

MUS FIELD LIAISON GUIDE CHECKLIST - ZORINSKY 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 door key located on the backside of the green fence to the right of the concession / restroom / field equipment building.** Use code 1331 to remove the keys (restrooms and fields). **Please return the keys back to the lock box once you confirm all fields and bathrooms are unlocked. Then at the end of the night when you need to lock up, retrieve these keys from the lock box and then return keys immediately upon locking up to the lock box!**

- ___ Check bathrooms are unlocked and there is proper supply of toilet paper.

- ___ **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)

- ___ 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 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 1-5 will be completed prior to darkness. Until early June, games 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 1-5 when their games are completed.**
- ___ **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 on Field 1 and 2. Please carry the tarps over the baselines, do not drag them.**

- ___ **Make sure restrooms and the building are locked.**

- ___ **Return the Master Set of keys back to the lockbox.**