



## HVA BASEBALL SOFTBALL ASSOCIATION OFFICIAL ON DUTY RESPONSIBILITIES

### 1. Red Hat Opening Duties:

- Weekdays arrive at 5:30 PM or ½ hour before the first game, Saturdays arrive at 6:30AM.
- Open gates on fields. A key is located in the black box attached to the equipment shed door.
- Saturdays, rake fields and stripe field with batters' box and baselines.
- Setup Scoreboard Controllers on each field.
- Give two games balls to each field, two balls per game. Umpires may do this themselves.
- Make sure bases are at the correct distance for the age group playing.
- Place US flags on dugouts, if needed.

### 2. Red Hat On Duty:

- Determine which age groups are playing on each field during your time slot. Master schedule is located in glass case on North side of the Concession Stand
- Verify that umpires show up for each game. Umpire schedule is located in Concession Stand.
- Walk from field to field making sure games are proceeding without problems.
- Be available to answer questions, resolve questions or disputes during games.
- **In no instance should the Red Hat interpret rules or attempt to overrule the umpires. The Red Hat should support the umpires and leave the umpiring to the umpires.**
- Help with team drinks at the end of games. Only if needed.
- At sunset, turn on field lights when needed. Combination Codes: Outside Lock – 1968, Inside Light Box - 1985. (light box is located next to men's restroom down the hill from the concession stand).
- In case of an emergency where a coach or parent becomes too difficult to communicate with, (meaning this person is way out of line) call 911!

### 3. Red Hat Closing Duties:

- Weekdays and Saturdays from 8:00-10:00PM.
- Empty water coolers in each dugout and place in the concession stand.
- Lock fields. Lock batting cage doors.
- Turn off score boards and put units in storage shed.
- Never leave before the concession stand workers.
- Turn off field lights.
- Go home! :-)

### 4. Red Hat Incident Reports:

- In case of injury or accident, the Red Hat on Duty will complete an incident report to document the event for the league.
- Player or Coach Injuries
- Disruptive Fans
- Coach/Fan/Umpire Confrontations
- Code of Conduct Infractions