



PALL Managers Field Guide

Thank you for helping Poway American Little League by taking care of our fields before and after games. Please note that BOTH Home and Visiting teams are responsible for maintaining the fields for play and shut down - WORK TOGETHER! Normally the Home team sets up the field and the visiting team takes down the field. Following are some tips and guidelines for you to follow that will make the process easier throughout the season.

Thanks! – P.A.L.L. Board of Directors

STEP 1: PREPARING TO SETUP THE FIELD

Equipment for maintaining the fields is store in field lockers that are located adjacent to outfield down either the 1st or 3rd base line. Please get the field locker combos from the equipment manager for the current year. He/she will also have the combo for the batting cages. After removing the lock you will need to turn the door handle clockwise and then counter clockwise to open the door. You will need to follow the same procedure to close the door. Inside you should find all of the items listed in the *Standard Field Locker Inventory*. If anything is missing or damaged please contact the PALL Equipment manager. Please make sure to replace all items back in the field locker after use.

Standard Field Locker Inventory

- First Aid Kit (1)
- Ice Packs (12)
- Bases (3)
- L Screen(1): Field 1&2 Only
- Batter's Box Lining Template (1)
- Line Paint (12)
- String of 5 Helmets (2)
- Bow Nets (2)
- Batting Tee (1)
- Line Stripe Cart (1)
- Chairs (2)
- Scoring Table (1)
- Field Rake (1)
- Chalk Line Reel w/Spike (1)
- Base Plugs (3) ** Should be on field
- Base Receptacle Scraper Tool (1)
- Trash Bags (1 Box)

STEP 2: SETTING-UP AND LINING

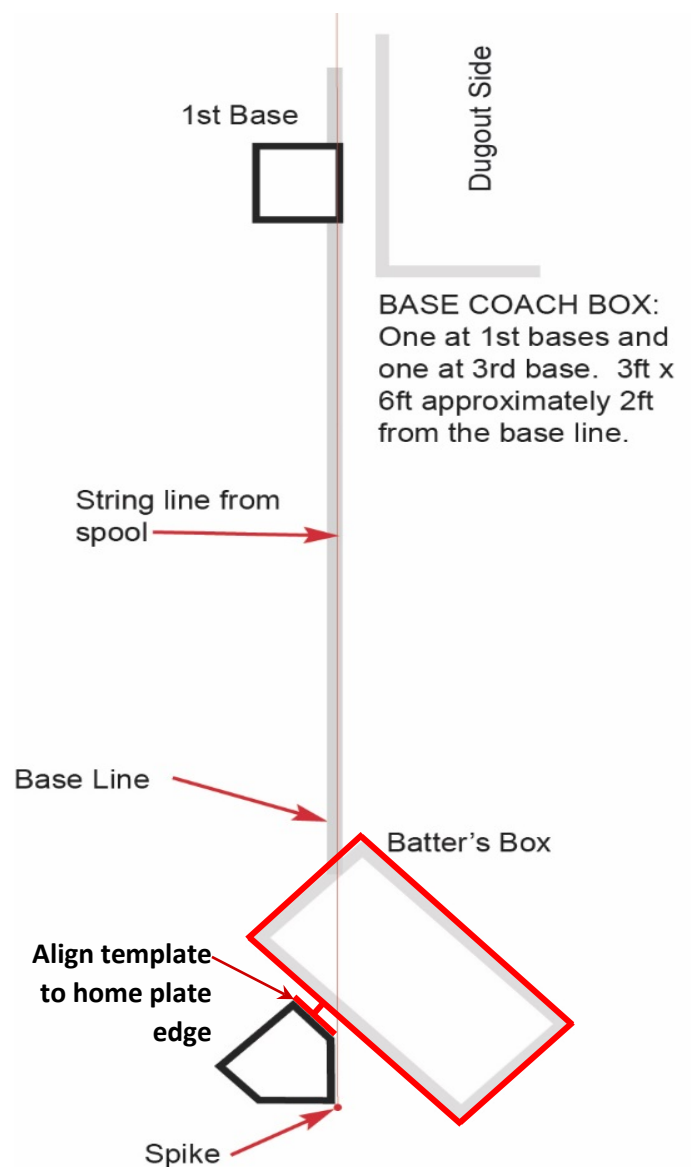
Normally the fields will be dragged before the first game of each game day. If you are not the first game then you may want to use the field rake to repair any worn areas of the field that need repair if not already done so by the previous games' team. Once the fields are dragged or raked you can install the bases. Locate the bases in the field locker and bring them to the field. Remove the base receptacle plugs and install the three bases. Be sure to put the base receptacle plugs in place where they can easily be found to reinstall after the game. If any base plugs are missing please notify the PALL

Equipment Manager. You may need to use the scraper tool to remove dirt from the base receptacle so the base sits flush with the infield dirt when installed.

–It is best to water the fields prior to lining them. The lining paint we use does not stick well to dry dirt and the lines will be faint or not existent if applied to dry ground. Once the field is watered you are ready to begin lining the batter's box area. Locate the batter's box lining template from the equipment shed.

The diagram below shows how the template should be aligned to home plate prior to lining. Once the template is in place you can use the lining cart to apply the paint or do it by hand with one of the paint cans.

After lining the batter's boxes, use the string spool to mark the base lines. To do this, use the hammer to drive the anchor spike in at the rear point of the plate. After securing the spike, unwind the string line towards 1st base bag. Tuck string line under the outside edge of the base, and align with foul line on the grass. Make sure the line is taught and straight as possible. Use the lining cart to mark the base lines. First make sure there is paint in the can and shake the can for 10 seconds before securing it into the can holder tray of the lining cart. Align the spray nozzle in the can holder so that the spray pattern will be wide. If the nozzle is not correctly oriented the line will be too narrow. Start at the outside edge of the batter's boxes you painted. Follow the string line all the way to the bag and continue to the outfield grass line. Repeat for the 3rd base line. If desired you can spray a base coaches box. The box size is 3ft x 6ft and 2ft away from the baseline adjacent to the base.

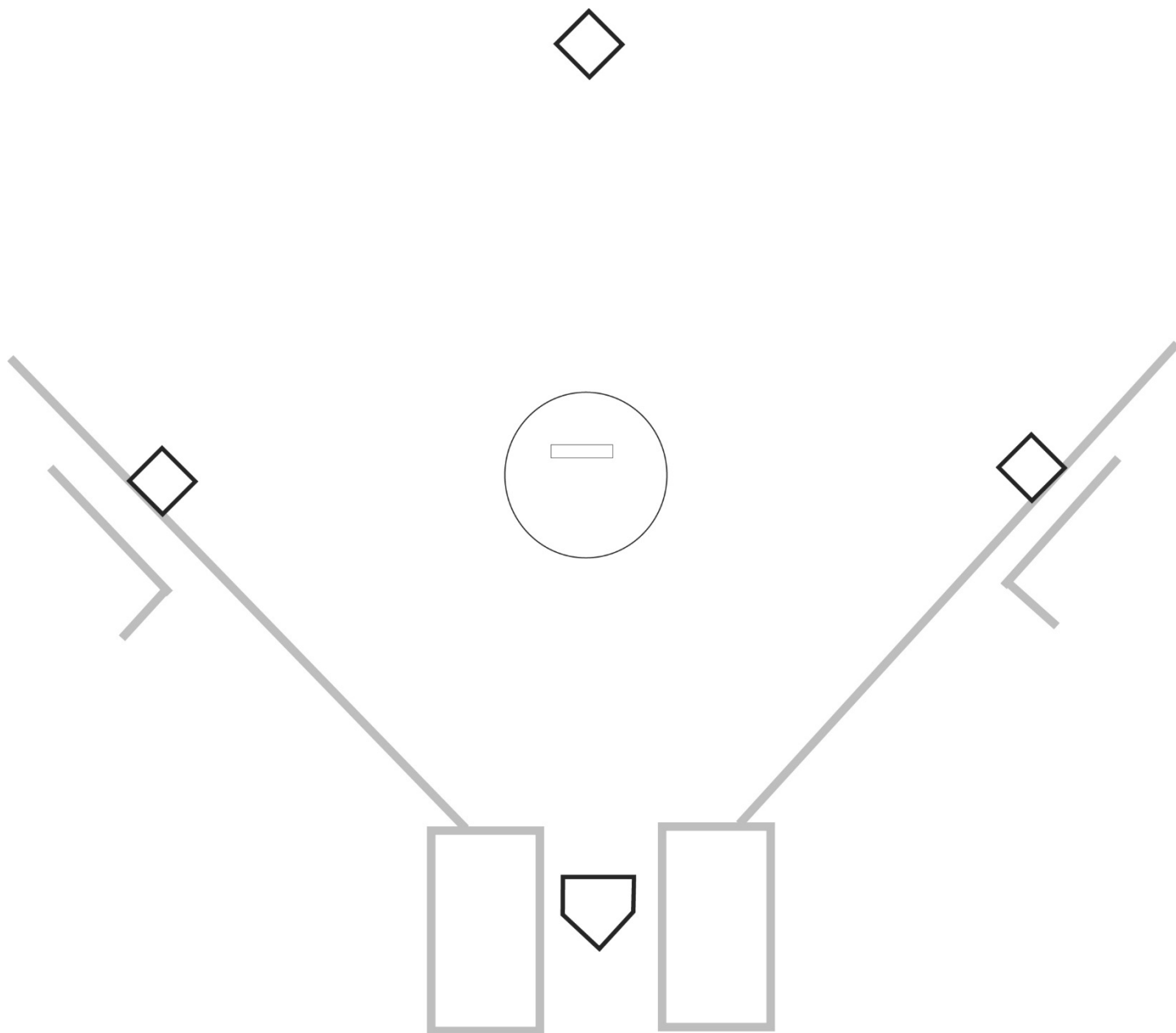


The next page has a diagram of what your finished lines should look like!

COMPLETED FIELD LINING DIAGRAM

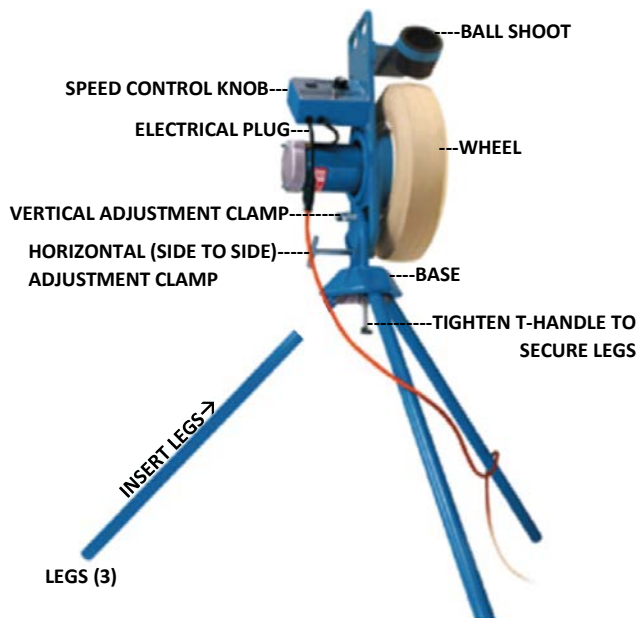
Below is what your completed lining job should look like (grey lines represent the chalk lines). Hey, if it isn't perfect, don't worry -do the best you can!

REMEMBER: Enlist help from coaches and parents.



STEP 3: SETTING UP THE PITCHING MACHINE (ROOKIES ONLY).

The pitching machines for Rookies games/practice are located in the field lockers of fields #1 and #4. When using Field #1, the machine will be plugged into the receptacle inside the batting cage adjacent to the 3rd base dugout. When on Field #4 the machine will be plugged into the receptacle on the lower corner of the green building adjacent to the 1st base dugout. Once plugged into the receptacle, run the cord through the fence and to the pitcher's mound area. The pitching machines are locked in the field lockers with additional separate chain and lock (added security for expensive equipment). The lock combination is the same as the field locker door lock. Unlock the machine and bring to the pitcher's mound area. The machine can be found normally in 3 separate pieces: Machine head, base, and legs (3). Follow the image below to properly assemble the machine. Orient the assembled machine as shown so the balls throw toward home. Plug in the machine and adjust the speed and height as needed to throw strikes. There is a separate bucket in the field locker with special balls for the machines. Please leave these balls in the bucket and do not use them as "Game Balls". Use the game balls given to you prior to the season to hand out to kids after the games.



After use, please disassemble and return all equipment to the storage locker and secure with the lock and chain. Please handle the machines with care and do not stack other equipment on top of the machines. Also, return the bucket of special balls to the storage locker after the game is complete.

STEP 4: FINISHING-UP AND SECURING EQUIPMENT

If you are not the last game of the day, simply store lining machine, supplies and equipment in the field storage box. You do not need to lock the shed if you are not the last game of the day.

If you are the last game of the day, please secure the equipment and bases in the shed and lock it up. Note: If your practice is done, and another team has not arrived to practice, please store equipment as if yours is the last practice of the day.

MANAGERS' POST-GAME/PRACTICE CHECK LIST

If you are the last game of the day, OR after practice (unless you talk to the next manager using the fields).

- Remove the bases and store in field locker. Make sure base plugs are installed back into the base receptacles. If not the receptacles may get filled with dirt when the field is dragged next.
- Rake the mound and any other wear areas in the infield.
- Make sure your dugout is free of trash and debris after every game/practice.
- Make sure all trash is picked up around the field and bleacher areas.
- Make sure all equipment is stored back in the field locker and the lock is closed and lock dials are spun.

P.A.L.L. encourages you to delegate! Coaches and parents should assist with setting up the fields so the manager has time to work with the players and do his/her administrative duties. Ultimately it is the Managers responsibility to make sure all field equipment is properly stored and the fields are cleaned up. Please help preserve our equipment by making sure the field lockers are locked after games and practice.

Work together - It takes an individual 30 minutes to prep a field solo, with 2-3 people working together, the task can be done in 10-15 mins.

– Thanks again, and best wishes for a fun & successful season