

## Field Duty Responsibilities

### Before You Are Scheduled to Work:

- 1) Confirm your Field Duty Date at least a week in advance and if you can't make it... FIND A REPLACEMENT. We need two people each time.
- 2) Confirm on the website what fields will be used the day of your field duty. There are 8 fields currently being used.

### The Day of Field Duty:

- 1) Arrive to the fields at least 30 minutes before the first game.
- 2) Check in at the Concession Stand First Thing. Put your name and phone number on the dry erase board behind the door.
- 3) Check with Concessions to make sure they have everything they need (usually they do)
- 4) Check the fields that are scheduled to have games. Make sure they have been striped, raked, dugouts fairly clean, etc. so they are ready to play. This should already be done by the field maintenance crew, but doesn't hurt to double check.
- 5) Confirm that the Umpires are / have arrived for each game. If not, call Brian Hulin (Travel Ump Director) at 309-573-2517 or Martin Jones (In House) at 309-202-9720.
- 6) Once the games are underway you can watch, pick stuff up, and be available for questions.
- 7) If there is a second game on a field, and there is time between games, use the tractor to drag the field or at least rake around the bases. No new lines are typically necessary unless it's a tournament.
- 8) If games are in the evening turn on the field lights. Lights are found in various places around the park. Field 1 lights are in the small shed by field 1. Field 2 lights are on the light pole by the field 2 first base dugout. Field 3 lights are on the light pole by the field 3 first base dugout. Field 4 lights are in the field 4 press box. Field 5 lights are in the field 5 press box. Field 6 lights are in the concession garage. Field 7 (the t-ball field) does not have lights. The new field, by the water tower (Field 8), does not have lights yet.
- 9) After the games are complete the pitching mounds should be filled in and tamped (with water if dry), the fields should be dragged or at least raked level around the bases.
- 10) Pick-up trash around the facility. Empty any trash cans in dugouts or that are labeled with MYBA or Morton stickers. The Park District will empty the green metal cans. Take all trash from the concession stand to the dumpster.
- 11) Put all equipment (rakes, tractors, etc.) away, turn off all lights on the fields and in the buildings and press boxes, make sure all scoreboards are off, make sure the concession workers are gone or escorted to their cars, and lock all of the buildings including the garages and batting cages.