



Athletic Field User Game Day Preparation Program



RESPONSIBILITIES of ATHLETIC FIELD USER GROUPS/VOLUNTEERS

User Groups, and Ball Field Attendants will be responsible for the following:

- Litter pickup prior and post game
- Chalk (Gypsum) lining of the infields (Game Day Preparation)
- Preparation of pitching mound when approved By Park Department Athletic Field Coordinators.
- The on-going supplying of the athletic field Knaack Boxes (Supplies and equipment)
- Hand raking and dragging of baseball infields
- Placement of bases at correct lengths for play, and storing of bases after use
- Watering infield prior to practice and games, as needed
- Line painting will be accomplished by the user as approved by Parks management
- Synthetic fields will be hand raked and swept by the Users, as required

Safety Inspection

- Volunteers will fill out PARKS's Athletic Field Inspection Form, as needed.
- The form provides opportunity for Users to update voice concerns and use the inspection form as a tracking mechanism for conditions of asset.
- Volunteers will be responsible for monitoring Athletic Boxes (J & Knaack Boxes) used to store equipment and supplies, generally located outside of wing fences at baseball fields.
- Volunteers will communicate safety concerns through the Athletic Field Coordinators. Please contact the Athletic field Coordinator's office via e-mail, Joe Green at joe.green@seattle.gov or Raft Hollingsworth at raft.hollingsworth@seattle.gov.

Athletic Field Permits

The following language shall be added to Permits obtained by Athletic Field Users. The Users will be required to perform the following tasks to prepare the field for play as follows:

Baseball Fields

- Litter pickup prior and post game
- Chalk (Gypsum) lining of the infields
- Preparation & Management of pitching mound when approved
- The on-going supplying of the J Boxes (Maintenance equipment)
- Hand raking & dragging of baseball infields
- Placement of bases at correct lengths for play, and storing of bases after use
- Watering infield prior to practice & games, as needed
- Line painting will be accomplished by the user as approved by Parks management
- Synthetic fields will be hand raked and swept by the Users, as required

Lacrosse, Soccer, Ultimate Frisbee, Samoan Cricket, and Football Fields

- Refresh (touchup) lines with paint for goal and penalty boxes and goal lines, and kick lines when necessary.
- Chalk (Gypsum) lining of the infields if they are grass or dirt fields
- Litter pickup prior and post game
- Synthetic fields will be hand raked and swept by the users, as required

Training

Every Athletic Field User/Group is required to complete an Athletic Field User Game Day Preparation Training.

Athletic Field Coordinators will set up a training and certification model for Users and Volunteers, addressing expectations and responsibilities.

If users are unable to complete certification process, they will not be allowed to schedule play on fields.

In cases where you are not able to complete certification process, please contact the Athletic field Coordinator's office via e-mail, Joe Green at joe.green@seattle.gov or Raft Hollingsworth at raft.hollingsworth@seattle.gov.

Exception

Game day preparation of fields is not required of Park Department Sports Leagues.



VOLUNTEERS RECIPE FOR BASEBALL FIELD GAME DAY PREPARATION

Preparing either a baseball or softball field is similar to the process of baking a cake. Certain steps must be taken in a prescribed sequence, so that the final product is correct. There are no shortcuts in preparing a properly maintained infield and outfield. On the other hand, the maintenance of baseball and softball fields is no piece of cake, all users need to pay attention to detail and be attentive for safety hazards.

The following sequential steps are important in preparing either a baseball or softball field for play:

1. During inclement weather there should be no usage of fields when there is significant standing water, or extremely loose footing conditions. Individuals or groups should not perform any maintenance in an attempt to make a field playable under extreme weather conditions (continuous rain). This includes digging trenches, removing mud, adding dirt, sand, kitty litter or any other foreign material.
2. Be aware of hazardous debris (i.e. broken glass and rocks) from infield, outfield and spectator areas.
3. Inspect for damage to fences, dugout hardware, bleachers and drinking fountains. Also check the outfield for holes, depressions or other tripping hazards. Report any damage or maintenance concerns; form for tracking information was sent to you via e-mail. Hard copy of forms is available inside of Knaack Boxes.
4. Fill in all depressions around homeplate, pitcher's rubber and base areas. Remove accumulated soil especially in the backstop area and fill in low spots on the infield.
5. Water the infield if it is dusty (watering equipment available in ballfield utility box)
6. If necessary use gypsum (located in ballfield (Knaack) utility box, along with marking cart) to add foul lines.

7. Install bases so that the bottom surface is snug and level to the ground. There should be no rocking motion of the base. The outside edge of first and third base must be flush with the foul line. Also check the base anchor peg for damage.
8. Check home plate and the pitcher's rubber to see that they are flush with the ground. Sweep soil from the surface of home plate, pitcher's rubber and bases.
9. Water the areas around home plate, pitcher's mound and bases if the soil is loose and dusty. This method will help hold soil in place during game activity.
10. During baseball season the Home team will assume responsibility to perform steps #4 - #9 at the end of each practice or game. The home team will also attempt to use tarps to cover homeplate, pitching areas and around bases, to reduce weather related impact. Please pay attention to your field assignment schedules; if you are scheduled for late sessions at your home sites, it is a clear indicator you will need to perform these tasks.



RESPONSIBILITIES of FALL SPORTS SEASON ATHLETIC FIELD USER GROUPS/VOLUNTEERS

User Groups, and Ball Field Attendants for Fall Sports will be responsible for the following:

- Litter pickup prior and post game
- Athletic Field Line Painting (Aerosol Paint Machine, Game Day Preparation) will be accomplished by the user. The user will only touch up high use areas: **Soccer** - Mid Circle, Goal area Boxes and Corner Kicks, **Football** – Hash Lines, 10yd Lines and Goal Lines, **Lacrosse** – Wing Areas and Defensive & Attack Areas. Seattle Parks and Recreation will maintain the outer perimeters of athletic fields and touch up interior dimensions of fields as needed.
Field Dimensions: <http://www.markersinc.com/athletic-field-dimensions.aspx>
- Synthetic fields will be hand raked and swept by the Users, as needed.
- The on-going supplying of the athletic field Knaack Boxes (Supplies and equipment)

Safety Inspection

- Volunteers will fill out PARKS's Athletic Field Inspection Form, as needed.
- The form provides opportunity for Users to update voice concerns and use the inspection form as a tracking mechanism for conditions of asset.
- Volunteers will be responsible for monitoring Athletic Boxes (J & Knaack Boxes) used to store equipment and supplies, generally located outside of wing fences at baseball fields.
- Volunteers will communicate safety concerns through the Athletic Field Coordinators. Please contact the Athletic field Coordinator's office via e-mail, Joe Green at joe.green@seattle.gov or Raft Hollingsworth at raft.hollingsworth@seattle.gov.

Training

Every Athletic Field User/Group is required to complete an Athletic Field User Game Day Preparation Training.

The training and certification process addresses expectations, responsibilities and communication.

If users are unable to complete certification process, they will not be allowed to schedule play on fields.

In cases where you are not able to complete certification process, please contact the Athletic field Coordinator's office via e-mail, Joe Green at joe.green@seattle.gov or Raft Hollingsworth at raft.hollingsworth@seattle.gov.

Line Marker Training Video: <http://www.youtube.com/watch?v=arbkLnGXWLc>

Synthetic Field Maintenance Training: (Insert synthetic Training video here)

Q: "How many paint cans do I need to line a field?"

A typical 18-20 ounce aerosol can of spray paint is going to produce a 2" to 4" wide line that is between 200 to 300 linear feet depending on how fast you walk and whether you make a second pass. For example 100 square feet of paint coverage translates into 300 linear feet for a 4 inch line.

Using a more conservative figure of 200 linear feet for line coverage here are some examples for soccer, football, and lacrosse.

- Full sized soccer field, 360' x 225', penalty and goalie box, center circle, generates approximately 2300 linear feet (adding spectator boundary lines adds another 1400 linear feet). Thus you need 12 cans of aerosol paint (another 7 for spectator boundary lines). By using 300 linear feet you reduce the amount to 8 cans and 5 cans respectively.
- Full a full sized football field with 5 yard lines, 360' x 160', is approximately 4200 linear feet, add 1300 linear feet for spectator barrier, plus approximately 500 square feet for numbering (50 sq ft/1 aerosol can for coverage). On conservative end you would use 21, 7, and 10 cans for field, spectator boundary, and field numbers respectively. By using 300 linear feet per aerosol can the respective number would be 14, 4, and 10 cans per field.
- For a full sized men's lacrosse field, 330' x 180', generates approximately 2200 linear feet. This field would require 11 aerosol cans of field marking paint.



RAINOOTS

RAINOOTS: Weeknight Rainout Information M-F: call our hotline at 206-233-0055 after 3:30pm, Monday – Friday, if it is raining or there is questionable weather, to determine if games have been cancelled.

As a result of Seattle’s diverse weather patterns, the climate can be quite different throughout the City, our fields close on a field-by-field basis, meaning some fields may be open for play, while others are closed.

If the department has not canceled a field(s), **report to your field.**

Decisions to close fields during evening hours can be made by game umpires, (DPR reserves the right to override an umpire’s call).

Scheduled evening game canceled by the umpire, during extreme weather conditions, could affect any games following on that numbered diamond to be canceled; afterwards someone must call the department’s field light monitor at 1-855-330-8400 to have that field’s lights turned off

RAINOOTS: Weekend Rainout Information Sat-Sun:

If the department has not canceled a field(s), **report to your field.**

Decisions to close fields during weekend hours can be made by game umpires, (DPR reserves the right to override an umpire’s call).

Scheduled evening game canceled by the umpire, during extreme weather conditions, could affect any games following on that numbered diamond to be canceled; afterwards someone must call the department’s field light monitor at 1-855-330-8400 to have that field’s lights turned off.

BALL FIELD LIGHTING EMERGENCY RESPONSE: Ball field lights throughout the City are on an automatic timer and should be coming on (and going off) at set times each evening, depending on that date’s game schedule. If the ball field lights do not come on, please call 1-855-330-8400. The emergency light monitor will receive your call and turn on the lights via computer. The field lights could go off prematurely in which case you would call the above number, as field lights may need to cool before coming on again, game time constraints may not allow the game to continue. *Also, see #7 above regarding turning off field lights on rained out evenings.* NOTE: Field lights at Ballard, Bitter Lake, Miller, Mickey Merriam Athletic Complex (Magnuson PF) and Loyal Heights PF must go off at 10:00pm. Game times at these fields may

be shortened so it is imperative that game starts are not delayed. Make sure you inform the Citywide Athletics Office, 206-684-4082, of any lighting malfunctions.



PROCESS FOR TRACKING KNAACK BOXES & TOOL INVENTORY

- User Groups will obtain access to Knaack Boxes using a 2006 key. The key will be placed in a Secured Key Box, located either on the side of Knaack Box, or on the chain link fence post. After use, User must place key back in lock box and insure it is secured.
- User will have access to all equipment within utility box; an equipment inventory list will be posted within box. If equipment is missing, damaged, or gets broken during use, it will be the user's responsibility to post the information on the user friendly electronic tracking form/document sent to your e-mail with an embedded link.
- SPR will monitor the tracking document daily. If there are issues or concerns, related to tool inventory, not covered by the tracking document, please contact the Athletic Field Coordinator within your geographical area.
Joe Green North Athletic Field Coordinator, joe.green@seattle.gov
Raft Hollingsworth South Athletic Field Coordinator, raft.hollingsworth@seattle.gov



EQUIPMENT AND SUPPLIES FOR ATHLETIC FIELD MAINTENANCE

Athletic Field Boxes (Knaack Box) should include:

Line Marker
Gypsum
Shovel
Spool and Line
Ball Field Rake
Hoses
Water Key (if necessary)
Water Hose Nozzle (female hose end)
Quick Coupler/ Connect
Tamp
Hand Tools: Garden Trowel, Pliers/Channel Locks, Hammer, Screw Driver
Hand Drag

Equipment to be inspected:

Ball Field Boxes
Dug-outs Benches
Water Boxes
Bleachers
Back Stops
Sprinklers/ Irrigation Heads
Wing Fences
Light Standards

ATHLETIC FIELD INSPECTION FORM

BALL FIELD INSPECTION FORM

DRAFT

Park Inspected: _____ Date and time: _____

Staff Performing Inspection: _____ Weather conditions: _____

Division/District: _____ Field Type: _____

Baseball/Soccer Areas

Inspected: _____

**Ratings: (1 = unacceptable, 2 = barely acceptable, 3 = needs some improvement,
4 = meets almost all goals, 5 = excellent)**

Inspected Area	Rating	Comments/Improvements Needed
Sports fields		
Baseball Infield Ground hardness Infield lip to grass Uneven grading Bases damaged or missing Pitcher's mound/area Grass/weeds Base anchors even/low/high Excessive wetness Irrigation heads high/low		
Baseball Outfield Irrigation heads high/low Damaged irrigation heads Holes/ruts in ground Divots in ground		
Ballfield Storage box No Equipment Box Damaged		
Fencing Holes in fence fabric Boards/bottom rail Exposed metal wire ends Deformed fabric		

Inspected Area	Rating	Comments/Improvements Needed
Bleachers /Areas Damaged rails, boards, risers, Trash –under and around Weeds/grass Missing		
Soccer Goals Damaged/ Secured		
Dugouts Player’s bench damaged Trash Damaged fencing		
Signs Damaged Graffiti		
Hard Surface Areas Trash receptacle Even surface Clean dirt/trash free		
Lighting Damaged standards Misdirected Lights burned out Inadequate lighting		
Backstop Boards broken Fence fabric deformed		
Drinking fountain		
Trees/Landscape Located in field of play		



ATHLETIC FIELD USER VOLUNTEER AGREEMENT BETWEEN

AND THE SEATTLE PARKS AND RECREATION DEPARTMENT

Purpose

This Agreement is entered into by the Athletic Field User Group Volunteer/User _____ and the Seattle Parks and Recreation Department to describe the arrangement by which the Athletic Field Preparation Volunteer/User _____ will contribute and support Seattle Parks and Recreation and the roles and responsibilities of both parties.

In addition, this Agreement serves as the official record of this arrangement, establishes mutual expectations for both parties, and serves as the basis for ongoing communication between the parties.

Definitions

User Groups

Group comprised of citizens who contribute their time as volunteers to spearhead efforts to assist Seattle Parks and Recreation in game day field preparation of infields for ball fields, all weather sports fields and synthetic fields. These groups provide valuable citizen input and may establish partnerships with Parks approved athletic organizations to enhance the quality of the athletic fields

Athletic Field User Volunteer Steward

A citizen who coordinates volunteer activities on behalf of a predominate athletic field user group and ensures that activities outlined in this agreement are completed.

Authority

The Seattle Parks and Recreation Department holds jurisdiction and has administrative authority and responsibility over decisions concerning the park/facility, its maintenance and operation. Changes, alterations, improvements, or additions may not be made to any area of (facility name) without the formal review and approval of the Parks Department.

Modifications

The roles and responsibilities described herein may be amended in writing by mutual understanding and agreement by both parties.

Term

The understanding and arrangements made between the parties and herein expressed at the mutual agreement of both parties. If for any reason, the terms, conditions, and or operations of this agreement are not satisfactory to the Seattle Parks Department, The Parks Department may terminate the relationship represented by this Agreement by sending a written notice to the parties and may include taking over some or all of the duties and activities described herein and on any and all attachments to this Agreement.

The term of this Agreement will commence by execution of this Agreement and continue until terminated by either of the parties. This agreement is also subject to annual review.

Roles and Responsibilities

The roles and responsibilities of the Seattle Parks Department and the roles and responsibilities of the Athletic Field Preparation Volunteer/User _____ are described on Attachment I.

Notifications and Contacts

For the Seattle Parks and Recreation Department:

For the Athletic Field Preparation Volunteer/User

Indemnification: During the term of this Agreement, the Volunteer User Group shall indemnify, defend, and hold the City of Seattle, Seattle Parks and Recreation, and its staff free and harmless from any and all claims, demands, suits, judgements, liabilities, costs, expenses, losses, and damages due to the negligent error, act or omission of the User, or any of its participants, in performing the work in this agreement. These parties shall not be obligated or liable to the User Group or to any other party for any claim whatsoever arising in connection with this Agreement.

_____.

Signatures

For the City of Seattle Parks and Recreation Department:

Parks Resource Manager:

_____ Date _____

Parks Resource Athletic Field Coordinator:

_____ Date _____

E- Mail address: _____

Phone: _____

Representative for the Steward /Volunteer Athletic Field User: _____

Date: _____

Telephone: _____

E-mail address: _____

Mailing address: _____

Mailing address: _____

Attachment I

Responsibilities of Seattle Parks and Recreation Staff and Athletic Field User Groups/Volunteers

Seattle Parks and Recreation will continue to perform the following tasks as it relates to Athletic Field Preparation.

- Mowing fields
- Turf Maintenance; top dressing, aerating, over seeding, fertilization
- Dragging infields, with power equipment, consistent with the following guidelines:
 - Frequently used fields will be dragged once a day during the season
 - All other fields will be dragged five of the seven days of the week.
 - The five days are to be determined by the Crew Chiefs in collaboration with the Ball field Coordinators in relation to the Ball field and Sports field schedules.
 - Fields may be dragged more dependent upon management instruction based on demand
- Maintaining and manicuring shrubbery and trees
- General irrigation of outfield and watering of infield during morning hours, subject to Management direction.
- Wing fence maintenance as needed (The frequency of this task will be reduced from pre-2011 service levels).
- Building and restoring baseball mounds and installing base anchors. Unless it is approved by Parks Resources Managers that User Groups build and maintain mounds at individual fields.
- Synthetic fields will be maintained in part by Parks Crews, except in cases where User Groups have been trained to assist.
- Painting foul lines in the grass outfields.
- The initial supplying of the Knaack Boxes.
- Prior to each sports season, PARKS will provide initial setup of field configurations; 1) Regulation soccer field layout not modified, 2) Football field layout, 3) Baseball infield

base anchors set at correct distances.

- Horticulture, Heavy Equipment Crew and Crew Chiefs will work together to prioritize, schedule and coordinate non routine maintenance tasks; turf repair and renovation – infield prep (Harley Raking) – Goal Mouth repair and renovation – Lip Renovation – Top Dress, Over seeding , Aerification and Fertilization

Training

Athletic Field Coordinators will set up a training and certification model for Users and Volunteers, addressing expectations and responsibilities (including the use of field paints, gypsum and related authorized line marking materials and equipment). Individuals, groups, teams or leagues will not be able to perform volunteer activities if they have not been trained. Grounds Maintenance staff will support, assist, and lead in the training of users to perform the day to day maintenance on athletic fields.

PARKS will use current Athletic Field Maintenance Guide to help train users and provide a resource tool to assist them through this period of discovery.

Safety Inspections

PARKS will provide support in this area, as needed, to insure the overall safety of our assets.

PARKS will continue to inspect and monitor athletic infield and outfield conditions;
Ground hardness - Infield lip to grass - Uneven grading - Bases damaged or missing - Pitcher's mound/area - Grass/weeds - Base anchors even/low/high - Irrigation heads high/low - Damaged irrigation heads - Holes/ruts in ground - Divots in ground - Holes in fence fabric - Boards/bottom rail - Exposed metal wire ends - Deformed fabric - Damaged rails, boards, risers - Trash – Weeds/grass - Soccer Goals Damaged and Secured – Dugouts bench damage - Trash - Damaged fencing – Signs Damaged - Hard Surface Areas - Trash receptacle – Lighting, Damaged standards - Misdirected lights - Lights burned out - Inadequate lighting – Backstops, broken boards – fence fabric wear and tears – Drinking fountain – Tree and Landscape tasks



Athletic Field Preparation Guide



BASEBALL/SOFTBALL FIELD MAINTENANCE

DESCRIPTION:

This activity includes watering, dragging, lining, raking and filling holes; replacing bases, pitching rubber and home plate; cleaning dugouts, bleachers and around wing fences; maintenance of ball field boxes.

OPTIMAL QUALITY:

Fields should be well groomed and free of safety hazards. Bases and pitching rubbers should be level and set at correct distances. Lines should be properly located, accurate and visible for scheduled games.

EQUIPMENT & MATERIAL:

Line marker, drags (screen – heavy – scarifying), 300 foot tape measure, spool and line, garden trowel, ball field rake, shovel (round – square), broom; hoses, quick coupler, nozzles, water keys, tamp, bases, base anchors, gypsum and paint striper.



LINING A BASEBALL/SOFTBALL FIELD

The foul lines on either a baseball or softball field should always be straight, accurate and visible in both the infield as well as the outfield areas. To do this a string line should be used as a guide every time the field is marked. Stretch the string line from the point on the back edge of home plate to the foul line inscribed in the turf of the outfield. NOTE: If the foul line is correctly laid out, it should be approximately six to seven inches to the outside of the base pegs of first and third bases.

Once the string line is accurately in position, mark the infield by starting three feet from home plate rather than right at home plate. The three-foot gap between home plate and the start of the foul line allows space for marking batter's boxes if the teams so desire to install them.

The length of a foul line into an outfield varies with the type of field. On softball fields, the foul lines should extend a minimum of 225 feet from home plate. If a field is used exclusively by little league teams, the length of the foul lines is 180 feet. On hardball fields, the foul lines should be extended as far as possible, preferably 300 feet.

The foul lines in the turf do not have to be marked for every game as long as they are visible. One method of making the lines more visible in the turf is to cut the grass along the foul lines very short. Another method is to "burn" the grass with some type of grass killer, such as roundup and then apply gypsum over the "burned" line.

The maximum width of a foul line is two inches. Avoid heavy concentrations of gypsum when marking foul lines in order to prevent the lines from either smearing or spreading out. Also note that gypsum adheres better to a slightly moist infield rather than one which is dry and dusty. Foul lines that are applied to a dusty infield will likely blow away if the wind is gusty.



LAYING OUT OF PLATES AND BASES

First establish center line from home plate to second base by measuring from the end of one wing fence to the end of the other wing fence.

Divide distance in two, measure backboards and find the center.

Set a chalk/string line from these two points, extending into the outfield.

Set home plate under the canopy at a point under forward crossbar.

The center of the home plate should be lined up on a chalk/string line.

Measure from the back corner of home plate (in case of little league baseball/fast pitch) 84 feet, 10 inches and stake.

Measure from second base point to first and third base, 60 feet: measure from back corner of home plate to first and third, setting stake. (At this point, explain concrete blocks set in 8 inches each way, except for second base.)

Measure from back corner of home plate 46 feet on chalk line (stretched tight) toward second base, which establishes the point where pitcher's plate is located.

Always measure from nearest edge of pitcher's plate toward home plate, centering pitcher's plate on chalk/string line.

Always maintain level grade around home plate: always fill in holes and depressions around all bases and pitcher's plate.

If additional pitcher's plates are put in for Pony League, etc., suggest putting them in slightly lower to surrounding grade rather than too high. Multiple pitching rubbers create a tripping hazard for players or for a batted ball to bounce off of.

Layout for baseball or other size diamonds should be accomplished in the same manner as indicated above only with using dimensions for that size diamond. After the diamond has been laid out and play has begun, check home plate, pitcher's rubber and bases daily and replace worn equipment.



INFIELD WATERING

Water is the key to every good infield. Water of infield can be accomplished in several ways. The hose and nozzle method is the most common. There are several types of nozzles that can be used. The high pressure brass fire nozzle ejects a strong steady stream which is ideal for reaching areas that are some distance from the water source. This nozzle also puts out a large volume of water in a short amount of time. One drawback of this type of nozzle, however is that the high pressure can cause over watering and erosion.

The adjustable type of nozzle also works well especially since the pressure and volume output can be varied accordingly. A fan type nozzle is also used especially when a wide angle of spray is desired. The fan nozzle is made from a female hose coupling in which the end flange is flattened.

Another method of watering infields involves quick couplers. The quick coupler connection is located behind the pitcher's rubber on many infields where the water stream can cover the infield full circle. Some hand watering might be necessary especially around home plate and along the foul lines.

When quick couplers are used, care must be given to avoid over watering. Quick couplers should be checked at ten minute intervals. If neither a quick coupler nor nozzle is available, the thumb works well in deflecting the flow from the hose, providing a fan pattern of spray.

Watering is a vital function of ball field maintenance. Not only does watering settle dust, it also created surface compaction which promotes solid footing in heavily played areas of the infield. Water is the glue that holds the whole thing together. You can have a firm tightly compacted soil and with the proper moisture content it will play "soft." Moist soil is easier to work and will be more resistant to wind erosion. Watering should be done prior to dragging and again after dragging if the infield is dry. The most critical areas that require frequent watering are at home plate, on the pitcher's mound and around all bases.