



# Facility Planning Guide

A guide to helping you plan facilities for Cal Ripken Baseball, Babe Ruth Baseball and Babe Ruth Softball that are safe, affordable and fun



**Babe Ruth League, Inc. does not require or demand the following guidelines be followed. The guidelines serve only as recommendations for participating leagues, entities and hosts of Babe Ruth League, Inc. competitions. Babe Ruth League, Inc. does not require use or purchase of any of the commercial products referenced in this guideline.**

## Facility Planning Guidelines

In response to questions from leagues intending to construct new ballparks or implement major improvements on existing facilities, Babe Ruth League, Inc. has published the following suggested guidelines to help with the planning process. These guidelines incorporate the most current data available regarding issues that apply to construction of a facility that's safe, affordable and fun.

Due to the tremendous amount of variables to consider, including variances in cost across the country, the information in this guide is general in nature. If you need additional information or have questions about a particular phase of a complex design, call Babe Ruth League, Inc. International Headquarters at **609.695.1434** or e-mail [info@baberuthleague.org](mailto:info@baberuthleague.org).

### Thanks to the following professionals for their assistance in developing these guidelines:

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# Field Layouts

CAL RIPKEN BASEBALL DIVISION (ages 5-12)

## Recommended Area

Ground space is 1.2 acres minimum

## Dimensions — Minimum recommendations

**Baselines:** 60 feet

**Pitching distance:** 46 feet

**Pitcher's plate:** 6 inches above home plate level

**Distance down foul line:** 200 feet

**Outfield distance to pocket in center field:** 250 feet

**Backstop:** Distance: Minimum 25 feet from home plate and the foul lines extending from home plate edge to first and third base dugouts. Height: 24 feet with five foot overhang

**Side fencing:** Distance: Minimum of 30 feet from foul lines from home plate to foul pole. Tapering from third base to the foul pole is permitted. Height: 4 feet

**Height of back field fence:** 4 feet with appropriate covering

**Protective fence in front of dugouts:** 6 feet high

## Orientation

Optimum orientation is to locate home plate so that the pitcher is throwing across the sun and the batter is not facing it. The line from home plate through the pitcher's mound and second base should run east-northeast.

## Surface and Drainage

**Infield** — A dirt, clay and sand mixture surface for the non-grassy areas is easy to maintain and is durable. The infield should be graded so that the base lines and home plate are level.

**Outfield** — Outfields should be grass with a proper irrigation system. Preventative maintenance should be used to minimize wear spots. A scheduled annual resodding of these areas is recommended. Irrigation systems should be properly monitored to prevent man-induced wet spots. A three percent grade should be constructed through the turf areas to move the water.

## Recommended Safety Features

**Warning tracks** — A warning track of at least three running steps (approximately 10 feet) should be planned near each fence. The change in surfaces will warn the fielder he is approaching the fence and is a definite safety feature for the ball park.

The material used is not as critical as that used in the infield. A crushed rock mix that will absorb water is most appropriate — generally the same substance as used around the parking lot, walkways, etc. It is critical, for maintenance purposes, that your infield and warning track substances be kept separate.

**Foul poles** — should be at least six feet above the outfield fence.

**Batter's eye** — should be placed in dead centerfield approximately 24 feet wide to provide a field of contrast for the white ball allowing hitters to better see pitched balls.

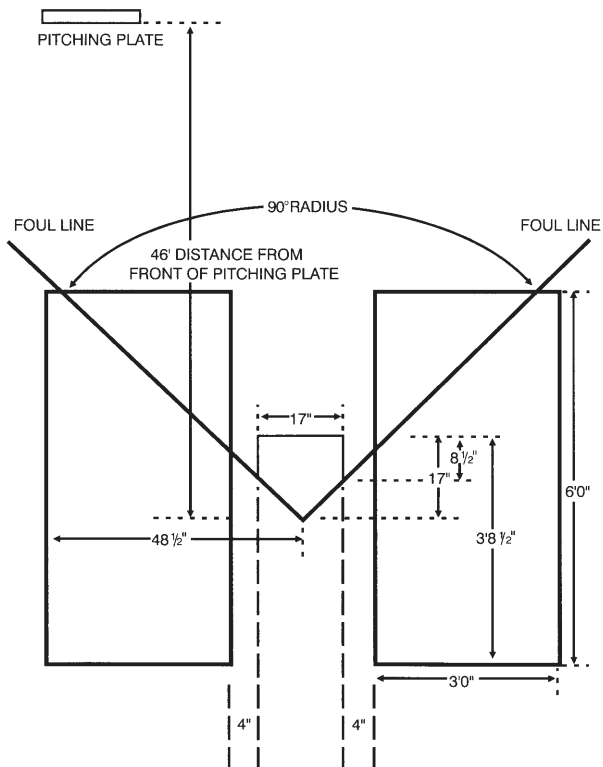
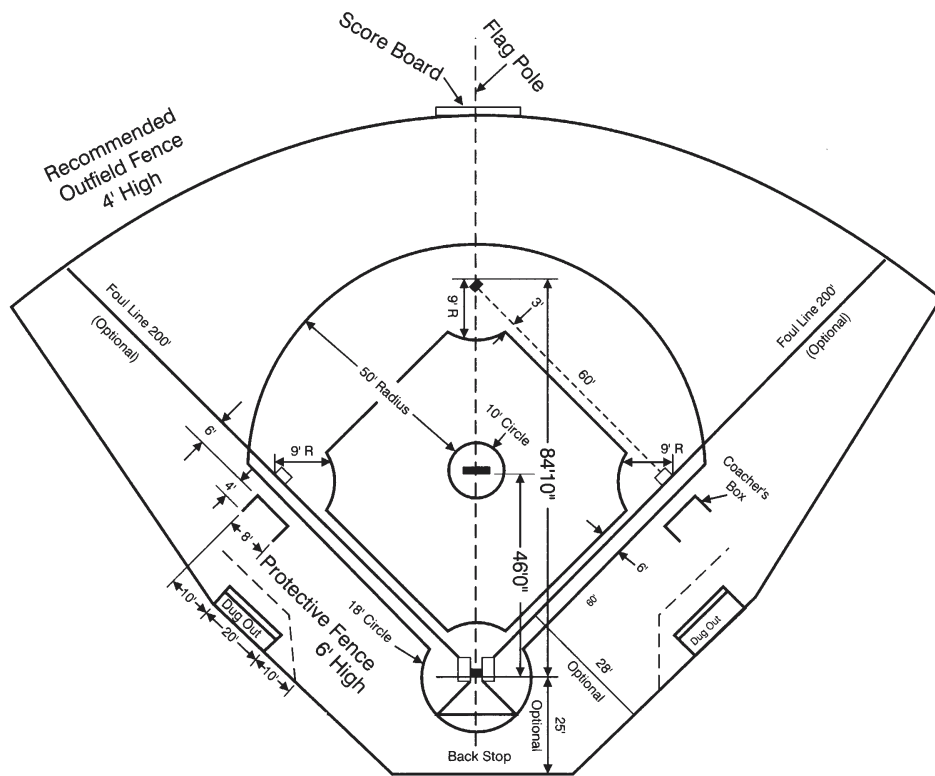
**Pitcher's eye** — six to eight feet tall behind home plate, allows fielders to better pick up the ball coming off the bat. It also helps avoid pitchers becoming distracted by people behind the fence.

**Dugout** — installing a roof and protective screening in front of the dugout reduces risk of injuries from foul balls.

**Backstop overhead and side screens** — protects spectators from being hit by foul balls.

**Fencing** — enclose the top rail of chain link fencing with PVC drainage tile or similar product and install fence caps to reduce risk of abrasions.

# CAL RIPKEN BASEBALL DIVISION (ages 5-12)



# Field Layouts

**BABE RUTH BASEBALL (ages 13-18)**

## Recommended Area

Ground space is 3 to 3.85 acres minimum

## Dimensions — Minimum Recommendations

**Baselines:** 90 feet

**Pitching distances:** 60 feet, 6 inches

**Pitcher's plate:** 10 inches above home plate level

**Distance down foul line:** 310 feet minimum; 320 feet preferred

**Outfield distance to pocket in center field:** 385 feet

**Backstop:** Distance: 45 to 60 feet from home plate and the foul lines; Height: 24 feet with 5 foot overhang extending from home plate edge to first and third base dugouts

**Side fencing:** Distance: Minimum of 45 feet from foul lines from home plate the foul pole. Tapering from third base to the foul pole is permitted. Height: 6 feet

**Height of back field fence:** 6 feet with appropriate covering

## Orientation

Optimum orientation is to locate home plate so that the pitcher is throwing across the sun and the batter is not facing it. The line from home plate through the pitcher's mound and second base should run east-northeast.

## Surface and Drainage

**Infield** — A dirt, clay and sand mixture surface for the non-grassy areas is easy to maintain and is durable. The infield should be graded so that the base lines and home plate are level.

**Outfield** — Outfields should be grass with a proper irrigation system. Preventative maintenance should be used to minimize "wear spots." A scheduled annual resodding of these areas is recommended. Irrigation systems should be properly monitored to prevent man-induced wet spots. A three percent grade should be constructed through the turf areas to move the water.

## Recommended Safety Features

**Warning tracks** — A warning track of at least three running steps (approximately 10 feet) should be planned near each fence. The change in surfaces will warn the fielder he is approaching the fence and is a definite safety feature for the ball park.

The material used is not as critical as that used in the infield. A crushed rock mix that will absorb water is most appropriate — generally the same substance as used around the parking lot, walkways, etc. It is critical, for maintenance purposes, that your infield and warning track substances be kept separate.

**Foul poles** — should be at least six feet above the outfield fence.

**Batter's eye** — should be placed in dead centerfield approximately 24 feet wide to provide a field of contrast for the white ball allowing hitters to better see pitched balls.

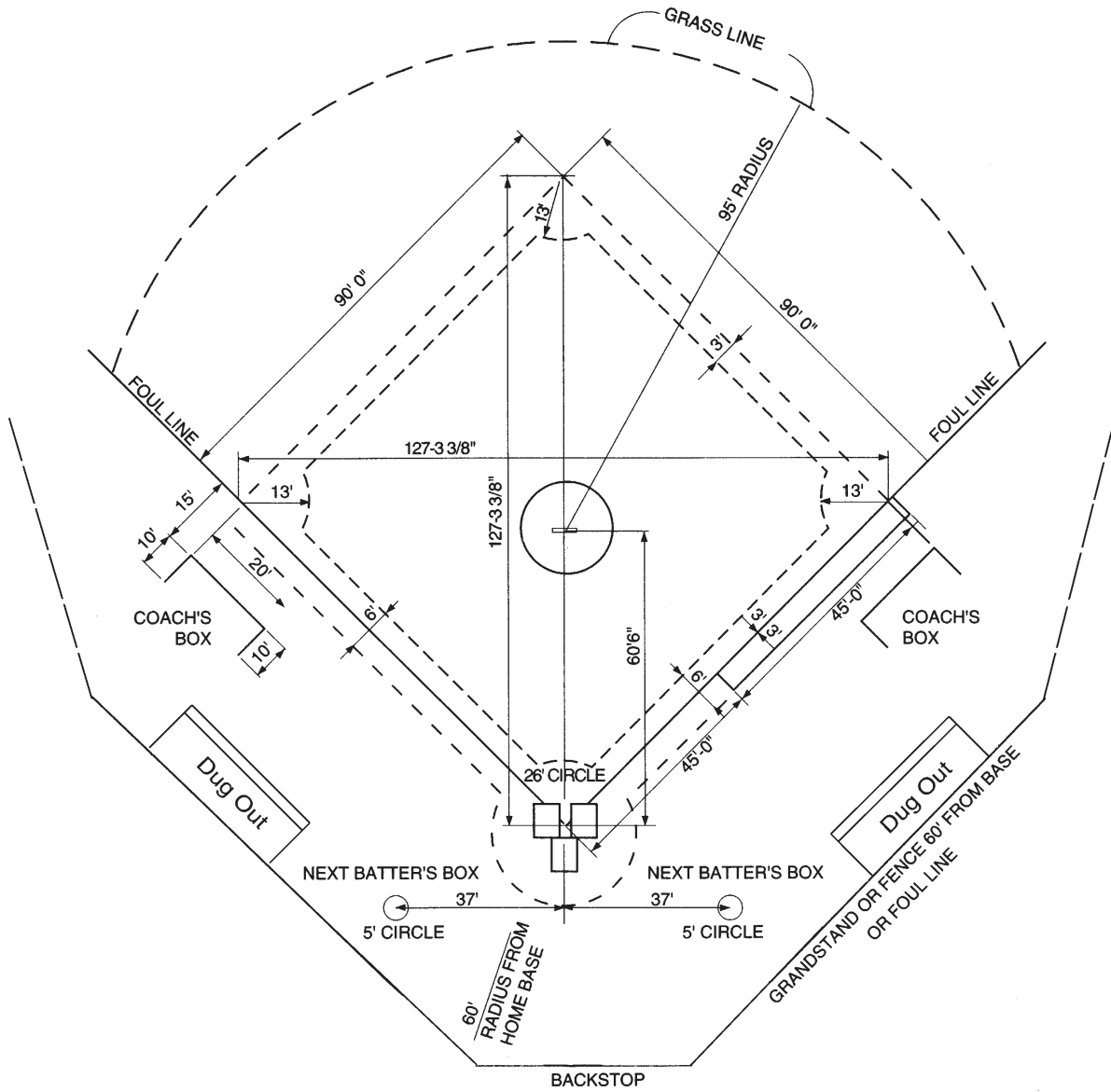
**Pitcher's eye** — six to eight feet tall behind home plate, allows fielders to better pick up the ball coming off the bat. It also helps avoid pitchers becoming distracted by people behind the fence.

**Dugout** — installing a roof and protective screening in front of the dugout reduces risk of injuries from foul balls.

**Backstop overhead and side screens** — protects spectators from being hit by foul balls.

**Fencing** — enclose the top rail of chain link fencing with PVC drainage tile or similar product and install fence caps to reduce risk of abrasions.

**BABE RUTH BASEBALL (ages 13-18)**



**DIAGRAM NO. 1**

**LEGEND**

- BATTER'S BOX,  
CATCHER'S BOX, FOUL LINE,  
PITCHER'S PLATE, COACH'S BOX
- NEXT BATTER'S BOX
- - - BASE LINES
- - - GRASS LINES



# Home Base Layout

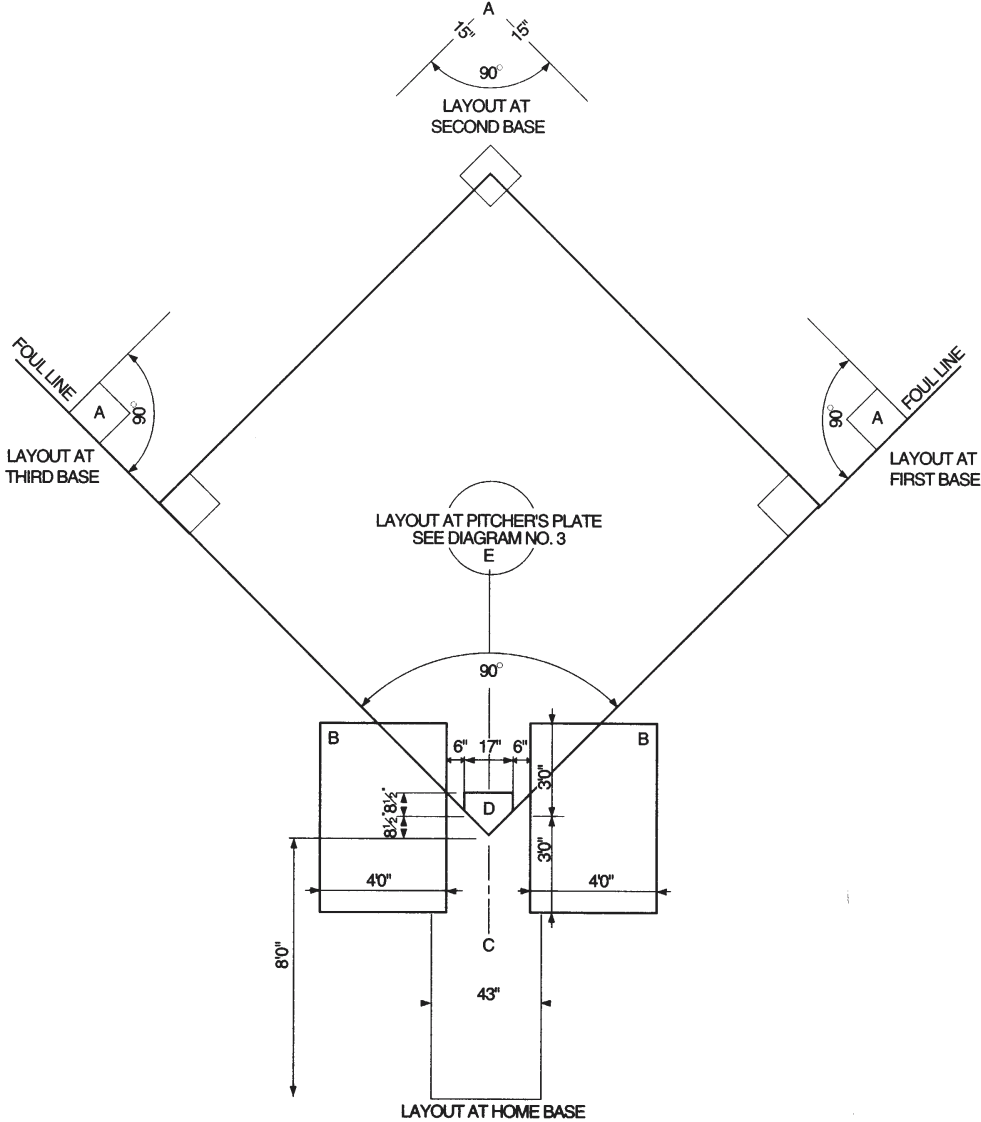


DIAGRAM NO. 2

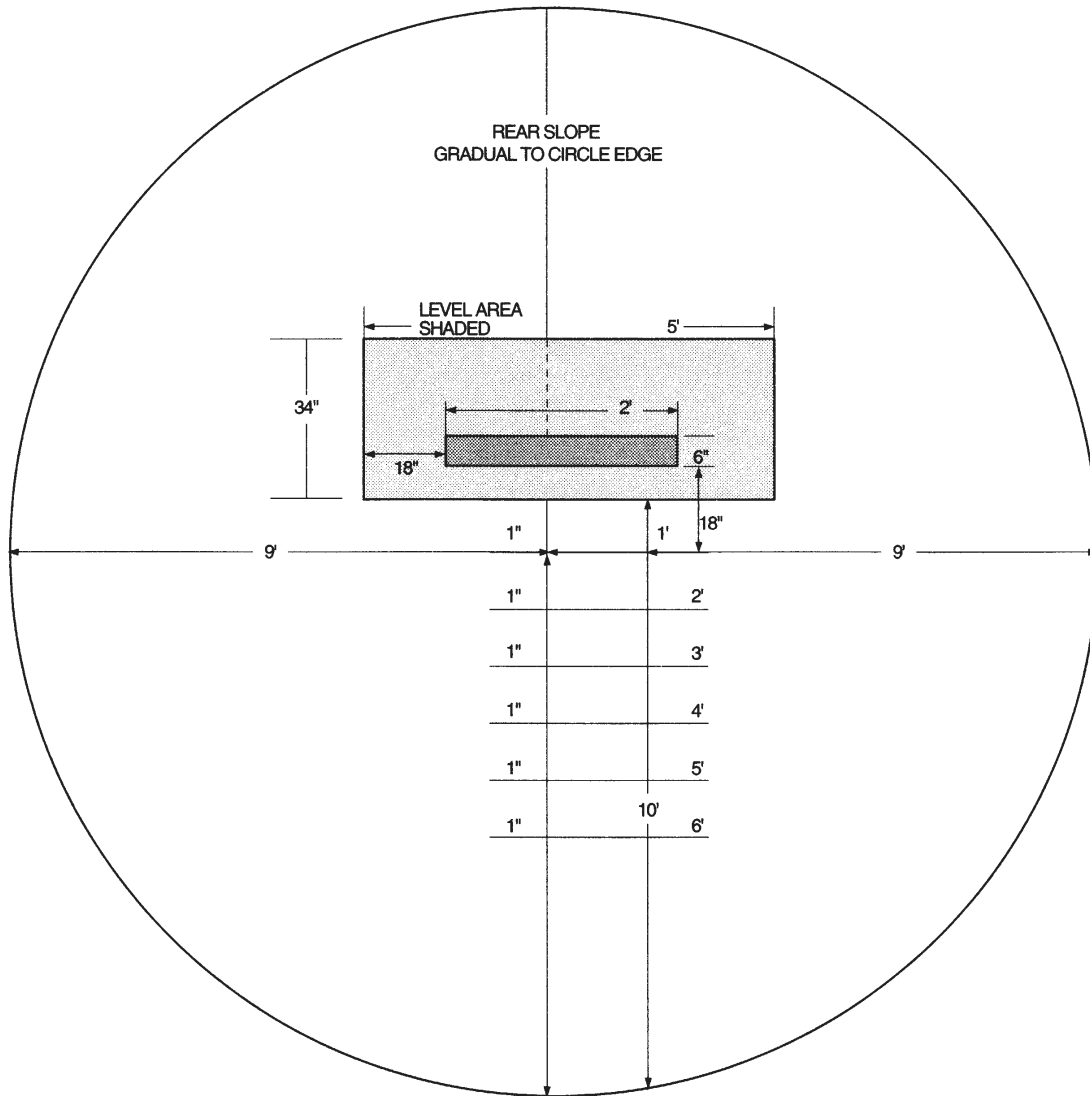
**LEGEND**

- A 1st, 2nd, 3rd BASES
- B BATTER'S BOX
- C CATCHER'S BOX
- D HOME BASE
- E PITCHER'S PLATE

# Pitching Mound Suggested Layout

## Suggested Layout of Pitching Mound

This Diagram No. 3 supplements and, in cases of difference, supersedes Diagram No. 2.



### DIAGRAM NO. 3

Pitching Mound—An 18' diameter circle, center of which is 59' from back of home plate.

Locate front edge of rubber 18" behind center of mound.

Front edge of rubber to back point of home plate, 60'6".

Slope starts 6" from front edge of rubber.

The degree of slope from a starting point 6" in front of the pitcher's plate to a point 6' toward home plate shall be 1" to 1', and such degree of slope shall be uniform.

Level area surrounding rubber should be 6" in front of rubber, 18" to each side and 22" to rear of rubber. Total level area 5' x 34".

# Field Layouts

**BABE RUTH SOFTBALL (ages 5-18)**

## Recommended Area

Ground space is 1.2 acres minimum

## Dimensions — Minimum recommendations

**Baselines:** 60 feet

**Pitching distance:** 40 feet for 12U; 35 feet for 10U

**Distance down foul line:** 200 feet

**Outfield distance to pocket in center field:** 200 feet

**Backstop:** Distance: Minimum of 25 feet from home plate and the foul lines extending from home plate edge to first and third base dugouts; Height: 24 feet with five foot overhang

**Side fencing:** Distance: Minimum of 30 feet from foul lines from home plate to the foul pole. Tapering from third base to the foul pole is permitted. Height: 4 feet minimum

**Height of back field fence:** 4 feet minimum with appropriate covering

**Protective fence in front of dugouts:** 6 feet high

## Orientation

Optimum orientation is to locate home plate so that the pitcher is throwing across the sun and the batter is not facing it. The line from home plate through the pitcher's mound and second base should run east-northeast.

## Surface and Drainage

**Infield** — Infield should be skinned. A dirt, clay and sand mixture surface for the infield is easy to maintain and durable. The infield should be graded so that the base lines and home plate are level.

**Outfield** — Outfields should be grass with a proper irrigation system. Preventative maintenance should be used to minimize wear spots. A scheduled annual resodding of these areas is recommended. Irrigation systems should be properly monitored to prevent man-induced wet spots. A three percent grade should be constructed through the turf areas to move the water.

## Recommended Safety Features

**Warning tracks** — A warning track of at least three running steps (approximately 10 feet) should be planned near each fence. The change in surfaces will warn the fielder she is approaching the fence and is a definite safety feature for the ball park.

The material used is not as critical as that used in the infield. A crushed rock mix that will absorb water is most appropriate — generally the same substance as used around the parking lot, walkways, etc. It is critical, for maintenance purposes, that your infield and warning track substances be kept separate.

**Foul poles** — should be at least six feet above the outfield fence.

**Batter's eye** — should be placed in dead centerfield approximately 24 feet wide to provide a field of contrast for the white ball allowing hitters to better see pitched balls.

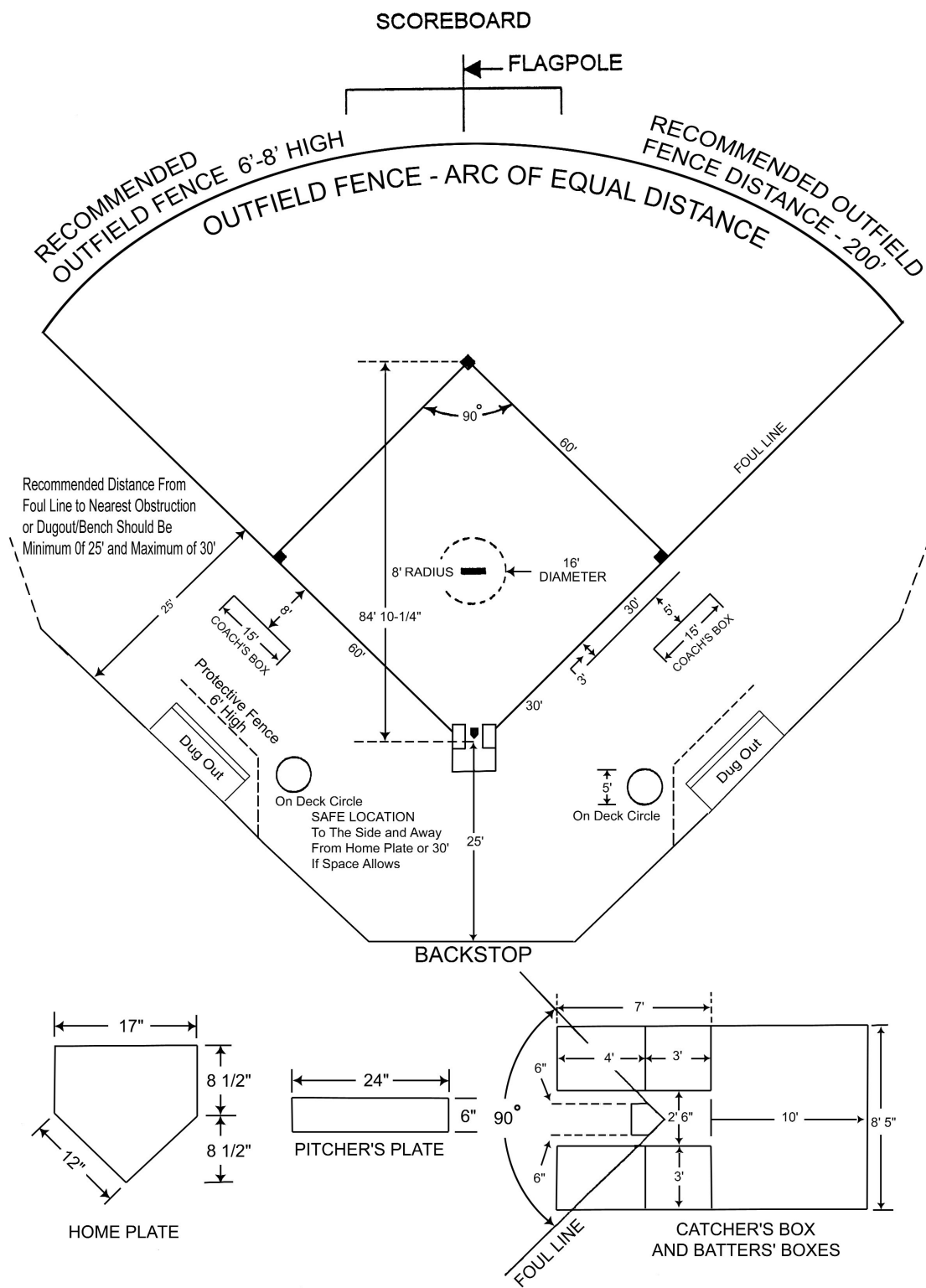
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**Dugout** — installing a roof and protective screening in front of the dugout reduces risk of injuries from foul balls.

**Backstop overhead and side screens** — protects spectators from being hit by foul balls.

**Fencing** — enclose the top rail of chain link fencing with PVC drainage tile or similar product and install fence caps to reduce risk of abrasions.

**BABE RUTH SOFTBALL (ages 5-18)**



**Measuring Arc for Skinned Infield**

Measure a 60-foot arc from the *front center* of a pitching rubber which has been placed *46-feet* from the apex of home plate.

# I. Lighting Guidelines — Minimum Recommendations

The guidelines are divided into Minimum Recommendations and Other Considerations. The Minimum Recommendations establish criteria important to safe conduct of Babe Ruth League activities. The Other Considerations provide guidelines for lighting systems that give added values of durability, energy-efficiency, environmental sensitivity as to spill light and glare and that are more cost-effective to own and operate.

## A. Lighting

### 1. Quantity

There should be an initial minimum average quantity of 62.5 horizontal footcandles on the infield and a minimum average quantity of 37.5 horizontal footcandles on the outfield. These initial light levels will provide a maintained minimum average quantity of 50 horizontal footcandles on the infield and a maintained minimum average quantity of 30 footcandles on the outfield. Design calculations to arrive at maintained light levels should include a maintenance factor no greater than .8 and adjustments for actual tilt factor.

### 2. Quality

The quality of the lighting should be determined on a basis of uniformity and smoothness.

- a. Uniformity of the lighting shall be such that on the infield, the highest measure of quantity of light should not be greater than 2 times the lowest quantity. For the outfield measurement, the highest quantity of light should not be greater than 2.5 times the measurement of the lowest quantity of light.
- b. Over the entire area of the infield and outfield, the change in the quantity of horizontal footcandles should not occur at a greater rate than 10 percent per 10 feet, except for the outside perimeter readings which may change at a greater rate.

### 3. Lamps

The recommended lamp for Babe Ruth League play is a 1500 watt metal halide with initial design lumens of 155,000. Lamps must have an ANSI code — M48PC-1500. Philips, Sylvania and General Electric are the only manufacturers currently recommended. High output lamps are not approved from any manufacturer.

### 4. Footcandle Documents

The manufacturer of the lighting equipment should provide two drawings showing the horizontal footcandle quantity at each point of measurement on the field. One drawing is to show the initial quantity of light to be provided when the fixtures and lamps are new. The second drawing should be in compliance with the minimum standards established above.

#### a. Area of Measurement

The areas for measurements are to be taken and the points of measurement within that area are shown in the graphic on page 17. It is important that measurements be taken at all the points to establish that the quantity and quality standards are being met.

#### b. Method of Measuring Light Quantities

The light meter is to be held 36 inches above the playing surface with the sensing surface horizontal to the ground so that it detects light coming downward to the sensing surface from all directions.

### 5. Vertical Aiming Angles

Aiming angles are a function of both pole height and the distance from fixture to aiming point. Babe Ruth League has recommended minimum pole heights (see the graphs in this booklet) as well as minimum aiming angles. Both should be met to be effective.

- a. Light fixtures which are set back from the foul lines between home plate to third base and between home plate to first base should be mounted at a height above the playing surface such that a line from the lighting fixture to the point on the field where its maximum intensity is aimed is a line that is at least 25 degrees below horizontal.
- b. Light fixtures positioned beyond the outfield fence or along the foul line beyond third base and first base should be mounted at a height with a minimum aiming angle of 25 degrees below horizontal for fixtures aimed toward the infield and 21 degrees for fixtures aimed across the outfield.

**6. Aiming Recapture**

The lighting equipment should include a mechanical device for recapturing the original aiming when it is necessary to move the reflector for re-lamping.

**7. Aiming Diagram**

The manufacturer should supply a drawing showing the aiming alignment of each fixture with measurements referencing the field and pole locations.

**8. Glare Considerations**

Pole heights and locations should be established by the layouts in the graphs in this book to enhance playability.

**9. Ballast and Capacitor Weight**

The ballast and capacitor for each fixture should be mounted away from the fixture and crossarm and onto the pole to avoid problems of misalignment caused by the weight of these components.

## **B. Electrical**

**1. Fusing**

Each lighting fixture should be individually fused with UL Listed fused equipment rated for use with the system.

**2. Disconnects**

There should be provided at each pole a disconnect means located at stepladder height (minimum 8 feet above ground) to allow disconnecting of the electrical power to the pole. This disconnect means should be in addition to disconnects provided at the distribution panel for the entire field.

**3. Grounding**

All poles, fixtures and distribution panels should be grounded according to National Electric Code recommendations. It is important to verify the ground and grounding connections.

**4. Lightning Protection**

Each pole or structure supporting lighting equipment should be equipped with lightning protection as established by NFPA 780 (National Fire Protection Association). **NOTE:** In many instances the supplemental ground may not provide adequate lightning ground, creating the potential for a faulty electrical system in the case of a lightning strike.

**5. Enclosed Rigid Cover**

All wiring conductors above ground should be enclosed in rigid cover.

**6. Hinged Lockable Enclosures**

All enclosures of electrical conductors which are hinged and designed to be opened must be lockable and should be kept locked except during times of access for operation or service.

**7. Electrical Conductor Wires**

All electrical conductor wires for distribution of power around the playing field should be buried underground at depths provided by local code.

**8. Drawings of Entire Electrical System**

The manufacturer of the lighting equipment should provide a drawing of the entire electrical system from the light fixtures at the top of the pole to the base of the pole. This drawing should show compliance with the standards and should provide sufficient information for maintenance personnel.

**9. Drawings of Electrical Distribution**

The electrical designer should provide drawings of the electrical system from the base of the pole to the transformer provided by the utility company. This drawing should show that the local authority regulating electrical systems has approved them.

**10. Underwriter Laboratory Listing**

The lighting and electrical equipment on each ball field lighting structure should have a UL Listing to confirm that the equipment has passed the safety tests of Underwriters Laboratory not only as to the individual components but also as to the use of the components in the configuration of the lighting system on the field.

## **11. Non-compliance with the electrical guidelines**

Deviation from these guidelines of electrical systems may occur only after approval of written documentation signed by an electrical engineer licensed in the state. The documentation should state the reason why it is necessary to deviate from the guidelines and state how a safe electrical system will be achieved using the alternate guidelines.

## **C. Structural**

### **1. Foundation**

- a.** Reinforced concrete is the recommended pole foundation. Foundations should provide for pole attachment a minimum of 18 inches above ground to avoid corrosive deterioration. Concrete should cure a minimum of 28 days to develop adequate strength before stress loads are applied.
- b.** Supplier should furnish structural calculations showing the foundation design adequate to resist maximum EPA loads based on 50 year mean recurrent isotach wind map for each locale to satisfy applicable building codes.
- c.** Suppliers utilizing direct burial of poles with concrete backfill should provide structural calculations showing the installation provides adequate strength to resist maximum EPA loads based on 50 year mean recurrent isotach wind map for each locale to satisfy applicable building codes.

### **2. Poles**

Pole suppliers should furnish structural calculations showing the pole to be of adequate strength to resist design loads.

- a.** For durability and safety reasons, galvanized steel poles are recommended poles for Babe Ruth League fields. Poles should be hot-dip galvanized to ASTM-123 standards. All accompanying hardware should be galvanized steel or stainless steel.
- b.** If direct burial steel poles are used, the operator should require stamped foundation designs from a structural engineer licensed in the state where the field is located. A soil analysis should be conducted by a geotechnical engineering firm and appropriately analyzed to assess the interaction between the galvanizing and the surrounding soil, to assess compatibility. The embedded portion of steel should be sealed inside and out with a moisture impervious coating to help resist corrosion. If the coating is damaged in transit or during installation, it should be repaired using the manufacturer's recommended procedures and permitted to cure an appropriate length of time before final installation.

### **4. Lightning Protection**

All structures should meet the National Fire Protection Association (NFPA) 780 lightning protection code.

## **D. Quality Assurance**

### **1. Visual Testing**

Visual testing should be performed annually on lamps, lenses, conduit, poles, fuses, ballasts, grounding connections and breaker boxes to ensure integrity and performance of system.

### **2. Performance Audits**

Performance audits should be performed every other year.

### **3. Relamping**

Group relamping should be done at the end of the rated useful lamp life.

### **4. Annual Inspection**

For safety and performance reasons, facilities which still have wood poles should conduct an annual inspection of the condition of the wood. See maintenance checklist on page 24.

## **II. Other Considerations**

The following standards, while not required for compliance to Babe Ruth League, Inc. charter requirements, are strongly recommended as being cost-effective for Babe Ruth League facilities.

### **A. Lighting**

#### **1. Energy and Maintenance Efficiency**

There can be a 25 percent difference in the number of fixtures required to light a Babe Ruth League field among manufacturers. This can have a significant impact to leagues in terms of operating and maintenance costs. It is recommended that these differences be evaluated thoroughly before making purchase decisions.

#### **2. Environmental Spill and Glare Control**

Many ball fields are, or soon will be, surrounded by residential properties. Technology is currently available to effectively control spill light and glare from trespassing onto adjoining properties. Consideration should be given these issues in the initial design stage to minimize or avoid complaints. It is recommended that the league check with local authorities for ordinances requiring public notification of intent to install lighting. If this is an issue, ask your lighting manufacturer to provide drawings showing maximum footcandles which will occur at any points of concern on properties surrounding your ball field. You should also determine the manufacturer's experience and ability to work with local authorities and neighbors in meeting glare and spill criteria for adjoining properties.

### **B. Electrical Enclosure**

Other than the lamp, it is not necessary that any electrical components be located at the top of the pole. It is recommended that the electrical components of ballast, capacitor, fusing and disconnect be located in an enclosure mounted on the pole at a point 8 feet above the ground. This allows for maintenance work from a stepladder yet keeps the electrical components out of the reach of people standing on the ground. The equipment and methods for locating these components near the base of the pole must be a part of the Underwriters Laboratory Listing.

### **C. Warranty**

There are considerable differences in the warranties offered by lighting manufacturers. Evaluation of warranties should include the extent of equipment covered, the time period covered, and whether parts and/or labor are included. The warranty is important from two perspectives. First and most importantly, the extent of the warranty indicates the manufacturer's confidence in the product. Secondly, in the event of failure, the warranty offers the opportunity to reduce costs of repair.



# Illuminance Measuring Points

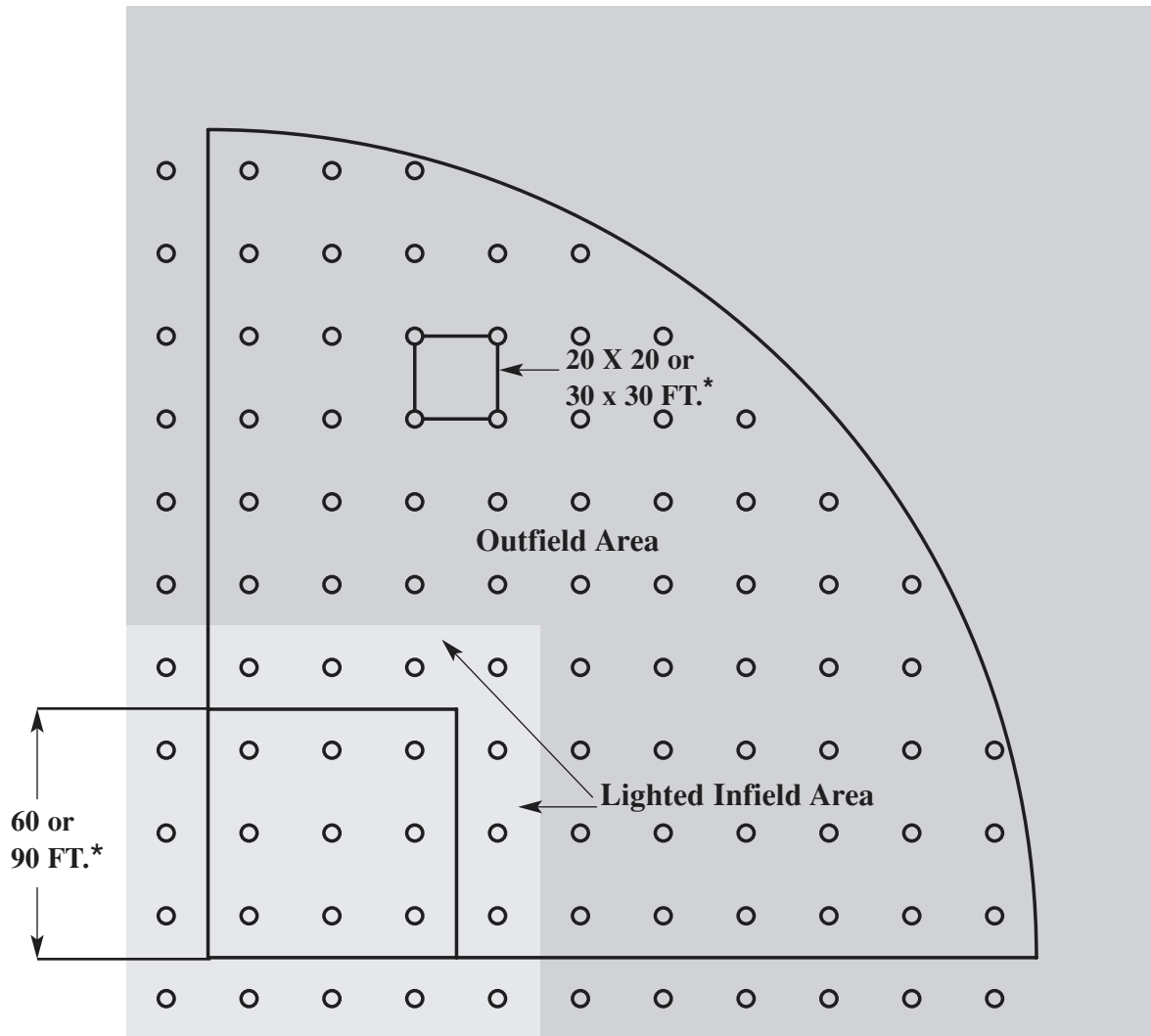


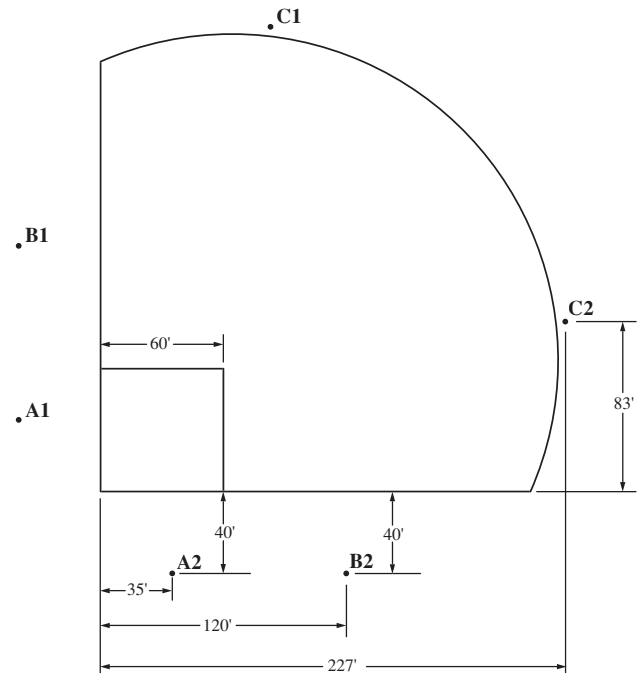
Fig. B4. Illuminance measuring points for baseball and softball. **Illuminating Engineering Society of North America Sports Lighting-RP-6-01**

\*Fields with 60-foot basepaths (for 175-foot and 200-foot fields) are measured in a 20-foot x 20-foot grid; fields with 90-foot basepaths (for 300-foot fields) are measured in 30-foot x 30-foot grid.

# Lighting Diagrams

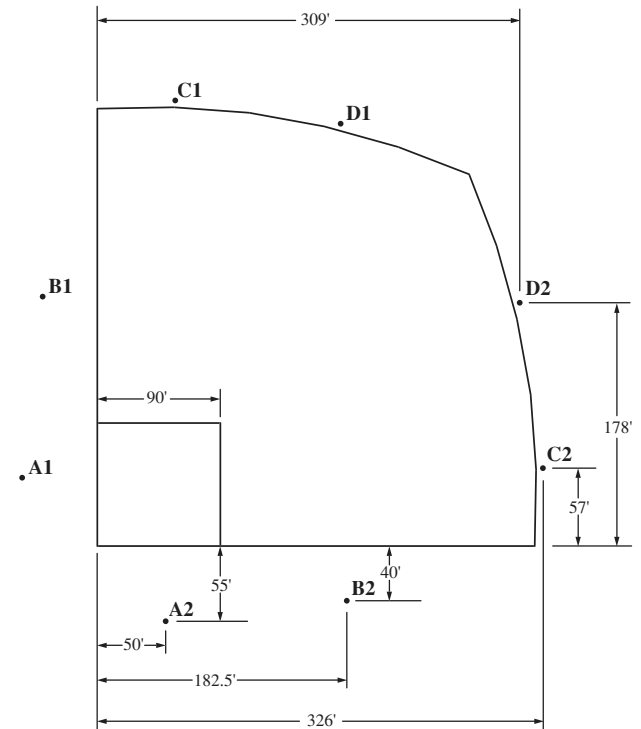
## CAL RIPKEN DIVISION (ages 5-12)

EQUIPMENT LISTING for 210'/250'/210' radius field					
Pole count	Pole location	Mounting height*	Pole size	Fixt./unit†	Kilow/unit
2	A1-A2	60'	60'	4	6.4
2	B1-B2	60'	60'	6	9.6
2	C1-C2	60'	60'	5	8



## BABE RUTH BASEBALL (ages 13-18)

EQUIPMENT LISTING for 320'/340'/385'/340'/320' radius field					
Pole Count	Pole Location	Mounting Height*	Pole Size	Fixt./unit†	Kilow/unit
2	A1-A2	70'	70'	6	9.6
2	B1-B2	80'	80'	12	19.2
2	C1-C2	70'	70'	4	6.4
2	D1-D2	70'	70'	5	8



### NOTE:

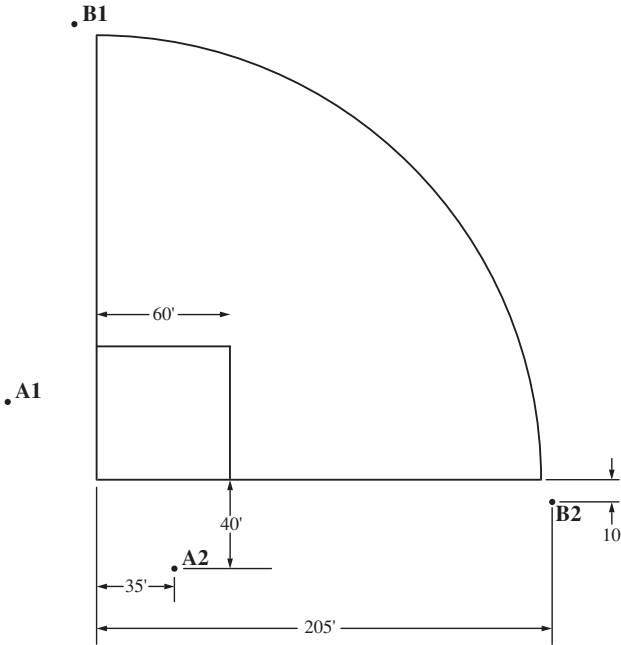
† The number of fixtures necessary to meet minimum lighting requirements varies between manufacturers. Please be sure you are provided adequate documentation from the manufacturer showing Babe Ruth League, Inc. guidelines.

\* For glare control, taller fixture mounting heights may be required. Also, if obstructions or common poles for multiple fields require poles to be set back farther from the field, then taller poles may be required.

# Lighting Diagrams

## BABE RUTH SOFTBALL (ages 5-18)

EQUIPMENT LISTING for 200' radius field					
Pole count	Pole location	Mounting height*	Pole size	Fixt./unit†	Kilow./unit
2	A1-A2	60'	60'	4	6.4
2	B1-B2	60'	60'	8	12.8



# General Facility Considerations

## **Parking**

Capacity — 1 parking space per 3 seats

Parking Surface — should meet local code

Handicapped Accessibility — parking closest to and accessibility to facility entrance

Bus Spaces — within reasonable walking distance

## **Ticket Window**

1 per 1,500 seats

## **Rest Room Ratios**

1 location per sex

1 stall per 80 women

1 stall per 350 men

1 urinal per 100 men

## **Lavatory Ratios**

1 per 150 women

1 per 250 men

## **Handicapped Accessibility**

Meet local, state, and federal code

Adequate accessibility per sex

## **Drinking Fountains**

Meet local, state and federal code

## **Public Telephones**

Meet local, state, federal code

## **Seating**

Handicapped accessibility in each type of seating (box, reserved, general admission)

Meet local, state, and federal building codes

## **Concessions**

1-2 locations per 1,500 seats

1 serving station per 350 seats

Meet local, state, and federal code

## **Souvenir area**

1 per 1,500 attendance

## **Sound system**

Acoustically balanced for capacity and seating arrangements

# General Facility Considerations

## **Press/Score Booth**

Accommodate scorer, public address announcer, scoreboard operator

## **Baseball Playing Field**

Tarps: Circle cover for pitcher's mound; covers for plate area; base area covers or infield cover

## **Softball Playing Field**

Tarps: Infield cover

# Facility Checklist\*

*To ensure the safety of participants and spectators, each facility should be checked prior to each use*

## On Field

- Surfaces — proper grading; no holes; check for high/low spots
- Bases — properly secured posts; no holes; bottom of home plate flat on playing surface
- Fencing — bottom rail or properly buried; no holes or breaks; properly covered
- Dugouts — screened; roofed; bat and helmet racks installed and secured
- Pitcher's mound — proper height and grading; no holes
- Backstop — base properly buried; no holes or breaks
- Warning track — minimum 10 feet from fence; no holes; no large rocks

## Off Field

### Concession stand

- In compliance with local/state/federal codes
- Appliances in working order
- CO<sub>2</sub> tanks secured
- Smoke alarms/fire extinguishers working
- Barbeque grills located away from exits
- Barbeque grills propane tanks inspected
- Cleaners/chemicals stored away from foods
- Boxes stored on shelves — off the floor and out of walkways
- Customer doors or windows checked for safety
- Pricing signs correct
- Well stocked
- Breaker boxes locked and grounded
- Signage posted for proper emergency first aid in prominent area
- Emergency phone numbers posted in prominent area

## Bleachers

### All bleachers

- In compliance with local/state/federal codes
- Vertical opening between guardrails, footboards and seatboards should not exceed four inches
- Cross bracing and footings on fixed bleachers should not “move”
- Painting a 1"-2" contrasting color across the nose thread of each step will help the view of the steps for people coming down

### Aluminum

- New bleachers must meet ASTM Guidelines
- Electrically grounded
- End caps checked
- Hand and back rails checked
- Protective fencing along back and sides

# Facility Checklist\*

## Wood

- Rotted and splintered wood replaced — Besides a visual inspection, any wood that can be easily entered with a pointed object such as an ice pick, screw driver or pen-knife is suspect and should be cause for immediate repair
- Single board bleachers should be no higher than six feet

## Other

- First aid kits stocked
- Public address system working
- Rest rooms — cleaned, stocked and in working order
- Scoreboard — in working order; properly grounded and locked

**Lighting** — see page 17

**Tournament preparation** — see page 25

## Closing for the season

- Water pipes drained
- Sprinkler system properly winterized
- Concession stand — perishable goods removed; winterized

\* Installation of all equipment must meet manufacturers' requirements

# Lighting System Operation

OK Needs Repair

Notes:

WARNING!! Turn off electricity at power source and at safety disconnect on the pole.

Service Entrance & Pole Distribution Boxes			OK	Needs Repair	Notes:
<b>Check service panel for proper markings.</b>					
<ul style="list-style-type: none"> <li>Emergency information should be visible.</li> <li>Warning stickers, wiring diagrams, circuit labels and other servicing information signs should be posted and clearly legible.</li> </ul>					
<b>Test reset action on all service breakers.</b>					
<ul style="list-style-type: none"> <li>Snap all breakers on and off several times to ensure firm contact.</li> <li>If fuses are used at main service, check continuity.*</li> </ul>					
<b>Check the wiring.</b>					
<ul style="list-style-type: none"> <li>Insulation around wiring should show no signs of deterioration.</li> <li>Wiring should show no heat discoloration.</li> </ul>					
<b>Check all taped connections.</b>					
<ul style="list-style-type: none"> <li>Signs of wear should be replaced.</li> </ul>					
<b>Make sure no live parts are exposed.</b>					
<ul style="list-style-type: none"> <li>Bare wires and exposed connections should be wrapped with insulated covering.*</li> </ul>					
<b>Padlocks for service entrance &amp; distribution boxes should be in place and operational.</b>					
Poles - Annual Testing					
<b>Check to see that poles aren't leaning.</b>					
<b>Check wood poles for decay or twisting. Twisted pole may require re-aiming of fixtures.</b>					
<ul style="list-style-type: none"> <li>Wood poles are not recommended on new installations.</li> </ul>					
<b>Check base-plate of steel poles for signs of deterioration.</b>					
<ul style="list-style-type: none"> <li>Check anchor bolt for signs of corrosion.</li> <li>Check grouting under pole to make sure proper drainage exists.</li> </ul>					
<b>Check bolts and fittings for tightness.</b>					
<ul style="list-style-type: none"> <li>Check all metal parts for signs of corrosion.</li> </ul>					
<b>Check to see that wiring covers are in place.</b>					
<b>Check all cables and conduits.</b>					
<ul style="list-style-type: none"> <li>Pull on conduit to check for looseness.</li> <li>Check for loose fittings and damaged conduit.</li> <li>All cables should be straight and properly strapped.*</li> <li>If cables are exposed to the elements, make sure the insulation has the proper rating.*</li> </ul>					
<b>Check overhead wiring.</b>					
<ul style="list-style-type: none"> <li>Wiring should be properly secured.</li> <li>Check that new growth on tree branches and limbs won't obstruct or interfere with overhead wiring.</li> </ul>					
Luminaires					
<b>Check fixture housings.</b>					
<ul style="list-style-type: none"> <li>Housings should show no sign of cracking and/or water leakage.</li> </ul>					
<b>Check lenses.</b>					
<ul style="list-style-type: none"> <li>Clean lenses.</li> <li>Replace broken lenses.</li> </ul>					
<b>Replace burned-out lamps.</b>					
<b>Check luminaire fuses.</b>					
<ul style="list-style-type: none"> <li>Replace burned-out fuses.</li> <li>Fuses should be the correct size.</li> <li>All fuses should be operational.</li> </ul>					
<b>Insulation covering on wiring should show no signs of wear or cracking.</b>					
<b>Ground wire connections must be secure.</b>					
<b>Check around ballasts for signs of blackening.</b>					
<b>Check that capacitors aren't bulging.</b>					
<b>Check aiming alignment of all fixtures.</b>					
<ul style="list-style-type: none"> <li>On wooden poles, see if crossarms are still aligned with the field and horizontal.</li> </ul>					
Ground - Annual Testing					
<b>Check grounding connections.*</b>					
<b>Check nearby metal objects.</b>					
<ul style="list-style-type: none"> <li>Make sure metal bleachers and other metal objects are located at least 6' from the electrical components.</li> <li>Metal objects, such as bleachers, must have their own individual grounding system.</li> </ul>					

\* These tests and/or repairs require the services of a qualified electrician.



# Tournament Considerations

This checklist contains facility items that should be considered when hosting a tournament. Like the rest of the information in this booklet, these items are intended to provide a starting point from which to develop your facility appropriate to your individual needs.

- Field layout (See pages 5-12)
- Facility must meet ADA (Americans for Disability Act) guidelines
- Spectator Seating — Estimate spectators for tournaments:  
District: 500; State: 1,000; Regional: 1,500; World Series 3,000
- Rest Rooms — Adequate rest rooms for expected spectators and participants
- Concession Stand — Easy, convenient access to spectators and participants. Safety considerations include, but are not limited to, overhead protection from foul balls for customers, barbeque grills away from exits, restraints on CO<sub>2</sub> tanks.
- Lights — Should meet minimum Babe Ruth League guidelines of 50/30 footcandles.
- Scoreboard — Recommended location is behind left or right center field. Score and the inning should be clearly displayed. Balls, strikes, hits and errors are optional.
- Parking — One parking space per 3-4 spectators is recommended. Safety for participants and spectators should be the number one priority when considering parking facilities and traffic flow.
- Public address system
- Telephones — At least one public telephone should be available
- Flag pole(s)
- First aid kits
- Press/Score Box/Area — Adequate space for minimum personnel of announcer, scorekeeper, scoreboard operator
- Can area be secured for collecting tickets or gate fee?

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