

WHITE HAT DUTIES

1. If weather is an issue, communicate with the grounds crew or check the fields and make a decision as to whether the games will be played, canceled or delayed. Post any appropriate message on the hotline. Update hotline before 4:30 PM on weeknights, 7:30 AM on Saturdays, noon on Sundays and, if possible, at least an hour before game time thereafter. If games are canceled, communicate with Steve Brusio (212-2416), Andy Ommen (825-3569) and Cory Steers (825-8313) so text alerts and facebook can be updated. If some fields are playable and others aren't be sure to communicate with the concession manager (824-7265) to make sure any message addresses the staffing needs of the concession stand.
2. Procedures to update the MCPB Weather Hotline (823-0402) Message:
 - a. Call 823-0333
 - b. Enter 2402 - account number
 - c. Enter 1234 - password
 - d. Press 8 - options
 - e. Press 4 - change greeting
 - f. Press 2 - record greeting
 - g. Record new message, press any key when done
 - h. Press 4 - to save greeting

Suggested Message format:

Hello, thank you for calling the McLean County PONY Baseball weather hotline for *(day of the week and date)* at *(insert time)*.

Record relevant information

3. When games are going to be played, the White Hat duties begin with opening the complex at least one hour (earlier if possible) before the start time of the first game. Open the Main Gate and the West Gate; combo is 7145. As a courtesy to the closing white hat, please do not relock the padlock on the fence. Bring the locks to the concession room to assure no one gets locked inside the park at the end of the day. Make sure the West Gate is pushed all the way open to allow traffic to flow both ways. Main Gate can be partially closed to discourage unauthorized vehicles from driving down the lane. Check the restrooms and Umpire's Locker Room. Empty trash (including sanitary napkin bags in WRR), sweep (both inside and just outside the door), wipe off counters and clean mirrors, if necessary. Verify there is adequate soap, toilet paper and paper towels in the dispensers (supplies, broom and dustpan are in the cabinet in the women's restroom so it helps to complete this job before any members of the opposite gender are inside the complex – keys for paper towels and TP are in both WRR and ER). Spray air freshener in both restrooms. Check supply of new baseballs in the Umpire's Locker Room (and anything else in there that might need attention.) Additional baseballs are in the walk-in side of the garage; combo is 4294. Sweep pavilion, if necessary. The Gator will be in the roll-up side of the garage; combo is 1015.
4. If the flag is not up, you will need to raise it. The flag and tools will be in the walk-in side of the garage. Check with Brian if you are unsure of how to attach the flag to the cables.
5. On days when it is wet and the grounds crew is not available, monitor fields to make

WHITE HAT DUTIES

sure fields are not abused for the sake of that particular day's ballgames. Communicate with coaches and umpires to determine if games can start on time or need to be delayed, and if time limits will be modified.

6. Check in with the concession staff so they know who is on duty and where you will be. Make sure concession crew has a way to get a hold of you immediately, if necessary. Most people who have issues or problems go to the concession stand to ask for assistance and the workers need to know where to direct them.
7. Confirm that volunteer concession stand workers have arrived for the start of their shift (at the top of every odd hour, 9-11-1-3-5 and 7 o'clock). If workers are missing, check with a representative of the team to find the assigned parent or a qualified adult replacement.
8. Confirm that umpires have arrived and are at the fields at least 5 minutes prior to game time. If anyone is missing, coordinate umpires to make sure games are as adequately covered as possible. If an umpire must work alone, make sure he is capable and comfortable doing so.
9. Someone will usually come to the pavilion to pick up the scoreboard controllers. But if not, either deliver the remote(s) to the field(s) or turn on the scoreboards from the concession room. Someone will eventually come up to get the remote, particularly if the scoreboard is still showing the result from the previous game.
10. Make sure all games start on time. Check to see if there is any problem if a game is not underway at the appropriate time.
11. Monitor trash cans (including pavilion and the trash cart near the umpire's locker room). If they are full, replace with a new liner and take the full bags to the dumpster near the Morton Building. Most cans use a 33-gallon liner, but the large cans behind the Bronco and Pony backstops and between the restrooms require a larger drum liner, which is then pulled around the outer can and secured with the lid. **PLEASE USE THE DRUM LINER AND NOT A 33-GALLON LINER IN THE LARGE CANS** (unless you really want to be cussed out by the person who has to empty it.). Replacement liners are stored in the walk-in side of the garage.
12. Monitor the complex to make sure nobody is breaking any rules. There are no pets, smoking, coolers, outside food or drinks allowed on Pony property...these rules apply to everyone. Kids should not be climbing trees or playing on idle fields. Answer questions and deal with issues and problems as they arise, including monitoring weather related circumstances.
13. If cloud-to-ground lightning is seen or thunder is heard, the complex is immediately closed until there has been no lightning or thunder for 30 minutes. Communicate any necessary information to those at the park and update the hot line. You may contact Steve, Andy and Cory for text alerts and facebook, if there is time to do so. Occasionally it is possible to see reflective lightning in the clouds from storms that are more than 50 miles away, and moving farther away. Make sure games do not get stopped when the storm is not in the vicinity of the complex or likely to cause a problem. If games are stopped for lightning, they need to be stopped on all fields and people need to be instructed to seek shelter in a vehicle or enclosed building.

WHITE HAT DUTIES

Typically, field lights are turned off during a delay. If it becomes possible to resume play, field lights can be turned on to signal when it is considered safe to return. Remember umpires may be seeking shelter in the Umpire's Locker Room during a lightning delay. Don't forget they are in there.

14. If necessary, turn on field lights, batting cage lights and concession lights (yellow switches in electrical box) from the Electrical Room. If there is a night game, make sure the Parking Lot Lights are on remote. They will automatically come on before dark and go off at 10:15. If there is no night game, use the manual controls to turn the parking lot lights on and off, as needed. Do not needlessly burn the field, batting cage or parking lot lights if they are not necessary.
15. Be prepared to monitor any ballgames that become intense. Someone will probably let you know when this is necessary. Your presence will likely help calm things down, but you may need to step in to settle the situation if it has gotten out of hand.
16. Occasionally, you may be asked to settle a disagreement on rules. This usually happens after the fact, but sometimes games are held up until the white hat confirms the ruling or makes a decision.
17. If there is spare time, evaluate the umpires and provide feedback.
18. As games end, check with the umpires (especially the younger ones) to answer any questions or offer advice. If there is a doubleheader split, help umpires getting a drink from the soda fountain since the concession crew may be too busy.
19. Monitor trash, soap, toilet paper and paper towel needs in the restrooms.
20. Periodically check the supply of new baseballs in the Umpire's Locker Room. If used ball buckets are full, transfer most of them to the big boxes behind the door in the walk-in side of the garage. Always leave a few used baseballs in the buckets in case they are needed as secondary game balls.
21. After the concession stand closes, it will be necessary to count and verify the day's receipts.
22. Wipe down the restrooms and push down trash (empty if full). At closing, make sure lights and all water is turned off in the restrooms and no toilets are leaking (or worse) at the end of the evening. Leave restrooms unlocked.
23. Make sure scoreboards are turned off and controls are returned and put away after final game. If not, they are probably in a dugout, on the box attached to the backstop or traveling home in someone's car by accident. The best way for the controllers to fit into the holder is to have two of them face each other, using the two slots at each end, with the middle slot left open. Otherwise there isn't enough room and we end up breaking the holder.
24. Turn off batting cage lights and field lights when they are no longer needed. Turn off concession lights (yellow switches in the electrical box) before leaving the complex. Make sure Concession Room, Electrical Room and walk-in side of garage are locked or going to be locked.

WHITE HAT DUTIES

25. If winds are expected to exceed 15 mph before the next games, take the flag down and store it in the walk-in side of the garage. Otherwise it is okay to leave the flag up, assuming the light is working. And regarding the flag light, monitor to make sure kids are not playing around or touching the light. The light post seems to get broken or someone gets burned by the light every year.
26. Verify there are no cars still inside the fence, especially up at the Concession Stand, then lock the West Gate and Main Gate. Parking lot lights should go off automatically at 10:15 PM if they are switched to remote.
27. Other duties as assigned.

Additional Information:

- First-aid kit, defibrillator and megaphone are in the cabinet above the phone in the Concession Room.
- New game balls are stored in the walk-in side of the garage just inside the door on the right.
- Report broken or non-working facilities to the complex coordinator.
- Report broken baseball equipment to the equipment coordinator.
- Keys to the bulletin board and ice freezer are in the drawer below the phone in the concession room.
- Umpires must be paid if games are canceled less than one hour before game time and they report.