

Fishers / HSE Youth Baseball
Board Member on Duty (BMOD) Checklist
April 2018

The BMOD acts as Mudsock Youth Baseball's representative at Billerica Park. The BMOD serves as the main point of contact in relation to the daily baseball operations during Mudsock Youth Baseball scheduled events such as practices, games, or tournaments. The BMOD is NOT an umpire in relation to game play and the BMOD cannot overrule umpire calls. The BMOD may interact with the umpire as to the specific rule modifications based upon the age group playing in a particular game.

The below represents the main duties/responsibilities of the BMOD:

- Upon arrival at Billerica – introduce themselves to the concession manager on duty and provide the concession manager with their cell phone in case of an emergency
- Unlock the doors to the 2nd floor of the concession stand building (keys are in the lockbox located under the stairs by field #1). The BMOD should NOT unlock the concession stand doors.
- Scoreboard controllers
 - The controllers are located on a table in the room above the concession stand
 - The scoreboards are turned off and on using the remote controllers. If the scoreboard will not turn on please check the on/off switch located at each individual scoreboard
 - Lower pod games – fields 5 - 8
 - Take lower pod controllers down to the lower pod concession stand – inform the coaches and/or spectators that the controllers are at the concession stand for use if they so desire. After the game ends the controllers should be returned to the lower pod concession stand trailer
 - Upper pod games – fields 2 - 4
 - Inform the coaches and/or spectators that the controllers are in the room above the concession stand for use if they so desire. After the game ends the controllers should be returned to the room above the concession stand and put on the table marked for the controllers
 - Field 1 scoreboard is controlled via a board in the room above the concession stand
 - At the end of the night the BMOD should ensure that all 7 remote controllers are back on the table in the room above the concession stand and are plugged in so they can recharge for the next day's games
 - The BMOD should ensure all scoreboards are turned off at the end of the nights using the remote controllers
- Turning on / off lights
 - LOWER POD LIGHTS - before dusk – turn on the field lights at the lower pod using the key from the baseball shed (this key is attached to a piece of wood). Field 5, 6, & 7 are in a box on the southeast corner of the building while field 8 is located on the northwest corner of the building. When you turn the key to the “on” position it will make a soft “thud” sound. If in doubt look at the lights and you should see them light up.
 - UPPER POD LIGHTS - before dusk – turn on the field lights at the upper pod in the room above the concession stand. Turn the light switches to “**HAND**”. **DO NOT TURN THE SWITCH TO AUTO.**
 - The lights will take about 5 minutes to warm up. If you accidentally turn the lights off and then turn them back on it will about 10 – 15 minutes for the lights to come back on so please make sure you are turning the lights off on the appropriate field
 - When all games are complete the BMOD is responsible to turn off all field lights

- Dispute resolution and interface with the public
 - At times, coaches and/or fans may become overly passionate and emotional – as BMOD please try to diffuse these situations using a calming demeanor reminding the adults to act like adults and be a good example for the youth of our community.
 - If a coach and/or spectator will not conduct themselves in an appropriate manner the BMOD has the right to ask the person to leave Billerica. If the person will not leave the Park the BMOD should call 911 and the Fishers Police will handle the situation
 - The BMOD should inform the appropriate league commissioner about inappropriate conduct of coaches and/or spectators
 - The BMOD should interact with the families at Billerica to gain feedback on how the game experience is going and how the Baseball Board can improve the baseball experience
- Patrolling the park – the BMOD should drive a gator around the park periodically. Pay special attention to the playgrounds and wooded area. If you see any suspicious behavior call 911 and the Fishers Police will respond.
 - Though it is not the BMOD's job to parent other people's children please be note/correct any misbehavior at the playground and ensure the safety of the children – especially the younger ones
 - Check the baseball board room to ensure no children are engaging in horseplay. If so, tell the children to leave the room
 - Ensure gators and golf carts are driven only by adults as no children should be driving the gators and golf carts
 - Note any facility needs such as missing base markers, wind screens that need to be tied down, broken field maintenance equipment, etc. and report these issues to the respective board members - Tim Baldwin (Fields) or Donna Lund (Field Equipment and Facilities Maintenance)
- Severe weather procedures – per SPORTS policy:
 - If lightning is visually spotted, or is noted using a weather app within 10 miles, all playing fields **MUST BE EVACUTED** immediately. All players, coaches and spectators must go to a car or indoor facility. They may not remain on the field, bleachers, dugouts, etc.
 - Play will resume 30 minutes after the last lightning strike or the lightning has moved out of the 10 mile range.
 - The person responsible for making sure this happens is the individual coach during all practice sessions and the official during games
 - The league representative (BMOD) is responsible for clearing all fields at locations with multiple fields. A siren or other alert method should be used as opposed to going field by field in order to clear fields immediately.
 - There is a siren located in the baseball shed to use during severe weather
- Final closing procedures
 - Ensure all tarps are put back on the pitchers' mound and home plates – the coaches are responsible for this function but sometimes they forget to get this done
 - Ensure all equipment and gators are returned to the shed and the shed is locked
 - Ensure all field lights and scoreboards are turned off. The scoreboards should be turned off using the remote controllers
 - Lock the doors to the room above the concession stand and return the key to the lockbox below the stairs