific about which GAMES/DIAMONDS are cancelled.
 - a.iii. E-mail and call Dave Stevens (info@brhll.com / 317-319-7647) to issue TWITTER NOTIFICATION of any change or cancellation
 - a.iv. ONLY IF games are canceled FOR THE ENTIRE DAY, then put up Red Flag.
 - a.iv.1. Red Flag is found in drawer of C Stand at BRHLL fields (for ISFG, closing the Gate should be sufficient).
 - a.v. OD MUST STILL show for shift at scheduled time as FIELD PREP is still needed until games are over for entire day (OD will need to be there at all times)

4. PARKING – ORANGE CONES at BRHLL

- a. Set orange cones in a manner that prevents drivers from parking on gravel approach to concession stand area.
- b. FOR SAFETY REASONS - OD/AOD is RESPONSIBLE for making sure there is no parking at the following locations:
 - b.i. BRHLL – IN or around the “circle” by the garbage bin NOR next to the sidewalk of D2 (as it will block a turnaround)

- b.ii. ISFG – ALONG the outfield fence of D4 (even though there are signs, people will try) NOR along D5 3rd base line NOR behind D6 or Cstand

5. **Concessions Vendor –**

- a. He will likely have arrived BEFORE you as his plan is to set up 1 hour before the game
- b. The CStand Building alarm may be off already
- c. All food purchases go through the vendor – we do NOT have \$\$ to make change

6. **C- STAND BUILDING OPENING PROCEDURE – BRHLL ONLY (no alarm at ISFG)**

- a.i. You have 40 seconds to TURN OFF THE ALARM after any outside door is opened
 - a.i.1. Code to disarm: 3469 (then push “off”)
- a.ii. Find Dowel Key ring in drawer by door
 - a.ii.1. Unlock bathroom door, Tractor Shed doors and Equipment Shed doors
 - a.ii.2. For Equipment shed, replace lock on iron bar and set bar next to wall
 - a.ii.3. IF there is a word combo lock on the CSTAND – the PW is BROAD
- a.iii. Put out bases & base tops in 2 sets of 3 by shed door (D3 has bases are in the container shed at D3 outfield)
 - a.iii.1. Locate digging tool (2) and put near bases for parents for field prep (Or coaches)
- a.iv. Put out chalk markers & re-load with chalk
- a.v. Confirm there are the following tools in the shed for use pre/post game
 - a.v.1. WIDE metal rakes for pushing dirt to low spots
 - a.v.2. Push Brooms for dugouts
 - a.v.3. Mound “tamper” (very heavy)
 - a.v.4. Reel of line for marking 1st/3rd baselines
- a.vi. Open upstairs windows (4)
- a.vii. Turn on PA system and check operation of microphone (Mic 3 ONLY)
 - a.vii.1. Instructions are found next to PA system upstairs AND by door
- a.viii. Start Music Playlist (instructions by PA system) – if applicable
- a.ix. Fill six (6) water jugs (located on landing of stairs going up to upper level) at least 1/3 with ice.
 - a.ix.1. Fill with water using hose located in cabinet located between ice machine and Coke cooler.
 - a.ix.2. Place four (4) coolers outside Concession Stand
 - a.ix.3. Add 15 small cups (located in cabinet above counter between ice machine and Coke cooler).
- a.x. Pre-bag 5 injury “ice bags” – leave in ice machine
- a.xi. Open Batting Cages (put lock on screen – relock it)

Critical tasks for OD

-  Special tasks for WED/THURS OD re Recycle bins
-  MANAGER (HOME/VISITOR) duties

a.xi.1. Combination – FANS_ (the underscore is a blank space)

7. **FLAG** | Raise American Flag – found in drawer under Microwave

8. **ANNOUNCEMENT SHEET**

- a. Locate BRHLL directory and announcement sheets in second drawer by door (at both ISFG and BRHLL fields)
- b. Fill in teams, managers, and SPONSORS for YOUR games only
 - b.i. next OD will prep for their games

9. **GAME BALLS**

- a. BRHLL - Game balls are located upstairs in back supply area (ONLY ODs and Umpires should retrieve balls – NOT coaches)
- b. ISFG – Game balls are located in the Pac Van Container shed behind D4 (again, ONLY OD’s and Umpires should retrieve balls)
 - b.i. Alert Kevin Eckstein (equipment@brhll.com or 317-966-5711)if supply is low
- c. **Hand game balls to coaches or Umpires ONLY**
 - c.i. **Rookies – Spongy baseball – 1 per game**
 - c.ii. **Minors, AAA, Majors Baseball – all use same hard ball – 2 per game**
 - c.iii. **Minors SB – Spongy Softball 11” – 1 per game**
 - c.iv. **AAA SB – Hard Softball 11” – 2 per game**
 - c.v. **Majors SB – Hard Softball 12”- 2 per game**

10. **Prep for START Of PLAY – 5-10 minutes before game time**

- a. **Line up players on baselines**
 - a.i. **At BRHLL - Ensure you have players from D1 and Parents from D2 to say pledge**
 - a.ii. **AT ISFG – until we get a PA system, all players should line up on the baselines and recite the Pledge of Allegiance together**
- b. **OD Make Announcements – BRHLL only for now**
- c. **Play Nat’l Anthem (see instructions next to PA)—At BRHLL only**

11. **Open Metal Concessions Windows (USE 2 PEOPLE FOR SAFETY!!!) – BRHLL only (ISFG has windows)**

- a. **THESE MAY ALREADY BE OPENED BY CONCESSIONS VENDOR BEFORE YOU ARRIVE**
- b. **If the padlocks use a Key then, it is found on the wooden dowel.**

12. **GAME TIME RESPONSIBILITIES**

- a. **All games being played (D1-D6) – OD and AOD should “float” to ALL GAMES at respective locations**

- a.i. For ALL Diamonds (especially Diamond #3) – make 3 visit to each diamond at minimum per game
- b. Settle disputes amongst coaches and/or umpires (when necessary – likely only will occur in Majors and some AAA games)
- c. Notify umpire of “time limits” having been reached or games called for darkness or weather
 - c.i.1. Check Rule Books to confirm time limits if needed
 - c.i.2. Majors BB – No time limit
 - c.i.3. Majors SB – No new inning starts after 1:50 minutes played
 - c.i.4. AAA and Minors SB/BB – No new inning will begin after 1:45 minutes and total 2 hour time limit
 - c.i.5. Rookies (Tball) – 75 minute time limit – no new inning after 60 min.
 - c.ii. Umpires are in charge of the game they’re umpiring (but you can nudge them)
 - c.iii. Extra First Aid kits are in cabinets in CStand and upstairs in back supply room (next to the equipment room) at BRHLL
 - c.iii.1. At ISFG, extra kits are in the Pac Van Container shed
- d. RULE BOOKS – located in drawers labeled “rule books”
- e. Ensure Umpires have water
 - e.i. AT BRHLL – there is a refrigerator UPSTAIRS in the CStand with Water/Gatorade
 - e.ii. AT ISFG – the umpires will run a “tab” for water/Gatorade w/ the league
 - e.iii. NOTE – WATER/GATORADE is for UMPIRES ONLY and ONLY for the game umpired (not all day) it is NOT for OD’s nor our children...
- f. Ensure NO DOGS enter the grounds – IPS rule and BRHLL rule
 - f.i. This includes the grass behind the outfield or playgrounds.\
- g. Monitor the batting cages
 - g.i. No child under 10 w/o supervision
 - g.ii. No child of any age is allowed to “just play” inside it.
- h. **Equipment replacement – Umpires/Players/Teams**
 - h.i. Manager or Umpire should approach **THE OD ONLY to find replacement from upstairs storage area in C Stand**
 - h.ii. Send email to equipment@brhll.com (Kevin Eckstein) notifying him of the replaced equipment
 - h.iii. **If equipment is repairable, please do so.**
 - h.iii.1. **If not, please alert the Equip Mgr, Eckstein.**
- i. **NEAR END OF GAME Tasks**
 - i.i. Work w/ Concessions vendor to pour complimentary (Grape/Orange) soda
 - i.i.1. Use SMALL cups.
 - i.i.2. Only fill cups about half-way.
 - i.i.3. FOR PLAYERS ONLY – not their siblings

13. END OF GAME ANNOUNCEMENTS

- a. ANNOUNCE “Congratulations to all teams”

Critical tasks for OD

-  Special tasks for WED/THURS OD re Recycle bins
-  MANAGER (HOME/VISITOR) duties

- b. REMIND MANAGERS and PLAYERS to clean dugouts (trash AND SWEEP WITH BROOMS)
 - b.i. ALWAYS return water jugs to Concession Stand for refill (or put away)
- c. REMIND PARENTS assigned for that game that THEY are responsible for FIELD MAINTENANCE (Managers are responsible if parents don't clean up)
 - c.i. EACH DUGOUT HAS ITS OWN CHECKLIST FOR PARENTS/Managers to follow – OD's are not to be responsible for field clean up
- d. Remind players (Only) to stop by concession stand for complimentary soda.
- e. Remind Managers/Umpires to find the OD to report scores/pitch counts

14. POST GAME OD RESPONSIBILITIES

- a. Confirm Parents and Managers have properly maintained fields
 - a.i. List of tasks in EACH dugout and in CStand shed (where tools are located) and in Container Shed
 - a.ii. Clean Restroom Nightly (and at 2pm during day on Saturday)
 - a.iii. SUPPLIES FOUND UNDER SINK IN CSTAND at BOTH BRLL and ISFG
 - a.iv. Surfaces and floor – supplies found under sink in Cstand
 - a.v. Restock paper supplies in restroom.
 - a.vi. Ensure hand sanitizers/soaps are no less than ½ full.)
- b. TRASH AT BRHLL - Empty outside/inside blue garbage cans and take to dumpster at BRHLL
- c. TRASH AT ISFG – EMPTY the metal Drums and put in the roll off dumpsters (BLACK LID ONLY) nightly
 - c.i. Replace the metal drums with a NEW blue trash bag (we have no hose to rinse off so trash bags are key)
- d. RECYCLE bins (96 gal)- YELLOW TOP ONLY
 - d.i. AT BRHLL are moved ONLY on WED next to the trash dumpster in gravel lot for pick up.
 - d.ii. AT ISFG are moved ONLY on WED next to the PAC VAN container (on the grass)
 - d.iii. THURSDAY OD
 - d.iii.1. BRHLL - return all 10 (ten) recycle bins to fields (2 per diamond and 2 by concession stand)
 - d.iii.2. ISFG – return all 4 (four) recycle bins to the fields (1 per diamond and 1 by concession stand)
- e. CSTAND LOCK UP BRHLL ONLY
 - e.i. Close & lock upstairs windows
 - e.ii. Turn off public address system (FOLLOW instructions)
 - e.iii. Close and lock ALL EXTERIOR DOORS – including restroom.
- f. BRHLL - TO SET ALARM & LEAVE (Concessions vendor will lock up if they leave after you)
 - f.i. ALL Doors must be closed, green light “lit”, then enter code (3469) then “away”)
 - f.ii. You have 40 seconds to get out of concession stand and lock deadbolt/handle.
- g. Recording game scores / pitch counts – MUST be completed w/in 3 hours of games end.

- g.i. Take picture of score sheet and send it to info@brhll.com and yourself
 - g.i.1. You CAN do this from your phone or ipad.
- g.ii. Log on to BRHLL.com and click “pitch count entry”
 - g.ii.1. “authorization” when done is simply – OD (or od)