

# Field Open/Close Instructions

*The following instructions apply when a league designated vendor/supplier is not available to assist in these duties.*



Each team will be required to participate in Field Open/Close Duties. Teams will be responsible for 1 or 2 field duties per season.

## Opening Team Checklist

### SET UP BASES ON ALL FIELDS

Follow the instructions in the equipment bag and make sure bases are at the correct distance.

### PUT LEAGUE FOLDERS AT EACH BACKSTOP

There is one folder for each field.

### PUT ONE USED BALL AT EACH BACKSTOP

Be sure to include an Open (12") ball and/or Women's (11") ball for divisions scheduled on the field that day.

### PUT UP LEAGUE SPONSOR BANNERS

Banners should be attached outside each backstop, facing away from the field.

### INSPECT FIELDS

Check that the fields are lined, free of trash and hazardous materials, bathrooms and gates are unlocked, fields are playable, and the dugouts are orderly. Contact your division rep if any problems occur.

## Closing Team Checklist

### PICK UP BASES ON ALL FIELDS

Replace the in ground base mounts with the rubber plugs if available and pack the equipment bag.

### COLLECT LEAGUE FOLDERS AT EACH BACKSTOP

There is one folder for each field and these are stored in the equipment bag. Collect the line up cards in the folders and give to the closing board member. If no board member is present, see section for Reporting Scores.

### PUT EXTRA GAME BALLS IN THE EQUIPMENT BAG

These will be reused in the first game of the follow week.

### TAKE DOWN LEAGUE SPONSOR BANNERS

Banners should be carefully rolled and put into the equipment bag.

### INSPECT FIELDS

Check that the fields are free of trash and the dugouts are orderly. Throw any way any trash.

## ❑ TAKE THE EQUIPMENT BAG

Take and store the equipment bag until the following week if you are the Opening Team. If you are not the Opening Team, communicate with the Opening Team to coordinate the transfer of the equipment bag.

## Reporting Scores

If there is no Closing Board Member present at the end of the day, the scores from all fields must be emailed or texted to your Division Rep by the Closing Team's Manager by Monday morning.

The line-up cards need mailed to the SFGSL mailbox by the end of day Monday. Use the self-addressed envelope found inside the league folder.

## Failure to Fulfill Open/Close Responsibilities

The success of this league is dependent upon each team fulfilling its responsibility to set up and take down the field equipment in an accurate and timely manner as well as report the scores if necessary.

**Any team, which fails to fulfill their duties, will incur consequences outlined below:**

### Opening Team Failure Consequences

If the field is not set up accurately prior to the scheduled start time of the FIRST game of the day, the Opening Team will be penalized with a forfeit of the team's most recent winning game. This includes a forfeit fine of \$50.

If the field is not set up accurately prior to the scheduled start time of the SECOND game of the day, the Opening Team will be penalized with a forfeit, the \$50 forfeit fine, and a \$50 per game to cover for any games which cannot be played. At this point, the manager, coach and players on this team will be listed as members not in good standing. The SFGSL Board will review the circumstances and decide if any further action is required.

### Closing Team Failure Consequences

If the field is not closed accurately, the Closing Team will be penalized with a forfeit of the team's most recent winning game. This includes a forfeit fine of \$50.

If the field is not closed accurately and the result is a loss of all equipment, or if the equipment is lost or misplaced, the Closing Team will be held financially responsible for the entire cost of replacing the equipment. At this point, the manager, coach and players on this team will be listed as members not in good standing. The SFGSL Board will review the circumstances and decide if any further action is required.

### Equipment Transfers Failure Consequences

If necessary, the Closing Team will be responsible for transferring equipment to the next Opening Team. Failure to do so will result in the Closing Team acquiring all Opening Team responsibilities for the following week. If the Opening responsibilities are not met, the team will incur consequences described above.

## Questions/Concerns

If there are any questions or any concerns with the opening and closing of the fields, please contact your Division Rep. There will be phone numbers provided in each equipment bag to contact particular board members for assistance or when encountering any problems.