

FIELD MAINTENANCE

Field maintenance is not just about mowing the infield or watering the dirt or painting the foul lines. It includes the entire facility including trash removal, equipment maintenance and maintaining the overall appearance of the facility. When a facility is in poor condition it will likely project a negative impact on players, parents and visitors. Our overall goal is to have a facility that projects a positive impact for players, parents and visitors.

The following is a guideline to assist our managers, players and parent to maintain our facility with minimum regular effort instead of major effort on occasion. These guidelines include day to day, weekly monthly and seasonal work that needs to be accomplished.

PRE SEASON DUTIES (early spring)

- Remove all weeds from inside of batting cage areas (spray roundup when completed)
- Hand grade batting cage (crowning center to edges) areas adding stone as required
- Uncover batting cage nets and install with one (1) safety screen in each
- Install water hoses at small stand and large stand
- Clean and distribute trash cans and recycle bins throughout facility
- Reinstall bleachers as necessary
- Clean out shed (and storage shed near field 3) and organize
- Start up all motorized equipment, verify all is in safe working condition
- Contact the Town Recreational department to turn on water to both concession stands and storage building and install safety net on field 1, 2, 3 & 4. Install padding on all guide wires near bleachers
- Repair windscreens on all outfield fences and dugouts as needed
- Install sponsor signs on fields 8, 7, 6, 5, 4, 3 and entrance area to lower fields
- Mow outfields with large mower and infield with either riding mower or hand mower. Parks & Recreation dept. is responsible for mowing and weedwacking outside of field areas)
- Weedwack field side of all fences
- After initial mowing of infields and backstop areas (from 3rd/1st base to home plate) thatch areas and rake up clippings
- After thatching fertilize infield and backstop areas with weed and crabgrass fertilizer (use the rotary spreader per the application rate, cut the rate in half and apply in 2 directions to assure proper coverage to all areas)
- Turn on automatic sprinklers and verify no leaks or broken heads. Water fields as needed until the end of the 1st week in May then set programs as follows. Every other day, on at 6:00am with run time for outfield zones set for 15 minutes and infield zones set for 10 minutes
- Rake then hose with water edges of infield (baselines and front and back of infield) to remove as much of the accumulated field mix as possible.
- Measure base paths to make a straight edge then remove overgrown grass with sod cutter. Rake infield dirt away from the new edge leaving a ½” lip. *Do not reinstall field dirt flush up against the new edge.*
- After all edges are groomed roll with roller then fluff the grass with a leaf rake
- At areas that a high lip has formed remove the sod and dig out all the field dirt that created the lip. Spread the field mix at the sliding area to the bases or add to the stockpile. Place new dirt under area to receive new sod. *Do not place new sod over field mix it has an agent that will prevent grass from growing healthy.* Install harvested sod keeping the same ½” lip then rolling, fluffing and watering heavily for 1 week. *Do not mow sodded areas for 1 week.*
- Install bases level

- Verify heights of pitchers mounds above home plate.
 - field 1 & 2 = 10 1/2"
 - field 3 & 4 = 8"
 - field 5, 6 & 7 = 6"
 - field 8 = 3"
- Install foam protectors on all safety net guide wires. (TOC is responsible for the installation of the nets)
- Clean out all dugouts and storage area. Add stone dust as needed
- Sweep and hose with water all walkways to remove debris from winter
- Create foul line with white paint (fields 1, 2, 3, 4, 5, 6, 7 & 8) *Do not use chalk, it kills the grass*
- Clean and repair chalking machines as needed
- Clean and freshen upstairs of clubhouse
- Verify all scoreboards are working. Install new batteries
- Each field storage area (field 3 is to use the small storage shed located between field 3 & 4) is to have the following items). *Do not borrow items from one field for another, if another item is needed get it from the main storage shed. Return the item when finished*
 - 2 wide steel rakes
 - 2 flat shovels
 - 2 leaf rakes
 - 2 small rakes
 - 1 chalkier
 - 1 bucket for excess chalk
 - 1 string line for bases
 - 1 batters box template
 - 20 bags of chalk (small storage shed only)

WEEKLY WORK (Saturday mornings)

- Paint foul lines with paint (grass only)
- Wash bases and paint in necessary
- Rake and/or hose infield grass edges to remove field mix material
- Infill sliding areas at 1st, 2nd, 3rd bases and home plate (batters boxes) areas as needed. Most times the dirt accumulates behind the base and just needs to be moved to fill in the depression
- Mow infield using hand mower or small riding mower (*do not use large deck mowers*)
- Mow outfield using large deck mowers
- During the summer months an additional mowing may be needed during the week
- Weed whack field side perimeter of fences & batting cage areas
- Sandpro infields with straight bars (tooth rake) and roller attachment. *Do not lower auger tines to turn up the dirt.* When finished remove roller attachment and install either a rake attachment or screen to prep infield for games.
- Empty garbage & recycle cans and wash as needed

PRE GAME DUTIES (nice weather)

- Remove tarps folding neatly and store behind home field dugout
- Hand rake pitcher's mound and home plate area
- Hand rake near 1st, 2nd & 3rd base sliding areas. Rake material from behind the bases to sliding area
- Chalk batters boxes and foul lines. *Empty excess chalk into covered buckets if you are playing a single game for the day or are the last game of the day.*
- Remove garbage from dugouts
- Prep infield dirt with Sandpro. Use straight bars (tooth rake) with either the rake attachment or a screen. *Do not lower auger tines to turn up the dirt.* Drive in a circle pattern making 2 large circles between 1st base and 2nd base and 2nd base and 3rd base. Keep sandpro at least 8" to 12" from edge of grass.

PREGAME DUTIES (rain or wet field)

- Find the EOD and walk the field to determine if it is playable or can be made playable within a reasonable amount of time and effort. If water is to be removed from the field the following procedure is to be used
- To remove standing water in the infield use:
 - Electric pump
 - Shop vac
 - Puddle pillows*Do not use squeegee to push water away from the depression. Do not turn over the dirt with a shovel*

After water is removed spread sawdust to absorb remaining water. Distribute sawdust lightly and evenly over the wet area. Let stand for a few (10 to 15) minutes. Sandpro infield using straight bars (tooth rake) only. *Do not lower auger tines to turn up the dirt*

- Use the same procedure for the pitching mound and home plate area except hand rake and if the umpire has a safety concern then contact the EOD to retrieve a bag of drying agent to use. *Drying agents (b-dry) are only to be used for pitchers landing area, batters boxes and catcher's area only.*
- Place puddle pillows over the fence of the tee ball field across from the main shed. (ask a parent to bring them to hang up)

POST GAME DUTIES

- Hand rake pitcher's mound and home plate area
- Hand rake near 1st, 2nd & 3rd base sliding areas. Rake material from behind the bases to sliding area
- Sandpro infield area using just the straight bars (tooth rake) in a figure 8 pattern between 1st base and 2nd base then 2nd base and 3rd base. If you are the last game of the day
- Install tarps on pitcher's mound and home plate area regardless of weather forecast. If you are the last game of the day
- Remove all garbage from dugouts. If the trash container near the dugout is full empty it and put the garbage bag near the concession stand door entrance
- Close all gates to the field
- Ask EOD if there is anything you can do to help him close up the facility. If you are the last game of the day

POST GAME DUTIES (rain or wet fields)

- Same duties apply as good weather except *do not Sandpro the infield*

MID SEASON DUTIES

On or about the 1st week in June the field managers should walk thru the facility and note if any issues need major attention that cannot be completed on a normal Saturday work party

- Verify that field edges are straight and lips are not forming. Straighten and repair as needed
- Verify pitcher's landing area is playable. Rebuild may be necessary
- Fertilize infield and backstop area with a summer feed. Use rotary spreader to manufacture setting reduced by ½ and placing the fertilizer in 2 directions to assure overlapping coverage
- Inventory chalk and order more if needed

END OF SEASON DUTIES (late fall)

- Disassemble batting cages, fold up and leave in the middle of the cage. Cover with tarp
- Install tarps on pitcher's mounds and home plate areas and secure for the winter
- Fertilize infield and backstop areas with a winter fertilizer. Use the rotary spreader per the application rate, cut the rate in half and apply in 2 directions to assure proper coverage to all areas
- Notify Parks & Recreation to take down the nets and turn off the water to the facility
- Notify Protech sprinklers to winterize system
- Remove bases and plug with foam and flags
- Organize tools in main storage shed and inventory
- Put all chalkiers into main storage shed and clean as needed
- Put all hoses away
- Put Stabile gas treatment into all motorized equipment and remove keys
- Clean out dugouts
- Put all garbage and recycling containers neatly near main shed
- Lock all gates into fields