

## MUS FIELD LIAISON GUIDE CHECKLIST - ANDERSON COMPLEX

At the end of the shift, complete the shift end registration by going to this page, [Field Liaison \(millardunited.com\)](http://Field Liaison (millardunited.com)), then clicking on Field Liaison Reporting Form towards the bottom. **This should be completed within 48-hours of the end of your shift.** This page has information about heat index and other guides. It also has the link to Weather Sentry listed below.

### Beginning of Shift (If First Shift of Day)

\_\_\_ Arrive on time! Check in at Concession Stand. **Leave your name and cell phone # with the staff on duty** filling out the check-in sheet – this will provide a point of contact in the event someone requests assistance. If they cannot locate the check-in sheet, please ensure to give your information to the staff.

\_\_\_ If the doors are not already open, **there is an outdoor key lock box with the Press Box Key located on the lower exterior South wall of the Press Box Building behind Field #1 Home Plate.** Look down low near the electrical conduit and outlets. **Use code 1331 to remove the keys.** Unlock the Press Box blue exterior door and the interior Director Office door. You may have to wiggle the key a little for the outside locks. Return the keys back to the lock box and lock! **Please return key immediately so it remains in the lock box!**

\_\_\_ Enter the Director's Office located just inside and left of the Press Box 1<sup>st</sup> floor. If locked, there is a key on top of the doorframe. Return key to top of doorframe. Retrieve the Master Set of Keys located in the wooden wall cabinet where the DEFIBRILLATOR is located. These keys are on a silver keychain hook. Utilize these keys to unlock any of the below items:

- All Field Locks
- Restrooms

**Return this set of keys to the Director's Office until they are needed to lock up the facility at the end of the day. This prevents keys being lost during a shift.**

\_\_\_ Check bathrooms are unlocked and there is proper supply of toilet paper (more is located in the men's restroom if needed)

\_\_\_ **Travel to each field and complete the following:**

- **Check that all Field dugout and entrances are unlocked (this should be done by Field staff already) but you will have a Master Lock key on the key set if needed.**

### During Shift

\_\_\_ 15 minutes prior to game(s) scan each field to make sure umpires are present at game start. For any umpire issues, contact PSOA Umpires (Competitive Baseball) or Millard Umpires (Classic Baseball / In-House Softball)

\_\_\_ Turn on lights for Fields #1/#2 prior to sunset. The green 'doghouse' is located behind Field #2 backstop behind the bleachers. Press the green button located in the box on the 'doghouse.' Breakers generally do not need to be turned on or off.

\_\_\_ Tour the fields on a rotational basis. Attempt to visit each field during your shift. Recommended moving time is every 15-20 minutes. Please don't stay too long at one field.

\_\_\_ **Login to the weather system, Weather Sentry at [weather.dtn.com](http://weather.dtn.com) or use the Weather Sentry App – username / password are millard / popcorn1.** It is important for the Field Liaison to identify and notify fields if Lightning is within 10 miles, there should be a 15-minute delay. Players, coaches, and fans should seek shelter. If the weather appears it will continue to be an issue and prevent play from resuming, the Field Liaison can contact (402) 915-3750 and Kenton Jurgensen, Chad Langford or Chris Folk will answer to discuss the weather situation.

\_\_\_ Attempt to introduce yourself to umpires and coaches (if possible) and ask if everything is going ok and if anything is needed. Also make sure games are on schedule. **DO NOT BE AFRAID TO ADDRESS WITH UMPIRES AND COACHES TO KEEP GAMES ON SCHEDULE!** Make recommendations to each how to get games back on schedule (i.e. have them prepared to take the field, no warm ups on the field, etc.). **THIS IS A CRITICAL ROLE – YOU CAN MAKE A DIFFERENCE HERE!**

\_\_\_ Be prepared to assist with any field conflict. Always introduce yourself as the MUS Field Liaison contact first. Use your judgment. Contact additional support of MUS staff as needed. Always attempt to **DIFFUSE** any situation versus **ESCALATING** the situation. The number for the weather line can be contacted for these types of situations too, but please try to resolve before making call to this number.

\_\_\_ Please help us keep the parks clean and pick up garbage through the park sometime during the shift.

### End of Shift (Closing the Park)

NOTE: Games on Fields 3-6 will be completed prior to darkness. Until early June, games on Fields #3 and #4 are at 5:45 PM on weeknights. Beginning early June, the fields are doubleheaders at 5:15 and 7:15. We suggest closing down Fields 3-6 when their games are completed. Field #1 and #2 will usually be the last games.

\_\_\_ Empty garbage pails in dugouts into larger garbage cans in the event the team playing did not do this.

\_\_\_ Lock each field including field entrances and dugouts.

**End of Evening Closing Down Field #1 and #2**

\_\_\_ Ask coaches of the final game to cover mounds with tarps from Home dugouts. Please carry the tarps over the baselines, do not drag them.

\_\_\_ Lights will turn off automatically at 10:45 PM.

\_\_\_ Make sure restrooms and the Director's Office/Press Box is locked.

\_\_\_ Return the Master Set of keys back to the Director's Office.

\_\_\_ Lock all doors and return the Press Box Key to the exterior lockbox.