

Field Prep Procedures for Jackie Robinson and Rucker Parks

STORAGE CONTAINER CONTENTS:

Safety

First Aid Kit	AED
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Field Prep

Rakes	Shovels	Chalk liner and chalk	Hose and Sprayer
Tamp	Drag mat	Wheelbarrow (at Rucker)	Diamond Dry
Pump	Squeegee (at JR)	Gloves	

Other

Hitting Nets	Bases	Umpire gear
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STORAGE CONTAINER ACCESS AND PROCEDURES:

Access to Containers

- Each tee-ball and rookie manager will receive a key to the storage container.
- Managers should unlock the shed only when contents are needed.
- The container must be locked as soon as the needed contents are removed and remain locked.
- All items should be neatly placed back in the container after use. Field maintenance items should be placed on the left and all other items should be placed on the right.
- HLL BOM member will take inventory once per week to ensure all contents are there, in good condition, and to assess if we need additional supplies.
- Do not leave equipment bags or any non-HLL items in the container at any time.

CONTACT INFO

- To report any issues with the container or its contents or the field, please reach out to:
Kim Martin-Shah 917-325-9727

COMMUNICATION

- If the need for wet day field prep is anticipated, Kim Martin-Shah will reach out to the managers of the first games of the day the day prior to the game to remind them to have at least 2 volunteers from their team at the field one hour prior to game time.

FIELD PREPERATION BEFORE PRACTICES

- Walk the field – dispose of dangerous objects

GAME DAYS

Delays/Cancellations:

- A HLL board member will make the decisions on delays, cancellations, and field accessibility
- Managers, coaches, and parents will be notified by the league via email as soon as a decision is made.
- Do NOT walk on field or allow the children to walk on the field if it has been determined that doing so is unsafe and/or will cause damage to the field

Responsibility

- The teams with the first games of the day are responsible for prepping the field
- You should recruit coaches and parents to be your “field prep team”
- On dry days, 1 person per team is needed. On wet days, at least 2 per team are needed.

Field Preparation on Dry Game Days

- Begin process of preparing the field 30 minutes prior to game time
- Walk the field – dispose of dangerous objects
- If the field is very dry with blowing dust, use the hose to spray the field lightly
- Use rakes to comb the most frequented areas (around homeplate, baselines, pitcher’s mound)
- Use tamp to pack clay around home plate and pitcher’s mound
- Use drag mats to groom the infield, especially around the baselines

Field Preparation on Wet Game Days

- Begin process of preparing the field at least 60 minutes prior to game time
- Walk the field – dispose of dangerous objects
- Use pump to move deep areas of water into buckets, then pour the water out at the back fence out of the area of play. Rake the area thoroughly. ***Shovels can also be used to move shallow water into buckets that cannot be picked up by the pump. But you must make sure you are NOT picking up clay, only water. Picking up clay will cause low areas to form, which will collect water even more so***
- When water is near grass, use squeegee and rakes to push water into the grass. Rake the area thoroughly.
- Use rakes to comb any wet or soft spots
- Use brooms or squeegee in dugouts to push water towards drains
- Use rakes to comb the most frequented areas (around homeplate, baselines, pitcher’s mound)
- Use tamp to pack clay around home plate and pitcher’s mound
- Use drag mats to groom the infield, especially around the baselines

Bases

- Use the chalk liner and measuring tape to mark the baselines. At Rucker and on the tee-ball field, there are tape markings on the fence to indicate where 1st and 3rd base should be placed. For the rookie field, there is an orange tape marker on the fence to indicate where 3rd base should be placed. 1st base should be placed 5’ beyond the end of the center dugout fence. For Rookies and AAA, bases should be 60’ apart. The distance from the front of the pitcher’s mound to the back of home plate is 35’. For tee-ball, the bases should be 55’ apart.
- If the metal spokes are used to keep the bases in place, they must be returned to the container along with the bases at the end of the day.

GENERAL FIELD DOs/DON'Ts

- Scooters, bicycles, and dogs are not allowed on the field
- Do not use shovels to dig the clay in the infield. Shovels can be used to move small areas of water, but no clay should be picked up when you do this.
- Do not use the broom on the field itself, only in the dugouts

NOTES FOR THE FIELD AT JACKIE ROBINSON

- Do not add piles of dirt, sand, cat litter, or any foreign material to the field to aid in drying it
- The Parks Department will keep the field at Jackie Robinson locked on rainy days and when the field has puddled
- If the infield is soft at the field at Jackie Robinson (walking on it leaves deep footprints), DO NOT access the field. Please report the condition to Kim Martin-Shah 917-325-9727