

HOWARD COUNTY YOUTH PROGRAM
BASEBALL and SOFTBALL
CADRE RESPONSIBILITIES
3/2/24

Scott Arterburn – Head Cadre
443-829-9222 (cell)

Note: Please do not sign up to be a Cadre until you have had the training class or watched the online video, then received the Cadre Key Code.

GENERAL: HCYP is responsible to maintain and manage Kiwanis Wallace Park. That means each day that there are practices or games, someone is the designated responsible party – the Cadre. There are a number of specific duties, each of which is important but relatively simple. On the plus side, the Cadre need know nothing about equipment or baseball/softball to do the job well!

CADRE KEY: The Cadre Key is now located in two places – the lock box at the Umpire Room and the lock box at the base of the Field 6 Pressbox. The code for the lock boxes is the same: 04371. Open the box, unlock/lock the park and replace the key when finished. Please do not carry it with you during your shift.

DUTIES

OPEN/CLOSE PARK: Write your name and phone number on the white board in the Umpire Room. If during the Pre-season or Fall Ball you are the Cadre and are playing a game/practicing, write your field number too. The Opening Cadre will unlock restrooms (upper and lower), open the equipment sheds (there are 3 of them), raise the flags, put out the speed bumps and unlock 6 chain link fence gates. Note: The key for the upper rest rooms is located on a toilet plunger (not kidding) located in the Gator. The Closing Cadre will inspect, close and lock the restrooms and equipment sheds, roll up speed bumps (place in Gator), lower and store the flags, ensure no children are left in the park, and turn off all lights. Lights MUST be out by 10:00 pm.

GATOR: PLEASE RIDE IN THE GATOR DURING YOUR SHIFT. If you are not in (or near) the Gator, you are just another parent in the Park. People know that the person driving the Gator is the Cadre so drive it around the Park during your shift. Feel free to bring **one(!)** other person with you if desired. No Beverly Hillbillies acts, please.

GATES: To provide access for emergency vehicles, there are 6 chain link fence gates that need to be unlocked by the Opening Cadre and locked by the Closing Cadre. The locations are: 1)

left field corner of Field #4, 2) left field corner of Field #5, 3) at the end of the emergency access road between Fields 5 and 6, 4) at the left field corner of Field #3, 5) in the right field corner of Field #7 and 6) in the left field corner of Field #12.

COORDINATE UMPIRES: The Cadre ensures umpires are on the fields at least 5 minutes prior to game time for the Managers' pre-game conference. In case of an umpire shortage or no-show: reassign umpires, taking a base umpire that is at the right level for use as a plate umpire. Note: The umpires will know if they are at the right level. If there are plate umpire shortages, please call the Umpire Coordinator (see sheet in Umpire room for phone number).

As a last resort, have the managers assign someone to umpire from behind the pitcher's mound.

INSTITUTE HCYP WEATHER POLICY: Determine if and when play should be suspended before or during a game because of unsuitable weather or field conditions (there is an air horn located in the Gator glove box). **HCYP's Lightning and Thunder Policy** can be downloaded from the website and is posted in the Umpire Room. It can also be found in the Cadre Manual located in the Gator. Essentially, everyone at the park must find an automobile in which to ride out a delay. **DO NOT USE THE PAVILION OR DUGOUTS FOR SHELTER. GET TO A VEHICLE.** If you hear thunder or see lightning, jot down the time, get everyone off the fields and wait a minimum of 30 minutes from the last thunderclap/lightning bolt prior to restarting games.

TURN ON/OFF LIGHTS ON FIELDS 4, 5, 6, 7, 8, 11 and 12: Lights should be turned on just before dusk or when needed, and off by 10:00 pm. Lighting is expensive, so please turn off lights immediately on any empty fields. Light switches are located below the press box immediately behind home plate at Field #6. Use your Cadre key to enter the room at the base of the press box, and the light key will be hanging on a lanyard on the light switch immediately to your right. ALWAYS HANG THE KEY UP IN THE ROOM AND LOCK IT INSIDE. Field 12 is a softball field and has its own light switch located at the field (combination is 2212 if you need access).

ANNOUNCE "NO NEW INNINGS" DUE TO DARKNESS: On the unlit fields, determine to the best of your ability when darkness may become a safety issue at least 20 minutes prior. Please go field-to-field, discuss with umpires and make sure the *umpires* (they are the ones in charge of the games; please assist them if asked) notify managers about no new innings being enacted.

ANNOUNCE "HARD STOP": Hard Stops now include time limits for International, Minor and Major games, with no new inning started within 15 minutes of the following time limits:

Maximum Game Length
International: 2 hours

No New Innings
1 hour 45 minutes

Minor: 2 hours 15 minutes	2 hours
Major: 2 hours 30 minutes	2 hours 15 minutes
Pony: 2 hours 45 minutes	2 hours 30 minutes
Colt: 2 hours 45 minutes	2 hours 30 minutes

Hard stops are also 15 minutes prior to the start of the next scheduled game. No new innings may commence 30 minutes prior to the start of the next scheduled game. If there is no game after the one being played, the time rules will dictate the Hard Stop. There is also a Hard Stop every night at 9:55 pm on all fields (no new innings after 9:40 pm), and a 9:00 pm Hard Stop Sunday through Thursday for International and Minor games (Fields 2, 3, 4 and 5 only). Majors may play until the 9:55 pm Hard Stop.

HELP RESOLVE RULES DISPUTES: When called to a field, help settle any disputes by following HCYP's Baseball Rules, which can be found on the HCYP web site, in the Cadre Manual located in the Gator and hanging from the bulletin board in the Umpire Room. Cadres DO NOT resolve umpire judgment calls, and their only role in resolving rules disputes is to provide a copy of the rules to the managers and umpires. If necessary, contact Scott Arterburn (443-829-9222), Joel Zolnier (443-803-7888) or the appropriate league commissioner for assistance (please start with the league commissioner):

Rookie: Keith Radcliffe

Pinto: Eric Smith

International: Sam Bhasin (410-905-8589)

Minor: Keith Colburn (443-803-1183)

Major: Thomas Fahs (410-504-4878)

Pony: Jason Fiegel

Colt: Rick Hughey (443-519-3511)

HELP MAINTAIN ORDER: Ensure proper field decorum and good sportsmanship are maintained at all times by managers, coaches, players and spectators. Kindly pull managers aside if you deem it necessary, and remind them they are responsible for their players' and parents' behavior. Also, the roadways next to softball Field #7, and between Field #6 and the Pavilion are for emergencies, and the Cadre should ensure that neither is blocked by cars.

REPORT AND DOCUMENT INCIDENTS AND INJURIES: Call 911 in case of emergency or when serious injuries occur. Use the Incident Report to document any significant incident or injury to any individual on the premises. Blank forms are on the bulletin board in the umpire Room and also in the Cadre Manual in the Gator. An injury requiring the completion of the Incident Report is when the EMTs are called or if a parent is taking the player to the emergency room.

GAME INCIDENTS AND PROTESTS: In the event anyone (player, parent, manager, coach, etc) is ejected from a game, an Incident Report must be filled out and texted to the names shown at the bottom of the form. In the event of a protest, that also requires the completion of an Incident Report which must be filled out before either manager of that game leaves the park. Incident Report Forms are located on the bulletin board in the Umpire Room and in the Cadre Manual in the Gator.

SCOREBOARDS ON FIELDS 6 AND 11: (not used in Fall Ball) HCYP owns hand-held scoring devices for the scoreboards on Fields 6 and 11. These are located in the upstairs press box behind home plate at Field #6. If requested, the Cadre shall unlock the press box to allow access to the scoring devices, which may be used by a designee of the manager(s). After each game, managers are responsible for returning them to the press box, and the Closing Cadre shall make sure both devices are turned off and plugged in for charging, and that the press box is locked. The on/off switch for the scoreboards is located on the right just inside press box field-level door (the lanyard with the light key is hanging on the scoreboard switch box).

EMERGENCIES

In the event of an emergency requiring a 911 call, the Cadre shall wait at the main entrance and direct the EMT's to the field where the emergency has occurred. As a reminder, **the AED is located on the back wall of the Umpire Room.** There is a map of the park in the Cadre Manual under the Gator passenger seat.

ADDITIONAL ASSISTANCE

Additional help may be found on the sign-in board in the Umpire Room. Each shift, any HCYP executive committee member that is in the Park will write their name, phone number and field # on the board. Please feel free to track one of them down if you have questions or need any assistance during your shift. REMEMBER – YOU ARE NOT ALONE!

CADRE MANUAL

There is a Cadre Manual located beneath the passenger seat of the Gator. It includes everything you should need if there are questions during your shift. Or, feel free to call the Head Cadre if you aren't sure about any situation you encounter.

!!PLEASE REPLACE THE CADRE KEY IN THE LOCK BOX WHEN DONE!!

Thank you!!

CADRE DUTIES OVERVIEW

WHILE ON DUTY

- Post your name, cell number, date and shift hours on the white board in the Umpire Room
- Have the Cadre Manual with you at all times (beneath passenger seat in the Gator)
- Travel through the park in the Gator to show presence and perform duties. Feel free to bring a player or another family member along for your shift and have them ride with you. Note: You must be at least 18 and have a valid driver's license to drive the Gator.
- Record any incidents in the park on the Incident Form, photograph it and text it to all parties noted on the bottom of the Form.

PARK OPENING PROCEDURES

- Unlock Umpire Room and prop door open with a trash can or tee
- Unlock 6 chain link gates
- Raise the flags (flag poles are next to the Pavilion); the flags can be found on a shelf in the Umpire Room
- Place speed bumps near pedestrian areas
- Unlock the rest rooms (upper and lower)
- Determine umpire needs and coordinate them for any games starting during your shift

PARK CLOSING PROCEDURES

- Check the park for any children who haven't yet been picked up
- Lower and store the flags in the Umpire Room
- Lock 6 chain link gates
- Check restrooms (upper and lower) and lock them
- Put Gator and ALL other equipment back in the Shed
- Roll up speed bumps and leave in the back of the Gator
- Lock Meeting Room and Umpire Room doors
- Turn off all lights: Must be off by 10:00 pm every night. Kindly remind players, coaches and parents to vacate the park quickly after their games to get the lights out by 10:00 pm
- Plug in scoreboard devices in upstairs press box behind Field #6.