

Parks Maintenance Division

Outdoor Field Operations/Standards 02.01.2012

**FIELD MAINTENANCE (CITY STAFF RESPONSIBILITIES)**

**General All Fields**

* On non-irrigated City athletic fields mow as needed, generally weekly(District athletic fields

mowed by the School District).

* On irrigated City athletic fields mow as needed, generally two-three times a week including BSC/ERHS site.
* Operate and repair irrigation systems on City athletic fields as well as BSC/ERHS site.
* Provide and empty trash receptacles at all athletic fields. (Except Woodbury High School Baseball Stadium and BSC Gold 30)
* Provide portable restrooms at all athletic fields (Except Woodbury High School Baseball Stadium and BSC Gold 30) that do not have facilities available to them.
* Maintain field lighting and turn on based on scheduled use where applicable.

**Baseball/Softball** (Except BSC Gold 30 & WHS Baseball Stadium)

* Drag and groom daily if conditions allow.
* Maintain bases and anchors at all sites.
* Maintain storage boxes including locks and stocking with base cleanouts, chalk and rake.
* Paint foul lines on game fields.
* Maintain mound covers.
* Maintain fences & signage.
* Provide a designated space for portable mound storage at sites.
* Maintain scoreboards and controllers where applicable.

**Soccer/Football/Lacrosse/Rugby**

* Paint full lines for game fields.
* Paint partial lines for practice fields.
* Install and secure goals.

**\*** *City of Woodbury staff will line fields that the school district will be using if the recognized youth organizations will be using that same configuration after 6 p.m. If there is no use after 6 p.m. or the configuration is different; it will be up to District 833 to line those.*

**FIELD MAINTENAENCE (USER GROUP RESPONSIBILITIES)**

**General All Fields**

* Provide practice and game schedules as requested by deadline provided by Recreation Supervisor.
* Practice and provide necessary field maintenance within permitted times.
* Clean up entire bench and spectator seating area after each use.
* Place trash in receptacles.
* Ensure that all users such as coaches and volunteers understand expectations/standards of field use and maintenance.
* Obey rules of park, fields & facilities such as “no soft toss”, “picking up benches and field areas” as well as “no driving/parking on pathways or trails”.
* **Use online citizen service request system to report problems.**
* **Phone in any safety issues that need immediate attention to Recreation Supervisor or Parks Supervisor.**

**Baseball/Softball**

* Install bases and pitching rubbers at correct distances.
* Chalk infield lines for games.
* Purchase, Install and remove portable mounds before and after use.
* Place portable mounds in designated spaces at sites.
* Rake out any additional material placed for transition between field and mound lips.
* Remove bases after use and put into the job boxes provided at the facilities.
* Remove mound covers and replace after use where applicable.
* Hand rake base paths, infield aglime edge, and home plate on 90’ fields.
* Fill in and tamp any holes before and after each use.

**Soccer, Football, Lacrosse & Rugby**

* Purchase, install, maintain, remove & store nets, markers, corner flags, cones etc.
* Remove corner flags, cones and store after use daily
* Rotate practice and warm-up areas especially in front of goals.

**TOURNAMENTS (ADDITIONAL CITY STAFF RESPONSIBILITIES)**

**General All Fields**

* Meet or talk with event coordinator to discuss any issues and/or inspect facilities.
* Provide extra and emptied trash containers on tournament start day.
* Provide additional building supplies including trash bags, toilet paper and cleaning supplies.
* Program or turn on field lights based on tournament schedule.
* Open and clean restrooms each morning.
* Provide concessions training if using building for event. (BSC White only)
* Staff will determine playability if necessary. Fields will be closed if conditions warrant.
* Track field light use and **BILL USER.**
* Order additional portable restroom and daily service and **BILL USER.**
* Order additional trash dumpster and **BILL USER.**
* Supply additional staff as requested and **BILL USER.**
* Cleanup /Repairs upon conclusion of the event. **BILL USER**

**Baseball/Softball** (Except BSC Gold 30 & WHS Baseball Stadium)

* Set up bases and pitching rubbers if request is made 3 days in advance.
* Provide grooming expectations to event coordinator.
* Drag and groom fields on the day the event begins only.
* Provide drag mats as requested and **BILL USER IF DAMAGED.**
* Place additional supplies including quick dry, chalk on site and **BILL USER FOR SUPPLIES and MATERIALS USED.**

**Soccer, Football, Lacrosse & Rugby**

* Layout and paint additional field and goal lines as requested and **BILL USER BY TIME and MATERIALS USED.**
* Move goals as requested by user and **BILL USER BY TIME USED**
* Order additional dumpster and **BILL USER.**
* Order additional portable restrooms anddaily services and **BILL USER.**
* Change setup for next regular games and **BILL USER IF OT.**

**TOURNAMENTS (USER GROUP RESPONSIBILITIES)**

**General All Fields**

* Coordinate building use with recreation department **BILL USER**
* Obtain proper license/permit from Washington County for Black, Blue, Red, Green or Ojibway use.
* Keep trash receptacles empty and keep trash picked up during event.
* Keep restrooms clean and supplies full during event.
* Hand pick trash as needed during and at conclusion of event.
* Keep concessions areas cleaned throughout event and clean upon conclusion of event.
* Sign liability waiver and only allow golf carts to be driven by persons 18 years of age or older.
* Remove all equipment and supplies at the conclusion of event.
* All outside vendors are to comply with City of Woodbury ordinance and procedures.
  + All vendors will work through Recreation Department at 651-714-3583 to ensure compliance
* Clean up trash from field areas, dugouts, concessions areas, and restrooms.
  + Restroom trash should be emptied and paper dispensers filled for next user.
* Invoices billed to user groups are to be paid upon receipt.

**Baseball/Softball**

* Provide schedule and details of event, including schedule for lights, one week prior to event.
* Drag and groom fields as needed during event.
* Return drag mats to pre-determined location by 8:00 a.m. Monday after event.
* Drag and groom fields, set-up bases and pitching rubbersfor city events at the end of event.
* Remove pitching mounds and return to designated areas
* All equipment, concessions are to be removed by conclusion of the event.

**Soccer, Football, Lacrosse & Rugby**

* Provide layout of field needs at least four weeks prior to the tournament/event.
* Provide schedule and details of event, including schedule for lights, one week prior to event.
* Removed all equipment, from fields, buildings by the conclusion of the event.