

## **Tunxis Field Procedures**

**Managers who do not follow these procedures, will be subject to disciplinary action.**

### **Travel Games & Summer All Star Games**

In the event of a travel little league game, or a summer All Star Game involving a team outside of Fairfield National Little League, it is the FNLL manager and coaching staffs responsibility for all set up and closing activities listed below. This includes the operation of the score room.

### **Score Room**

It is the road team's responsibility to operate the score room. They must nominate one (non-coaching family) parent to oversee the score room during the game. Once the parent is nominated, they must go over these procedures with them before the game begins.

- No more than two kids are allowed in the score room at any time.
- Parent in charge of the score room, must get the names of the two kids running the score room and microphone before the game, and give it to the away team manager.
- Person operating the microphone is only allowed to announce the score between innings as well as players names and uniform number when they are at bat or during a pitching change. No other comments shall be mentioned.
- Person operating the microphone is not allowed to refer to any player or coach by nicknames. They are also forbidden to comment on pitch counts, or make any negative comments or use bad language while operating the microphone.
- Any such behavior will be subject to discipline by the FNLL Player Agent

At the conclusion of the game, it is the away teams manager and coaches responsibility to empty the trash and Sweep the room. If you are the last game, you will need to turn off all equipment in the room, and lock both the front window and door before leaving. You also need to turn off the power to the scoreboard in the storage room below.

### **Week Nights, First Weekend Game and last Weekend Game**

#### **Home Team**

Before the game, the home team should open the shed and take out the bases. If the field is still tarped, they should remove the tarp and place it in a safe area so players, coaches and parents do not trip over it. The shed combination is **0711**.

After the game, they then need to make sure all garbage and trash is removed from the first base dugout. .

It is the home teams responsibility for placing the tarps on both the pitchers mound and home plate at the conclusion of the game. Please remember to place bricks on the pitching mound tarp to prevent it from blowing away. The new home plate tarp has weights build into it, so there is no need to use bricks.

The home team then needs to remove the bases and put the plugs in the holes to prevent dirt build up. They then should place the bases in the shed and lock it up. In addition, please make sure the rakes are stored away for the night.

## **Away Team**

Before the game, the away team should open the storage room and turn off the alarm (code 1962). They then need to turn on the power to the score board on the circuit breaker The score board circuit is marked (2<sup>nd</sup> one on the right panel).

They then need to take out the defibrillator and place it in the third base dugout. They then need to open the score room.

At the conclusion of the game, they then need to make sure all garbage and trash is removed from the third base dugout. .

The away team is then responsible for going upstairs to the score room to clean up all the garbage. Make sure that it is thrown out in the garbage can outside by the picnic tables. They should also sweep the room and shut the front window and lock the door.

Check to make sure nobody is in the bathroom and lock the door.

They then need to place the defibrillator back in the storage room, turn off the score board, set the alarm to 1962 (if the concession stand is not open) and lock the door. In order to set the alarm, the door must be closed. Once the alarm is set, you have 60 seconds to exit the storage room.

## **Weekends**

### **Home Team**

If they are the first game of the day, they should follow the procedures for opening the field listed above.

At the conclusion of the game, the home team needs to clean up the dugout and then rake/groom the field for the next game. If they are the last game of the day, they need to follow the week night procedures for shutting down the field.

### **Away Team**

If they are the first game of the day, they need to follow the procedures for opening up the field listed above.

At the conclusion of the game, the away team needs to clean up the dugout, and then go up to the score room and clean up all the trash for the next game. They should make sure that the next coaching group takes possession of the defibrillator. If they are the last game of the day, they need to follow the weeknight procedures listed above.