

Standard Operating Procedures

Ball Diamonds

Staff Work Hours:

Monday to Friday 8am-5pm. Staff will be scheduled for weekend tournaments based upon the request of the tournament co-ordinator and field prep requirements.

Cancellations:

Cancellations will occur if the playing surface is deemed unsafe. Unsafe conditions are mostly created by excessive rainfall. Cancellations due to unsafe conditions are made by ball diamond staff.

Severe weather such as lightening and or Tornado warnings will force teams to cancel, however this decision is made by the individual teams at game time.

Cancellations during games are at the discretion of the umpire(s) and teams.

Weekday Games:

2pm is the cut off for field condition determination. Weekday field cancellations should be forwarded to the AEC Admin Office at 822-5431. Admin office will contact the teams directly.

Weekend Games:

10am is the cut off for field condition determination. Weekend field prep staff are scheduled to start field prep and assess the field at 8am on game day. If the field cannot be prepped for safe play the ball diamond staff will contact the home team manager. Home team manager contact info will be provided to the Parks Department at the beginning of each season.

Ball diamond staff will not be "on call" during the weekend except for scheduled game day(s) and tournaments.

Field Safety

Staff will inspect the field of play and infrastructure weekly to ensure the safety of all user groups. Sports field playability includes ensuring true bounces and firm footing, no bad hops and no slipping.

Infield Dirt Playing Surface: infield dirt, base paths and sliding areas, the mound, home plate, batters boxes, infield lips, and warning track.

Infield Turf Playing Surfaces: bare spots, sprinklers, grass edges, density and quality, irrigation, uneven surfaces, ruts, other vegetation besides grass.

General Playing Surfaces: condition of maintenance equipment, sprinkler boxes, drainage, unsafe debris.

Bases and Anchoring: base ground anchors, bases, home plate, pitching rubber, bull pens.

Fencing: posts, footings, caps, rails, gaps, bottom of fencing, gates, protrusions, backstop, outfield fences.

Spectator Areas: seating area, walking surfaces, steps, gaps in seating, nuts and bolts protruding, other hazards.

General Safety: foul lines, chalking, signage, parking, protective equipment.

Dugouts: fencing, benches, equipment, waste containers, playing area, roofs.

Chalking Infields:

Based upon the cancellation policy infields should be prepped and chalked in the afternoon.

Chalking requests are to be made at time of field rental through the AEC Admin Office. These requests will be on book king ensuring staff know which diamonds require chalking.

Painting Foul Lines:

Ball diamond staff will regularly check foul lines and paint as required. If required, staff will paint after the fields have been mowed.

Dragging Infields:

Infields will be maintained with a Rahn infield groomer behind a Kubota RTV. Staff will manually rake the perimeter and avoid using the groomer within 12 inches of the grass transition.

Infields will be dragged after each game. Infields will be assessed for dragging prior to each game.

Base paths will be raked from the outside towards the center.

User groups will be asked to rake low spots/holes created during the play of that game.

Mound and Batter Box Maintenance:

Clay bricks have been installed on Buhler and Diamond 3. Tarps are located on both of these diamonds to protect the clay and manage moisture. Bagged clay will be used to repair these areas by ball diamond staff.

Mounds and batter boxes without clay bricks will be maintained and safe prior to each game.

Pitching Rubber location will be set by ball diamond staff prior to each game based upon the field specs for that level of play. Diamond 3 has pitching rubber anchors pre-set for Bantam and Midget.

User groups on Buhler and Diamond 3 will be asked to remove tarps prior to games and replace tarps after games. DO NOT WALK ON TARPS WITH CLEATES.

Base Anchors:

Base anchor caps will be placed on each diamond and may have multiple anchors for various levels of play.

Base anchor plugs will be replaced, if required by ball diamond staff.

User groups will ensure that the bases labelled for a diamond are used on that field only. It is the responsibility of the user to remove the rubber base anchor plug, use a provided clean out tool to remove sand, install the base, remove the base and re-install the rubber base anchor plug.

Garbage Collection:

Ball Diamond staff will be responsible for emptying and maintaining all garbage and recycling on the AEC grounds.

Loose garbage will be picked up regularly and prior to mowing.

Washrooms:

AEC Maintenance Staff are responsible for the concession washrooms.

AEC Maintenance Supervisor will be responsible for portable washrooms on AEC grounds.

Irrigation:

Irrigation set up/schedule and repairs to heads and lines will be the responsibility of ball diamond staff.

AEC maintenance staff will turn the water on in the spring, blow out irrigation lines in the fall and turn off the water in the fall.

Fence:

All fencing on the AEC grounds will be maintained, repaired and replaced by ball diamond maintenance staff.

Bleachers, Benches, and Picnic Tables:

AEC staff will move Buhler bleachers onto and off of diamonds.

All wooden bleachers and benches will be maintained and repaired by ball diamond staff.

Picnic table placement and distribution on AEC grounds will be the responsibility of ball diamond staff.

Batting Cages:

Ball diamond staff will install netting and maintain batting cages.

Turf Maintenance:

Ball diamond staff are responsible for all turf maintenance on AEC grounds. Activities include; mowing, trimming, aerating, fertilizing and over seeding and top dressing.

Tree Establishment and Maintenance:

Tree establishment and maintenance on AEC grounds will be the responsibility of the Parks Department.

