



www.valleyll.org

Valley Little League

P.O. Box 15335

Syracuse, New York 13215

Officer of the Day Duties

1. **Start your shift 30 minutes prior to the start of the first game. Stay near the gate in the road to keep the cars in the upper parking lot. The only cars allowed past the gate are the officers of the league and two (2) handicapped people who must park by the stand in the designated spots.**
2. **Check with concession stand to see if the scheduled volunteers from the teams playing that day have shown up. If not, go see that teams coach to obtain volunteers.**
3. **Make the rounds and observe each field. Try to make an appearance twice at each field if time permits.**
4. **If an accident should occur, there is a first-aid kit at the concession stand and ice is available. Any accident which might require a trip to the doctor or hospital; be sure to fill out an accident report. Any head injury or major injury, DON'T allow the child to be moved and call 911 immediately!**
5. **Watch for potentially potent problems, fights, crowds of unruly adolescents, kids stealing bikes... again call 911!**
6. **Lighting must postpone all games. If the umpire does not postpone the games then you must. It is not necessary for it to be raining, only for the sighting of a lighting strike.**
7. **When operations have ceased for the night:**
 - a. **Lock job boxes on all fields**
 - b. **Lock up rakes on all fields that have them**
 - c. **Lock gates on all fields**
 - d. **Lock batting cage doors**
 - e. **Lock press box and base room doors**
 - f. **Help the concession stand team close for the night**
 - g. **Lock all doors in the concession stand. Make sure to search the building ensuring everyone has left and no kids are hiding inside.**
 - h. **Activate the security alarm and lock the main door**
8. **All the keys that you will require are locked in the stand. Making sure that all doors are secured at the end of the night is your responsibility.**
9. **If you are unable to be at Valley Little League on your scheduled night, please switch with someone who can be and let someone on the executive board know so that we can make the appropriate changes to the schedule.**