



2015 Exhibit 17-
Field Eq
Maintenance
Final

HERSHEY LITTLE LEAGUE POLICY & PROCEDURES – *Equipment and Field Maintenance*

Last Rev. Date: NA

Revision #0.0

Origination Date: 12/13/15

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1.0 Purpose

This Exhibit provides additional guidance for the operational management of Hershey Little League's (HLL) Equipment and Field Maintenance beyond the guidance provided in the HLL Constitution.

2.0 Scope

The scope of this exhibit supplements Article IX, Section 4 of the HLL Constitution and provides for further definition, responsibility and a Standard Operating Procedure for HLL's equipment and field maintenance responsibilities to be adhered to by all HLL Members. This exhibit extends to all HLL activities inclusive for those events that HLL Members may be participating in that are not affiliated directly with HLL; where also HLL Field Management Leader or Team is contracted by other Organizations for practice, tournament and/or pre/post game field preparations and maintenance.

3.0 Responsibilities

HLL Equipment Leader (EL) shall be responsible for the inventory management of all required baseball equipment for each Regular, All-Star and Fall Seasons. The EL is responsible for evaluating existing inventory for the need to procure and replace damaged equipment, determine inventory need for practice and game baseballs in by November 1st in association with HLL Treasurer's annual budget planning. HLL EL shall prepare equipment team bags for each team that HLL sponsors which will be distributed to the HLL Head Coach of each team. HLL EL shall be responsible for retrieving all Team Equipment Bags at the end of the season from Head Coaches. Head Coaches shall be responsible for assuring that their bags contain all equipment as issued to them by HLL, with ball inventory equal to the number of baseballs distributed. Head Coaches shall be solely responsible for purchase of baseballs to equal the number that HLL distributed to the Head Coach as part of team equipment bag.

HLL Field Management Leader (FML) shall be responsible for the assembly of a field preparation team, coordination and scheduling of field preparation team for daily field maintenance and preparations for any HLL game or event. HLL FML shall be responsible for the overall inspection and management of field conditions in preparation of any HLL games or events.

HLL FML shall complete an inventory all field maintenance equipment and necessary materials required for the forth coming season by November 1st in association with HLL Treasurer's annual budget planning. The HLL FML's inventory conditions assessment of equipment and materials should include but is not limited to:

- Field rakes, tampers
- Tarps
- Portable mounds
- Pitcher rubbers and bases
- Hoses and misc accessories
- Line boxes and string wheels



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- Tractor, tractor maintenance and associated drag apparatus's
- Materials
 - Bags of In-Field Mix & Clay
 - Line Material / Lime
 - Any major field capital improvements or renovation needs. Where applicable, HLL BOD will seek outside consultancy on any major field improvement project where the HLL EBOD determines it as necessary for engineering and construction feasibility design purposes.

HLL FML is responsible for the in-season inventory management of field equipment and supplies as necessary to meet the demands of preparing all DTSD and Derry Twp. Fields for all HLL games and events. HLL FML will lead the necessary coordination of material ordering in conjunction with Chairman of Baseball Operations and Treasurer.

HLL FML is responsible for the coordination of a Coach's field maintenance clinic, prior to Opening Weekend. The intent is for the HLL FML to provide training on proper field maintenance by Coaches post-game and pre/post practices. HLL FML, as a representative of the HLL BOD communicates the expectations of Coach's for their field maintenance care responsibilities.

The Head Coach's of each HLL Team are responsible for post-practice and game field maintenance that shall include but is not limited to:

- Raking of area around and behind Home plate
- Raking of baselines
- Raking of all bases and ensuring there are no low lying areas.
- For natural mounds (Memorial Field Bullpens), mounds are to be raked, wetted and compacted/tamped and wetted again to ensure clay has sufficient moisture to compact. Areas of emphasis are immediately in-front of pitching rubber and landing area. Once the mounds are wetted and compacted, they shall be covered for moisture retention.
- HLL FML shall add clay to mounds as needed to ensure mound's integrity.
- Failure of Coach's to do their part in field maintenance will result in loss of field use for practices.

Forms Used

HLL Equipment and Materials inventory forms

HLL Treasurer time-sheets and expense forms

4.0 Procedure



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HLL EL and HML shall provide the necessary inventory information to HLL Treasurer and EBOD by November 1st in preparation of HLL Annual Budget Planning. Any deviation from budget, once the budget is approved to procure supplemental equipment, materials and miscellaneous supplies shall at a minimum have EBOD majority vote approval.

HML shall manage the overall HLL Fields (DTSD, Derry Twp) as to their playability and close fields when they are not playable due to inclement weather. Field closure notifications should be communicated to the HLL Communications Leaders for HLL Website updates and Field Closure notifications.

HML shall develop and from time to time an updated a Field Maintenance Punch List that is distributed to all HLL Coaches, posted to HLL website and in available dugouts and/or fields.

5.0 References

Little League International®

Hershey Little League Constitution

6.0 Related Procedures

NA

7.0 Records

NA



