

Team Manager Responsibilities

OPENING FIELD – HOME TEAM

- 1) Combinations to the small lock box and shed will be provided to you by your commissioners.
- 2) Unlock the small lock box below the electric box on the home field side, use the key inside it to open the electric box, **immediately place the key back in the small lock box and lock it.** Note: There is a backup key to the electrical panel in the combination lock box in the score tower if needed.
- 3) Use the MASTER KEYS from the Electric box on the small steel flat bar. These keys are used in the following steps. ***If keys are missing contact Field Maintenance Group personnel.***
 - a) Unlock home and visitor dugout gates.
 - b) Unlock the emergency gate.
 - c) Unlock black base storage box near home dugout.
- 4) Get defibrillator, first-aid kits, and protective face masks from shed. Place defibrillator and home first-aid kit along home dugout wall. Place visitor first-aid kit along visitor dugout wall. Place the masks behind home plate where the additional game balls are stored.
- 5) If needed, bring the bat warmer boxes out and place them by both dugouts. ***(Do not over torque the knobs!)***
- 6) Bring the hitting tee and a few balls out and place them at the hitting station
- 7) Unlock the score tower storage bin and black scoreboard controller box using the Jobox A key. Unlock the chairs and 9-1-1 phone using the gate key from step 3. Set up Scoreboard control unit per instructions located in white 3-ring binder. Use of umbrella is up to you or the person manning the scoreboard. **Return all keys to their appropriate boxes.**
- 8) Note: We only use the tarp if rain is expected. If the tarp is covering home plate. Remove the sandbags from the tarp. Fold up tarp and place next to black storage box if plate will be covered again or put it in the shed.
- 9) Using the paint machine from the shed, paint foul lines, scoring commitment line, scoring line from the plate area to the wall, and a diagonal line from the plate area to where the commitment line and 3rd base foul line intersect. Return paint machine to the shed.
- 10) Place the bases on the infield. Remove the plugs and place them along the fence on the 1st and 3rd base sides. If needed, use the tool on the fence to remove dirt from the stanchions. Place bases in the proper anchors (65' or 70') for your league.

- 11) If used, place the pitching screen in its designated area, include a towel if wet field conditions exist. Make sure field is free of any obstacles. Commissioners and Field Maintenance to determine field is safe to play on in case of frost or poor weather conditions.
- 12) Place extra game balls behind home plate, first-base ball holder, and near the home and visitor dugouts (for warm-ups).
- 13) Open both bathroom doors
- 14) Make sure all keys are placed back in their appropriate boxes and locked.
 - a) Small lock box under electric box.
 - b) Electric box.
 - c) Small lock box in the scoring tower if used.
- 15) To turn on just the fans.
 - a) Turn the switches for them on. The switches are near the electric box on the home field side. DO NOT turn on the pump switch. See the next item if using the misters and fans.
- 16) To turn on the misters and fans use the following steps.
 - a) At the water pump outside of the field near the center entrance.
 - i) Open the water valve to allow water to flow through pipes.
 - ii) Turn the pump on. The on/off switch is on the opposite side of the pump housing.
 - b) By the home team dugout, near the electric box, turn on the pump and fan switches.

CLOSING THE FIELD – HOME TEAM

1. Sweep home plate and the batter's boxes.
2. Note: If rain is expected overnight then cover home plate with the folded tarp. The tarp will either be in the shed or near the black base storage box. Place the tarp down with its silver side up and cover as much of the green batter's carpet as possible. Put the sandbags down on all 4-corners and the pitching screen on top of the now covered plate as additional protection from having the wind lift the tarp.
3. Return bases to black storage box near home dugout. Insert plugs into the anchor slots.
4. Remove any extra balls from the field and place in bucket in black storage box. Ensure that the umpire vests are also put back into the appropriate container in black storage box. Lock the black storage box.

5. Return first-aid kits, defibrillator, protective masks, and bat warmer boxes, if used, to the shed. Place them in their designated areas; First-aid kits, defibrillator, and masks on the shelf on the right-hand side. Bat warmer alongside the shelf under the fire extinguisher.
6. Put the hitting tee and balls back in the shed
7. Pick up anything that does not belong on the field
8. Score Tower: Last scorekeeper of the day:
 - I. Place the scoreboard control unit into the black storage bin and lock it. Place the brown carpet, chair cushions, heaters, 3-ring binder, and the binoculars into the large storage box. If the umbrella is still in its holder, then remove it and put into the storage bin.
 - II. Lock chairs together using the chain and lock found on right-hand side of storage bin.
 - III. Lock the 9-1-1 phone.
 - IV. Lock the storage box. Caution: the lid is heavy. Close the lid, push, and hold the silver rectangle bar to the left and push the lock in. This should lock the box. Try pulling the box open to check.
 - V. Make sure Scoreboard is turned off using on/off switch found under the concrete shelf. The box is marked. If the Scoreboard won't turn off, then contact the Field Maintenance Group. **Home team manager on point to ensure this was all accomplished.**
9. Sweep out home dugout and area in front of bat rack using brooms found inside the fence. Do not sweep any debris other than dirt back on to field. Use the dustpan under the bench to pick up debris and throw it into trash can. Return broom to its original position.
10. Lock the Home gate, emergency gate, electric box (if still open), and black storage box. Before locking the electric panel box ensure that the Master keys on the small steel flat bar are inside the box. Also, ensure the small lock box below the electric box is locked and the key is inside. If any set of keys are missing, then contact the home team manager that was responsible for opening the field or Field Maintenance personnel.
11. Check that the Visiting team has locked the Visitor's gate and returned the Visitor's first-aid kit to the shed. Check that the score tower area was properly locked down
12. Make sure the pitching screen is in its position on the third base side inside the field.
13. If just the fans are on, turn them off. Fan switches are by the electric box, home field side.
14. To turn off misters and fans:
 - I. Home field side stands near the electric box, turn off the pump and fan switches.

- II. At the water pump outside of field near the Main entrance, turn the pump off (switch is on the opposite side of the water valve).
 - III. Close the water valve (valve handle should be 90 degrees to the pipe direction)
15. Close both bathroom doors.
 16. Any leftover bats, gloves, shirts etc. can go in the lost and found area in the shed
 17. Make sure shed door is locked. Sometimes the door needs to be slammed for the latch to connect.
 18. Clean up trash left over and place recyclables in their proper containers.

CLOSING THE FIELD – VISITING TEAM

1. Return first-aid kit and bat warmer, if used, to shed.
2. Sweep out dugout and front of bat rack area using push broom found inside the fence. Do not sweep any debris other than dirt on to field. Use dustpan (under the bench) to pick up debris and put in trash can. Return broom to original position inside the fence. Return dustpan under the bench.
3. Clean up trash and place recyclables in their proper containers.
4. Lock Visitor's Gate.
5. Any leftover bats, gloves, shirts etc. can go in the lost and found area in the shed.

ALL MANAGERS

1. Ensure that players are wearing the proper uniform (i.e., Sponsor jersey visible on cold days, league issued ball cap, light gray pants or shorts, and only appropriate jewelry).
2. Write up your team's game summary, per your league's instructions, for newspaper write up and posting at the field. Make sure to use the complete name of your sponsor (i.e., Liberty Buick vs. Liberty).
3. There is a concussion protocol that has been developed that must be strictly adhered to. Please be familiar with its contents.