



## Athletic Field Use Policy

### Purpose and Background

This policy is intended to guide the Bellbrook Sugarcreek Park District (BSPD) in decision-making with regards to athletic fields within the parks. Further, this policy protects Bellbrook and Sugarcreek Township taxpayers with a fair and equitable system to require nonresident participants of sport teams and organizations to pay a nominal fee towards the care and maintenance of the fields.

This policy recognizes the symbiotic relationship between the community's youth sport organizations and the Park District. These organizations provide a valuable community recreation opportunity with a mostly volunteer workforce. By doing so, the organizations alleviate the need for residents' taxes to be channeled to the administration of youth sports. The community as a whole contributes tax revenues to build and maintain sport fields for all. Recognized Organizations receive higher priority for use and scheduling in exchange for the recreation service they provide to the community.

Use of all fields will be influenced and guided by the Park Administration's commitment to maintaining a high standard of playability and safety. In order to provide space for spontaneous play by persons not affiliated with an organized sports group, certain areas within BSPD properties may be set aside for such activities and are not reserved by permit. These areas can be used on a first-come, first-served basis.

BSPD reserves the right to unilaterally revise, supplement or discontinue any of the standards, guidelines, procedures, and addenda described in this Athletic Field Use Policy.

### Definitions

- Resident: A resident is classified as residing inside the Bellbrook-Sugarcreek Township Park boundaries, or within the Bellbrook-Sugarcreek School District boundaries.
- Non- Resident: A participant not residing inside the Bellbrook-Sugarcreek Park District boundaries or within the Bellbrook-Sugarcreek School District boundaries.
- Recognized Organization: A BSPD youth sports partner that meets the established criteria listed within this policy and has been formally approved by BSPD.
- Independent Teams/Clubs/Groups: Those who do not meet, or choose not to meet the criteria listed within this policy and has not been formally approved by BSPD.
- Field Use Capacity: Fields may be used up to their capacity, with capacity defined as, "Maximum use without lowering the quality or safety of the playing surface."
- Park Administration: Bellbrook- Sugarcreek Park District

### Priority Use and Scheduling for Recognized Organizations

Only one Recognized Organization will be designated and approved per sport (soccer, baseball, youth lacrosse, etc.). If scheduling conflicts arise among the Recognized Organizations, **priority will be given to the group with the highest Bellbrook/Sugarcreek Township residency percentage.**

At the time of Park Administration approval of the Athletic Field Use Policy, the approved Recognized Organizations are as follows:

- Bellbrook Lacrosse: Youth Lacrosse

- Bellbrook Lion’s Club: Baseball League, Softball League, and T-Ball League
- Bellbrook Soccer Association: Recreational and Competitive Soccer
- Bellbrook Wee Eagles: Football Association and Cheer

While the listed groups maintain their Recognized Organization status, other groups of the same or similar purpose will not be eligible for Recognized Organization status. Conversely, should a Recognized Organization lose its status, another group with the same or similar purpose may be evaluated for Recognized Organization status.

If groups, athletic teams, clubs and the like do not wish to be considered as a Recognized Organization, or fail to comply with the requirements for Recognized Organization status they shall be considered “Independent” for the purpose of field allocation and will be subject to applicable fees associated with Independent status.

### **Priority for Scheduling Field Use**

1. Bellbrook Sugarcreek Park District
2. Recognized Organizations
3. Bellbrook Sugarcreek Schools
4. Independent teams

In recognition of the community service they provide and the cost-savings to the general, tax-paying public, residents affiliated with Recognized Organizations are not charged for their typical field use. Nonresidents will be required to pay a \$10 per participant/per season fee to offset the financial contribution of the Bellbrook and Sugarcreek Township taxpayers.

Relating specifically to Recognized Organizations, non-resident fees will not be applied to high school age participants when OHSAA rules apply, limiting the number of players from Bellbrook High School on a team.

### **Allocation Process**

The allocation of fields will follow the guidelines stated below:

1. All Recognized Organizations will be contacted by the Park District prior to the start of each season (Spring/Fall) to arrange a meeting to discuss field allocations. Attendance by one board member, officer or designee is mandatory. An organization must first be recognized by meeting the eligibility requirements and providing the appropriate documentation
2. Requests for additional use (tournaments, clinics, camps, etc.) not covered by the Athletic Field Use Policy. A Tournament and Special Request Form will be required to be submitted with the organization’s original request. Additional fees may apply.
3. After the specified deadline to receive requests, Park District staff will begin the process of assigning field space to the various organizations based on the priorities in this policy.
4. Field space will be allocated in a fair and equitable manner, and in the best interest of the Park District. Allocations will be conducted using a consistent set of criteria including but not limited to:
  - A. Recognized Organizations will be assessed on their residency percentage
  - B. Traditional sports season will have priority:
    - Spring (March 1 through July 31) – baseball, softball, T-ball, soccer, lacrosse

- Fall (August 1 through November 30) – football, soccer
  - Requests for out-of-season play will be reviewed after allocations for traditional season sports.
5. It may not be possible to grant all requests
  6. No field use will be assigned during the Winter months (December, January and February), as these are designated field recovery periods.
  7. Past history, previous allocations/use of fields, timely payments, prompt return of requests for information, and compliance with established policies will be taken into consideration

### **Eligibility Requirements for Recognized Organization Status**

In order to be considered a Recognized Organization the following requirements must be met:

1. Be recognized as a nonprofit by the State of Ohio, receive a tax exemption from the Internal Revenue Service under Section 501(c)(3) or 501(c)(4), and provide IRS EIN number
2. Have an established, all-volunteer Board of Directors, and provide a list of board members
3. Provide a single point of contact (name, mailing address, phone number, and e-mail address) for all field use- preferably the League President or equivalent – that will verify all rules and regulations concerning field use and subsequently distribute, and clearly explain to all teams/coaches
4. Attendance by one board member, officer or designee at the annual field allocation meeting
5. Provide proof of liability insurance in the amount no less than \$1,000,000 per occurrence, with the Bellbrook Sugarcreek Park District, employees, agents and officers named as additionally insured
6. Require and conduct annual criminal background checks for all coaches and Board members
7. Support and abide by all Park Administration rules, regulations, and policies
8. Submit all paperwork by Park Administration deadlines – contracts, waivers, approved residential rosters, proof of insurance, etc.

### **Fee schedule - Recognized Organizations:**

In recognition of the community service they provide and the cost-savings to the general, tax-paying public, Recognized Organizations are not charged for their typical field use. These organizations only contribute a nominal equity fee from nonresidents to balance the financial contribution of the Bellbrook and Sugarcreek Township taxpayers.

Relating specifically to Recognized Organizations, non-resident fees will not be applied to high school age participants when OHSAA rules apply, limiting the number of players from Bellbrook High School on a team

### **Fee schedule - Recognized Organizations:**

- **Resident: No Charge**
- **Nonresident: \$10 per participant per season (not assessed for coaches, leaders, group volunteers or staff)**

### **Independent Organizations**

Once field space needs have been satisfied for BSPD, Recognized Organizations and Bellbrook Sugarcreek Schools, Park District staff will evaluate field space requests made by Independent Organizations. If competing requests are made by Independent Organizations, at the time of scheduling, priority will be given to the group,

team or club with the highest Bellbrook/Sugarcreek Township residency percentage as substantiated by an official roster.

### **Requirements for Independent Organizations**

1. Provide a single point of contact (name, mailing address, phone number, and e-mail address) for all field use- preferably the League President or equivalent – that will verify all rules and regulations concerning field use and subsequently distribute, and clearly explain to all teams/coaches
2. Provide proof of liability insurance in the amount no less than \$1,000,000 per occurrence, with the Bellbrook Sugarcreek Park District, employees, agents and officers named as additionally insured
3. Require and conduct annual criminal background checks for all coaches and Board members
4. Support and abide by all Park Administration rules, regulations, and policies
5. Submit all paperwork by Park Administration deadlines
6. Independent Organizations may not utilize vacant, open, or temporarily unused field spaces unless reserved and paid for per the specified fee schedule

### **Fee schedule - Independent Organizations (2-hour block increments):**

- **Soccer 7v7 and 9v9: \$75 per field**
- **Soccer 11v11: \$100 per field**
- **Lacrosse and football: \$100 per field**
- **Baseball, softball and T-ball: \$75 per field**
- **Payable by credit card only:**
  - **Must be paid in full at beginning of season – no refunds allowed once practices begin.**
  - **The renting organization may reserve additional 2-hour block increments over the course of the season with payment and minimum 48-hour notice to the park district.**
  - **If a game or practice is canceled because of field closures as directed by the park district – the renting organization must notify the park district and may reschedule at no charge.**

### **Documentation**

All groups requesting use of Park District fields will submit the following documents **prior** to the season beginning, at the agreed upon deadline between the Park District and the group

### **Required**

- Athletic Field Use Contract with dates and times requested
- Indemnification & Release Form
- All fees must be paid via credit card

### **Field Use Requirements for Recognized Organizations and Independents**

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing by the organizations established point-of-contact to the Park District Athletic Coordinators at least one week in advance. Although the Park District will do its best to accommodate the request there are no guarantees that it will be completed within that timeframe
2. Athletic fields will be maintained at standards set by the Park District. If a Recognized Organization, Independent Organization, or individual requests services beyond the standards, Park Administration will be the sole judge in determining if the request is allowable and will assess appropriate fees.

3. Providing goals, nets, bases, field painting/lining, etc. will be sole responsibility of the organization utilizing the space allotted to them
4. All goals must be secured to the ground at all times to prevent tipping and must maintain a safe working condition
5. Paint may be applied turf for lining the athletic fields. Any damages caused by contractors painting athletic fields will be the responsibility of the organization securing those services and will be held financially liable for any damage
6. Any athletic equipment or structures deemed hazardous or otherwise by Park District staff will be removed and notification provided to the appropriate organization
7. The Park District reserves the right to make adjustments to the field allocation process as needed to address recognized needs or resolve conflicts
8. Cooperation with the Park District is expected at all times. This includes altering schedules by the User Groups if necessary, to accommodate field maintenance or other needs
9. Organizations may not loan or sublet to any other organization or individual any of the privileges or services provided by the Park District
10. Each athletic team representative will have the authority and duty to cancel or restrict activities on any or all fields due to field conditions (weather, lightning, rain, etc.). Park Administration has the authority to supersede any decision of the designated athletic representative
11. All Park District scheduled field closures must be adhered to by all User Groups. Failure to do so will result in the loss of field use privileges
12. An organization conducting an activity on Park District fields must provide adequate insurance to the Park District **prior** to the start of the activity (including practice). All groups must provide a certificate of insurance naming Bellbrook Sugarcreek Park District, its employees, agents and officers as an additional insured
13. Each User Group is limited to conducting only the activities specified in their Athletic Field Use Contract. Examples of activities that will not be permitted without prior approval include clinics, conditioning camps, tournaments, off season use, or any other unauthorized use
14. All equipment relative to the activities or events of the organization must be removed from the athletic fields at the termination of the activity or season. If an organization wishes to store equipment at the park, prior authorization is required from the Park District
15. Unauthorized use of field space not specified in User Groups original contact may result in termination of field use privileges

- 16. User Groups are responsible for informing their participants using the facility of all of the rules and are responsible for enforcement of these rules
- 17. User Groups must police the grounds for trash after every use
- 18. Vehicles are restricted to designated parking areas only. It is the organizations responsibility to help communicate to its members where parking is not allowed
- 19. Violations of this policy may result in the immediate loss of existing field allocations, the refusal of future allocation requests, charges for the cost of any modification/repair to a field or facility related to the violation, and other actions as warranted

The Bellbrook-Sugarcreek Park District reserves the right to terminate this Agreement at any time and without liability if it reasonably appears that the performance standards as stated in this Contract or Field Use Policy will not be complied with or are being violated or for any other good cause. Violations of this contract occurring during the User’s event may result in immediate termination of contract and dismissal from the premises.

I hereby certify I am an authorized representative to act on behalf of the above listed organization. I have read and agree to all terms set forth in this contract and the Field Use Policy. I understand the consequences of not complying with Park District policies.

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Date** \_\_\_\_\_



**Organization or Group:** \_\_\_\_\_

**\*Administrative Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
No. Street City State Zip

**Email Address** \_\_\_\_\_

**Organization's website:** \_\_\_\_\_

**Person who should receive invoice: (if different from above)**

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
No. Street City State Zip

**Email Address** \_\_\_\_\_

**\*Operational Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Field Schedule Requested:**

Parks available: Sackett-Wright (SW) Washington Mill (WM)

*Please indicate times and park being requested:* Sun \_\_\_\_\_ Mon \_\_\_\_\_  
Tues \_\_\_\_\_ Weds \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

Projected Months for above days/times: \_\_\_\_\_

\*The Administrative contact shall serve as liaison between the organization and the Park District and act as the sole point of contact for all Administrative needs. The Operational contact shall be the sole point of contact for all Maintenance related needs. Any requests from coaches and/or other organizational members will need to be directed to the designated organizational contacts. The designated representatives shall be informed of the Park District's rules and policies and will have the authority and duty to cancel or restrict activities on any or all fields due to field conditions (weather, lightning, rain, etc). Per the Athletic Field Use Policy, the Bellbrook-Sugarcreek Park District will have the authority to supersede any decision of the designated representatives or the respective organization.

**The User making this reservation assumes personal and financial responsibility for any damages to property of the Bellbrook-Sugarcreek Park District. User further assumes full financial responsibility for any personal injury and/or damage of personal property of or belonging to themselves, guests, and players.**

