

Arden Little League

Duty Officer Responsibilities

1. Write your name as duty officer in the snack bar, or where posted. A calendar with the duty officer schedule and the times of sunset are posted in the snack bar.
2. Make sure the managers and umpires have arrived and make sure that the official scorer has the official score book which is located in the umpire room next to the snack bar.
3. Make sure that the fields are prepared and inspect for safety.
4. If your turn is on a weekday or the last game on a Saturday please note the time of sunset. The times will be posted in the snack bar this year. All games Farm, Minor, and Major end at sunset. Remember to remind the umpire of the time of sunset and give them a 2 minute warning. **PLEASE NOTE: District V umpires and not the duty officer are responsible for calling Junior and Senior games for darkness.**
5. If the weather is rainy, the duty officer, in conjunction with the umpire can call a game. If there is no umpire such as with a farm league game, check with the managers. The rule of thumb is if there is standing water the game should be postponed. Remember for farm league games the ball machines do not work well when the ball is wet. Use your best judgment. Clayton Smith has done a great job in scheduling days for make-up games.
6. Once the games begin, periodically check each game and see that conditions remain safe. For example, no

children are allowed on top of the extra soil stacked near the blue and white diamond, no children are permitted to climb fences. If something appears dangerous you have the authority to stop the activity.

7. If there is an injury you or the coach needs to fill out an injury report form that is located in the snack bar.

This gets forwarded to the safety officer. John

Wiesenfarth is the safety officer for the league this year.

8. If there are disputes in a game the duty officer will be called. Work with the umpires to ascertain the situation. Make a decision. If there is a protest make sure the scorekeeper notes the exact circumstances in the game when the protest is made.

9. Help the snack bar as needed. **If your duty is on a weekday or the last game on a Saturday or Sunday you are responsible for taking the snack bar deposit to the Bank of America on Arden and Eastern and putting it in the night drop box.** You do not need a key to do this, simply pull the night drop box open all the way and squeeze the deposit into the opening.

10. At closing time, make sure that **ALL** equipment is put away and the snack bar doors are locked. The snack bar person will know the code for the alarm system. We have a new score board on the blue field with a new touchpad controller, please be sure it gets locked up in the umpire room along with the other score board controllers.

11. You are the last to leave in the evening (if this is the last duty officer shift).

12. **If your shift is during a Saturday, please empty the trash cans as needed.** Replace with new garbage can liners. If you have a bad back or other physical

issues **please ask for assistance** we do not want you to injure yourself.

13. Lastly we ask that you enforce the **Quiet Zone** area of each ball diamond. This is the area of the back stop next to the scorekeepers on each side. **Absolutely no coaching from this area by either the coach, family, or by-standers.**

14. Thanks to all!! Many hands make light work!!

**** Please arrive at the ballpark at least 15 minutes prior to scheduled shift.**

For the love of the game!

March 2010