

# Opening & Closing WMLL Fields & the Ballpark (8.20.20)

*Instructions on how to properly open & close WMLL fields & the ballpark*

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## OPENING A FIELD

*For coaches that are the FIRST scrimmage of the day on any field*

- **Field Inspection:** Walk the field & dugouts to make sure that they are safe & hazard-free. Report any items needing attention to your league coordinator or a ground crew member. If safety issues are present, do NOT practice until repairs are made or restrict the practice to safe areas of the field.
  - **Tarps:** Remove the tarps from the mound and batter's box, fold them up, put the tarps and pegs (or weights on the Minor Field) on the storage cart.  
*Note: Please do not leave tarps or weights on the grass as it can cause the grass to get damaged & burned.*
  - **Cart:** Roll the cart to its proper storage location - behind the 1B dugout on the Minor & Senior Fields & behind the 3B dugout on the Battista (Major) Field.
  - **Bases:** Take both sets of bases from the dugout to the base locations. Remove the base plugs and place the standard bases in the holes. Put the base plugs in the dugout on top of the helmet box.
  - **Scoreboard & Controller:** If using the scoreboard, get the scoreboard controller from the equipment/mail room, & on the Minor & Battista Fields turn on the scoreboard via the switch on scoreboard support leg
  - After the scrimmage, return the scoreboard controller to the equipment/mail room & plug it into the charger & on the Minor & Battista Fields turn off the scoreboard via the switch on scoreboard support leg.
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## CLOSING A FIELD

*For coaches that are the LAST scrimmage of the day on any field or that have a scrimmage cut short due to weather*

- **Bases:** Take the base plugs from the dugout to the base locations. Remove the bases and place the base plugs in the holes. Put both sets of bases in the dugout.  
*Note: It is important to replace the plugs so the infield can be groomed without plugging/losing the holes.*
  - **Tarps:** Cover the mound and batter's box and batter/catcher barrier with the correct tarp (with the seam/dirty-side down) so that only the dirt is covered, then secure the tarp & as follows.
    - **Battista & Senior Fields:** Place pegs in every whole of the mound tarp & every other hole of the batter's box tarp.
    - **Minor Field:** Place black weights on the batter's box tarp around its perimeter. The mound tarp is weighted internally and does not need supplemental weights.*Note: Tarps must be put down at the end of the day even if no rain is forecasted. Tarps are designed to hold moisture in the dirt as much as to keep rain out. Pitching mounds & batter's boxes left uncovered overnight quickly become rock hard.*
  - **Cart:** Move the cart to its proper storage location - behind the 1B dugout on the Minor & Senior Fields & behind the 3B dugout on the Battista (Major) Field.
  - **Scoreboard & Controller:** If the scoreboard was used, return the scoreboard controller to the equipment/mail room & plug it into the charger, & on the Minor & Battista Fields turn off the scoreboard via the switch on scoreboard leg.
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## CLOSING THE BALLPARK

*For coaches that are the LAST scrimmage or practice of the day at the ballpark*

- **Restrooms:** Turn off the light & then lock the restroom by pulling the door shut and pressing "Kwikset" above the numbers. Pull the door while it locks to ensure the deadbolt is lined up. *Please make sure the door is locked by pushing on it.*
  - **Equipment Room** (formerly Coach's Mailroom): Turn off the light & lock the equipment room by pulling down the overhead door, sliding the lock mechanism so that the door cannot be opened (test this) & then locking the padlock thru the mechanism. *The lock is stored in a mailbox cubby & the light switch is inside the door to the left.*
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## PITCHING MACHINE

- **Storage:** To use a pitching machine, get it from the equipment room before the scrimmage & return it afterwards.
- **Minor Field Power Supply:** Connect the pitching machine directly to the in-ground outlet behind the pitcher's mound (no extension cord is needed). Be sure to turn on the power to the outlet via the switch on the right post supporting the scoreboard before the scrimmage & off afterwards.