**The Basics**

* T-ball and Rookie Divisions need only drag and rake the fields
* Minor, Major, Junior Divisions:
	+ Home Team (3rd Base dugout) prepares the field before the game
		- Drag, rake, water and chalk (Foul line and Batter’s boxes)
	+ Away team (1st Base Dugout) prepares the field post game
		- Drags and rakes the in-field. Corrects and compacts the mound and Batter’s boxes.
	+ All equipment required will be located in the respective field’s container next to the field
		- All Managers will be issued a code to the lockbox containing the key to the container or in the case of the Minor field, the lock combination, and responsible for the security (locking), organization and tidiness of the containers.
	+ Please inform the board when chalk is getting low ASAP so that re-stocking can occur on a timely basis
		- Coaching assistance in re-stocking the field boxes when needed is requested
* Dugouts
	+ Please sweep dirt back onto the fields
	+ Ensure all trash, bottles and equipment leave with your team or are in the trash receptacle
	+ Please encourage your parents to do the same for the stands and their bottles/trash there

**Game Day Prep:**

* This process will take 45-mins to 1 hr. Can be shorter if you water less
	+ 3 people working the field is desired (1 watering, 2 chalking and raking)
* Take the rakes, hose, tamper, chalker, batter’s box stencil, cord & stake out on to the field
* Take up all the bases and put them in the grass adjacent to their position
* Start by raking the field around the bases, mound and home plate.
* Drag the field to even out the dirt
* Attach the hose and fully extend the hose in the infield
	+ Wet the batter’s box and mound enough to turn the dirt brown
	+ Do not keep water in one location for too long (like using spray paint)
	+ Transition to the foul lines (1st and 3rd Base sides)
	+ Transition to watering the infield for the next 30-45 mins (painting the dirt a dark brown)
* Fill in the holes in the mound and batter’s box
	+ Take the pounder and tamp the dirt in both locations
	+ Water the mound again with enough water to turn the locations a dark brown
	+ Go back to watering the infield, continue until chalking is complete
* Chalking the bases
	+ Take the stake and push it into the bottom of home plate
	+ Run the string all the way down the foul line along the outside of the 1st base location in line with the foul pole
	+ 1 person hold the line taught
	+ 1 person Chalk from home plate to the grass
		- For All Stars the chalk line has to go all the way to the foul pole
		- ¾-1 bag for infield only
		- 1.5 bags of chalk if you take the foul line into the outfield
	+ Chalk out the coaching boxes
	+ Repeat on 3rd base side
* Chalking home plate
	+ Lay the stencil over home plate
		- Step on the stencil to mark your line in the dirt or
		- Take the stake and draw an outline your choice
	+ Repeat for opposite batter’s box
	+ Remove stencil
	+ Take chalker and chalk over the stencil marks
* Finishing the field
	+ Stop watering when chalk complete
	+ Roll up hose and remove from field being careful not disturb chalk lines
	+ Take the rakes and clean up stray chalk marks and wheel mark left by the chalker around the field
	+ **Make it look clean and neat**
	+ Put all your tools back in the container
	+ Replace the bases
* Between games
	+ Depending on the time, at a minimum field should be raked/dragged and lines preserved
	+ Ideally, fresh line will be laid, but at a minimum please re draw the batter’s box