

Director on Duty – Line Drive

Arrive half an hour before game time

Before the game

Fields

- Confirm that pitchers' plates (and bases) are set at proper distance. **See chart.**
- If fields are not raked and lined – drag/rake fields and line. Enlist coaches and parents to help.
- Turn on the scoreboards – Switches are in the circuit breaker box in the shed near the batting cages.
- Controllers for scoreboards are in concession stand (on top of fridge). Take one to field 8 and one to field 9, plug in, and make sure they work.

Umpires

- Binder with checks and log is in the concession. Checks are ordered by field and game date.
- Before the game, make sure each umpire receives and signs for their check.
- Make sure that the head umpire has one new, and two used game balls.
(11" for 10u; 12" for 12u/13up)

Concession

- Concession manager will open and start concession.
- The game CAN NOT START unless there are two parents from the home team on field 9 to work the concession stand (starting 15 minutes before game time).
- Home team on field 9 is responsible for staffing concession throughout the game
- DOD should make sure all food that is suppose to be heating, is!

After the Game

Fields

- Check game schedule on corkboard. Set the pitchers plate at the correct distance for next scheduled game (**See chart**).
- Turn off the scoreboards and make sure shed is locked.
- Return the controllers to the concession.
- Friday and Saturday nights – Drag field.
- Return any equipment to garage and lock garage (if last game of the day).

Umpires

- Retrieve softballs and put in concession in box/bucket under the counter.

Concession

- Help concession manager clean and close concession stand.

Director on Duty – Elm Ave

Arrive half an hour before game time

Before the game

Fields

- Confirm that pitchers' plates (and bases) are set at proper distance. **See chart**
- If fields are not raked and lined – drag/rake fields and line. Enlist coaches and parents to help.

Umpires

- 6u – No umpires
- 8u – Junior Umpires
 - Have them sign the log book in the shed. They get paid at the end of the season.
- 10u/12u/13up
 - Binder with checks and log is in the concession at Line Drive. Checks are ordered by field and game date. **Bring appropriate checks to umpires at Elm?**
 - Make sure that the head umpire has one new, and two used game balls. You may need to pick some up at Line Drive.
 - 6u/8u uses 10" IncrediBalls

After the Game

Fields

- Set the pitchers plate at the correct distance for next game (**See chart**)
- Return any equipment to the shed and lock shed (if last game of the day).

Umpires

- Retrieve softballs and put in shed in box/bucket.

General Instructions/Responsibilities

- Introduce yourself to coaches and let them know to defer to you with any issues.
- Know the rules for every age level.
- Monitor parent behavior
- Monitor batting tunnels and use of equipment in shed at Line Drive.
- Keep children off the fields at Elm Ave (i.e. soccer players).
- First aid kits are in:
 - Concession stand at Line Drive
 - Shed at Elm Ave
- If there is an injury, get names of injured players and have manager email forms to parent
- Report unseemly parent or coach behavior to VP of Rec and President of League.

Distances for field set up

	6u	8u	10u	12u	13up
Pitching Distance	30	30	35	40	43
Base Distance	50	55	60	60	60

Moving Pitcher's Plate

- All fields (2, 3, 8, 9) have sockets at 35, 40 and 43 feet.
- Use hammer and pry bar to pry up on both sides of the plate at the same time.
 - Make sure to pry on metal and not the rubber part of the plate.
- Locate mushroom plugs at proper distance and use cleanout tool to clean out sockets.
- Switch plugs and plate. You will have to dig out a new spot for the plate.
- Make sure to cover plugs and fill in all holes.
- Use spike down pitcher's plate for 30 feet at all fields except for field 1.

Moving Bases

- At Elm Ave.
 - Locate fake-grass plug at distance you want to move the base to. Remove the plug, remove the base from its current socket and switch.
 - You may need to clean out the socket with the cleanout tool.
 - If the fake-grass plug is missing, measure from the base or from home plate.
 - Distance from home to second is 78 feet for 8u and 85 feet for higher ages.
- If 8u or 6u are playing on field 8 or 9 they will need to use spike down bases.
 - Make sure to remove bases at 60 feet and put large plugs in.