

## E-Board & Board Members Responsibility each night of field coverage

- Arrive at least 15 minutes to 30 minutes before the start of the game, everything needs to be ready before games start
- Unlock bathrooms and make sure they are stocked.
- Unlock clubhouse and put out AED
- Get scoreboard controllers out for any game that can find a volunteer to run it.
- Power up scoreboards
- Get two game balls for each games, they will be in the shack, each game only gets two.
- Ensure all parents are in the snack shack before games start
- Make sure a cook is assigned from the volunteers
- Turn on lights when appropriate
- Resolve any disputes
- Ensure the shack has supplies and change during the night ( may need to make a change run ones, quarters etc or get rolls )
- Get gas for the tractor if needed.
- Empty trash barrels into dumpster.
- Resolve any bathroom issues during the night.
- Enforce time limit rule on games.
- Pay umpires and fill out umpire slips for each Major softball and Majors & Minors baseball games ( Instructional baseball and Minors softball do not have paid umpires)
- Count out the cash boxes, include umpire slips, sign envelope and place in the safe.
- Make sure snack shack is cleaned and closed down, fryers / grill turned off and gas shut off.
- Lock up the snack shack
- Put away scoreboard controllers
- Turn out the lights.
- Put away AEDs
- Lock clubhouse
- Make sure bathrooms are cleaned, stocked and locked.
- Ensure dumpster is closed and gates closed.

E-board also needs to consider field conditions with the commissioners, umpires need to be told one hour before game time or we have to pay them regardless if the game is played.

## Not Board responsibility:

- Lining & Spinning the fields, this is the coaches' responsibility (home team).
- Dugout cleaning and drainage, this is coaches' responsibility.