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**Title: Ball Diamond Maintenance Standards**

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**Department/Division:** Community Services, Parks and Open Space

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**Purpose:**

1. To establish clear service level guidelines at the City's ball diamond facilities.

**Scope:**

2. This policy applies to all employees of the Parks and Open Space division who manage, supervise and perform maintenance operations on City operated ball diamonds.
3. This policy applies to all ball diamond rental bookings. The City's rental booking policies remain in force and are not superseded by any part of this policy.
4. The City will endeavour to fulfill the maintenance guidelines herein, weather permitting and pending the availability of required equipment and pending adverse conditions.

**Definitions:**

5. For the purposes of this policy,

"Adverse" conditions means any condition deemed to pose undue risk to staff, participants, spectators or risks damage to the ball diamond itself.

"Ball" means any sport played on a field defined as a ball diamond that requires an infield and outfield area

"Infield" means an area constructed of any combination of sand, clay, fine aggregate or other material employed with the intended purpose for use as a pitching, batting, base running and close fielding during a ball game connected to an outfield.

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“Outfield” means a turf grass area outlined by fence, or lines or imaginary boundaries agreed upon by participants as the playing limits of the ball game that is connected to an infield

“Backstop” means any fence structure constructed above a height of 4m specifically located for the purpose of keeping balls within the playing area setback behind home plate.

“Ball Diamond” means any combination of adjoined a backstop and an infield and an outfield

“Ball season” is defined as beginning with the first ball diamond rental booking on each diamond and the diamond is approved for use by the Manager of Parks and Open Space. Ball season ends with the final ball diamond rental booking of the year per diamond, or a defined closure as notified in writing to any unfulfilled rental bookings by the Manager of Parks and Open Space

“Groomer” means any equipment employed for the specific application of grading and conditioning the infield surface of a ball diamond.

“Drag mat” means any equipment employed to condition the infield surface

“Mower” means any equipment designed for and employed to maintain grass length on an outfield, grass area of an infield where applicable and the turf area surrounding the outside of a playing area

“Lined” means the marking of the boundaries of play set out by the rules of a sanctioning organization of the type of ball to be played

“Class A” means a ball diamond as defined herein that also has a lighting system designed to extend playing hours past sunset or a pitchers mound attached to it and is not limited in use by fence clearances or other limiting factor.

“Class B” means a ball diamond as defined herein that also has a lighting system designed to extend playing hours beyond sunset but has a limiting use factor such as outfield fence clearance or other limiting factor.

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“Class C” Means a ball diamond as defined herein that has no lighting system or pitchers mound.

“Game” means a rental booking scheduled at the appropriate game rental booking fee for the class of diamond rented.

“Tournament” means a rental booking scheduled at the appropriate tournament rental fee for the class of diamond rented.

**Policy:**

The addition or removal of lights, and/or dugouts to any ball diamond will change the class of the affected ball diamond to the appropriate class as per the definitions of this policy.

**6. Class A Maintenance:**

Applies to Duncan McLellan Park (Major, North and South) , and Tom Williams Park ball diamonds.

Maintenance service level for class A ball diamond bookings are:

**Ball Season Maintenance**

- i. Staff will perform a documented inspection of each rented ball diamond each day there is a rental booking prior to that booking. Staff will immediately notify the Parks and Cemetery Supervisor of any adverse condition that may impact safety discovered during an inspection. Inspections will include but are not limited to the ball diamond, dugouts and/or benches, spectator areas including bleachers, fences, buildings where applicable and any other facility on the premises provided by the City.
- ii. The groomer will be used once each date where bookings occur from the beginning to end of the ball season to condition the field. Grooming will be exempt when weather or diamond conditions are not suitable for this operation.
- iii. The City retains the right to perform additional maintenance during any rental period, including tournaments and regular league play, at any time to maintain

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a safe field of play. Dragging or raking a minimum of every 3 hours or 3<sup>rd</sup> game whichever comes first, or as needed. Additional maintenance above the minimum interval will be performed at the sole discretion of City staff.

- iv. A minimum of a drag mat will be used on dates where a practice booking occurs.
- v. Where applicable the pitchers mound will be raked by hand. Pitting on the pitchers stride path will be filled and tamped with mound clay and the mound will be watered as appropriate during the ball season to maintain a desired level of moisture saturation to maintain reasonable playing conditions.
- vi. The infield will be lined for game rental bookings as per the standard specifications of the renters sanctioning organization for the type of ball to be played. Lining will occur prior to the first game of any game rental block. One additional lining during a game rental block can be arranged and scheduled at the time of booking.
- vii. Outfield lines will be re lined once a week or additionally as required to maintain reasonable visibility for the purpose of playing ball.
- viii. Grass will be cut to a length of 6.35cm (2.5 inches) two times a week as permitted by weather conditions.
- ix. Line trimming will occur at least one time per week, including fences adjacent to the playing field.
- x. Baselines and infield to outfield transitions shall be raked and kept clear of irregular changes in grade
- xi. Additional dragging or grooming of the infield at a minimum of 1.5 hour intervals during a rental booking lasting at least 3 hours can be requested by the rental and will be performed at their cost. Fees for additional dragging will be administered at the established charge out rate for the equipment and operator for the year it is performed. These services are to be arranged at the time of booking.

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- xii. Additional grooming or dragging included with a tournament rental booking at the minimum intervals described in (iii). Times are to be arranged at the time of booking.

**Seasonal Maintenance**

- xiii. Fall infield outfield transition maintenance will occur annually after the ball season
- xiv. Fall maintenance of mounding and turf accumulation at the base of backstops will occur annually after the ball season
- xv. Rolling of the outfield turf will occur in the spring before the beginning of ball season and before aerating. Rolling will include the infield outfield transition area
- xvi. Aerating of outfields will occur in the spring before the beginning of ball season and in the fall after ball season ends annually
- xvii. Topdressing of the outfields will occur in the fall after ball season annually
- xviii. Fertilizing of the outfield turf will occur annually in the spring prior to May 1<sup>st</sup> or 2 weeks before the beginning of ball season, whichever is later.

**7. Class B Maintenance**

Applies to St. George's Park Ball Diamond.

Maintenance service level for class B ball diamond bookings are:

**Ball season Maintenance**

- xix. Staff will perform a documented inspection of each rented ball diamond each day there is a rental booking prior to that booking. Staff will immediately notify the Parks and Cemetery Supervisor of any adverse condition discovered during an inspection. Inspections will include but are not limited to the ball diamond, dugouts and/or benches, spectator areas including bleachers, fences, buildings where applicable and any other facility on the premises provided by the City.

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- xx. The groomer will be used once each date where game rental bookings occur from the beginning to end of the ball season to condition the field. Grooming will be exempt when weather or diamond conditions are not suitable for this operation.
- xxi. A minimum of a drag mat will be used on dates where a practice booking occurs.
- xxii. The infield will be lined for game rental bookings as per the standard specifications of the renters sanctioning organization for the type of ball to be played. Lining will occur prior to the first game of any game rental block.
- xxiii. Outfield lines will be re lined once a week or additionally as required to maintain reasonable visibility for the purpose of playing ball.
- xxiv. Grass will be cut to a length of 6.35cm (2.5 inches) two times a week.
- xxv. Line trimming will occur at least one time per week, including fences adjacent to the playing field.
- xxvi. Baselines and infield to outfield transitions shall be raked and kept clear of irregular changes in grade
- xxvii. Additional dragging or grooming of the infield at a minimum of 1.5 hour intervals during a rental booking lasting at least 3 hours can be requested by the rental and will be performed at their cost. Fees for additional dragging will be administered at the established charge out rate for the equipment and operator for the year it is performed. These services are to be arranged at the time of booking.
- xxviii. Additional grooming or dragging included with a tournament rental booking at the minimum intervals described in (iii). Times are to be arranged at the time of booking.

**Seasonal Maintenance**

- xxix. Fall infield outfield transition maintenance will occur annually after the ball season

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- xxx. Fall maintenance of mounding and turf accumulation at the base of backstops will occur annually after the ball season
- xxxi. Rolling of the outfield turf will occur in the spring before the beginning of ball season and before aerating. Rolling will include the infield outfield transition area
- xxxii. Aerating of outfields will occur in the spring before the beginning of ball season.
- xxxiii. Topdressing of the outfields will occur in the fall after ball season annually
- xxxiv. Fertilizing of the outfield turf will occur annually in the spring prior to May 1<sup>st</sup> or 2 weeks before the beginning of ball season, whichever is later.

**8. Class C Maintenance**

Applies to Kinsmen Park, St. Juliens Park, Harrison Field and Kelso Beach Park Ball Diamonds

Maintenance service level for class C ball diamond bookings are:

**Ball season Maintenance**

- xxxv. Staff will perform a documented inspection of each rented ball diamond each day there is a rental booking prior to that booking. Staff will immediately notify the Parks and Cemetery Supervisor of any adverse condition discovered during an inspection. Inspections will include but are not limited to the ball diamond, dugouts and/or benches, spectator areas including bleachers, fences, buildings where applicable and any other facility on the premises provided by the City.
- xxxvi. The groomer or drag mat will be used once each date where bookings occur from the beginning to end of the ball season to condition the field. The groomer will be used a minimum of 2 times per week.
- xxxvii. Grass will be cut to a length of 6.35cm (2.5 inches) one time per week.

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- xxxviii. Line trimming will occur at least one time per week, including fences adjacent to the playing field.
- xxxix. Baselines and infield to outfield transitions shall be raked and kept clear of irregular changes in grade
- xl. Additional dragging or grooming of the infield at a minimum of 1.5 hour intervals during a rental booking lasting at least 3 hours can be requested by the rental and will be performed at their cost. Fees for additional dragging will be administered at the established charge out rate for the equipment and operator for the year it is performed. These services are to be arranged at the time of booking.
- xli. Lining can be requested by the rental and will be performed at their cost. Fees for additional dragging will be administered at the established charge out rate for the equipment and operator for the year it is performed. These services are to be arranged at the time of booking.
- xlii. Additional grooming or dragging included with a tournament rental booking at the minimum intervals described in (iii). Times are to be arranged at the time of booking.

**Seasonal Maintenance**

- xliii. Fall infield outfield transition maintenance will occur annually after the ball season
- xliv. Fall maintenance of mounding and turf accumulation at the base of backstops will occur annually after the ball season

**Related Policies & Legislation:**

9. None

**Appendices:**

10. None

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**Revision History:**

<b>By-law Number</b>	<b>Date</b>
2018-062	May 7, 2018