**MANAGER RESPONSIBILITIES - FIELDS**

**A. Pre and Post Game Field Maintenance**

1. Both Teams are responsible for taking care of the field before and after the game. If you are not available pre or post-game, get a coach or team parent to substitute. In bad weather/field conditions, both Managers should show up to prepare the field.

1. Pre Game
   1. The Home team is responsible for:
      1. Lining the fields
      2. Removing any puddles
      3. Setting the bases
   2. The Visiting team is responsible for:
      1. Cleaning the dugouts
      2. Empty trash cans that are more than half full and place bags on paths for pickup

b. Post Game – the Visiting team is responsible for restoring the field after the game, including:

i. Raking dirt back into base areas, home plate, pitchers mound, etc.

ii. Cleaning all garbage from the dugouts

iii. Putting away all rakes, brooms, bases, etc. and notify Field Director of any shortages or missing equipment

2. Both managers need to supervise their players during the game, including:

a. Do not let pitchers dig out the dirt in front of the pitching rubber

b. Do not let outfielders dig holes into the outfield with their cleats (Please address this with your players; we do not want any player to get hurt because they step in a hole dug by another player!)

**B. Manager Report Times and Pre-Game Practices**

1. The Home team Manager should be at the field one hour before game time to prepare the field (or, if there is an earlier game, as soon as the earlier game has ended.)

2. Infield warm-ups should not start until the field is game-ready

3. The Home team can have the infield to warm-up from the time the field is ready until 25 minutes before game time

4. The Visiting team can have the infield to warm-up from 25 minutes before game time until 5 minutes before game time

5. Both teams can use their respective outfields to warm up at any time

6. The Home team uses the first base dugout, the Visiting team has the third base dugout

**C. Trash Removal, Supply stocking and Saturday Field Responsibilities**

1. Each League will have a designated Saturday for work details. The League Reps and League Field Directors will coordinate with the Managers to assign and perform the grounds / field maintenance duties on the weekend.

2. Each League will have a designated week during the season when they are responsible for trash removal from the paths and stocking the supplies for the entire complex. The week will run from Saturday to Friday.

a. Managers are encouraged to involve their coaches and team parents to help with their assigned duties; the PBSA is a volunteer organization and participation by as many people as possible is the only way to ensure that the kids will have the best opportunities and experience available.

b. If any Team is unable to, or does not, complete their trash duties, or participate in the grounds / field maintenance activities, that Team will be assigned another week during the season and/or the playoffs; failure to carry out these duties may result in the loss of the Manager’s status.

3. The League Representative will work with the Managers to assign days during their week for each League to have trash/supply stocking duty.

4. During the playoffs and any extended season, Leagues may be combined and Teams asked to perform trash / field duties assigned as needed.

**TEAM** – **T**ogether **E**veryone **A**chieves **M**ore