



HTRBA Little League

“That every child may play”



Officer of the Day Checklist

Opening

- Arrive at field approximately an hour before game time.
- Make sure all buildings are open and check for cleanliness and safety.
- Check all bathrooms for toilet paper and towels. Restock if necessary.
- Verify that snack stand and press boxes are properly staffed.
- Check in families for field duty.
- Verify that umpires have arrived for all games.
- Verify that the American and Little League District flags are raised.
- Make sure that the National Anthem is played five minutes prior to the start of the first game of the day.

During Games

- Select Field Maintenance Item to be completed that day.
- Monitor all games.
- Verify coaches are wearing an HTRBA issued shirt and hat and badges are displayed.
- Verify there are no more than four adults in the dugout (this can be relaxed for Minors and Instructional, as long as it's not out of reason).
- Periodically check with umpires to make sure there are no problems.
- Make sure 50-50s are being sold.
- Lock Batting Cage when last team is done using it.
- Resolve all game disputes and protests as needed. Contact E-Board Member on Call if necessary.
- Make sure fields are raked between games.

Closing

- Fields are raked one final time and all equipment is put away properly.
- Verify A Field mound and home plate are covered.
- Make sure flags are taken down.
- Make sure all buildings are locked, all windows are closed, and all equipment is off.
- Double count snack stand money, if necessary.
- Make sure all snack stand workers get to their cars safely.