

# **Duty Board Procedures 2017**

## **Opening- Saturday Morning First Shift and Weekday Evening Shift**

- Unlock the board duty room next to snack bar.
- Put up the flag.
- Retrieve iPads from trailer (so you will have to unlock that too and learn to disarm the alarm system)
- Grab the bins for games – Check schedule (online) to see where games are being played. Take scorekeeping containers from board closet to the appropriate fields (Juniors, Majors, and Minors)
- Make sure each bucket has candy (to give to kids for recovery of foul balls) and 3 new balls for games bring those to Majors, Minors, and Juniors field (according to schedule)
- Unlock the score booths on Major and Minor fields (keys are in the duty board room). Unlock for Junior's Field only if there is a game.
- Open and unlock the Umpire Closet. Watch for umpires. If no umpire is there about 30 minutes prior to game start, call Mike Schulze: **(619) 405-6463**
- If not already open, please open the Sea Container for Managers to get gator out to drag fields, and get white golf cart out for your board duty. (Most managers will open the containers themselves. Using the golf cart for board duty is up to your discretion.)
- Check fields for trash on ground, make sure everything looks picked up and good to go.
- Be available during the games. Try to rotate around all the fields throughout your scheduled shift.
- Check in with snack bar so the workers know who the person on board duty is.
- If there is a problem in one of the games with an umpire or coach – you will be the one they need. Try to be available and have a rule book on you if possible.

## **Closing Procedures**

- Take the flag down, fold properly and put away in board duty closet.
- Collect all the bins and buckets and everything from the score booths.
- Lock all the score booths.
- Lock the Umpire closet.
- Return iPads to trailer.
- Make sure all the golf carts and gators are put away and charging, if they need to be.
- Lock sea containers. (Women may need to ask a manager or spouse to help with this)
- On Saturdays, lock the porta-potty near the snack bar. The lock is in the board closet. (1223)
- Confirm everything is locked that was unlocked.
- Scores should automatically be posted by Game Changer. If that changes and we need to send game scores to someone, these instructions will be modified.

