

# PARKS AND RECREATION DEPARTMENT

# Youth Athletic Field Use and Allocation Policy

Guideline for establishing youth sports field allocations, requirements and fees

Fall 2007

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# Introduction

The City of Roseville Parks and Recreation Department is dedicated to fostering healthy lifestyles and helping the community thrive. The City recognizes that sports are a fundamental component of this goal and that field availability is necessary to sports organizations. As such, the Parks and Recreation Department coordinates and issues permits for the use of City and School District athletic fields for general public use for cultural, social and recreational activities/programs. The Parks and Recreation Department works cooperatively through Joint Use Agreements with the Roseville, Eureka, and Dry Creek School District and the Roseville Joint Union High School District (when school is not in session) to provide athletic fields, gyms and pools to local organizations.

The purpose of this policy is to outline the City and School District s' allocation priority procedure and rental policies for the permitted use of athletic fields in the City of Roseville. The City has experienced tremendous growth in youth sports with both new sports organizations and emerging sports. This growth is anticipated to continue. The Parks and Recreation Department has already experienced an increased demand for the use of City and School District athletic fields, and finds it necessary to emphasize sharing in the use of all athletic fields among our present and future sports organizations.

This policy has been established to assure that the fields are utilized for recreational, cultural, educational, social and community service functions that meet the needs of the community, as well as, set clear policies, procedures, regulations and rental fees for such uses. This policy addresses youth sports specifically and excludes picnic rentals, Maidu Community Center and Roseville Sports Center rentals.

Neighborhood and city-wide community parks and (school district) schools, gyms and pools that have athletic fields space designated in their design are available for use. Due to the limited number of fields and facilities available, the Parks and Recreation Department, Parks & Recreation Commission and the City Council have established criteria for priority use. The Parks and Recreation Department will give priority to Roseville residents and will monitor proper use of allocations and permits.

Recognizing that this increased demand on fields creates an increased strain on the City's financial resources, it is possible that the City may charge in order to recover public costs to operate, maintain, repair, improve, supervise and administer the use of schools, parks and athletic fields/facilities.

# **Mission Statement**

The mission of the Roseville Parks and Recreation Department is to improve the quality of life of the Roseville community by providing exceptional programs, facilities and services at a good value to our taxpayers and customers and preserving and protecting our City's natural resources.

# **Statement of Philosophy**

The City of Roseville is dedicated to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields remain safe and of high quality. The allocation/permitting process provides an organization the exclusive use of a field to the exclusion of all others. The objective of this policy is to create a clear/written allocation policy and procedures that:

- Fairly distribute available fields
- Maximize playing time
- Incorporate "turf recovery period" to maintain safe, quality fields
- Communicate financial issues and recovery policy
- Outline field use regulations

The underlying principle of financing public park and recreation facilities is for public use, enjoyment and to ensure that all citizens have equal opportunity and choice of participation. Since the demand is greater than the tax revenues available for support, it is necessary to charge fees for selected fields, particularly in instances where the field is utilized by individuals or groups for personal benefit.

The Parks and Recreation Department must utilize multiple funding sources. Fees and charges provide only one source of financing for the Parks and Recreation Department's mission to provide public facilities, parks and open space for all citizens.

### **Definition of Terms**

#### Resident Status

Resident status is defined as groups or organizations comprised of at least 90% Roseville residents. Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status.

#### **Youth Status**

Youth status is defined as persons 19 years of age or under.

#### Non-Profit Status

To qualify as a Non-profit user, the organization must meet all criteria as identified by the Internal Revenue Service. The organization must be registered as a not-for-profit corporation by the State of California. If the organization is not registered with the State, they must have a constitution, set of bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. Visit <a href="www.irs.gov">www.irs.gov</a> for additional information of non-profit status. The organization must be comprised of volunteers, 90% of which must be City of Roseville residents.

#### **Basic Services**

Basic services are defined as the maintenance of safe, clean, attractive parks and buildings and the provision of recreation services for the general public. Basic Services preserve and promote physical and mental well being and will continue to be supported by taxpayer resources.

### Examples of basic service

- Free play in playgrounds
- Use of City parks or open space for passive use
- General park and recreation administration services
- Park and recreation facility development

#### Examples of basic facilities

- Unscheduled, unlighted, unmarked baseball/softball/soccer/utility/football fields
- Unscheduled outdoor basketball facilities
- Unscheduled tennis courts
- Unreserved picnic tables and shelters
- Parks and playgrounds
- Parking lots for general facility use
- Trails, paths and restrooms
- Open space

#### **Special Services**

Special services are those where revenues are necessary to support continued use. By this definition, individuals can expect to pay a fee for the privilege of using the fields and facilities to the exclusion of others and without interference.

# Examples of special fields/facilities/services

- Scheduled/reserved use of indoor facilities (gyms, meeting rooms, courts, etc.)
- Scheduled use of tennis courts
- Lighted baseball/softball/soccer/utility/football fields
- Golf courses
- Maintenance necessary for sports programs
- Swimming pools with lifeguards
- Outdoor theater facilities
- Use of parks for special events
- Reserved picnic tables and shelters

# **Process for Obtaining Permits**

**Allocation permits** are issued through a semi-annual process. Allocation permits are issued after a request has been presented, all required documents are submitted, fees are paid, insurance requirements are met, and approval has been granted. A request does not constitute approval. Game and practice schedules may be required for verification and to ensure that fields are being used as designated. Allocation permits are issued to priority groups 1 & 2 as identified under priority group classifications.

**Field Permits** are required for any organized sport associated with a team, league or school (City Ordinance 8.02.200 A. 12). Non-allocated groups who wish to use an athletic field must complete the appropriate application. The City has exclusive discretion scheduling City and School District fields. Field permits are issued to priority groups A, B and C as identified under priority group classifications. An application must be submitted a minimum of 10 working days prior to the requested use date. Proof of insurance must be submitted prior to a permit being issued. Payment is due in full at the time the permit is issued. Submission of an application does not constitute approval.

# **Priority Group Classifications**

Priority use of fields will be allocated as follows:

- **Group 1:** City sponsored or co-sponsored events. City youth/adult athletic programs and/or leagues. Roseville, Dry Creek, Eureka school districts (inc. Roseville Joint Unified High School District) have priority at school sites prior to 4 pm on weekdays when school is in session (per our JUA).
- **Group 2:** Non-profit or not-for-profit youth organizations. Must have at least 90% residents and/or minimum of 200 Roseville resident participants. Conduct open registration regardless of skill level. Maintain a national affiliation. Follow National Alliance of Youth Sports (NAYS) or equivalent program as defined by the Department. Operate through volunteer coaches and administrators. Provide an "everyone plays" philosophy.

#### **Youth Group A:**

Youth organizations or private events with 51% - 89% Roseville residency and/or less than 200 Roseville resident participants.

### Youth Group B:

Youth organizations or private events with under 51% Roseville residency and/or less than 200 Roseville resident participants.

# Youth / Adult Group C:

General youth and adult users. For profit organizations, tournaments, clinics and/or camps with individual or team participation fees.

# **Allocation Process**

Allocation of fields will follow the guidelines of this document. Fields will be allocated and permitted semi-annually as sustainability allows. These allocations are not intended to interrupt the field assignments for teams and/or organizations during the course of a season that has already started.

# **Sport Season Priority**

- Traditional sports seasons have priority use over select/shoulder seasons.
- Spring sports (baseball, softball, lacrosse) have priority use March 1 July 1.
- Fall sports (soccer, football) have priority use August 15 December 15.
- Shoulder season for baseball/softball include July 1 August 1 for post season tournament practice or games.
- Shoulder season for soccer includes June 1 August 14 for pre-season select practices.
- The City reserves the right to impose fees for the shoulder season (field availability is extremely limited).
- January and February are turf recovery periods, during which time only limited field use will occur.

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Т	urf Spring Sport Priority Use			rity Use	BB/SB shoulder		Win	ter Base	ball		
Rec	overy	(baseball, softball, lacrosse)			& post season						
Per	iod –		Soccer shoulder s			eason for pre-seas	on	Fall Sp	ort Prior	ity Use	
limite	d field				& selec	ct practices	(		cer, foot	ball)	
u	se										

The City reserves the right to set aside additional time during the year for turf recovery, improvement and maintenance

#### **Additional Considerations**

- Fields will be allocated by priority use.
- Fields will be allocated to teams/organizations based on the percentage of verifiable total Roseville residents in relation to all teams in that priority group.
- The City will attempt to accommodate emerging sports that fall within the Group 2 category.
- Verification of Roseville residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, etc.
- With regards to sports that play year round (with a primary and off-season play), the primary season of each sport will determine whether the field is considered a baseball/softball or a soccer/utility field on multiple-use sites.
- Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports. Fees may be charged for allocations granted for off-season play.

- Teams and organizations may be required to provide schedules to show that all of
  the allocated fields are being utilized. If an allocated field(s) is not utilized by the
  designated organization/teams a total of three times during a season/or-reserved
  period of use, the field(s) will be reassigned. Teams/organizations will be notified by
  City staff when it has been determined a field(s) is not being used (and prior to
  reassignment).
- The City reserves the right to cancel an allocation to accommodate the needs any City sponsored/co-sponsored tournaments and/or special events.
- A field use permit (authorizing use of City or School District fields) will be issued after all requirements have been met and payment has been received. A request for field use does not constitute approval.
- All field users must have a copy of their permit available for inspection by City staff, park patrol and/or police.
- Requests for additional use, programs or facilities not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the City.

# **Allocation Procedure Formula**

Fields will be allocated to organizations/teams based on the percentage of verifiable total Roseville resident participants in relation to all teams in that priority group. The total number of organization participants that are City of Roseville residents will be divided by the minimum roster size for each sport to determine the total number of teams in each organization.

# Minimum Roster Sizes:

Soccer: 14 (regulation) or 10 (7 on 7) Baseball/Softball: 12

#### An example of this would be:

Baseball Group A has 756 Roseville residents 756 divided by 12 equals 63 teams

Baseball Group B has 900 Roseville residents 900 divided by 12 equals 75 teams

75 plus 63 equals 138 total teams 63 divided by 138 equals 45.65% of allocation for Group A 75 divided by 138 equals 54.35% of allocation for Group B

# **Tournaments**

Tournament applicants must complete a field use request at least 30 calendar days in advance. Requests received less than 30 calendar days in advance will be granted as conditions allow. Tournament clean-up deposits will be refunded provided there is no damage or defacement to the park amenities, including equipment, grass, and foliage. In the event the damage costs exceed the amount of deposit, the remainder of the charges will be billed to the applicant (amount to be determined by the City of Roseville).

# **Recovery Policy**

As the City continues to grow and facilities age, the Parks and Recreation Department must develop a financial system to support our community investment while maintaining the high level of service we currently provide. The City will continue to provide basic services funded entirely by general taxpayers, however, those benefiting from special services (which create additional City expenses) must contribute financially. The City acknowledges that the community benefits when youth are engaged in sports activities. The recovery policy is intended for the participants to supplement, rather than supplant the investment of the general taxpayers. The recovery policy strives to:

- Amortize the capital investment and cover maintenance/operational costs of a field.
- Pay for and augment operation/maintenance costs for a field where tax appropriations support the basic service.
- Control use of the field.
- Assess a portion of the costs of the field to users who may not be tax supporters.
- Enable the Parks and Recreation Department to provide fields for which funds might not otherwise be available.

The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by Department staff.

# **Allocation/Field Rental Fees**

The following are "in season" rates:

Allocations		Field Rentals		
Group 1	Group 2	Youth Group A	Youth Group B	Youth/Adult Group C
Built into program fees \$7-30	\$10 per participant per season	\$10 per participant per season plus \$10.00 per hour / per field	\$10 per participant per season plus \$20.00 per hour / per field	\$30 per hour / per field

Field rental fees do not include the Mahany All Weather Field or the Maidu Indoor Arena.

Tournament & camp rates may differ.

# **Other Fees**

# **FIELD RENTAL RATES:**

Field Use \$30 per field / per hour (standard)
Lights \$25 per field / per hour (standard)

**\$20** per field / per hour (Youth Sports Coalition)

One-time <u>baseball/softball</u> field prep
One-time <u>soccer</u> field prep
Bases (Maidu & Mahany only)

\$25 \text{ per field / per day}
\$140 \text{ per field / per day}
\$20 \text{ per field / per day}

Portable Fences (Maidu only) \$75 per field

Vendor Fee \$25 per vendor / per event Refuse (one time charge) \$40 100 - 199 people

**\$60** 200+ people

Deposits:

Field Rental Deposit \$100

Light Card Deposit \$375 per card

# **TOURNAMENT RATES:**

Half-Day 9am - 3pm (6 hours)

Half-Day field use rate
 One-time <u>baseball/softball</u> field prep (includes prep supplies) \$30

• One-time <u>soccer</u> field prep (includes goals & lines) \$140

Maintenance
 \$30 per field / per day

Total "Half-Day" per field / per day \$180 baseball/softball

\$290 soccer

# All Day 9am – 10pm (13 hours – any use after 3pm constitutes a full-day rate)

• Full-Day field use rate \$195

• One-time <u>baseball/softball</u> field prep (includes prep supplies) **\$30** 

• One-time soccer field prep (includes goals & lines) \$140

Maintenance
 \$30 per field / per day

Lights (2 hours @ \$25 per hour))

Total "All Day" per field / per day \$305 baseball/softball

\$415 soccer

#### Extra costs not included in tournament base rate:

Additional baseball/softball field prep \$25 per field / per day

Portable Fences (Maidu only) \$75 per field

Scoreboard \$20 per field / per day

Refuse fee added per day use. \$40 100 - 199 people

**\$60** 200+ people

Maidu Softball Concession Building \$100 / per day

Maidu Soccer Concession Trailer \$75 per field / per day

Vendor Fee \$75 / per vendor

**Tournament/Event Deposits:** 

Tournament/Event Deposit \$250 Scoreboard / Booth deposit \$200

Light Card Deposit \$375 per card

# Fee Payment/Refunds/Waiver

#### **Payment**

Permits will not be issued until all rental and deposit fees are received. Payment plans may be arranged for multiple-use reservations (with payment in advance for monthly use).

#### Refunds

For activities cancelled by the field user 20 business days or more in advance, field user will be refunded 100% of fees paid. For activities cancelled by the field user 19 - 10 business days in advance, field user will be refunded 50% of fees paid. No refunds for cancellation within 10 business days of a scheduled activity or after the activity has started/was scheduled to start.

#### Waiver

The City will consider waiving the per participant fee for a participant who has received a fee waiver from the youth sports league. For consideration, the City will require copies of the same documentation that was provided to the youth sports league.

# **Deposits**

A deposit may be required for field use. The deposit will be refunded if the group abides by all Athletic Field Use and Allocation Policy Rules and Regulations, as well as all pertinent City codes. The deposit may not be refunded if additional fees are assessed for damages, fines or unauthorized/extended field use beyond times listed on the permit.

# **Liability Insurance Requirements**

The field users shall be responsible for any and all damage to City/ School District premises, equipment, and property. If (after an activity) additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly. The City of Roseville and school districts are not responsible for accidents, injuries or loss/damage to property of individuals/groups using the public fields and facilities. The applicant will be held responsible for all actions, behavior and damages caused by his/her participants/guests/attendees. All applicants requesting use of the athletic fields will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:

- Public liability and property damage insurance in an amount no less than \$1,000,000 per occurrence.
- The City of Roseville, and the Roseville Parks and Recreation Department must be named as additionally insured.
- The coverage shall not be canceled or reduced without a minimum of 10 day written notice to the City of Roseville.
- The certificate must be submitted to the Risk Management Division, located at 311 Vernon St., Roseville, a minimum of 10 days prior to the event.

Field users agree to hold the City of Roseville and the Roseville City School District, the Eureka Union School District, the Dry Creek Joint Elementary School District, and the Roseville Joint Union High School District harmless and free from all liability of any kind resulting from the use of City and/or School District facilities (to include the reimbursement of any legal costs and fees incurred in defense of such claims).

### Restrooms

Some parks have public restrooms which may be utilized. School facility restrooms are not open for public use. If a user group chooses to use portable restrooms, arrangements must be made with the City or School District. User groups must contact the City of Roseville at least one week prior to the event for location approval. In addition, user groups must arrange for and pay all fees directly with the restroom vendor.

# Lights

Lights are available at some athletic fields. A light card deposit of \$375 will be required for each light card issued. No more than five light cards will be issued to an individual organization or person and cards may not be duplicated by organizations. Field users are required to pay light fees at the time of reservation. Allocated groups will be billed for light usage.

# Field Rules & Regulations

In addition to a City of Roseville Field Use Permit and a School District Athletic Field Use form, a signed copy of the Athletic Field Use Rules and Regulations Form is required. Applicants are required to abide by specific rules and City codes. *Failure to comply may result in a strike, retention of the group's deposit, and/or cancellation of any current or future permits.* These rules include (but are not limited to):

- Park hours are from sunrise to one-half hour after sunset. Lighted fields are until 10:30 pm. No person shall remain in a City park during non-operating hours. This schedule also applies to any/all school fields allocated by the City.
- Games and practices are not to start before 8:00 am or extend past 10:30 pm (unless otherwise stated). Organizations are responsible for making necessary changes/alterations to their rules and regulations regarding game times to reflect park/school hours.
- Groups of 10 or more individuals wishing to use a field must acquire a permit with the City of Roseville. A field permit must be available during use and presented to any City or School District representative upon request.
- It is the responsibility of the organization's president and the individual in charge of
  the permit to enforce the rules and regulations regarding the conduct of the group
  while on permitted facilities. They are also responsible for ensuring that coaches
  receive and understand that a permit must be on site during field use.
- Use begins and ends at the times stated on the permit including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields cleaned and cleared by the ending time indicated on the permit. Field preparation and participant warm-up is allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended field use beyond the times listed on the permit. Check the permit for specific times to access the fields. Unauthorized or extended field use beyond times listed on the permit may result in the retention of a portion or all of the deposit and/or result in the cancellation of current use and /or prohibition of future use.
- No subleasing of fields is allowed under any circumstance. Subleasing of fields will result in revocation of all permits.
- Prohibited in City parks, fields, or school facilities:
  - No alcoholic beverages
  - o No smoking, gambling, fireworks/flammable material, narcotics or drugs
  - No sunflower seeds or gum
  - No portable barbeques utilizing charcoal, briquettes or a similar type heat source
- No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- No tarps may be placed on fencing.
- Parking is allowed only in designated areas. No vehicles are allowed on City or School District fields or property (other than parking lots) without written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.

- Selling food or other items is not allowed without City approval and must be noted on the permit.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. User groups must abide by the City's sound ordinance (Municipal Code Title 9, Chapter 9.24, Section 9.24.130).
- Banners may not be posted without City approval (must be noted on the permit).
- Balls and other equipment thrown, batted, kicked, or otherwise landing on private property must not be retrieved without the property owner's permission. Climbing walls or entering gates to access private property is prohibited.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of all trash.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Groups may not play on fields that have been closed due to wet field conditions. It is
  the responsibility of groups to access field closure information by phoning the City's
  field condition line at 916-746-1257. The hotline is updated by 3:30 pm.
- Practice and games must be suspended in the event thunder and/or lightning is observed or heard.
- Misuse of a public park field or the failure to follow established procedures, rules and regulations by any group or individual of a group is cause for denial of future applications.
- Animals (excluding guide dogs) are not allowed in City Parks or on school property with the exception of Marco Dog Park and Bear Dog Park.
- Unauthorized use of City property for profit is illegal.
- No group or individual is permitted to alter a field in any way (i.e. remove or change pitching rubbers, bases, fences, goals etc.) without written approval from the City of Roseville Parks & Recreation Department.
- No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without written approval from the City.

# **Conditions of Use**

- Tournament, practice and league game dates need to be specified when making field reservations.
- All leagues must make photocopies of their facility permit to be carried by each coach or manager. They must show it upon request of any designated City official.
- The Parks and Recreation Department must be notified immediately if a field(s) reserved by your group is no longer needed or if there is a change in your playing schedule.

# **Turf Preservation**

Cooperation is needed for the preservation of the turf on City and school fields by following these guidelines:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Rotate use of areas, and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at end of each day to help re-root grass.
- No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- Do not use fields during or after a heavy rain, or when wet or muddy (see inclement weather policy).
- Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a distance between fields for safe passage of spectators and participants.
- Report hazards to the Parks Maintenance Division office at 916-774-5748.
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to park maintenance. When calling, be prepared to fully identify yourself, your location (park/school), and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
- Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.

### **Athletic Field Lining/Marking**

- Lining of City or School District fields is prohibited without permit.
- Burning lines on City or School District fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility including termination of field use permit.

#### **Field Modifications**

- Requests to modify or improve any City field shall be submitted for review to the City
  of Roseville Parks and Recreation Department for consideration.
- No permanent structures or equipment shall be erected on City or School District fields or facilities unless approved by the City and the School District and is dedicated for community use. A request to modify or improve a site does not constitute approval. Approval will be given according to City and/or School District policy. Approval will be provided in the form of a written document and will outline the scope of the modifications as approved.
- Any violation of this policy shall result in the immediate revocation of any current and/or future allocations.

# **Inclement Weather Policy**

City athletic fields have been designed and are maintained for the enjoyment and use of Roseville residents. The purpose of this policy is to guide the use of City athletic fields, to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help us by accepting and adhering to these rules. Groups who use the City athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

# **Policy**

The City of Roseville reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts or pesticide application.

# **Procedure**

During inclement weather, the City's maintenance staff will assess the playability of all city owned and joint-use school district fields to determine if use will occur. The Director or designated representative shall have the authority to close any/all fields within the City of Roseville.

# <u>Criteria for Establishing Field Playability</u>

The following information is the City and School Districts' policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

### Baseball and Softball In-fields - Brick Dust

Infields will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the base paths
- Your feet slip as you walk through the infield
- The depth of your footprint is greater than one inch
- Any of the above conditions are present within the pitching area

### Soccer, Utility, Baseball and Softball Out Fields – Turf

Outfields and turf area will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the majority of a single playing position (playing positions will be determined based on the user group)
- Your feet suction to the ground as you walk within the majority of a single playing position
- Your footprints fill with water in the majority of a single playing position
- The depth of your footprint is greater than two inches in the majority of a single playing position
- Grass can be easily dislodged from the fields during play

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other serious weather conditions:

- If it has rained within the preceding 24 hours, groups scheduled to use public fields
  must call the Parks and Recreation Department's YOUTH SPORTS FIELD
  CONDITION HOTLINE at 916-746-1257. The hotline is designed to relay same day
  information regarding field closures and playability, except in the case of extreme
  conditions or scheduled maintenance. The hotline message will be updated by 3:30
  pm Monday-Friday and by 8:00 am Saturday and Sunday. City personnel will make
  determination of field conditions/closures, and the decisions are not negotiable.
- The City may declare a field subject to "re-inspect". Re-inspect fields should be evaluated by the user group at practice/game time for playability. The user group must employ the playability criteria used by City staff.
- In the event that the hotline has not been updated or is unavailable, user groups are expected to make educated, responsible decisions regarding field condition playability. The groups should employ the playability criteria used by City staff and take into consideration the current and future quality of the turf.
- Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Roseville Police Department at 916-774-5000 or the Roseville Parks Supervisor on Duty at 916-223-7247.
- Abuse/use during wet conditions shall result in a minimum \$50.00 fine\* upon the first
  occurrence and a minimum \$100.00 fine\* for the second infraction. A third infraction
  in a calendar year will result in the loss of all field rental/allocation privileges. It is user
  group's responsibility to ensure that all coaches/parents understand and enforce this
  policy (\*Fine may be higher if cost of repairs exceed minimum fine amount).
- FAILURE TO FOLLOW THE GUIDELINES OF THIS POLICY WILL RESULT IN CANCELLATION OF EXISTING PERMIT(S) AND LOSS OF RENTAL/ALLOCATION PRIVILEDGES. NOTE: FIELDS WILL BE INSPECTED BY CITY STAFF FOR MISUSE DURING INCLEMENT WEATHER.

### **Maintenance Issues**

# Field Closures

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. The City makes every effort to accommodate groups and organizations, however, the health and safety of the user and the condition and playability of the fields takes precedence. As a result, the City may close fields, deny use of a field, and/or alternate sites for athletic use. Closures are kept to a minimum when fields are in playable condition.

# **Permit Cancellation**

The City of Roseville Parks and Recreation Department reserves the right to cancel any reservations (permits) for school or city field use for any of the following reasons:

- It conflicts with any city sponsored league, program, activity or event
- Maintenance needs/issues

- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. If there are no alternate fields the City is not obligated to provide an alternate field(s).

# **Notice of Non-Use of Fields**

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action shall result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use. Field users must notify the City to report any reserved time that can be released for general public use.

# **Policy for Permitted Use of Athletic Fields Violations**

The City utilizes a three-strikes policy for violations of Field Use Allocation Policy:

First Offense: Written warning to the user group/individual and restitution for

damages/costs if applicable.

**Second Offense:** Written notice of three day suspension and restitution for

damages/costs if applicable.

**Third Offense:** Written notice of termination of any existing permits, loss of future

rental/allocation privileges and restitution for damages/costs if

applicable.

# Other Information

# **Tent and Canopy Requirements**

Article 32 of the State Fire Code requires that a permit be obtained for the rental and installation of:

- Tents over 200 sq ft in size
- Canopies over 400 sq ft in size.
- When more than one tent or canopy is installed in the same location (adjacent to each other), the total square footage must be computed to determine the need for a permit.

The code was established to ensure fabrics are of a non-flammable material, units are properly installed and anchored to the ground, and all exits are clearly marked and readily accessible in the event of an emergency. The Roseville Fire Department is the governing body for the City of Roseville. To obtain a permit, or for more information, contact the fire department at 916-774-5800.

### Concessions

The City of Roseville Parks and Recreation Department reserves the right to operate concession stands for tournaments/events and retain all proceeds. Field users and/or other vendors are prohibited from operating concessions except by special permit.

#### **Snack Bar and Barbeque Use**

All organizations that wish to utilize a snack bar and/or barbeque must receive City approval and have permission noted on their field use permit. Portable barbeques that require charcoal, briquettes or a similar type heat source are banned from use in city parks. Propane or similar type gas canister barbeques are allowed in developed, passive areas of city parks, with the following exceptions:

- Within 100 ft of undeveloped or brush areas
- Within 50 ft of residential properties
- On or within 10 ft of any walkways or travel ways
- Within public right-of-way
- On or within 25 ft of any fields, courts or other facilities designated for competitive sports
- Within 50 ft of children play areas, except where City-provided barbeques are located
- Within 20 ft of any tree trunk
- Within 10 ft of any tree branch/foliage that is less than 10 ft from the ground

# **Vendors/Concessions**

User groups operating concessions are considered first party vendors. A business license is NOT required for first party vendors; however food sales must meet Placer County Health Department codes and requirements. Insurance requirements are met as a condition of field use. First party vendors must receive City approval for concession operations and have permission noted on their field use permit

Outside companies (other than the user groups) are considered second party vendors. Second party vendors are obligated to pay the City of Roseville a \$25 vendor fee for each event they are approved to participate in. Second party vendors must have a City of Roseville Business License and are required to furnish a certificate of Commercial General Liability insurance with coverage no less than \$1,000,000 per occurrence. "Product Liability" coverage should be included and the City of Roseville must be listed as "Additionally Insured". All Second Party Vendors food preparations and sales have to meet Placer County Health Department codes and requirements. Vendor information, business license, and certificate of insurance must be submitted to the City of Roseville Parks and Recreation Department no later than two weeks prior to the event.

### Additional Supervision

The City of Roseville may require a field user to provide police protection when deemed necessary. Additional park personnel will be assigned if required by the City. Any resulting expenses or costs as a result will be billed to the field user.

# Banners/Signage/Advertising

Organizations should obtain appropriate approval and/or permit(s) to meet the established standards required by the City of Roseville sign ordinance policy prior to any public display or advertising on City property. Signboards or banners displayed in public parks should not be located where they could potentially create a negative visual impact. They should neither distract nor interfere with the overall park experience for the general public. Signs or banners must be confined and orientated to the area of use by the organization. Banners are not allowed to be displayed at school fields. Additional requirements include:

- No permanent structure can be erected in a park for the purpose of supporting advertising signboards or banners.
- Banners must be vinyl and may not exceed 4 ft width by 6 ft length.
- Banners placed on ball fields are restricted to the outfield fence and must face the inside of the ball field. Banners should be spaced evenly across the fence to create a uniform pattern.
- Banners may be installed on an outfield fence that is a maximum of 8 ft high.
- The banners should be centered between posts with the bottom of the banner no greater than 2 ft above the ground. The banners must be spaced no closer than 20 ft on center (every other section of fencing).
- The bottom of a banner must be located a minimum of 8 inches off the ground and are not to extend over the top rail.
- Banners should be made with flaps to allow wind to pass through.
- Banners must be tied with zip ties.
- Messages and graphics must be professional.
- Banners and signage must be neat, cleaned and maintained throughout the season.
- No inappropriate language or messages may be displayed.
- Banners, tarps or similar materials may not be hung from any bleachers, dugouts or backstops (one-day signage and/or banners placed on dugout and/or sideline fencing is permissible).
- Banners may be displayed only during the dates of use indicated on the field use permit (and must be removed on the final day the permit).
- It is the sole responsibility of the group to put up and take down all signage/banners.
- City staff may require banners to be removed if torn, in bad condition and/or creates an unacceptable appearance.
- Damage to public property, fences, etc... caused by banner installation, display or removal is the sole responsibility of the organization.
- Breach of contract may limit the number of signs/banners allowed to be displayed, or may prohibit the display of any signage/banners for the upcoming season.
- The City of Roseville reserves the right to make additional stipulations (not mentioned in the sign/banner policy) for the betterment of the City.

# **Traffic and Parking**

Field users must instruct participants and spectators to park in facility parking lots and public parking areas. Field users should post directional signs, if needed, to guide participants and spectators to appropriate parking areas. If traffic/parking is an issue, the user group/organization must provide volunteers to direct participants and spectators to designated parking areas. It is the user's responsibility to alleviate parking and traffic issues. No vehicles are allowed on City or School District fields or property (other than parking lots) without written permission noted on the permit issued by the City of Roseville.

Some neighborhood streets adjacent to park property are parking by permit only. It is the field user's responsibility to notify participants and spectators of these no parking zones. Violators may be ticketed.

# **Appeals Process**

The Parks and Recreation Director will make interpretation of language in this Field Use and Allocation Policy. An appeal to the Director's decision must be submitted in writing with justification within 10 working days from the decision. Field users or potential field users may appeal any section of this policy in writing within 10 days of the notice of violation to the Parks and Recreation Department at:

City of Roseville
Parks and Recreation Department
Field Use Division
316 Vernon Street
Roseville, CA 95678

All appeal letters will be forwarded to the Director for review. After the Director's decision has been made, a written appeal may be directed to the Parks and Recreation Commission.