

Robbinsville Little League Team Field Duty Responsibilities

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RLL Coaches,

Prior to your scheduled field duty complete the following planning steps:

Check the RLL Calendar to determine baseball and softball games, times and field which will be played during your shift: <http://www.robbinsvillell.org/> -> Team Central -> Calendar -> Select the date

Determine the time availability of your team and adjust as needed to ensure appropriate coverage for the entire shift:

Name:	Assigned Time:

Based on the availability of your team assign the following responsibilities.

Time	Tasks	Location	# Needed	Assigned Names
5:15	Field Set Up	T1,T2,T3,T4	4-6	
5:45 - 8:00	Concession Stand	T1	2	
5:45 - 8:00	Announce & Score	T1	1-2	
5:45 - 8:00	Announce & Score	T2	1-2	
5:45 - 8:00	Announce & Score	T3	1-2	
5:45 - 8:00	Score	T4	1	
6:30	50/50	T1,T2,T3,T4	1	
6:30 – 8:00	Park Cleanup, Maintenance Check, Field Updates, garbage, cleanup/out pressboxes etc.	Entire Park	2	
7:45 – 10:00	Announce & Score	T1	1-2	
7:45 – 10:00	Announce & Score	T3	1-2	
8:00 – 10:00	Concession Stand	T1	2	
9:30 – 10:15	Post-game cleanup / Close down fields	Entire Park	4-6	

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Communicate these responsibilities by distributing this document ahead of time so everyone shows up knowing where to go and what to do. Ask your team to read the checklist below for their assigned tasks and ask questions in advance.

If your team has any questions during your assigned field which you can't answer find a RLL Board Member (<http://www.robbinsvillell.org/Default.aspx?tabid=872087>) if present at the field that day or contact the Buildings/Grounds Officer: Mike Todd – mjtodd78@gmail.com or (609) 751-3887.

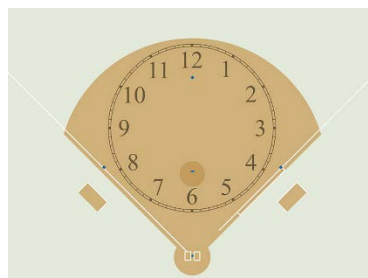
Field Set Up

Field set up is for all 4 fields (T1, T2, T3, T4) unless there are no games scheduled on a field that evening.

- Open the main storage garage next to T1/T2 by entering the 4 digit (XXXX) combination and pressing ENTER. This code was previously provided separately to Managers.
- The Red TORO in the T3 Shed is NOT to be used and is only to be operated by certain board members
- Start and remove the gator from the shed then load up the back with the drag mat, rake, shovel, tamper, broom, batter's box template, bases, dry line marker/chalker filled with chalk, striping machine with white spray paint and quick dry (if needed)
- Walk each field to look for any potential safety or maintenance issues including dugouts, pitchers warm-up area, tarps, netting, fencing, yellow plastic topper on fencing, etc.
- Remove the sandbags and roll up the tarps – store both along the fence after the dugouts and for T1 for the pitcher mound and home plate outside the field of play.
- Clear out any rocks, sticks or other debris

Scarifying (or nail dragging) the Infield

- The purpose of scarifying the field is to remove cleat marks and other imperfections that can hamper the field's playability.
- The Toro should be used to scarify the fields at least once a week, more frequently is better. Board members shall share the responsibility of scarifying the fields since operation of the Toro is restricted to Board members only.
- When adjusting the rake on the back of the Toro, it should be turning over the top ½" of soil on the field
- When scarifying the field, you'll need to go over the infield twice. The second pattern cutting perpendicular to the first. This prevents infields from developing ripples, which enables a smooth service
 - Watch this video from Beacon Athletics for details: <https://youtu.be/7q78OQnM954>
- For T-3 and T-4, it is important to rotate the pattern for dragging. Think of the field as a clock for reference



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- When scarifying the infield with the Toro or nail drag, stay 6" away from the edge of the grass and corner slowly. Dragging too close can push the infield material into the edge of the turf, which creates a lip.
 - Watch this video from Beacon Athletics for details: <https://youtu.be/s2F5iJP8I2o>
- Always use hand drags to groom along the edge of the infield. This will give you better maneuverability, which allows you to get closer to the grass. This can be achieved by using the X-drag along the edge of the infield and baselines
 - Watch this video from Beacon Athletics for details: <https://youtu.be/868wGdOLSXs>
 - Watch this video from Beacon Athletics for details: <https://youtu.be/UoakTdQBqE4>

Float Dragging the Infield

- The 4' or 6' rigid steel hand mat drag is preferred to finish grooming the field. The 6' hand drag coco mat can also be used if necessary. None of these mats shall be pulled with the Gator or Toro.
 - Watch the following videos from Beacon Athletics for details:
 1. <https://youtu.be/rixUopdTJPI>
 2. <https://youtu.be/tzfc0ccXacs>
 3. <https://youtu.be/GuFPax4UXbc>
 4. <https://youtu.be/elxB9aQ8e0A>
 - Refer to the following article for reference as well:
https://ballfields.com/2018/11/05/float-dragging-protocol/?_ga=2.39791393.368603480.1550753821-1264223719.1540325468
- The steel mat drag with leveling bar can be pulled by a machine, but only under the supervision of a RLL Board Member.
- When float dragging with a steel mat drag, you must start and stop at the same location. The steel mat will transport some of the infield dirt as it is pulled so maintain the same starting and stopping point will ensure the soil is distributed evenly.
 - Watch this video from Beacon Athletics for details: <https://youtu.be/llojnZD5Kp8>
- Make sure to pull any excess material back from the edge of the infield for better drainage and to prevent lips from forming
 - Watch this video from Beacon Athletics for details: <https://youtu.be/woChWiDBxiY>
- After dragging is finished, use a rake or shovel to collect any waste materials that may have been left behind such as stones, garbage, etc.

Dragging Patterns

- For T-1 and T-2, the parallel drag pattern along with the overlapping circles pattern should be used together for dragging the fields.
 - Parallel Drag Pattern follows the turf edges of the infield working your way inward
 - The Overlapping circles pattern is used in conjunction with the parallel pattern to cross drag the infield in order to achieve a smoother surface. It is very important to go slow to prevent the infield dirt from being pushed into the grass line. This will prevent lips from forming.

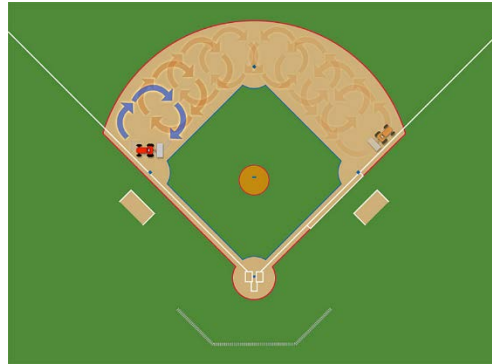
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Parallel Drag Pattern

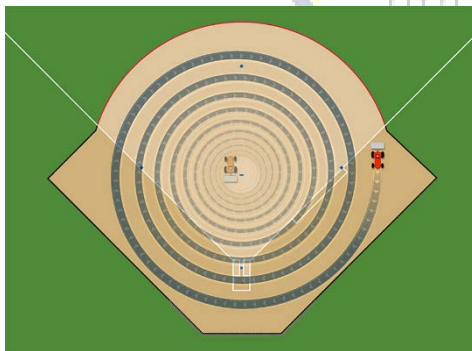


Overlapping Circles Pattern



- Watch this video from Beacon Athletics for details: <https://youtu.be/v3frYH8qwNw>
- For T-3 & T-4, the Inward Swirl, Overlapping Ovals or Figure 8 dragging patterns should be used for finish grooming the fields.
- **NEVER USE THE OUTWARD SWIRL PATTERN.** This only pulls the infield soil away from the center of the infield and pushes it towards the turf creating a lip.
 - The Inward Swirl Pattern uses the “clock face” reference as discussed previously. Start the drag on the edge of the infield and work your way inward using a different starting point every time.
 - The Overlapping Ovals pattern is similar as the method discussed above for T-1 and T-2, using a different starting point every time.
 - The Figure 8 Pattern is as it sounds. Rotate your starting points around the field like a clock face each time, always starting on the outside edge and finishing near the center of the infield.

Inward Swirl Drag Pattern



Overlapping Ovals Drag Pattern

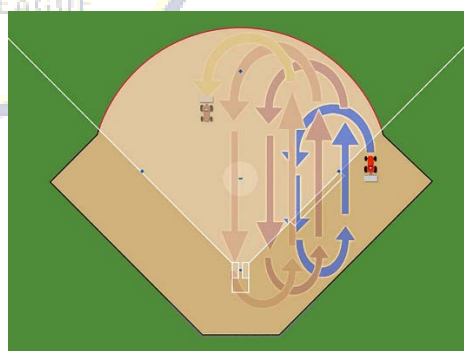
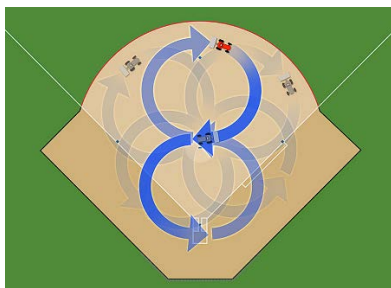


Figure 8 Drag Pattern



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- If there are any holes or divots add dirt (located by T1) and rake until flat
- Rake by hand the pitcher's mound, baselines and base areas
- Tamp the pitcher's mound

Creating the Foul Lines

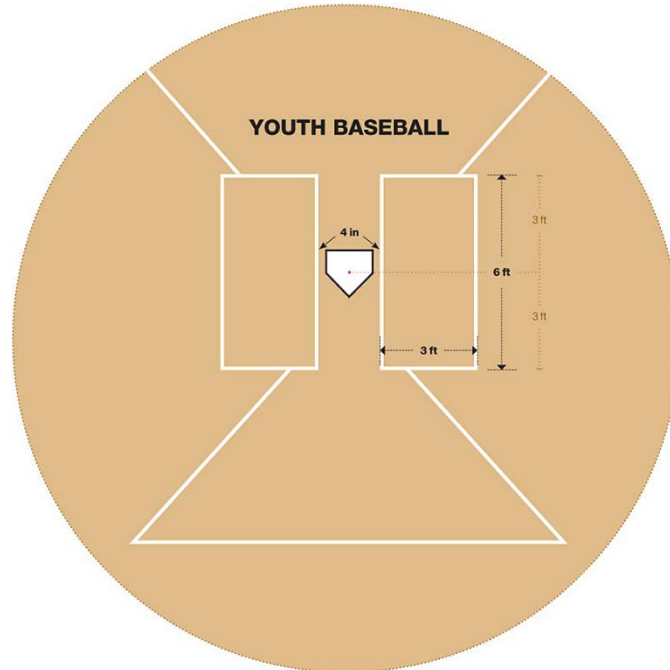
- Setup the anchor pins at home plate and the foul pole.
 - At home plate, the pin should be installed behind the "point" of the base and in line with the edge pointing towards the foul pole.
 - At the foul pole, the pin should be placed on the outside edge of the pole
 - Watch this video from Beacon Athletics for details: https://youtu.be/snSenEGr_il
- Extend the string between the two pins and pull it tight to ensure a nice straight foul line
 - The string should pass the outer edge of 1st base
 - Watch this video from Beacon Athletics for details: <https://youtu.be/Y23jGt-Oh5o>
- Fill the chalker with chalk, but only as much as you'll need to line the field you are working. Excess chalk may cause bridging inside the machine preventing the even flow of chalk along the foul lines. Transporting the chalker between fields may also cause bridging since the vibrations will cause the chalk to settle and bind together at the bottom of the hopper.
 - Watch this video from Beacon Athletics for details: <https://youtu.be/t1XJTNCsmwo>
- Remove 1st & 3 base and begin to apply the chalk foul line along the base lines from home plate to the end of the infield.
 - Remember, the foul line should be entirely in fair territory so make sure you follow the inside edge of the string line with the chalker
 - Re-install the bases once complete
 - Watch this video from Beacon Athletics for details: <https://youtu.be/BXHVNDKioU>
- Use the aerosol spray paint applicator to continue the foul line from the edge of the infield to the foul pole.
 - When using aerosol spray paint, make sure you shake the can thoroughly to ensure the paint is mixed up prior to use
- Once all chalking is done for the day, empty out the chalker to prevent bridging
 - Watch this video from Beacon Athletics for details: <https://youtu.be/l-87eAUHfIE>
- Once all spray painting is done for the day, clear the nozzles to prevent clogging by holding the can upwards and pressing the nozzle.
 - Watch this video from Beacon Athletics for details: <https://youtu.be/jsChA5xJ-U8>

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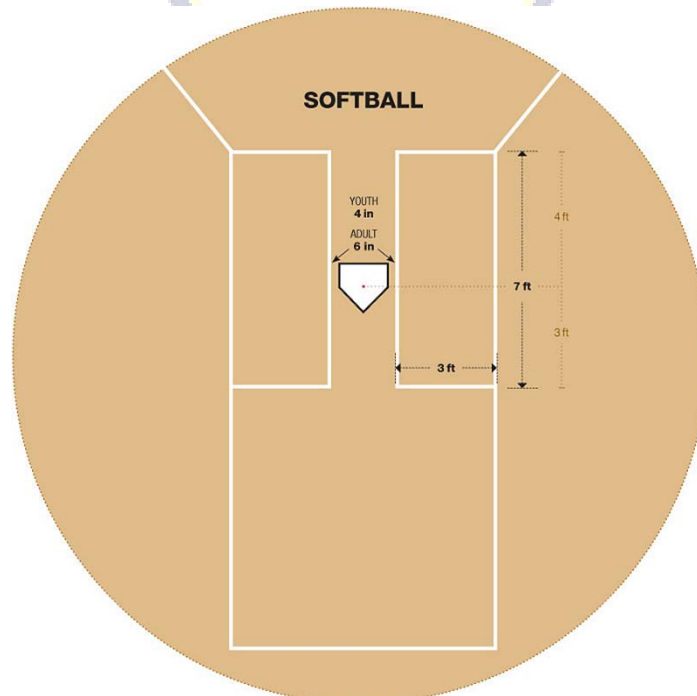
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Marking the Batter's Box

- For T-1 & T-2, the batter's box size is 6' x 3', offset 4" from home plate. The back line of the batter's box will be 3' from the center of home plate.



- For T-3 & T-4, the batter's box size is 7' x 3', offset 4" from home plate. The back line of the batter's box will be 3' from the center of home plate.



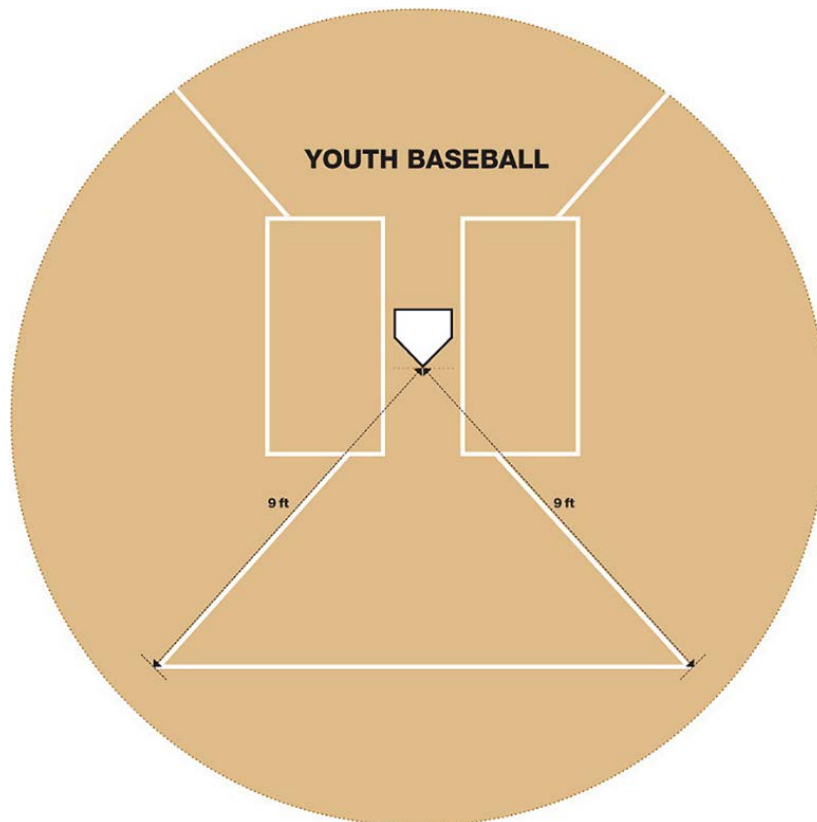
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- Lay the batter's box template over home plate and press down to create an imprint or trace the outside of the pipes with a stick. Repeat for the opposite side. Run the chalker over the lines you created.
 - Make sure you are using the correct template for the correct field.
- Watch this video from Beacon Athletics for details: https://youtu.be/_Omj4UjkkkQ

Marking the Catcher's Box (if applicable)

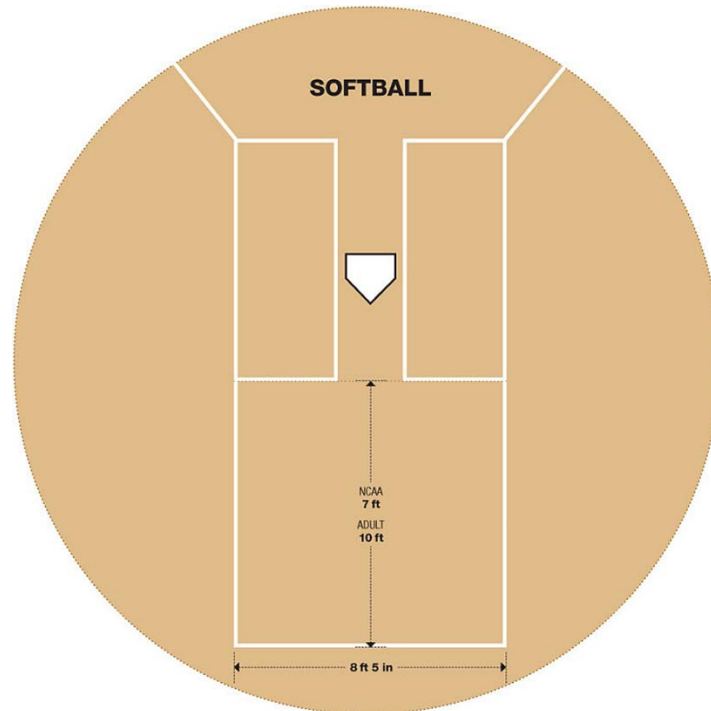
- For T-1 & T-2, the catcher's box extends 9' from the back tip of home plate. Use the chalk to mark the lines on either side then connect them forming a triangular catcher's box.



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- For T-3 & T-4, the catcher's extends 7' from the back of the batter's box. The outer lines extend down from the batter's box and then connect the two in the back of the catcher's box.



Marking the Softball Pitcher's Circle

- Extend the tape measure from the front of the pitcher's mound 8' towards home plate then use a pin to mark an 8' circle around the mound
- Use the chalker to mark the pitcher's circle
- Soft-B is 35 foot distance pitchers rubber & Soft-A is 40 foot distance pitchers rubber. Move pitchers rubber as appropriate and place plugs in open anchors.

How to Prep A Wet Field

- Rule of Thumb: If your foot sinks in to the infield, the field is too wet to play! Do not try to work the field with drags or rakes until the field has time to dry by itself.
- Do **NOT** use a broom to push water off a field. This pushes soil off the infield and onto the grass creating future lips
- If a field has standing water after a rain event, use a puddle pump (if available) to move water from large puddles into the grass turf
- For smaller puddles, use a pillow sponge to help remove water with minimal disturbance of the infield soil
 - Lay the sponge in the puddle and apply pressure with your hands or feet. Release the pressure to allow the water to be soaked into the sponge. Repeat until all water is removed or the sponge is full
 - Empty the sponge in the outfield
 - Watch this video from Beacon Athletics for details: https://youtu.be/ytNh_9XDNXE

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- After all standing water is removed from the infield, drying agent can be applied to help dry the infield
- **DO NOT** apply drying agent directly to puddles of water!
- Spread some LESCO Turface Gamesaver (fine grade) drying agent evenly over wet areas then lightly rake it in to the wet areas to help absorb the remaining moisture. Let the area sit and begin drying as the agent absorbs the moisture. DO NOT over apply the drying agent!
 - Watch this video from Beacon Athletics for details: https://youtu.be/5zE_lqydCg8
- Once the wet area begins to dry, mix in the LESCO Turface All Sport (coarse grade) drying agent as needed. DO NOT over apply the drying agent! Use a rake to mix it into the existing infield mix and spread out evenly.
 - Reminder: Too much drying agent will cause uneven and hard spots on the infield
- If the field is still somewhat wet use an iron rake to “back rake” the field, which helps speed up the drying process.
 - Instead of pulling the rake towards you, push the rake away from you with light downward pressure. This prevents wet soil from collecting and clumping up.
 - Watch this video from Beacon Athletics for details: https://youtu.be/1UnRuL2_i0I
- Use the LESCO Turface All Sport (coarse grade) drying agent on larger wet areas if needed.
- Once the infield is close to playing condition after applying the drying agent and back raking, float drag the infield using the 4’ or 6’ rigid steel hand mat drag.

Miscellaneous Setup Items

- Sweep out the dugouts
- Set the bases
- For T1 ask the workers in the concession stand to turn on the field lights
- The T3 lights are on a timer and should turn on automatically. If they do not contact Scott Veisz – (609) 915-7891.
- T3 Breakers must be turned on and are located in the T3 shed as you enter on the left.
- Store any equipment you will need to use again between games away from public areas and return the rest to the storage shed.
- **Direct the Home team to take the first base dugout, the away team to take the third base dugout and remind the coaches that the batting cages should be shared by both teams**

See the end of document for baseball/softball field layout examples.

Concession Stand

- Report to the Concession Stand by T1 and assist the Kona Ice employees with concession tasks as directed.
- **NOTE:** Due to OSHA, Health Department and Insurance regulations, no children are allowed in the concession stand at any time.

Announce and Score

Prior to game time:

- Open the T1, T2, T3 press boxes – the keys are the standard keys that open all sheds etc. T3 press box key is hanging on wall in T3 shed.
- Turn on the scoreboard breakers

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- For T1 and T2 ask the Concession Stand staff
- For T3 the switch is in the T3 shed on the left as you enter the shed.
- For T4 the switch is under the scoreboard
- T1, T2, and T3 all have working scoreboards and PA systems – and it is mandatory to announce all games. T4 only has a scoreboard with a handheld remote.
- Turn on the scoreboard and check its operation
- Turn on the microphone and PA system and check its operation
- Play music over PA until game time
- Request from each manager a lineup sheet with players names, numbers. Ensure you can read and pronounce each.

At the start of and during the game:

- Announce and introduce all players (full names, numbers) and ask to line up - Away Team ask to line up on foul line – Home Team takes field.
- Play national anthem
- Play music in between innings
- Announce batters and their numbers when up to bat
- Keep scoreboard- including score (not for T-Ball, Rookie, AA, Soft T, Soft C), inning, balls, strikes, outs

At the end of the game:

- Clean up and straighten the press box area. Remove all garbage and throw in dumpster near T1 playground.
- If the last game for the night on the field then power down the scoreboard, microphone and PA system
- If the last game for the night on the field then close and lock the press box.

50/50

- The 50/50 tickets, bucket etc. are in the T1 PA Booth. Make sure people have/bring cash/change to field or get it from concession stand.
- If there are 4 games going on at a time, hit all four fields. Sell tickets to both home and away sides either once if you can get everyone or twice if possible.
- For each ticket you sell write down which field it was sold at so you can find the winner easier.
- Have an Umpire, RLL official, other Pick winning ticket
- Split the pot 50% for the winner and 50% for the league
- Have announcers state the winning ticket number over the PA at T1, T2, and T3. Notify stands at T4 of winning ticket.
- Deliver the winning amount to the field location of the winning ticket before that game ends.
- At the end of the shift put all league money in envelope (in Drawers at T1 press box), mark total amount, manager shift name, Team name and number and seal.
- Provide envelope to RLL Board Member

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- Email RLL Treasurer and President – the total amount, team shift manager name, team number and who was provided the envelope.

Park Cleanup, Maintenance Check, Field Updates

- Bathrooms at T1 are on a timer lock and should be open. Open and check bathrooms for cleanliness and restock TP/towels if needed. Supplies are in the concession stand storage area.
- Take garbage bags from the equipment shed and use the gator to empty all of the trash cans and replace the liners throughout the park. Dump the garbage bags into the dumpster outside of the T1 concession stand.
- Use the gator to check the park and attend to any general field and park clean up needed.
- When the first games end on fields that have a later game scheduled (usually T1 and T3):
 - hand drag the fields, sweep the dugouts, reline the batters boxes / foul lines and address any other field issues; rake around bases.
- When the first games end on fields that do not have a later game is scheduled (usually T2 and T4) follow the post-game cleanup / close down fields process.

Post-game cleanup / Close down fields

- Sweep Dugouts
- Remove bases and return to storage shed
- Turn off all scoreboards
- Return any and all equipment you used (drag mat, rake, shovel, tamper, broom, batter's box template, bases, dry line marker/chalker, striping machine, quick dry) to the storage shed and store properly
- Organize neatly all equipment and straighten up all storage sheds.
- Return the gator and ensure the key is turned off.
- Lock both storage sheds
- Ask the concession stand staff to turn off the T1 lights. The T3 lights are on a timer.
- Double check that all equipment is stored and all buildings are closed-up and locked
- Make a list of damaged, missing or other equipment so it can be fixed, found or replaced.
- Note any issues with games, coaches, parents, umpires, etc.
- Float drag the Infield (again!) at the end of the night
 - To help speed the recovery of an infield after rainfall, it is a best practice to float drag the field beforehand.
 - At the end of the night, each field that was utilized should be float dragged once again. This helps maintain a quality-playing surface if rain moves in prior to the next game day. Leaving a field chewed up from play promotes puddling and a longer preparation time prior to the next game.
 - Use the 4' or 6' rigid steel hand mat drag to finish grooming the field. The 6' hand drag coco mat can also be used if necessary. None of these mats shall be pulled with the Gator or Toro.

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- Tarp the fields
 - For T-1 & T-2, place the mound cover and home plate cover on the fields at the end of each night. This is crucial in maintaining the proper moisture levels, which reduces wear and tear.
 - If significant rain is forecasted, place the baseline tarps on T-1 and T-2 (if available)
 - Always place sandbags on and around the tarp so it stays in place.
 - For T-3, the full field tarp should be placed on the field if a threat of rain is in the forecast before the next scheduled game. This tarp weighs around 800 lbs. and needs to be handled with multiple people. If the tarp cannot be placed on the field due to lack of volunteers, notify the Building & Grounds Officer before leaving at the end of the night.
 - Always place sandbags on and around the tarp so it stays in place.
 - Refer to the following article for reference: https://ballfields.com/2018/06/04/area-tarps-theyre-not-just-rain-protection/?_ga=2.64425901.368603480.1550753821-1264223719.1540325468



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District / House Games & Tournaments

Field Set Up

In addition to the entire field set up listed above, the following is required for district/house games:

- The catchers box should be chalked
- The first and third base coaches' boxes should be chalked
- The bases (while not on the field), home plate and the pitchers rubber should be spray painted white before the game. For softball do not spray the orange base.
- Water jugs with ice (brought by the field duty team) should be filled and placed in each dugout with disposable cups.
- A district folding table with two chairs should be set up behind the backstop for the official scorer and official pitch counter. A canopy should be set up over the table/chairs. This area should be roped off to keep spectators away from the table.
- The district table should have the official book, pitch count forms, sharpened pencils, pens, game balls, printed copy of the tournament rules/procedures and the team rosters when submitted.

Based on the number of games assign the following responsibilities for each game/field and adjust times if on a weekend:

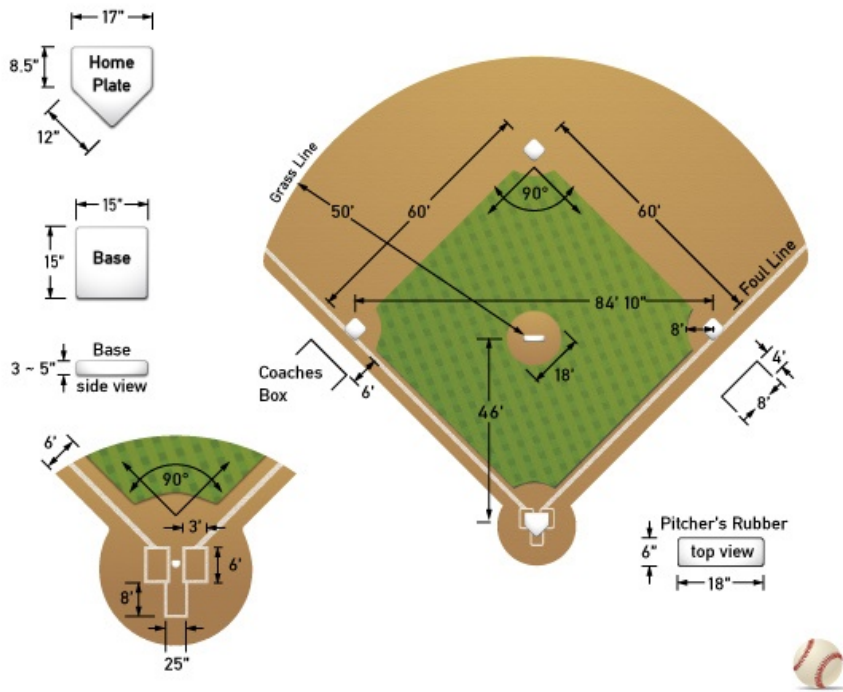
Time	Tasks	Location	# Needed	Names
4:30 – 5:30	Field Set Up		4	
5:45 – 8:15	Concession Stand		2	
5:45 – 7:30	50/50		1	
5:30 – 8:00	Announce in press box		1	
5:30 – 8:00	Scoreboard in press box		1	
5:30 – 8:00	Pitch Count at District Table		1	
5:30 – 8:00	Official Book at District Table		1	
7:00 - 8:00	General Park Clean up and Prep Next Game or Close down Fields	Entire Park	4	

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For reference, here are the baseball and softball field layouts:

Baseball - Little League



Softball

