



# Director on Duty Responsibilities



	Standard Operating Procedures	COVID-19 Operating Procedures
<b>Weather</b>	<ul style="list-style-type: none"> <li>✓ Responsible for calling games as a result of rain and/or heat. Rain decisions can be escalated to either Russ or Paul for final decisions. Paul will be the authority on calling games as a result of surpassing the required heat indexes. Russ – 518.496.0353 (mobile) Paul – 518.542.2458 (mobile)</li> </ul>	<ul style="list-style-type: none"> <li>✓ In progress games impacted by rain – players, spectators, umpires, managers/coaches should be directed to their vehicles. There should be no congregating in areas; picnic, concession, or restrooms</li> <li>✓ Field Prep resulting from Rain – proper hygiene and sanitizing methods are to be used during and after with materials</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>✓ Weekly games (M-F) – games begin at 6:00 pm. Please arrive 30 minutes prior to game start, 5:30 pm.</li> <li>✓ Weekend games (Sat-Sun) – games begin at 8:00 am. Please arrive 30 minutes prior to game start, 7:30 am.</li> </ul>	
<b>Attire</b>	<ul style="list-style-type: none"> <li>✓ Directors shirt and hat will be provided and must be worn while on duty.</li> </ul>	<ul style="list-style-type: none"> <li>✓ COVID-19 required mask is always to be worn</li> </ul>
<b>On-Site Activity (Pre-game)</b>	<ul style="list-style-type: none"> <li>✓ Alarm – Deactivate – The location of the alarm is in the closet inside the men’s restroom. Both men and female restroom doors are not set to the alarm. Therefore, you should unlock men’s restroom (turn on lights) door to enter and deactivate alarm.</li> <li>✓ Unlock doors/gates – After deactivating alarm, unlock club house, snack stand (designated isolation room), female restroom (turn on lights) and all field gates. On the intermediate field, only unlock the single gate on the visitor’s side.</li> <li>✓ Majors score board / announcer’s booth – Get the score board going upstairs in the announcer’s booth. There is a switch on the right side of the front wall, turn it on, turn on the power strip below the sound system, turn on the scoreboard control (switch is on the back). Press 03 enter. This is the code used for baseball. Then attempt to turn on the P.A. system. Don’t worry if makes no sense to me either, you just turn on the amplifier and the cd player. The Star-Spangled Banner is on the disk in the machine.</li> <li>✓ Star-Spangled Banner played 5 minutes prior to start of game.</li> </ul>	<ul style="list-style-type: none"> <li>✓ After deactivating alarm panel, use proper sanitizing methods to clean alarm panel</li> <li>✓ After opening doors, use proper sanitizing methods to clean doorknobs</li> <li>✓ After opening field gates, use proper sanitizing methods to clean locks and gate handles</li> <li>✓ Ensure proper supplies are in place for restrooms; soap filled, no towels, only utilizing air dryer and toilet paper</li> <li>✓ Ensure proper disinfecting and sanitizing has been complete prior to and at end of games for restrooms and bleachers</li> <li>✓ Capture date, time, and level of cleaning completed in log</li> </ul>
<b>On-Site Activity (During Game)</b>	<ul style="list-style-type: none"> <li>✓ Magee Park Support – 1 DOD</li> <li>✓ Majors resources; 2 umpires, 1 DOD, 1 announcer/scoreboard</li> <li>Intermediate resources; 1 umpire (DOD), 1 DOD</li> <li>Farm resources; 1 DOD, 1 umpire (Home team coach)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Compliance with COVID-19 SmartPlay plan requirements</li> </ul>

If you need keys, code or instructions in operating the alarm please email Russ at [ericdad99@gmail.com](mailto:ericdad99@gmail.com).  
Mobile: 518.496.0353 (Call or text for quickest response)



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	Standard Operating Procedures	COVID-19 Operating Procedures
<b>On-Site Activity (During game) Continued</b>	<ul style="list-style-type: none"> <li>✓ Game Balls Majors – 3 balls per team (CX-1) Intermediate – 3 balls per team (CX-1) Farm – 3 balls per team (Stay-Soft 5)</li> <li>✓ Umpires Majors – Utilizing 2 capital district umpires. Intermediate – Utilizing 1 DOD Farm – Home team coach responsible</li> <li>✓ Responsible for monitoring the play, spectators, Magee Park and everything included</li> <li>✓ COVID-19 Symptom’s Incident at the Park – Isolate person to the snack stand (Isolation Room) and contact COVID-19 Safety Coordinator Lou Faiola – 860.662.0827 call or text</li> </ul>	<ul style="list-style-type: none"> <li>✓ Game balls are designated to each team and will follow the team for the duration of the game</li> <li>✓ Foul balls retrieved are to be given to the DOD who will in turn coordinate with a coach or manager to have the ball sanitized and then placed back into circulation with the respective team</li> <li>✓ Umpires – Late or missing umpires contact Michael O’Connell by text 518.331.3950</li> </ul>
<b>On-Site Activity (Post-game)</b>	<ul style="list-style-type: none"> <li>✓ Restrooms – sanitize and disinfect both men’s and female’s restrooms</li> <li>✓ Capture date, time, and level of cleaning completed in log</li> <li>✓ Garbage – empty any bag that is more than half full. Make sure dumpster is locked at the end of the night.</li> <li>✓ There is no need to run the groomer between games on Saturdays or Sundays. A quick rake of home plate, pitchers’ mound and base paths will suffice. If the groomer is used it MUST be sanitized by the operator.</li> <li>✓ Tarps are to be put back on after the last game (or practice) of the day NO EXCEPTIONS. Only managers, coaches and directors can handle the tarps, no players. Lock doors/gates – lock club house, snack stand (designated isolation room), female restroom (turn off lights) and all field gates.</li> <li>✓ Leave park only after the park is empty.</li> <li>✓ Setting the Alarm – the alarm should say “system not ready” if there is a door open. At the top right of the alarm are 2 up and down keys...if you press the down key, it will tell you what door is still open...it is usually the umpire room (2<sup>nd</sup> floor storage front). Once system indicates “all systems ready” you can enter the code, turn off lights in men’s bathroom and leave. If you are having trouble, please text or call Russ – 518.496.0353</li> </ul>	<ul style="list-style-type: none"> <li>✓ After activating alarm panel, use proper sanitizing methods to clean alarm panel</li> <li>✓ After closing doors, use proper sanitizing methods to clean doorknobs</li> <li>✓ After closing field gates, use proper sanitizing methods to clean locks and gate handles</li> <li>✓ Ensure proper supplies are in place for restrooms; soap filled, no towels, only utilizing air dryer and toilet paper</li> <li>✓ Ensure proper disinfecting and sanitizing has been complete prior to departure.</li> <li>✓ Capture date, time, and level of cleaning completed in log</li> <li>✓ Store the sanitizer stations in dugouts or locked covered after the last game or practice of the day.</li> <li>✓ Open bin COVID-19 trash cans should be stored under cover as much as possible.</li> <li>✓ Surplus sanitizers, soap, trash bags, gloves, masks, etc. will be on the table in the managers room.</li> <li>✓ The dugouts must be COMPLETELY cleaned of trash or ANY personal belongings after each game or practice. This should be up to the managers but enforced by directors.</li> </ul>
<b>Scheduling Conflicts</b>	<ul style="list-style-type: none"> <li>✓ It is your responsibility to swap with another director if you have a conflict.</li> </ul>	