

**DO Responsibilities**

**Game Day / evaluating the fields**

DO is responsible to evaluate the playing fields and decide if the games will be played. There is a balance between calling the games early enough to notify the teams, parents and umpires, but late enough to be sure the fields are truly not playable. During the week the games need to be canceled by 5:30 to avoid paying the umpires ½ the fee and by 6pm to avoid paying the full amount. (Saturday’s times are 8:30am no fee and 9:00am ½ fee).

To cancel the games you must contact the umpire coordinator, league President, email blast, web master (to post it on the web page) and the concession stand supervisor. All the phone numbers can be found under the contacts section of this book.

Mike Whiteaker - umpire liaison - 518-424-5962

Clark Smith - League President - 518-878-0658

Casey Conklin - Email Blast - 518-542-5595

Joe Mantova - webmaster - 518-857-5985

**Pre Game**

Arrival time for the DO is ½ hour before the first game (this assumes the fields did not have to be evaluated prior).

1. Upon arrival the DO needs to determine what games are being played that day and collect the proper softballs (2 per field - 1 new and 1 semi new in bucket) and score remotes for the fields and deliver the correct softballs and remotes to the appropriate fields. The game schedule can be found in the game schedule section of this book. When delivering the softballs be sure the pitchers mound is the correct distance for the game being played. If you need to, you may have to drop down a pitching rubber and re do the pitch circle.

The softball size and pitching distances are as follows:

|  |  |  |
| --- | --- | --- |
| Division | Softball size | Pitching Distance |
| Rookie | 9” Softie  | 35’ |
| Single A | 10” Softie | 35’ |
| Double A | 10” regular | 35’ |
| Triple A | 11” regular | 40’ |
| Majors | 11” regular | 43’ |

1. Unlock the restrooms
2. Check with concession stand supervisor to see if they have any needs

**Game time**

All games start at 6pm. On weekends all games start at 9:00am, 12:30pm and 3:00pm. Note: All games must declare the last inning after 1hour 30 minutes of play.

5 minutes before game time the DO will make an announcement having the coaches line up for the National Anthem. After allowing a few minutes for the teams to line up, play the Anthem to start the games.

You will need to pay the umpires at any time. Checks are in concession with the supervisor. AAA will have 2 umpires that each will receive a check for $42. AA will have 1 umpire and receive a check for $63.

**During the game**

The DO is responsible for the following while the games are being played.

1. Empty the trash throughout the park. If the bag is ½ full or more, empty the can with a new bag.
	1. Each dugout has a trash can
	2. The pavilion has several trash cans
	3. There are two trash cans located in front of the concession stand
2. Tour the park and pick up any trash on the ground
3. Look for a small improvement / maintenance item. Examples include:
	1. Weeding in front of the concession stand
	2. Sweeping the pavilion area
	3. Sweeping in front of the concession stand
4. As the games start to conclude:
	1. Collect the field remote
	2. Collect the game balls
	3. Place the trash cans in the dugout
	4. Add topsoil to the pitching mound and batters’ boxes. Use the stamper to pound down the dirt (This is an important step to maintain safe pitching mounds and batters’ boxes. It also helps in the event of overnight rain)
5. Once all the games have ended and Step 5 has been completed, stop in the concession stand to help finish the close procedure.
	1. Count the money with the supervisor
	2. Take out the trash and help with general clean up
6. Check the bathrooms one more time to be sure a mess was not made, fill toilet paper and check garbage. Lock the doors.
7. Return the cart to the shed
	1. Plug the remotes back into the chargers
	2. Shut the lights off
	3. Lock all the doors.
8. Be sure no one is remaining at the fields. No player, concession stand supervisor or volunteer should be left alone at the fields for safety reasons.

**Additional Responsibilities**

1. You are responsible for the general safety of the park. This includes dialing 911 for the police or rescue squad for any reason. Therefore you must remain visible / accessible in the park area at all times. You are not allowed to go to the boy’s fields for any reason.
2. Only the DO is allowed to drive the cart.
3. For house playing rules you are the deciding judge. If an umpire requests you to make the call refer to the divisional rules located in this handbook.
4. Observe the games as you move around the park. Be sure the proper safety equipment is being worn. Observe the coaches and parents behavior.
5. Make sure COVID protocols are being followed
6. In the event of an accident the DO is responsible for completing an accident insurance form. You must complete this form within 24 hours of the accident, file a copy with the insurance carrier and notify the President of the league. Forms can be found on our web site.