

**HOME TEAM RESPONSIBILITIES:** Home Team Managers/Coaches are responsible for the following before and after each game:

1. Check field for any safety issues and make any needed repairs to correct them.
2. Be sure that the restrooms are opened for players and spectators.
3. Rake infield, base lines, pitching mound and home plate area as needed. Do not rake clay onto the grass area.
4. Lime base lines and batter box before each game.
5. Turn on lights when they are needed for night games.
6. Be sure that pitching mound is tamped down and prepared properly. Use pitching mound clay if it is available.
7. At conclusion of game, re-rake all areas listed in #3.
8. Pick up any garbage in the home dugout and spectator areas.
9. If your game is the last game scheduled, TURN OFF LIGHTS AND LOCK DOORS.
10. Report any problems to the League Commission of Building and Grounds Committee.

**VISITING TEAM RESPONSIBILITIES:** The Visiting Team Manager/Coaches are responsible for clean-up of the visitor dugout and spectator areas. We ask that even though the Home Team Managers and Coaches are responsible for getting the field ready, if they are short handed please be available to help out.

**PRACTICES:** The same guidelines as the Home Team applies except for #4. Please leave the field in the same condition as when you arrived.

**WET CONDITIONS:** In the event the field and infield is wet, both Managers should confer with one another. The Home Team Manager is responsible for checking the field prior to the start of the game. Fields should never be used when there is a safety issue for the players. **The following guidelines should be used:**

1. Disperse puddles as feasible without brushing clay onto grass or creating rutts. Preferably, use the pillows that are in each shed as a means of removing water puddles. Squeeze out the water into the wheelbarrow and then dump water outside of field area.
2. Spread either Soil Conditioner or Rapid Dry over the wet clay. Use the grass spreader to apply the conditioner and do not over apply. Let it sit and absorb for a while then re-rake area. These bags are only to be used for games, not practices.
3. You may use dry clay on infields only to fill in low spots. Clay may be wheelbarrowed or carted from 3 designated spots; Junior League Field (next to shed), Minor League Field (next to shed), Major League Field (near dumpster).

Be sure to cover pile when you are finished. Please remember; Material should be only used for games.

**FIELDS SHOULD NOT BE USED FOR PRACTICES WHEN THEY ARE WET.**

**KEYS:** All managers will receive 2 keys. One will be for the upper/lower clubhouse, restrooms and utility room. The second key is for all tool sheds. Batting cage keys will be placed in a designated spot. Only those who have been trained at the batting cages will have access to these keys.

The keys for the light boxes will be kept in the following locations:

Upper field - softball shed (on hook inside shed)

Lower field - supply shed (on hook inside shed)

**PLEASE BE SURE THESE KEYS ARE PUT BACK**

Shed doors should be closed/locked at all a times. **Do not leave doors opened during practices/games.** Keys are to be returned with your equipment bags.

**LIGHTS:** Due to the high cost of using our field lights, we ask all managers to use common sense with regard to their use. Do not have them on when you do not need to use them. Be sure that they are off and boxes are locked after you are done.

**COUPLE OF REMINDERS:** Try to keep players on your team from creating divots/rutts especially in the outfield. Please if you notice any, do the best you can to fix them. Large rutts should be brought to the attention of the Grounds Committee.

**PLEASE OBSERVE “FIELD CLOSED” SIGNS, they are there for a reason.**

**FINAL NOTE:** Please respect our fields and complex like you would your own property. If you need to contact the Building & Ground Committee, please refer to the person(s) number listed below:

Richard Mertens: Director of Building and Grounds  
732-804-6567

Dave Cobb: Chairman of Grounds  
732-492-3621