



## FIELD CONTACT

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## COMBINATIONS

GATE –

STORAGE SHED -

CART STORAGE -

## FIELD SETUP

### FIRST-GAME TEAMS ON GAME DAYS - ALL TEAMS ON PRACTICE DAYS

1. Locate bases / pitching plates (with attached anchor posts) in Equipment Shed
2. Locate appropriate base anchors – with metal detector, if necessary
  - a. Use 55-ft anchors for 6U-8U, 60-ft for 10U-14U
  - b. Remove base anchor plugs - place along lower row of chain links in dugout fence
  - c. Clean out base anchors with base anchor tool
  - d. Use double base for 1<sup>st</sup> base, orange base to the foul side
  - e. **REPLACE ALL BASE ANCHOR PLUGS AT END OF DAY**
3. Locate appropriate pitching plate anchors – with metal detector, if necessary
  - a. Distance –
    - 30-ft for 6U / 8U
    - 35-ft for 10U
    - 40-ft for 12U
  - b. 43-ft plates are permanent on CS2 & CS3 - do not attempt removal
  - c. To insert a pitching plate ...
    - Water area where pitching plate will be inserted (allows better packing)
    - Clear area approximately 1” deep and slightly wider/longer than pitching plate
    - Insert pitching plate in anchor then fill in dirt around and beneath plate
  - d. To remove a pitching plate from a 30-ft, 35-ft or 40-ft anchor
    - Pitching plates have two components – metal plate/post and pitching rubber
    - Locate edges of metal plate – use base anchor tool to dig out loose dirt
    - **Lift metal plate with both hands** - pulling up from both ends
    - **DO NOT PULL PITCHING RUBBER DIRECTLY!** Rubber will tear away from metal plate
4. Mark and chalk batters boxes
  - a. Use PVC template (located in Cart Shed) to mark batters boxes
  - b. Use “Towards Mound” arrow on template to ensure proper orientation
  - c. Press outer edges of template (or scribe around with base anchor tool) to mark outline
  - d. Chalk rectangles left by template to create left and right batters box







## FIELD TAKEDOWN

### **LAST-GAME TEAMS ON GAME DAYS - ALL TEAMS ON PRACTICE DAYS**

1. REMOVE ALL DEBRIS FROM DUGOUTS, BLEACHERS, FIELD AND PLACE IN TRASH CONTAINER!  
IT IS ALL MANAGERS' RESPONSIBILITY TO LEAVE FIELD CLEAN – have team and parents help!
2. Remove all bases and pitching plates and practice equipment from field area
3. Replace all 6 Rubber Base Anchor Plugs (2 @ 1<sup>st</sup> base, 2 @ pitching plate, 1 each @ 2<sup>nd</sup> & 3<sup>rd</sup> base)
4. Take down and stow any warm-up equipment that remains in warm-up areas
  - Batting nets, balls & buckets, hitting tees, temporary home/pitching plates, etc.
  - **ALL LAST-GAME MANAGERS SHOULD WORK TOGETHER TO SEE THAT THIS IS DONE!**
5. **Equipment Shed** - Neatly return following equipment to proper location
  - Place double-bases on bottom shelf, along back wall near swinging door
  - Place single-bases on second shelf, above double-bases
  - Place pitching plates on third shelf above single-bases
  - Neatly roll cords on reels and place on shelves, opposite bases, near swinging door
  - Place marking string reels in same location as cord reels
  - Place ball buckets on floor along shelves
  - Stack black BowNet bags on upper shelves along rear wall, opposite roll-up door
  - Stack black Hurricane net bags on upper shelves along rear wall, opposite roll-up door
  - Roll and place sliding mats on lower and middle shelves along rear wall
  - Park pitching machines diagonally along rear wall, opposite roll-up door
  - Place chalkers on the floor - on immediate right of the roll-up door
  - Place batting tees on lower shelves along rear wall
  - Hand tools, base anchor tools and tool boxes - placed on shelves on immediate left of roll-up door
6. **Cart Storage area** - Neatly return sprinklers, hoses, PVC templates and handled tools to proper location
  - Stack sprinklers and rolled hoses on cart bed or on ground clear of the carts
  - Lean PVC batter's box & pitching circle templates on Equipment shed outer wall
  - Lean handled tools on rear of Snack Shack
  - Screen drags must be secured to rear or bed of cart
  - **DO NOT STORE THESE ITEMS IN EQUIPMENT SHED!**
7. Water and drag infield per Watering & Dragging procedure (below)
8. Take lost-and-found items to Snack Shack
9. Park cart in Cart Storage area per Cart procedure (below)
10. **LOCK EQUIPMENT SHED! LOCK CART STORAGE AREA!**



## WATERING & DRAGGING

WATER AND DRAG AFTER EVERY PRACTICE, BEFORE FIRST GAME AND AFTER LAST GAME ON GAME DAYS

1. Remove bases, pitching plates and practice equipment from field area
2. Replace all 6 Rubber Base Anchor Plugs (2 @ 1<sup>st</sup> base, 2 @ pitching plate, 1 each @ 2<sup>nd</sup> & 3<sup>rd</sup> base)
3. Fill-in and smooth all irregularities / depressions with field rake
4. Water field
  - a. Locate infield water valve beneath 10" circular cover a few feet behind 40-ft pitching plate
  - b. Locate sprinklers and hoses in Cart Shed
  - c. Connect sprinkler or hose attachment to water valve
    - Insert by aligning pin on bottom of attachment pipe with matching notch in water valve
    - Once inserted, spin attachment 1-to-1.5 turns clockwise until it stops
    - Attachment is now locked in place allowing water flow to be turned on
  - d. Run sprinkler or direct hose for 5-7 minutes - infields can handle a lot of water
  - e. Watering options -
    - i. **Hose - RECOMMENDED**– directs water to where needed the most with better range and accuracy in windy conditions
    - ii. Sprinkler – waters evenly; range affected by wind
5. Drag from OUTSIDE edge of infields to the CENTER of field - never drag toward outside of field!
6. End drag at depression near rear of pitching plate – near valve cover – roll drag and stow
7. Avoid dragging directly over pitching plate or home plate
8. Report damage to screen drags, chains, equipment or cart

## WATER VALVE MAINTENANCE

- Prevent water valve container from filling with dirt – never drag field with cover removed
  - Remove extra dirt by hand to maintain 4-6 inches between top of valve and dirt line
  - Dirt buildup around valve risks a “stuck-open” valve – resulting in flooding of the field
- Repairing “stuck-open” water valve
  - Insert sprinkler attachment into valve a couple times in attempt to dislodge debris
  - Using screwdriver (from tool box in Storage Shed), attempt to dislodge debris
  - Report jammed valves and hoses – text, call or email ASAP



## CART

### FOR USE ONLY BY MANAGERS, COACHES, DIRECTORS AND THEIR ADULT DESIGNEES

- Driver must be adult, 18-years-old or older, or must be 14- to 17-years-old under direct supervision of adult
- Only one seated passenger allowed; NO STANDING!
- Secure all screen drags and equipment before moving
- Drive slowly when dragging and crossing outfields
- **ALWAYS** remove key and place in cup holder when cart is not in use
- Park cart in Cart Storage area nose-first
- When cart is parked -
  - **ALWAYS** plug battery charger into receptacle (under driver's seat)
  - Make sure battery charger is plugged in to wall ... LISTEN FOR HUM, TO BE SURE

## PITCHING MACHINES

### ELECTRIC PITCHING MACHINES

- Operate pitching machine safely!
  - Do not wear loose clothing, gloves, neckties, hooded sweatshirts with dangling ties, bracelets, etc.
  - Properly tie and tuck long hair
  - Secure all extension cords – loop cords at outlet, connections and machine legs
  - Keep extension cords clear of base paths / bases – away from player activity
  - **Always** test speed/location **before** hitter steps into batter's box to ensure correct aim
  - **DO NOT allow players to use machine**
  - **ADULT MUST BE SUPERVISING MACHINE AT ALL TIMES!**
- Use **ONLY** dimpled style balls located in large plastic buckets
- Familiarize yourself with operation before use (before players arrive)
  - Adjust height of pitch using T-bolt on head of machine; slide/tilt head forward/backward to adjust
  - All adjustments should be hand-tightened only; do not use tools to tighten!
- Use speed control knob to set the initial ball speed
  - 8U – 30 mph
  - 10U – 37 mph
  - 12U – 44 mph
  - 14U – 50 mph
- To store, park electric pitching machines diagonally along back wall of Equipment Shed





## SLIDING MATS

- Remove shoes during use; shoes may cause injury and will prematurely degrade sliding mats
- When stowing sliding mat, roll with sliding cloth on inside and tie as you would a sleeping bag
- Store sliding mats on shelves along rear wall of Equipment Shed



Palos Verdes Peninsula Girls Softball  
2017 Field Equipment Procedures  
Manager/Coach/Team Parent Responsibilities

