



# TGSL Field Management Policy

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## **I. Overview**

The maintenance of the softball fields located at Levy Adult School in the city of Torrance is an arduous, ongoing daily activity that requires a community of Board members, coaches, volunteers and parents to manage cohesively in order to ensure the proper upkeep and usage of them.

Ensuring the overall safety of players who participate on them is the primary concern and is the main reason why it is important to follow this policy. Please be vigilant of dangerous situations and report them immediately so they can be addressed.

## **II. Field Training**

Before the start of any Spring or Fall season at TGSL, all new as well as returning Managers and Field Parents shall attend Field Training (either the primary event or any make-up sessions). There are no exceptions.

## III. Field Equipment

### Golf Cart Rules and Information

- Carts are located in the shed behind Field 1
- Carts are for dragging the field and hauling loads
- No kids are to drive the carts (but they can ride with an adult driver)
- No racing or playing on or around the carts
- When putting carts back in shed turn key off and connect to battery (charge)

IMPORTANT: use the golf cart to drag the field at a SLOW pace - going too fast defeats the purpose and could cause damage to the Golf cart or associated equipment. Ensure the drag is on the correct side. Start dragging from the outside working your way into the center of the field. DO NOT go fast or over anything including the grass - otherwise, this will damage the drag. Once dragging is finished you will need to thoroughly water the field.

## IV. Field Lights

- When starting light towers for usage during evening practices or games, first start the engine and let it warm up for at least 10 minutes. After the engine is warm, turn on the light switches one by one (NOTE: DO NOT turn on lights BEFORE the engine is first warm or has been started).
- When turning light towers off after evening practices or games, turn off light switches FIRST one by one BEFORE stopping the engine. Stopping the engine while the lights are still turned on can cause damage to the engines.

## V. Field Practices

Managers and Field Parents are responsible for the following after ALL practices:

- Put bases, pitching rubber & any other stray equipment away in green bins
- Put base plugs back in ground to cover base receptacles
- Rake field around home plate and pitchers mound to make level
- Water field for 2 minutes before dragging to reduce dust
- While watering please make sure both dugouts are emptied of trash and trash cans are placed inside to be locked
- After dragging, water entire infield 10 minutes minimum
- Return carts to shed after use & connect battery (ensure the headlights are turned OFF!)
- Secure keys to key box
- Ensure hose is secured within dugout (Even if you did not use it)
- Close and lock green bin
- Close and lock both dugout fence gates

## **VI. Field Games**

- Home Team (2 Team on the Schedule) is responsible for field setup before games
- Visiting Team is responsible for Tear Down

### **Home Team Field Setup**

- Arrive at least 30-45 minutes prior to game to setup your field
- Review playing areas for dangerous conditions
- Problems you cannot fix must be reported to a league official immediately
- Three officials are listed below with contact information for your convenience
- Drag and water field as required to create a smooth soft playing surface
- Retrieve field equipment from the green bin (Extra chalk located in shed)
- Remove and secure base plugs. Secure all bases and pitching rubber.
- Verify correct base and mound distances.
- Lay down batters box template and mark and then line both boxes with chalk. Be sure template faces pitchers mound correctly. (line up using arrows on the template)

- Run string from rear of home plate to OUTSIDE of 3B and into outfield and then line 3B line with chalk
- Run string from rear of home plate right through middle of white and orange double 1B and into outfield and then line 1B line with chalk
- Use Batters box template (4' wide) to mark off 8' from 3B line for coaches box and then make straight line 15' in length from rear of 3B towards home plate
- Repeat for 1B coaches box
- Make runners lane to 1B. Starts 1/2 way to 1B. Use batters box template for width
- Use 8 ft PVC pipe to make circle around Pitching Rubber
- Use 2 1/2 ft' PVC pipe to make on deck circles outside of each dugout
- Secure items removed from green bin back into the green bin so they won't get lost.
- Set out trash cans with bags.
- If you open the shed, place locks in easy to find location for lock up crew.

### **Visiting Team Field Breakdown (Clean up)**

- After last game of the day, the visiting team has field breakdown responsibilities

- Sweep out dugout to remove sunflower seeds, excess dirt etc.
- Retrieve and empty trash cans. Replace with new bags and Secure in dugout
- Put bases, pitching rubber & any other stray equipment away in green bins
- Put base plugs back in ground to cover base receptacles
- Rake field around home plate and pitchers mound to make level
- Water field for 2 minutes before dragging to reduce dust.
- After dragging, water entire infield 10 minutes minimum.
  
- Return carts to shed after use & connect battery (Insure Head Lights are turned OFF!)
- Secure keys to key box
- Ensure hose is secured within dugout (Even if you did not use it)
- Close and lock green bin
- Close and lock both dugout fence gates

## VII. Batting Cage Rules

- Only trained Adults can operate pitching machines
- The pitching machines are expensive and everyone in the league uses them so please treat them with care
- Watch hands, loose clothing, and jewelry around pitching machines to make sure nothing gets caught in machine which could result in injury
- No Children are allowed inside room with pitching machines at any time
- Helmets MUST be worn by hitters AT ALL TIMES when inside batting cage
- Helmets MUST be worn by hitters that are hitting waffle balls, soft toss, off tees, or even just swinging bats outside of the batting cage
- Only active hitters (2) are allowed inside batting cage netting area when balls are being pitched. Coaches should instruct from outside the cage.
- Hitters should stand against fence and watch a pitch or 2 before setting up to hit just in case machine adjustment is required
- Close back gate before starting pitching machines

- When finished with cage, collect all balls and put them back in each pitching machines feeding bins
- No hitting balls against the fence!
- No hitting balls in the direction of the business parking lot east of the batting cages which may result in damage to parked cars.

## **VIII. Violations of The Field Policy**

Field Managers, Division Commissioners and the TGSL Board of Directors shall have the authority to monitor and enforce this Field Policy. If there are any issues that arise that do not adhere to the guidelines of this policy, they shall be reported to ensure the intent of this policy is being adhered to. Not following these instructions could result in your team losing field practice privileges.

## **IX. Contact Information**

Thank you for helping us in keeping our fields properly maintained. Remember - if you notice something that is not right or does not align with our Field Management policies or guidelines, report them! For any questions, feel free to e-mail us at [tgslwebmaster@gmail.com](mailto:tgslwebmaster@gmail.com).