

# Board Member on Duty Checklist



- ❑ **Trash**- If a trash can is 3/4 full, it needs to be replaced, no matter the time. The last portion of a shift must be checking if the cans need to be emptied. Do not let trash management be the closing shifts job.
- ❑ **Trash helpers**- Reward child/player helping take care of the park with trash detail.
  - ❑ Buckets & trash pickers are in the storage room.
  - ❑ Code is 3254Enter.
  - ❑ Buckets must be completely full to receive reward.
  - ❑ Walk child/player to the front window of snack bar to the shift lead, the lead will reward child/player.
- ❑ **During game time**- Check in on games and make sure all is calm.
  - ❑ T-ball diamonds are next to playground.
  - ❑ Try to visit every game twice.
- ❑ **Check batting cages**- Remind players not to swing bats recklessly
  - ❑ Not to throw balls against the cell tower room. (Building next to cages).
  - ❑ Players MUST be wearing a helmet.
  - ❑ Players can NOT have "warm up" swings, the only swings can be at a hitting station.
  - ❑ Remind players not to block the walkway for pedestrians, bikers, scooters, skateboards.
- ❑ **"Gator" or tractor rules**- Players/children are NOT allowed to ride the "Gator" around the park.
  - ❑ Remove key when parked for both "Gator" and tractor.
  - ❑ "Gator" key must be on person while on duty.
  - ❑ Tractor key is placed on cork board in snack bar, located on the left when you walk into the snack bar employee door.
  - ❑ End of day parking - After parking "Gator" and tractor in the tractor bin, leave the keys in each vehicle, in the off position.
- ❑ **Jr. Umpires** - Schedule is posted in Snack Bar.
  - ❑ Jr. Umpires are required to arrive 30 mins before start of game.
  - ❑ If Jr. Umpire has not arrived, call current UIC. Name & number will be posted in same location as schedule.
  - ❑ Check in with all Jr. Umpires, communicate you are the active board member on duty.

## Closing Shift responsibilities:

- ❑ **Trash**- Empty all garbage cans.
- ❑ **Equipment room**- Make sure all equipment was put away.
- ❑ **Fields**- Make sure bins are locked.
  - ❑ Ensure both tractors & "Gator" has keys left in them and in the off position.
  - ❑ Lock for tractor bin MUST be on the LEFT side handle.
- ❑ **Lights**- Shut off light on or before 10pm on fields.
  - ❑ To have lights turned off, send a text or email with the request of field to [lights@rocklinllb.com](mailto:lights@rocklinllb.com)
  - ❑ Assist snack bar team with closing if needed.

***\*IMPORTANT = Do not leave anyone at the park alone, at night. Walk all snack bar workers to their cars. If someone is waiting for their ride, wait for them to be picked up.***