



Topeka Baseball and Softball Association

Topeka, Kansas ○ established 2014

2801 SE 25th Street ○ PO Box 1662

Topeka, KS 66601

www.topekabaseballandsoftball.com

Board Member on Duty Responsibilities

Opening Dornwood Park

1. Put American Flag, State of Kansas Flag and TBSA Flag on the flag pole.
2. Unlock the bathrooms.
3. Make sure umpires take the scoreboard boxes & scorebooks to the scorekeepers' table.
4. If you need to turn on scoreboards see below. They should be reset after each night so they turn on the next day.
 - A. Fields A & B – Make sure they come on after they plug them in otherwise you need to Turn the breakers ON in main box "B" (in the office)
 - B. Fields C Turn the Small Breaker on marked C (power station big grey box by the girl's bldg.)
 - C. Field D – Turn the Small Breaker on marked D (power station between girls diamond 2 and 3)
 - D. Field 1 Turn the Small Breaker on marked 1 (power station big grey box by the girl's bldg.)
 - E. Field 2 and 3 – Turn the Small Breaker on marked 2 or 3 (power station between girls diamond 2 and 3)
5. Set up pitching machine for either Pinto 8u league by placing the machine in the sleeve in the ground (Back Set) and test it to make sure it is throwing Strikes as close as possible and/or the Rookie 6u league by placing the machine in the sleeve in the ground (Front Set) and test it to make sure it is throwing Strikes as close as possible. Also make sure bases are set for correct league

While the Games are in process

1. Monitor each game being played.
2. Have a copy of the rule book with you! (Protest need to be written on the scorebook at time of the protest and should take no longer than 5 minutes.)
3. Assist umpires when asked, but NEVER OVER RULE THE UMPIRES – the umpires are in charge of the game. When problems arise, respond by reciting the rule in question.
4. Monitor the restrooms for keeping clean and/or for problems that may arise. If plugged use the plunger and get gloves from the office. If they need toilet paper the key is in the office area and paper by the umpire room door. **Return the key to the office it's the only set!!!!**
5. When it begins to get dark or cloudy, turn on the field lights
 - a. Fields A & B – the switches are on the outside of the concessions (south east corner) they are marked by four switches. Field "C" – the switch is inside the fenced in area by the girls building
 - b. Field "D" – the switch is the big box between girls diamond 2 and 3
6. Remind the umpires to write the scores on their work sheet for Dean Carson.

Closing Dornwood Park

1. Shut Lights and Scoreboards OFF.
 - a. Field D when game on D is done. (power station between girls diamond 2 and 3)
 - b. Field C when the games on C are done. (power station big grey box by the girl's bldg.)
 - c. Fields A & B - turn off the outfield lights only when games are done.(On the side of the concession bldg.)
 - d. Field 1 (power station big grey box by the girl's bldg.)
 - e. Field 2 and 3 (power station between girls diamond 2 and 3)
2. Record all game scores for that day and call in to the newspaper (295-1188).
3. Make sure all score board boxes and scorebooks have been returned from each field.
4. **Turn the scoreboards off by switching the power supply OFF, then turn the power back ON. This way they are ready for the next day.** The boards will go dark when you shut the power off and remain dark even after you turn the power back on. That way they are ready for tomorrow!
5. Take down the flags.
6. Lock the bathrooms. Make sure they are cleaned up.
7. Turn off A & B infield lights
8. Shut and lock the TBSA office door and Umpire Room.
9. If concessions are done, set the alarm door and lock the main door. **Thanks for your HELP!**