

**HOWARD COUNTY YOUTH PROGRAM
BASEBALL
CADRE RESPONSIBILITIES**

**Scott Arterburn – Head Cadre
443-829-9222 (cell)**

CADRE TEXT ALERT: When you have completed Cadre Training, please text HCYPCADRE to 84483. This will enter your phone number into the database of Cadres who will be notified if a last-minute Cadre is needed, usually due to a cancellation. In fact, there may be a time that you need to cancel at the last minute (preferably at least 1 day in advance). That obviously causes scheduling problems, but we hoping this solves the problem. If you need to cancel your shift, please go on line and do so, then send Scott Arterburn an email (sarterburn@therainmakergroup.com) saying you canceled. He will then text all Cadres and ask that someone fill your spot. The available person then need only go on-line and fill in their name in the open spot.

OPEN/CLOSE PARK: The early shift will unlock restrooms (upper and lower), open the equipment shed, raise the flags and put out the speed bumps. Note: The key for the upper rest rooms is located on a toilet plunger (not kidding) located in the Gator. The late shift will inspect, close and lock the restrooms and equipment sheds, lower and store the flags, ensure no children are left in the park, and turn off all lights. Lights **MUST** be out by 10:00 pm.

COORDINATE UMPIRES: The Cadre ensures umpires are on the fields at least 5 minutes prior to game time for the Managers' pre-game conference. In case of an umpire shortage or no-show: reassign umpires, taking a base umpire that is at the right level for use as a plate umpire. Note: The umpires will know if they are at the right level. If there are plate umpire shortages, please call Mike Bender (410-935-9408). **As a last resort, have the managers assign someone to umpire from behind the pitcher's mound.**

INSTITUTE HCYP WEATHER POLICY: Determine if and when play should be suspended before or during a game because of unsuitable weather or field conditions (there is an air horn located in the Gator glove box). **HCYP's Lightning and Thunder Policy** can be downloaded from the website and will be posted in the Cadre/Umpire Room. It can also be found in the Cadre Manual located in the Gator. Essentially, everyone at the park must find an automobile in which to ride out a delay. **DO NOT USE THE PAVILION OR DUGOUTS FOR SHELTER. GET TO A VEHICLE.** If you hear thunder or see lightning, jot down the time, get everyone off the fields and wait a minimum of 30 minutes from the last thunderclap/lightning bolt prior to restarting games.

TURN ON/OFF LIGHTS ON FIELDS 4, 5, 6, 8 & 11: Lights should be turned on just before dusk or when needed, and off by 10:00 pm. Lighting is expensive, so please turn off lights immediately on any unused fields. Light switches are located below the press box immediately behind home plate at Field #6. Use your key to enter the room at the base of the press box, and the light key should be hanging on a lanyard in the room immediately to your right. ALWAYS HANG THE KEY UP IN THE ROOM AND LOCK IT INSIDE.

ANNOUNCE "NO NEW INNINGS" DUE TO DARKNESS: Determine to the best of your ability when darkness may become a safety issue at least 20 minutes prior. Please go field-to-field and notify managers since most fields cannot hear the PA system.

ANNOUNCE "HARD STOP": Hard stops are 5 minutes prior to the start of the next scheduled game for any given field. No new innings may commence 15 minutes prior to the start of the next scheduled game. There is also a Hard Stop every night at 9:55 pm on all fields, and a 9:00 pm Hard Stop Sunday through Thursday for International, Minor and Major games (Fields 1, 2, 3, 4, 5 and 8 only).

HELP RESOLVE RULES DISPUTES: When called to a field, help settle any disputes to the best of your ability by following HCYP's Baseball Rules (they can be found on the HCYP web site and in the Cadre Manual located in the Gator). Cadres DO NOT resolve umpire judgment calls, just rules disputes. If necessary, contact Matt Zuiderhof (443-756-5100), Ken Wojdon (301-873-2594) or the appropriate league commissioner for assistance (start with the league commissioner):

International: Joe D'Alonzo (410-905-2932)

Minor: Joel Zolnier (443-803-7888)

Major: Jason Ridgell (410-733-0445)

Pony: Ken Cooley (443-812-8089)

Colt: Rick Hughey (443-519-3511)

ADDITIONAL ASSISTANCE

Additional help may be found on the sign-in board in the Umpire Room. Each shift, any HCYP executive committee member that is in the Park will write their name, phone number and field # on the board. Please feel free to track one of them down if you have questions or need any assistance during your shift. REMEMBER – YOU ARE NOT ALONE!

HELP MAINTAIN ORDER: Ensure proper field decorum and good sportsmanship is maintained at all times by managers, coaches, players and spectators. Kindly pull managers aside if you deem necessary, and remind them that they are responsible for their players' and parents' behavior. Also, the roadways next to softball Field #7, and between Field #6 and the Pavilion are for emergencies, and the Cadre should ensure that neither is blocked by cars.

REPORT AND DOCUMENT INCIDENTS AND INJURIES: Call 911 in case of emergency or when serious injuries occur. Use the incident report to document any significant incident, ejection or injury to any individual on the premises. Blank forms are in the cabinet in the shed and also in the Cadre Manual in the Gator.

PROTESTS: In the event of a protest by a manager, a protest form must be filled out before that manager leaves the park, and delivered to the Cadre. They are located in the Cadre/Umpire Room and in the Cadre Manual in the Gator – same form as the Incident Report.

SCOREBOARDS ON FIELDS 6 AND 11: HCYP now owns hand-held scoring devices for the scoreboards on Fields 6 and 11. These are located in the press box behind home plate at Field #6. Cadres shall unlock the press box to allow access to the scoring devices, which may be used by a designee of the managers. After each game, managers are responsible for returning them to the press box, and the closing Cadre shall make sure both devices are turned off and plugged in for charging. The on/off switch for the scoreboards is located just inside the first floor door to the building immediately behind field 6 home plate.

OVERVIEW

WHILE ON DUTY

- Post your name and cell number on the white board in the Cadre/Umpire Room
- Have the Cadre Manual with you at all times
- Travel through the park on the Cadre Gator to show presence and perform duties. Feel free to bring your player or another family member along for your shift and have them ride with you. Note: You must have a valid driver's license to drive the Gator.
- Report any incidents in the park on the Incident Form, photograph it and email it to all parties noted on the bottom of the Form

PARK OPENING PROCEDURES

- Open the Cadre/Umpire Room and prop door open
- Raise the flags (flag poles at next to the Pavilion); the flags can be found in the Cadre/Umpire room
- Carry Cadre Manual with you in the Gator
- Place speed bumps near pedestrian areas
- Unlock the rest rooms
- Determine umpire needs and coordinate them for the 1st set of games

PARK CLOSING PROCEDURES

- Check the park for any children that haven't yet been picked up
- Lower and store the flags in the Cadre/Umpire Room
- Check restrooms (upper and lower) and lock them
- Put Gator and other equipment back in the Shed
- Roll up speed bumps and leave in the back of the Gator
- Lock all doors in all buildings; may want to lock the upper building (if necessary) when checking on Field #8 for the last time
- Turn off all lights: Must be off by 10:00 pm all nights. Kindly remind players, coaches and parents to vacate the park quickly after their games to get the lights out by 10:00 pm
- Plug in scoreboard devices in press box behind Field #6.