



GORDON HEAD
AT
LAMBRICK PARK BASEBALL ASSOCIATION



Field Handbook

Batting Cage

The batting cage is scheduled using the batting cage schedule that can be found in the cage or on our website's resource page <http://gordonheadbaseball.ca/resources/>. The pitching machine is located inside the shed inside the cage. It is extremely heavy so please have help when moving it. The priority is given to GHLPBA and Eagles players during the drop-in times. Batting helmets must be worn by all players when using the batting cage. Please ensure that you are leaving the cage clean and locked when you leave.

Emergency Procedures

A first aid kit is available in your equipment bag (Please ensure it is well stocked and contact the [Equipment Coordinator](#) for replacement items) and ice is in the concession. Be sure to wear gloves if bleeding is involved. If a more severe injury occurs, the head coach or manager should designate a specific person to call 911 and report back. The coach or parent with the most first aid training should stay with the injured player while another coach or parent is designated to manage and reassure the rest of the team further away on the field. If the injured player's parent is not in the park he/she should be called immediately.

1. Call 911 using a cell phone.
2. The dispatcher will ask you the following questions:
 - a. Police, Fire, or Ambulance? State "ambulance" in case of a medical emergency
 - b. What city are you calling from? Saanich (Lambrick)
 - c. What is your address? Lambrick Baseball Park. 4145 Lambrick Way (Joe Stephenson and Wilf Sadler Fields) 4130 Tyndall Ave for Upper fields
 - d. What is your phone number? Provide your cell phone number.
 - e. What has happened? Describe the incident to the best of your ability.

Extra Supplies

Extra bags of chalk, practice bases and maintenance equipment are kept in the indoor storage area, located under the home team spectator stands. If you notice that supply of



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



chalk is low, or if you are unable to find something, please contact your coordinator ASAP. Additional game balls, are located inside the Umpires' room. Please ensure that the 80C are used for 18U and below and the 100C are for SIBL only. If the room is low on baseballs please let your Division Coordinator know ASAP.

Field Prep

Before and after each game, teams are to maintain the fields. Dragging and raking helps to keep the field soft and provides a better playing surface for all teams. Pre - Game (Home team's responsibility)

- Arrive 45 minutes to one hour prior to game time to allow for set - up. It will likely take approximately 30 minutes for two or three people working together.
- Drag the infield using the drag matt. This can be found in the backstop storage area (the fenced area behind home plate).
- Hand rake around home plate and the bases. Rake up and down the base paths, not side to side. Rakes can be found in the inside storage area. **Do Not rake up the infield mix onto the grass**, this can create "lips" on the field, the area where the infield mix meets the grass that can cause dangerous bumps on the field.
- (9U only) Place the pitching machine on the designated line on the mound. Pitching machine can be found in the inside storage room. The pitching machine should be placed with the rear footings snug against the rubber. Setting should be left as designated on the machine. Use marker on pitching machine to measure player pitch line. Please do not adjust the tension settings.
- Use the chalk box (filled with field whitening & found in the inside storage area) to line the batter's boxes, the player pitch line (9U only) and the foul lines. The lining string may be helpful for creating straight lines from Home to 1st and 3rd. If necessary continue lining onto the grass areas to the outfield fence foul poles, although these should be painted on already.
- Bases are in fair territory so the base line should align with the foul side of the 1st and 3rd bases. Bases can be found in the backstop storage area.
- Mark the 1st and 3rd baselines from the field side of the batter's box to join the painted lines on the grass outfield (the segment from home through the batter's box is not painted). Set up the string as a guide for the foul lines. Lines are not marked between 1st and 2nd, or between 2nd and 3rd.



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



- After the lines have been chalked, remove the anchor plugs and put bases on the magnetic anchors. Use the anchor clean - out tool if the magnetic anchor will not sit properly (tool located in backstop storage area).
- Hose down the field if necessary. Tap attachment and hose can be found in the indoor storage room.
- Return all plugs, markers, poles, rakes, and chalk box to their proper places in the storage areas.
- Unlock Bathrooms and Umpires' room

Post - Game (Home Team's responsibility)

- Remove all bases. Re - insert plugs. Rake around home plate and bases to prevent large holes and packed down dirt.
- Ensure all equipment is neatly stored. The bases and pitching machine (9U) are very expensive, so please ensure these are returned neatly and locked up.
- Clean and sweep out the dugouts, ensure there are no plastic water bottles, pop cans, gum wrappers. Remember to sweep and empty the garbage from the dugout. New garbage bags can be found in the equipment rooms. Lock the dugout and equipment room if you are the last team to play for the night. etc.
- Ensure lights and scoreboard are off and that all doors and windows are locked and building is secured if last team playing.
- **Lights at JSF will automatically shut off at 9:50pm if not turned off earlier** – ensure all field work is completed prior so not to get caught in the dark.
- All garbage is to be taken to the garbage bin located between the Red Barn building and the Wilf Sadler field prior to leaving the park.
- Thank you for doing your part to help keep our diamonds in great shape!!
- Lock Bathrooms, Umpires' room and secure clubhouse

Scorekeeping -11U and up

The score booth is located upstairs - access through the door next to the concession. Scorekeepers (GVBA rule, one each from home & visiting team must sit together in the score booth) are responsible for working the electronic scoreboard as well as filling out the official score sheets for both home and visitors. Many scorekeepers also announce the first



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



names of players coming up to bat, please ensure that you are keeping the volume to a respectful level to our neighbouring homes. Players or siblings must be supervised in the booth. Coaches must provide the scorekeeper with a copy of each team's batting order, including jersey numbers, 5 - 10 minutes before the scheduled start of the game.

To Start the Scoreboard:

- Power button on right side
- Answer 'No' to first & second questions. Yes or No for bright if you need them.
- Type in 4046371 for model #. (Should be ready to go)
 - Working the machine (directions are also on the machine itself): a. Add a Run: select "HOME SCORE" "1" or "GUEST SCORE" "1" (for appropriate team)
 - Add multiple runs: "HOME SCORE" "3" (to add 3 runs)
 - Resetting score: "SET" "GUEST SCORE" "8" (to make guest score 8)
 - Change Innings: "SET" "9/INN" "2" (to make it the 2nd inning)
 - Add a Ball: "SET" "BALL" "1" (for second ball use #2, etc.)
 - Add a Strike: "SET" "STRIKE" "1" (for second strike use #2)
 - Add an Out: "SET" "OUT" "1" (for second strike use #2)

Turn on PA System (If at JSF Field)

- Use "power" buttons.
- Test CD volume by inserting chosen music into player and pressing "play". Master volume at @ 12" should be sufficient. Open window to check outside volume.
- Test microphone. Pause CD, press green button on microphone. Say something and confirm volume. Remember to reduce volume when restarting music.
- All music must be Family Friendly and MUST be at a respectable volume.

To Shut Down the Scoreboard:

- Clear the game totals returning the scoreboard back to Total Runs at "0" each
- Turn the Scoreboard controller power off in the booth



GORDON HEAD
AT
LAMBRICK PARK BASEBALL ASSOCIATION



Field Lights (If at JSF Field)

- Please turn on the field lights as necessary. They take 5 – 10 minutes to warm up. Switches are near the door, please wait ~20 seconds between each switch, this saves lots of power.
- **Lights at JSF will automatically shut off at 9:50pm if not turned off earlier** – ensure all field work is completed prior, so not to get caught in the dark.

Post - GAME:

- Turn off midfield and outfield lights right away to save power (they need the infield lights on to take down the field)
- Turn off scoreboard
- Turn off PA System if used
- Scoresheets: 2 whites stay here, 2 yellows to home coach, 2 pinks to away coach
- Please take out anything you brought in, including garbage & recycle
- Please check all windows are locked
- The Park Supervisor or Home Team Coach will be up later to lock the door and turn off the infield lights no later than 10pm

Scheduling

Once the teams have been set and the schedule confirmed it will be accessible online at gordonheadbaseball.ca/calendar/ The online schedule will be considered correct if there are discrepancies.

Umpires/Cancellations/Rainouts

Teams must show up at the field for scheduled games regardless of weather. The umpire will make the decision (often with home team coach input) if rain is an issue. Regular season games are unlikely to be rescheduled due to demands on field time. 24 hours notice is required if a game is going to be cancelled by agreement of both coaches prior to game day. The applicable umpire allocator 13U and Up (gvbaumpire@gmail.com) 11U and under (uic@gordonheadbaseball.ca) and concession person must be informed immediately by the Home team coach.