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| **Team Manager Guide to Field Maintenance** |
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TEAM MANAGER GUIDE TO FIELD MAINTENANCE

# Introduction

Every activity of Alderwood Little League is coordinated by the volunteer efforts of the Board of Directors. In doing so, the Board relies on the efforts of many volunteers to complete the mission of the league. Your role as a Team Manager includes many responsibilities. Among them, is the responsibility to ensure safe playing conditions for our players.

Alderwood Little League Fields 1, 2 and 3 are heavily used from March 1st to October 31st of each year. Much time, money and effort have been spent to make the ball fields a first class facility. Ongoing maintenance is continually needed to keep the field in the best condition possible. In addition, we are currently budgeting many dollars to make major improvements over the next couple of years which will require many volunteer and many volunteer hours. With this is mind, the following Guidelines have been established to insure excellent playing conditions on our fields both now and in the future.

# General Rules to Field Use

* No pre-game or pre-practice catch is allowed on the infield portion of the ball field. Hitting against the backstop or any fence with baseballs is not allowed. This includes soft toss. Hitting with pop up nets is permitted AWAY from high traffic areas. Hitting whiffle balls is permitted, with batting helmets on and AWAY from high traffic areas.
* Practicing during wet conditions is not allowed.
* Please pick up all trash from the field and dugouts after each game or practice.
* Make sure the sheds and dugouts are locked, equipment is put away, trash is empty in the dugouts and bleachers after each field use.
* Please make sure the batting cages are cleaned up and locked after each use. Lock the chains to the fence poles while using the cages in order to prevent theft or loss.
* Please lightly rake the field and fill in holes in the batter’s box, pitcher’s mound and sliding areas after each field use. If rain is expected, tarp the pitcher’s mound and home plate area.
* Do not allow any of your players to dig holes in the outfield grass during games or practice.
* Keep the storage areas neat and clean

# Pre Game Preparation

**The Home Team is responsible for preparing the field for play prior to each game.**

* **Installing bases:** Bases should already be installed on Fields 1, 2 and 3.
* **Prep the pitchers’ mound and batters’ boxes:** Please rake, level and tamp these areas prior to the game. Make sure depressions are filled-in and packed down. If the dirt is dry and dusty, apply some water before packing.
* **Chalk** the baselines and batters’ boxes in the dirt. Use the orange guidelines and chalk all the way to the outfield fence, as time permits.
* If someone is planning to use the **score booth**, please direct them to the Little League office to obtain the key and scoreboard controls.

**Removing and storing tarps:** Do not leave tarps on the grass on the field. They will severely damage and even kill the grass even if left on the turf for a few hours. Neatly fold the tarps and store them as follows:

**Field 1**: Behind the third base dugout

**Field 2**: In the Field 2 storage shed

**Field 3**: In the third base dugout bullpen area

Tarps are available on each field to cover the home plate and pitching mounds only*.*

## Dealing with Wet Fields

Standing water must be **removed**  from the dirt portions of the infield, but PLEASE never, **never sweep the water, mud and dirt on*to the grass.***

##### Step 1:

* Remove standing water by **digging a sump (i.e. small hole)** with a shovel in the center of the puddle.
* Then, bail the water with a small container or cup.
* Pour the water onto dry portions of the infield (or outside the field).

##### Step 2:

* Shovel up any sloppy mud into the wheel barrow and **haul it off** the field.
* At the pile of field mix **trade out the mud from the field** for fresh drier dirt. Field mix is located adjacent to field 3. Wheel barrels are available at each field.

# Post Game

**Both the HOME & VISITING teams share responsibility for maintaining the field after each game. Each team should plan to provide 2 volunteers after each game to accomplish the following:**

1. Rake the field. **The entire dirt portion of the field should be raked and leveled after each game.** Depressions, holes and footprints that are left on the field collect water and create problems for the next game.

## DETAILED INSTRUCTIONS

##### CLEAR THE DIRT AREA OF THE FIELD

1. **Remove any debris:** including grass clippings, rocks, etc. from the field.
2. **Rake under the bases**: Remove the bases and rake underneath each base to create a level base area. Careful not to rake dirt into the post hole for the base. Return the base to its position and ensure it is level.

##### RAKING THE BASELINES & INFIELD

##### **Rake the baselines and infield in the direction of the baseline,** i.e. rake in the same direction a player would run the bases.

DO NOT rake across the baselines in side-to-side direction. This will create a “lip” at the edge where the grass meets the dirt. A “lip” creates UNSAFE field conditions for our players.

##### DO NOT ALLOW A “LIP” FOR FORM

A “lip” is a bump created when dirt builds up at the grass edge from improper raking of the infield or baselines. This creates An UNSAFE field for our players.

* Use a regular rake along the grass edge.
* Keep the rake **at least 6-inches away from the grass** edge so that loose dirt does not get into the grass. Dirt raked into the grass creates a “lip” at the grass-edge.

##### SWEEP THE GRASS

Using a broom or fan rake, sweep the field mix out of the grass edges of the infield.

Particular attention should be given to the areas around 1st base, 2ndbase, and 3rd base; the pitcher’s mound; and the batter’s box.

**This is a critical part of keeping our field free from forming a “lip” edge. This keeps our fields safe and lowers maintenance needs at season’s end.**


##### BATTER’S BOX & PITCHER’S MOUND

Level and tamp the batter’s box. Haul in extra field mix, if necessary.

Rake the pitcher’s mound from the outer edges inward to create a mound.

Sweep the grass area around both the batter’s box and pitcher’s mound to clear infield dirt mix from the grass area.

##### FINISHING THE FIELD

* **Tarp home plate *and* pitcher’s mound*, as necessary***. If rain is forecasted, our fields can return to use faster when these areas are tarped before the rain occurs.

##### DUGOUTS

* Sweep out the dugouts. DO NOT sweep dugout debris onto the field, pick it up and place in the dugout garbage can.
* Empty the dugout garbage can into the dumpster located in the parking lot.

##### LOCK UP

* Lock the shed, dugouts, and gates as you leave the field.
* If the score booth was used, be sure the controls have been returned to the league office and the booth has been locked.

##### BLEACHER AREA

* Parents and fans should clean up the garbage in the bleacher areas. It is the responsibility of all our fans and visitors to keep our complex clean.
* Empty the garbage cans located next to the bleachers into the dumpster.

# Problem Resolution

Please see the Board Member on Duty if an immediate situation persists.