



Highland Park Baseball Association

Topeka, Kansas ○ established 1942

GROUNDSKEEPER CONTRACT

The Groundskeeper at Highland Park Baseball Association is a contracted position that is made available for bid every season. The Groundskeeper is responsible for maintaining the appearance and playability of the facilities at the Groundskeeper's respective park (Dornwood and/or Billard Parks) as deemed necessary by the HPBA Board of Directors (the Board). The points contained in this description are an overview of what is expected of the Groundskeeper at HPBA and can be modified by the HPBA Board of Directors as needed.

1) Terms of Contract

- a) This contract will be for a "per season" basis, beginning two weeks prior the first scheduled game and concluding with the final contracted game.
- b) This contract will address the needs to HPBA in relation to the four diamonds at Dornwood Park / Billard Park (strike through the park that does not apply).
- c) The Groundskeeper will be paid _____ to perform his/her duties.
- d) Payment for regular season duties will be made at the Second (40%), Sixth (30%) and Tenth (30%) weeks of play.
- e) The Groundskeeper will be paid _____ to perform his/her duties during HPBA Invitational tournaments. Payment for these tournaments will be made immediately at the conclusion of each tournament.
- f) The Groundskeeper will be paid _____ to perform his/her duties during HPBA sponsored state tournaments. Payment for these tournaments will be made immediately at the conclusion of each tournament.

2) Duties of the Groundskeeper

- a) Game Prep – coordinate with the HPBA scheduler to ensure needed fields are ready for games at least 30 minutes prior to game time.
- b) Field Maintenance – maintain fields on a regular basis so that even if games are not played on a particular day, that the fields are still in a condition appropriate for practices. Activities to be performed, but not limited to are:
 - Drag regularly
 - Kill weeds and grass on infield
 - Fill holes on mound, batters' boxes, sliding lanes of bases and outfield as needed
 - Make any and all reasonable attempts to have wet fields playable (even if it means cancelling first game and prepare for second game)
 - Sweep dugouts as needed
 - Replace base stakes as needed
 - Trim or kill grass along fence line

Initials _____

- c) Complex Appearance – maintain the appearance of the complex by keeping the area clean and hazard free. Activities to be performed, but not limited to are:
 - o Pick up trash daily in immediate diamond area
 - o Pick up trash weekly in surrounding areas
 - o Maintain equipment shed in an orderly manner
 - o Keep dirt, ag lime and any other materials secured to prevent anyone from playing on or around
 - o Report any broken, damaged or unsafe equipment, fencing, etc to HPBA President
- d) Equipment Maintenance – perform regular maintenance on HPBA tractor, chalkers and tools to extend the life of the equipment as long as possible.
- e) Coordinate with the HPBA Facilities Manager to order supplies and materials as needed. Material purchases must receive prior approval by the HPBA Facilities Manager to guarantee reimbursement.

3) Duties of the League

- a) One Contact – the HPBA Facilities Manager will be the sole contact to communicate or mediate concerns to the Groundskeeper.
- b) HPBA will provide tractor, diesel, drags, chalkers, shovels, rakes, brooms, marking lines (100 ft), bases, weed/grass killer and chalk. The HPBA Facilities Manager will work with the Groundskeeper to determine the best method in replenishing supplies or materials.
- c) Notify of rainout make-up or rescheduled games no less than 24 hours in advance.
- d) Provide a schedule two weeks in advance of play.

In signing this agreement, I understand the foregoing agreement and agree to its stated terms. Furthermore, I understand and agree that additional duties may be necessary as unanticipated situations may arise that require immediate attention for the benefit of players at HPBA.

Groundskeeper
Date
HPBA President

Initials _____