



# FIELD OPERATIONS & STANDARDS

## Ki-Chi-Saga County Park

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### *General – All Fields*

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#### **User Group Responsibilities:**

- Use of area in the park in the manner in which it was designed for and the intended purpose only.
- Adequate number of portable restrooms will be provided near fields that do not have permanent structures during reserved field uses.
- Reservation, game schedules, number of participants, and fees will be completed prior to park use. Contact Park Director at 612-322-2285 or [Email Joseph Tart](mailto:Email Joseph Tart) to reserve a field/fields.
- Allow time for maintenance practices and necessary field maintenance within permitted time and spaces.
- Check bench areas for trash and place in receptacles, leave the use areas in a clean and orderly condition.
- Return all equipment to appropriate locations.
- Inspect field maintenance box before and after use. Report missing or damaged equipment to your organization's main contact. That person is responsible to contact Chisago County Park Director.
- Ensure that all users, coaches, and volunteers understand the expectations/standards of field use and proper maintenance.
- Abide by rules of the park. Park Rules are attached.
- Lock gates and restroom facility after daily use.
- Responsible for cleaning restrooms if used.
- Phone or email any safety issues that need immediate attention to Park Director at 612-322-2285 or [Email Joseph Tart](mailto:Email Joseph Tart).

#### **County Responsibilities:**

- Maintain fences and signage
- County fields will be mowed as needed
- County will empty trash receptacles
- Park Director will determine playability of fields and close if conditions warrant
- Provide additional clean-up/repairs, if necessary. User group will be billed, such as: Broken or missing supplies, overflowing trash or ground litter, and improper field maintenance techniques
- County will close fields from time to time for maintenance, resting fields or to prevent damage from weather episodes
- All decisions to close fields are done for players safety and to preserve season-long playability of the fields

#### **Field Closure Process**

**County staff will review: field conditions, amount of precipitation received, weather Forecast/radar, moisture level within the fields, age group of scheduled activity, and time of year.**

If closure is necessary, County Park Director will call and/or email sports director of scheduled programs.

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## *General - Softball & T-ball Fields*

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### **User Group Responsibilities:**

- Purchase, install, and maintain portable mounds, screens, and any other training equipment where applicable.
- Drag and groom skinned areas during the week for scheduled use.
- Rake out any additional moved ballfield aggregated lime material in transition between infield skinned area and outfield turfgrass. Rake base/mound areas and home plate after each use. Fill in and tamp/pack any holes.
- Maintain bases and anchors at Ki-Chi-Saga Park with cooperation of other associations.
- Move bases, pitching plates or mounds to correct distances on double usage nights.
- Remove bases and store all equipment to appropriate locations.
- Maintain and stock storage boxes with field supplies.
- Paint foul lines on game fields, infield chalk lines for games (if desired).

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## *General - Soccer & Lacrosse Fields*

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### **User Group Responsibilities:**

- Purchase, install, maintain, and remove; store nets, corner flags, markers, cones, and any other training equipment where applicable.
- Layout and paint lines for game fields of registered and paid user groups.
- Paint partial lines for practice fields of registered and paid user groups.
- Install and secure goals during playing season.
- Set-up corner flags, markers, cones and remove upon the conclusion of daily use.
- Rotate training and warm up areas, especially in front of goal areas or the middle of the field to reduce wear spots.
- If turf areas are saturated, do not utilize. Communicate to coaches and players to minimize wear spots.
- Remove goals from fields and store after season.



# FIELD OPERATIONS & STANDARDS

## Ki-Chi-Saga Park

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### *Tournaments - General*

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***Tournament: Any singular event over a period of one or more days involving multiple games and multiple teams in which requires the use of multiple athletic fields.***

#### **User Group Responsibilities:**

- Use of area in the park in the manner in which it was designed for and the intended purpose only.
- Adequate number of portable restrooms will be provided near fields that do not have permanent structures during reserved field uses.
- Tournament registration, game schedules, number of participants, and fees will be completed prior to games.
- Contact Park Director at 612-322-2285 or [Email Joseph Tart](mailto:Joseph.Tart@chisago.org) for tournament reservation.
- Allow adequate time for field set-up prior to tournament play.
- Tournament organizers will need to provide any additional field supplies on site.
- Maintain cleanliness of the grounds and facilities at all times during the tournament and upon conclusion of tournament.
- Ensure that all outside vendors comply with County vendor permit process.
- Tournament host is responsible for weather related concerns to cancel tournament during play.

#### **County Responsibilities:**

- Maintain fences and signage.
- County fields will be mowed as needed.
- County will empty trash receptacles before tournament date.
- Park Director will determine playability of fields and close if conditions warrant.
- Provide additional clean-up/repairs, if necessary. User group will be billed.
- County will close fields from time to time for maintenance or to prevent damage from weather episodes.
- All decisions to close fields are done for player safety and to preserve season-long playability of the fields.

#### **Field Closure Process**

**County staff will review: field conditions, amount of precipitation received, weather forecast/radar, moisture level within the fields, age group of scheduled activity, and time of year.**

If closure is necessary, County Park Director will call and/or email tournament director of scheduled programs.

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## *Tournaments – Softball & T-ball*

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### **User Group Responsibilities:**

- Drag and groom infields at the beginning of each day of tournament and between games if deemed necessary.
- Tournament organizers will need to provide their own walking drag mats.
- Tournament organizers will:
  - Rake out any additional moved ballfield aggregated lime material in transition between infield skinned area and outfield turfgrass. Rake base/mound areas and home plate after each use. Fill in and tamp/pack any holes.
- Maintain bases and anchors at Ki-Chi-Saga Park with cooperation of other associations.
- Move bases, pitching plates or mounds to correct distances for next user.
- All equipment will be removed at conclusion of event.
- Remove bases and store all equipment to appropriate locations.
- Maintain and stock storage boxes with field supplies.
- Paint foul lines on game fields. Chalk infield lines for games (if desired).
- Lock up gates and restroom facility after conclusion of each day.

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## *Tournaments – Soccer & Lacrosse*

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### **User Group Responsibilities:**

- Layout and paint additional field/goal lines
- Setup goals in preapproved locations
- Fields should be inspected for damage and to ensure all goals and nets are secure prior to play. Contact Park Director with any concerns
- Fields with standing water or areas of concern need to be evaluated for play by County staff
- All equipment will be removed and stored to appropriate locations after conclusion of event
- Change set-up back to original set upon conclusion