

Sample Field Use Policy

AGENCY NAME Parks and Recreation
Sample Policies and Procedures
(Items in green require modification or inclusion for relevance to the agency)
Field and Court Assignments and Permits

I. Permit Priority Rating

Permits will be issued to users with the following priority rating:

- A. The **AGENCY NAME Parks and Recreation** and "Recognized" Independent Sports Organizations (I.S.O.) NOTE: Recognized I.S.O. serves the community at large and pays rental fees as established by **AGENCY NAME**.

List I.S.O.'s

The above listed organizations are only "Recognized" for their approved sport and season and are subject to listed procedures for adding additional activities.

- B. "Private Recognized" I.S.O.
Note: Pays **team/player/rental** fees as established by **AGENCY NAME**
- C. Others - See "Field Rental Application" (Attachment)

II. Guideline for "Recognizing" New I.S.O. for Field Permits

The following factors will be considered as significant reasons to consider granting "Recognized" status to a new I.S.O.

- A. New organizations caused by a mandated split due to National or State Association bylaws of a current "recognized" I.S.O.
 - 1. That organization shall notify the **AGENCY NAME Parks and Recreation Staff Member** in writing, documenting the mandate to split.
 - 2. That organization must then provide the **AGENCY NAME Parks and Recreation Staff Member** with a written plan as to how the split will occur to include:
 - a. Number of teams and participants which will be affiliated with each of the two new organizations.
 - b. The **AGENCY NAME** will provide the two new organizations with a list of fields previously allocated to the original organization.
 - c. The two new organizations will then submit an agreed contract between them listing the fields or courts which will be assigned to each. **In the event no agreement is reached, the AGENCY NAME Parks and Recreation will assign the fields.**
 - d. Neither of the two new organizations shall be allocated additional fields.

- e. Changing of boundaries and/or number of teams serviced may affect the number of fields permitted.
- B. A group of parents, community leaders, businesses, etc. request "recognition" of their newly formed youth organization.
 - 1. The new organization must provide written documentation demonstrating a need for their organization. The following criteria will be considered when reviewing new organization's request for **"Recognized" Status**.
 - a. Isolated Geographic Location - area has been part of **AGENCY NAME** or **location**, but may have only recently been developed or populated.
 - b. Different Activity - sport that is **NOT** currently offered or can not be offered by an existing organization.

Along with items(s) a or b, the new organization must also submit:

- (1) Rosters of a minimum of **40** participants.
 - (2) Each team shall consist of minimum of **12** players.
 - (3) **80%** of the players must be residents of the **AGENCY NAME**.
Residency verification is not necessary and the AGENCY NAME holds a lottery for teams.
 - (4) **100%** of the organization's games played in the **AGENCY NAME** must involve the **AGENCY NAME** teams.
- C. **The AGENCY NAME Parks and Recreation Staff Member** will give the organization written notice of their approval or rejection of **"Recognized"** status.
 - 1. Appeals can be made to the **AGENCY NAME Recreation Staff Member**.
 - 2. If **"Recognition"** is granted, the new organization shall be subject to the ratio of "teams per fields". (See Section V of Policies and Procedures for Field and Court Assignments and Permits).
 - a. If facilities and/or enough time are not available, The **AGENCY NAME** may re-allocate facilities and times assigned to existing **"Recognized"** organizations.

III. Organization Requirements for Retaining "Recognized" Status

- A. Organizations must attend the **regular annual meeting** sponsored by the **AGENCY NAME** Parks and Recreation and keep on file the following information. (NOTE: Additional meetings may be scheduled as necessary).
 - 1. A list of their officers naming: President, Vice President, Field Coordinator, and a contact person for general registration. Please list name, title, address, home and work numbers.
 - 2. A statement of the organization's Philosophy and Goals. (Only needed as philosophy changes or as requested by the **AGENCY NAME** Parks and Recreation).

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Sample Partnership Agreements

3. Age range(s) and skill levels the organization is offering.

Items 1, 2, and 3 will not only give us a better understanding of your organization, but will enable us to pass that information on to the general public.

B. Organizations must pay for their Field/Court Permits within 30 days after the effective date of the Permits. Please submit a summary sheet with payment (see attached "Use Agreement" form).

C. Organization must demonstrate a willingness to adhere to the above guidelines. Failure to do so may result in revocation or suspension of "Recognized" status.

IV. Request for Permits

A. Organizations must submit written request (see attached "Use Agreement" form) for fields only during the seasonal request dates. (See below)

B. Block permits will be issued to organizations. The **AGENCY NAME** Parks and Recreation will deal only with the "Field Coordinator" of these organizations. It is the responsibility of the organization to schedule games and practices and deal with individual coaches and parents.

1. Appeals can be made to the **AGENCY NAME Parks and Recreation Staff Member**.

FIELD ASSIGNMENTS: Practices and Games

| SEASON | REQUEST DUE | PERMITS ISSUED | APPROXIMATE SEASON LENGTHS |
|-------------------------|-------------------------------------|----------------|---|
| Spring (11 weeks) | November 14 | December 1 | 1 st week of March 1 - 3 rd week of May |
| Summer (10-11 weeks) | November 14 (currently the same) | December 1 | 4 th week of May 24 - 1 st week of August |
| Fall (13 weeks) | May 15 | June 1 | 3 rd week of August - 2 nd week of November |
| Winter | No Permits Issued | | |

Applicants may submit one permit for all **three/four** seasons, or submit separate permits for each season. Exception dates will be noted on the permit or "Use Agreement" form.

If an I.S.O.'s season overlaps another season by no more than 30 days, one request will be accepted for that season.

FIELD ASSIGNMENTS: Tournaments and Special Events

Requests for the following year are due in writing by **August 15**. Assignments for the year will be completed by **September 10**. After **September 10**, requests will be taken on a first come - first serve basis as fields are available and the allotted number of special events per field has not been reached. If an organization requests a special event that would exceed the allocated number of special events, consideration will be given to substitute a special event for their regularly scheduled day of games.

V. Allocation of Fields

- A. The **AGENCY NAME** reserves the right to increase/decrease the number of fields assigned to an organization based upon enrollment changes; unavailability of fields due to maintenance; contractual agreements or priority scheduling; abusive usage and/or failure to use assigned fields; and failure to pay permit fee.
- B. Fields will be assigned to the organizations that have the greatest need for fields based on the previous year's ratio of the **AGENCY NAME** residents per field. Additional fields will be assigned as the fields become available for usage.
- C. Due to maintenance factors, the design of fields, geographical location, or because "new fields" become available or are upgraded, organizations may be assigned some different fields from season to season.
- D. Fields that have been developed primarily through the efforts and financial investment of an I.S.O. shall be assigned to that I.S.O. on a "First Right of Refusal" basis. Documentation of the investment shall be provided to the **AGENCY NAME** to substantiate the assignment. In the event that circumstances change and demand from the public relating to the use of fields increases beyond the **AGENCY NAME**'s capacity to serve the needs of the community, this assignment will be reconsidered through discussion with the I.S.O.

VI. Sport Seasons

- A. Permanent dates/seasons have been established for I.S.O.'s. This is done in order to prevent different seasonal sports from overlapping and causing field allocation problems as well as to not deprive youngsters the experience of participating in various sports. (See permit priority rating section above and listed "**Recognized**" Independent Sports Organizations.)

VII. General Hours of Operation

AGENCY NAME Fields

| | |
|-------------------|-------------------|
| Monday - Friday | 3:30 p.m. to dark |
| Saturday & Sunday | 8:00 a.m to dark |

VIII. Special Tournament Requests

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Any organization conducting a tournament that requires any of the following usage changes **MUST** fill out a “Field Rental Application” (attached) and submit it to the **AGENCY NAME Parks and Recreation Staff Member** a minimum of 30 days prior to the event.

- A. Dates and times of usage
- B. Additional portable toilets or portable toilet service.
- C. Additional structures, bleachers, tents, concessions, fences.
- D. Additional maintenance: lines, heavy drag, mowing, etc.

Due to heavy weekend use of ballfields, it is recommended that requests be made by **August 10th** of the preceding year. Organizations **MUST** pay in full for any additional services required to conduct a tournament. See the field rental information sheet attached.

IX. Field Maintenance

- A. The **AGENCY NAME** will "line" foul boundaries only on **AGENCY NAME** "game" fields twice per season.
- B. The **AGENCY NAME** will provide general maintenance (cut and water grass), and heavy drag infield only as needed to provide a "safe environment."
- C. Organizations must "chalk" their boundary and foul lines, repack batter's box, pitchers mound and drag the infield with light-weight vehicle (no larger than a small truck).
- D. Any other request or permission to perform maintenance must be made in writing to the **AGENCY NAME Parks and Recreation Staff Member**.

X. Maintenance Projects

As authorized by the **AGENCY NAME'S Council or Board** each I.S.O. (see pages 1 & 2 Recognized & Private I.S.O.'s) pays a **team/player/rental** fee primarily to contribute to the direct expenses incurred in providing and maintaining **AGENCY NAME** game fields. Any surplus funds will be made available for special projects.

It may be necessary to ask the organization(s) requesting projects to provide additional funds and/or materials in order to consider a project or complete it in a timelier manner.

XI. Portable Toilets

- A. Portable units will be placed only at **AGENCY NAME** owned "GAME" locations. Costs of these units are covered by I.S.O. budget. Requests must be made at least 10 business days in advance. Contact the **AGENCY NAME Athletics Office** at (123) 456-7890.
- B. Additional units may be placed by individual I.S.O. Written permission must be obtained from the Staff Member, if a unit is to be placed on **AGENCY NAME Park**

property. The **AGENCY NAME** Athletics Office will order any extra units and charge the I.S.O. the direct cost.

- C. Those parks with permanent toilet facilities will have them in operation from approximately **May 1 - October 1**.
 - 1. Portable toilets will be available at other times, during the particular sports season in progress.

XII. Concessions

- A. The **AGENCY NAME** concessionaire has exclusive rights to tournaments and league play at (list all applicable) Parks. The **AGENCY NAME** Concessionaire may waive their right to tournaments or special events in writing to the **AGENCY NAME** Staff Member. At that time permission may be granted by the Staff Member to another person/organization requesting to provide concessions.
- B. To set up concessions contact the **AGENCY NAME** Parks and Recreation Staff Member at (123) 456-7890.
- C. The following items are required. Each one is fairly easy to obtain and has a minimal or no fee.
 - 1. A **AGENCY NAME** Sales Tax Permit.
 - 2. A State of **BLANK** Sales Tax Permit.
 - 3. A County Health Permit.

XIII. Emergency Phone Numbers

- A. Fields owned by **AGENCY NAME**:

Contact **phone number** and staff will contact appropriate person. Police Dispatch: **phone number**.

- B. Please follow-up **ALL** requests, complaints and compliments with a call or letter to:

Athletic Office for **AGENCY NAME**
XXX Street
Anywhere, USA XXXXX-XXXX
Office: (XXX) XXX-XXXX; Fax: (XXX) XXX-XXXX

We hope this information will enable us to better serve your organization, coaches, parents, and most of all, the players.

| Facility | Maintenance | Scheduling |
|---------------------|---------------------------|---------------------------|
| | Baseball - Softball Field | Baseball - Softball Field |
| List all facilities | Select responsible party | |

Section XI

Appendix E-2

Sample Partnership Agreements

| | | |
|--|--------------------|--------------------|
| | AGENCY NAME or n/a | AGENCY NAME or n/a |
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| | AGENCY NAME or n/a | AGENCY NAME or n/a |

| | | |
|---------------------|--------------------------|--------------------|
| Facility | Maintenance | Scheduling |
| | Soccer Field | Soccer Field |
| List all facilities | Select responsible party | |
| | AGENCY NAME or n/a | AGENCY NAME or n/a |
| | AGENCY NAME or n/a | AGENCY NAME or n/a |
| | AGENCY NAME or n/a | AGENCY NAME or n/a |