



## Field Crew Job Description/Expectations Tournaments

Check in with Volunteer Coordinator at 10 minutes before start time at designated place

### Beginning of Day:

Wheel Assignment: Get string, chalk boxes, batter box template and hammer from closet in wheel  
Fields 3, 4, 6 and 7 supplies are located in green storage boxes behind field. You will need to take the rakes with you to prep the fields.

- **Pitching Mounds** - City places the pitching rubbers to start the day – Measure to make sure the distance is correct for the first game. There will be a laminated pitching mound schedule hanging on the fence of each field noting the pitching distance for each game. Correct if needed. The 43' mound/rubber is permanent and should never be moved.
- **Base Setup** - Bases are located in the green boxes behind the backstop or wheel closet. The orange/white double base is for first base (orange foul – white fair). Locate the base anchors for each base. The anchors should, but might not, be covered by a round rubber plug that may be slightly buried. When the base anchors are filled with dirt, clean them out. The bases simply plug in to the anchors.
- **Chalking Base Lines** - String and a spike should be available in the equipment box to use as a guide for laying down the base lines. Set the spike at the back corner of home plate, tie the string to the spike and follow the 45 degree angle along the backside of the plate to the outside of 3rd base (between the double bases at first base). The base line should be drawn all the way to the grass.
- **Chalking the Batter's Box** - Use the templates (there are 3-4 available for 9 fields) found behind the backstop to mark two 3' X 7" batter's boxes. Press on the template so that it leaves a depression in the dirt that can be used as a chalking guide. Make sure to have template turned with "pitcher this way" arrow pointing toward pitcher.
- **Chalking the Pitcher's Circle** - the pitching circle can be marked by using the spike and string as a circle scribe. Place the spike behind the pitching rubber and measure an 8-foot radius. Chalk over the inscribed circle.

### Throughout tournament day:

- Rake, fill in, pack and/or smooth out the areas around home plate, pitching rubber and bases.
- Please check the field you are preparing and change the pitching rubber to the correct distance if necessary. **A list of games with correct distances will be attached to each backstop.** The pitcher's circle will have to be re-scribed and re-chalked if the rubber is moved.
- Touch up chalking – baselines and pitching circle – these should not have to be completely re-done (unless the pitching rubber is moved). Also touch up the batters boxes - these may have to be re-done. Use the batters box templates to mark lines.
- Sweep off home plate and pitching rubber.
- Rake/drag entire infield.
- Return equipment to area behind backstop.
- Pick up any remaining trash.
- Make sure there is enough chalk for next shift, if you need a resupply, let Amy or Beth know.
- Be aware of timing of games! Sometimes you won't have a lot of time to get the field prepped for next game.
- Assist concessions if necessary.

### End of Day:

After the last game of the day:

- Pull and put bases back into the equipment box.
- Replace base anchor plugs if any.
- Return all tools to behind backstop and/or proper locations.
- Rake, fill in, pack and/or smooth out the areas around home plate, pitching rubber and bases.
- Drag entire field smooth to eliminate any low spots – this is especially important if overnight rain is expected.

Wear clothes you don't mind getting dirty, you might want gloves too.

Please do not place your beverage in the "concession stand coolers" this against city code and will be a violation if found.