

Officer of the Day Duties

The Officer of the Day is a board member who serves on-site at Gilleran Park whenever Viejo Little League games are being played.

Shift Hours

Monday through Friday

- 5:00 PM to closing

Saturday

- 1st shift 8:30 AM to 12:30 PM
- 2nd shift 12:30 PM to 4:30 PM
- 3rd shift 4:30 PM to closing

1. At the start of the shift report to the Snack Bar with a fully-charged cell phone. Wear your VLL Board shirt so that you can be easily recognized and introduce yourself to the Snack Bar personnel.
2. Write your cell number on the white dry eraser board in Snack Bar so you can be easily reached in case of emergency.
3. Insure that proper and safe field procedures are adhered to and fields are inspected by Managers, Coaches, or Umpires prior to each game. If a problem exists, the Field Safety Check form needs to be filled out and placed in the Incident Box located in Snack Bar.
4. Constantly monitor the safety of all fields and facilities. Throughout the shift the Officer of the Day should walk all fields daily (including Junior's) to make sure all is well.
5. Know the location and contents of the first-aid kit in Snack Bar.
6. Enforce Don't Swing Rule -No bats are to be swung anywhere except when player is at home plate preparing to bat (there is no on deck circle at Majors and below).
7. No climbing on dugouts, backstops, outfield fences, trash enclosures or bleachers.
8. No coaches catching for pitchers or other players during warm-ups.
9. Catchers adjacent to coach swinging a bat must wear a catcher's helmet.
10. No talking through dugout fences.
11. No holding bats in dugouts.
12. Enforce conduct rules for Managers, Coaches, Players, and Parents where applicable - Report any violations to league Safety Officer.
13. Ensure that only qualified individuals are operating the Snack Bar equipment including the BBQ (monitor in conjunction with the Snack Bar Supervisor).
14. In the event of thunder and/or lightning inform the umpires that games are to be stopped immediately and players dismissed to their parents/guardians.

15. Check-in at the Snack Bar a couple of times during your shift.
16. If an issue arises, be there to mediate if necessary.
17. Be sure all Incident/Injury Tracking Forms are filled out completely and placed in the incident box located in the Snack Bar. Notify Safety Officer, John Brault, by phone (949-291-4015) that incident(s) occurred and there are forms in the box to be picked up and reviewed.
18. Any item pertaining to field work such as holes in the turf or missing/broken equipment bin locks, should be reported to Fields Director, Jim Burchit.
19. Any property that is damaged should be reported to Viejo League President Brian Zrimsek.
20. When games are completed, please be sure all equipment is put away and equipment bins on all fields are locked including AA and Juniors.
21. Close/count cash from Snack Bar with the Snack Bar Supervisor and deposit into safety box.
22. Ensure that only the Field Director(s) or one of the Field Director(s) designee's drags fields using any form of mechanical equipment (i.e. mule). Designee should be an adult (18 and older) with a valid California driver's license and should carry no more than two passengers (one driver & one passenger) without impeding driver's ability to operate equipment safely.
23. Turn off lights when all fields are clear. Call 877-347-3319 and provide lighting service with the username (Viejo) and password (Bulldogs). Let them know exactly which Gilleran fields you need turned off using the codes below. Make sure to request the correct code(s) as it may not be possible to have the lights turned back on.

Fields	Code
Batting Cages	Batting Cages
Juniors	Baseball-1
Majors	Baseball-2
AAA	Baseball-3
A and T-ball	Soccer-1
AA	Soccer-2