# FIELD DUTY: SETUP, MAINTENANCE & CLOSURE PROCEDURES

**Pan Pacific Park Fields**

*As an all-volunteer, community-based league, Wilshire Baseball depends entirely on parents' willingness to help out. That's especially true when it comes to Field Duty: For kids to have safe, clean fields -- with bases, playable infields, clear foul lines, and an outfield fence on Field 3 -- their parents must help set up, clean up and close down fields at every practice and game.*

*Please closely review the three sections of instructions below -- Setup, Closure and Supply Checklist -- and rigorously follow them. Your attention to this is vital to the baseball experience of your kids -- and of the kids at the games and practices following yours. Thank you.*

## FIELD SETUP PROCEDURES FOR PAN PACIFIC PARK

**FIELD 1**

***Friday Night***

- Drag infield with pull rake located in shed
- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed
- Remove base plugs from appropriate distance (chart in shed), store in shed and set bases
- Bring mound from shed and set at appropriate distance according to the chart in shed (measure from back of home plate to front on pitcher's rubber)

***Saturday Morning – Game 1***

On most Saturday mornings, we have a set-up guy that lines the batter's box and base lines and sets the bases. If he has done that, then;

- Bring mound from shed and set at appropriate distance according to the chart in shed (measure from back of home plate to front of pitcher's rubber)

If he has not done that, then:

- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed
- Remove base plugs from appropriate distance (chart in shed), store in shed and set bases
- Bring mound from shed and set at appropriate distance according to the chart in shed (measure from back of home plate to front on pitcher's rubber)

***Saturday Morning/Afternoon – All other Games***

- Set mound at appropriate distance according to the chart in shed (measure from back of home plate to front of pitcher's rubber)

- Drag infield and re-line batter's box and base lines as necessary

***Sunday Morning – Game 1***

- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed
- Remove base plugs from appropriate distance (chart in shed), store in shed and set bases

***Sunday Morning – Game 2 and All other Games***

Drag infield and re-line batter's box and base lines as necessary

**FIELD 2**

***Friday Night – Game 1***

- Drag infield with pull rake located in shed
- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed
- Remove base plugs from appropriate distance (chart on shed door), store in shed and set bases
- Bring mound from batting cage (need 3-4 people) and set at appropriate distance according to chart in shed (measure from back of home plate to front on pitcher's rubber)

***Friday Night – Game 2***

- Drag infield and re-line batter's box and base lines as necessary

***Saturday Morning***

- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed
- Remove base plugs from appropriate distance (chart in shed), store in shed and set bases
- Bring mound from batting cage (need 3-4 people) and set at appropriate distance according to the chart in shed (measure from back of home plate to front on pitcher's rubber)

***Saturday Morning/Afternoon – All other Games***

- Set mound at appropriate distance according to the chart in shed (measure from back of home plate to front of pitcher's rubber)
- Set bases at appropriate distance according to the chart in shed; if necessary remove base plugs for setting bases and replace plugs where previous base had been
- Drag infield and re-line batter's box and base lines as necessary

***Sunday Morning – Game 1***

- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed

- Remove base plugs from appropriate distance (chart in shed), store in shed and set bases

***Sunday Mid-Game when Spirit 4 is at Pan Pacific****

- Drag infield and re-line batter's box and base lines as necessary

***Sunday Morning – Game 2 and All other Games***

- Drag infield and re-line batter's box and base lines as necessary

**FIELD 3**

***Saturday Morning***

- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed
- Remove base plugs from appropriate distance (chart in shed), store in shed and set bases
- Bring mound from batting cage (need 3-4 people) and set at appropriate distance according to the chart in shed (measure from back of home plate to front on pitcher's rubber)
- Bring outfield fence from batting cage and align with fence post holes **STARTING IN RIGHT FIELD** and rolling it out towards LEFT FIELD
- Remove yellow fence post plugs (use tool in bucket in shed) and store plugs in the bucket
- Insert fence posts into holes (works best if you start at one end and move sequentially to the other)

***Saturday Morning/Afternoon – All other Games***

- Set mound at appropriate distance according to the chart in shed (measure from back of home plate to front of pitcher's rubber)
- Drag infield and re-line batter's box and base lines as necessary

***Sunday Morning – Game 1***

- Use metal batter's box mold in shed to make imprint for batter's box
- Line batter's box and base lines with white chalk located in shed
- Remove base plugs from appropriate distance (chart in shed), store in shed and set bases
- Bring outfield fence from batting cage and align with fence post holes STARTING IN RIGHT FIELD and rolling it out towards LEFT FIELD
- Remove yellow fence post plugs (use tool in bucket in shed) and store plugs in the bucket
- Insert fence posts into holes (works best if you start at one end and move sequentially to the other)

***Sunday Morning – Game 2 and All other Games***

- Drag infield and re-line batter's box and base lines as necessary

# FIELD CLOSURE PROCEDURES FOR PAN PACIFIC PARK

** Parents at the last game of the day are responsible for storing all equipment and locking the shed and cage - so that it can be used at the next game or practice.*

**FIELD 1**

***Friday Night***

- Remove bases and store in shed
- Replace base plugs
- Return mound to shed
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

***Saturday***

- Remove bases and store in shed
- Replace base plugs
- Return mound to shed
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

***Sunday***

- Remove bases and store in shed
- Replace base plugs
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

**FIELD 2**

***Friday Night***

- Remove bases and store in shed
- Replace base plugs
- Return mound to batting cage, cover with blue tarp and lock cage
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole

and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

***Saturday***

- Remove bases and store in shed
- Replace base plugs
- Return mound to batting cage, cover with blue tarp and lock cage
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

***Sunday***

- Remove bases and store in shed
- Replace base plugs
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

**FIELD 3**

***Saturday***

- Remove bases and store in shed
- Replace base plugs
- Return mound to batting cage
- REMOVE THE FENCE POSTS AND LAY THE FENCE ON ITS 'BACK' SO THAT THE POSTS ARE FACING BEVERLY BLVD (NORTH)
- REPLACE ALL **31** YELLOW FENCE POST PLUGS
- ROLL THE FENCE INTO ONE CYLINDER **STARTING IN LEFT FIELD AND ROLLING CONTINUOUSLY TO RIGHT FILED. Please roll it tightly.**
- Carry fence into batting cage and store on ground with posts far enough away from fence so they are not able to be removed from outside
- Lock batting cage
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

***Sunday***

- Remove bases and store in shed

- Replace base plugs
- REMOVE THE FENCE POSTS AND LAY THE FENCE ON ITS 'BACK' SO THAT THE POSTS ARE FACING BEVERLY BLVD (NORTH)
- REPLACE ALL **31** YELLOW FENCE POST PLUGS
- ROLL THE FENCE INTO ONE CYLINDER **STARTING IN LEFT FIELD AND ROLLING CONTINUOUSLY TO RIGHT FILED. Please roll it tightly.**
- Carry fence into batting cage and store on ground with posts far enough away from fence so they are not able to be removed from outside
- Lock batting cage
- Lock shed by making sure the top and bottom latch of left side door are secured; close right side door and CRANK HANDLE ALL THE WAY TO THE LEFT UNTIL IT CLICKS, THEN RETURN HANDLE TO CENTER POSITION AND ALIGN WITH LOCK HOLE; place lock in hole and make sure it is secured. PLEASE CHECK DOOR TO MAKE SURE IT'S CLOSED AND LOCKED.

# WILSHIRE BASEBALL SUPPLY CHECKLIST FOR PAN PACIFIC PARK FIELDS

** Please notify your Manager of missing supplies, so that s/he can notify the Field Czars.*

**ALL FIELDS: In Each Shed**

1 bucket for chalk
2 bags of chalk
1 scoop for chalk
1 liner machine
1 string to line bases
1 large drag-rake for dragging infield
1 measuring tape for mound
1 hose
3 bases (at least)
1 metal detector to find base mounts

**ALL FIELDS: On Each Field**

3 base plugs should be in their respective holes in the ground

**ALSO AT FIELD 1: In the Shed**

1 pitching mound

**ALSO AT FIELD 2: In the Batting Cage**

1 pitching mound

**ALSO AT FIELD 3: In the Shed**

1 bucket with "Fence Setup Equipment", including:
- Tool (or two) to pry out the yellow caps for the fence holes
- Yellow caps for the fence holes (stored in bucket when the fence is up)

**ALSO AT FIELD 3: In the Batting Cage**

1 outfield fence (rolled up tightly and neatly)
1 pitching mound