



## **Richards Field Preparation and Shut Down Procedures**

### **Opening Game**

#### Pre-Game

##### Home Team

Prep field - Install bases, wet infield if necessary and stripe,  
unlock bathrooms (key in light box)

##### Visiting Team

Set up scoreboard equipment and chairs, install can liners in garbage cans,  
raise flags (in coach closet)

#### Post-Game (and each game during the day)

##### Home Team

Prep field - Drag infield, rake batters box area

##### Visiting Team

None

### **Between Games**

#### Pre-Game

##### Home Team

Prep field - wet infield and restripe in necessary, turn on field lights as necessary

### **Closing Game**

#### Post-Game

##### Home Team

Prep field - Drag infield, rake batters box area, remove bases,  
replace equipment in coaches closet.

Exit - Turn off field lights and bathroom lights, lock coaches closet,  
escort snack bar staff to vehicles, return keys to light box

##### Visiting Team

Lower flags and place in coaches closet, remove can liners and put in dumpster,  
place scoreboard equipment and scorer's chairs in coaches closet