

## ***Executive of the Day Duties***

- 1) Arrive at least ½ hour to 1 hour before game time (weekday or 1st game of day)  
If **RAINING** arrive 1½ hours before game time (weekday or 1st game of day)
- 2) Open Gate to Equipment Pen
- 3) Inspect Fields to see if playable (You make the call on rainouts)
- 4) Introduce yourself to the Officer of the Day and concession staff
- 5) Put on EOD Lanyard and have Office of the Day put on OOD lanyard
- 6) Have OOD check all trash cans and empty/replace bags as needed
- 7) Make sure each team has a parent or scheduled replacement in the concession stand
- 8) Make sure each adult on the field has successfully completed the Background Check and Safety Training
- 9) Make sure the stand is fully stocked and keep it stocked during your shift
- 10) In case of rainout:
  - Call each CDUA Umpire (must be 1 hour before game or we pay; contact list in concession stand)
  - Call Youth Umpire Coordinator for youth umpires
  - Call League and Parent Auxiliary Presidents
- 11) If you are the last shift of the day, you need to:
  - Empty and replace all trash bags
  - Store Equipment
  - Pay the Umpires
  - Verify the count of concession receipts (\$\$)
  - Set aside funds for the next day's startup
  - Place money in lockbox
  - Turn off fryer, grill, fans and lights
  - Lock Concession windows and doors



<i><b>Phone Numbers</b></i>		
Commissioner	Aaron Malinoski	518.248.0048
Assistant Commissioner	Kirk Ives	518.496.5475
Minor League President	Matt Callahan	518.378.5760
Major League President	Scott Heid	518.424.6986
Babe Ruth President	Rick Isdell	518.860.7618
Travel President (7-12U)	Brian Hamlin	518.528.6941
Travel Vice President (7-12U)	Jason Driscoll	518.858.0447
Travel President (13-18U)	Jayson Townsend	518.728.6732
Parent Auxiliary	Alison Thorne	518.858.0231
Youth Umpire Coordinator	Elizabeth Bell	518.330.6618
Colonie Police Department	Non-Emergency	518.783.2811