



# Peninsula Metropolitan Park District

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## ATHLETIC FIELD USE POLICY DRAFT

Policy Number	Resolution Number	Date Approved:	Supersedes the following Resolutions and Policies:
P50-101	R2010-017	June 21, 2010	R2008-001 (Adopted 1/07/08)

**Policy:**       **ATHLETIC FIELD USE**  
(Approved by the PenMet Parks Board of Commissioners)

**Purpose:**       This Athletic Field Use Policy was developed to manage PenMet Parks athletic fields in a manner that assures equitable distribution and maximum use of District facilities by the public. Further, these policies are intended to promote the open enjoyment by the public and encourage use for general recreational play.

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## **Policy Requirements:**

### **Section 1. Overview**

This Athletic Field Use Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of District facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures and policies.
2. Managing the limited number of District athletic fields in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use.
4. Identifying available fields and dates of usage.
5. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long term field conditions.

### **Section 2. Scheduling Procedures and Requirements (league, tournaments, games, and practices)**

#### 1) Application Dates

- a) Spring and Summer Use (Mar-Jul) - 5 pm 2<sup>nd</sup> Friday in January
- b) Fall and Winter Use (Aug-Feb ) - 5 pm 4<sup>th</sup> Friday in April
- c) Applications received after these dates will be considered on a first come first serve basis and in accordance with other procedures outlined in this policy.

#### 2) Application Requirements

- a) Facility use applicants shall submit a Facility Use Application, Certificate of Insurance, and game/practice schedule request to the Parks Supervisor.
- b) All organizations and leagues shall secure and maintain, at no expense to the PenMet Parks, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Washington. Under such insurance:
  - i) PenMet Parks shall be identified as an additional named insured;
  - ii) Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
  - iii) The insurer shall be placed with a provider having no less than a Best rating of A-VII; and
  - iv) Insurance verification is required at the time of application submittal. The organization, league coordinator or president shall, at the time of application submittal, file with PenMet Parks a certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.

- c) Tournament requests must be in writing and accompanied with a Facility Use Application, League Roster, and Certificate of Insurance. Insurance requirements are defined above.
- d) For applicants that are seeking insurance to satisfy District requirements, applicants may request a list of potential insurers.
- e) The Executive Director may waive insurance requirements when he or she determines that the risk to the District is limited.

3) Limitations

- a) PenMet Parks reserves the right to limit the amount of play permitted on sport field complexes.
- b) Practice session locations shall be rotated around the field playing surfaces in accordance with existing field conditions. Park staff will control use of the facility.
- c) PenMet Parks also reserves the right to limit the amount of scheduled and non-scheduled play on sports fields during any given season to prevent excessive damage to turf. Wear factors include:
  - a) Size and number of users
  - b) Type of use
  - c) Frequency of use
  - d) Weather conditions
  - e) Type of sports equipment used

4) Notices

- a) The Parks Supervisor will assign game, and practice dates and times in conjunction with submitted requests. Users must meet requirements as outlined within this document. Allocations for games and practices are based on the total number of requests received, availability, and priority outlines. A schedule, including assigned game dates and times will be delivered to leagues prior to season commencement. The league is required to remove unwanted assigned dates/times and return a list of deletions within a week of delivery. Assignments accepted will be charged to the league, used or not. No response to the schedule will be considered acceptance by the leagues. Trading between leagues is not allowed. When possible, openings will be offered to other leagues on a priority basis as defined within the Priority definitions of each park locations' policies.
- b) When possible, confirmation of field use will be delivered one week prior to league start date.
- c) Additional ball field requests associated with leagues, organized play, and community requests will be considered based upon field availability. PenMet Parks shall have the authority to approve or deny specific requests.
- d) Facility Users shall provide PenMet Parks with a printed schedule of their league activities and contact (coach) names and numbers.
- e) Team or organization schedulers are required to give sufficient notice when requesting in-season changes in a request for field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the field. If the cancelled slot(s) cannot be filled, the original league assigned to the slot WILL be charged.

**Section 3. Priorities**

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

The District will consider the primary and secondary designed uses for fields (see Appendix C, Field Descriptions) when considering assignment of priorities for use of it facilities.

- Scheduled games shall have priority for use of the facility over practice.
- Makeup games can displace practices.
- Scheduled league play has priority over a later tournament application but PenMet Parks reserves the right to make final decision.

The following are the priority for use applications:

1. PenMet Parks sponsored programs and events.
2. PenMet Park Co-sponsored programs and events
3. Peninsula School District programs (per an agreement)
4. Established/Historical users.
5. Resident Based Open Youth Recreation League Programs
6. Resident Based Open Adult Recreation League Programs
7. Resident Based Restricted Youth Recreation League Programs
8. Resident Based Independent Teams/Activities
9. Non-Resident Play (First come first serve)

**Section 4. Athletic Fields, Use Types, Season Descriptions and Lighting Availability**

The PenMet Parks is responsible for scheduling the following PenMet Parks fields. Fields are available for scheduled play:

**Park Athletic Fields:**

<u>Sports Field</u>	<u>Type of Use</u>	<u>Approximate League Requested Seasons*</u>	<u>Lights</u>
Sehmel Homestead Park Field #1	80' & 90' base lengths	March 1 – July 31	No
	60' & 65' base lengths		No

	Multi-use	August 1 – October 31 (Weather Permitting)	No
Sehmel Homestead Park Field #2	60' & 65' base lengths	March 1 – July 31	No
	Multi-use	August 1 – October 31 (Weather Permitting*)	No
Sehmel Homestead Park Field #3	60' & 65' base lengths	March 1 – July 31	No
	Multi-use	August 1 – October 31 (Weather Permitting*)	No
Sehmel Homestead Park Multi-Purpose (Soccer)	All-Weather 354' x 225'	January--December	No
Rosedale Park	60' base lengths	March 1 – July 31	No
	Multi-use	August 1 – October 31 (Weather Permitting*)	No
Hales Pass Park	60' base lengths	March 1 – July 31	No
	Multi-use	August 1 – October 31 (Weather Permitting*)	No

\* Fields may be available on a limited basis based upon maintenance resources and field conditions.

The PenMet Parks reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage, (which would cause hazardous safety considerations) and opportunities for necessary field preservation and maintenance requirements.

Field Condition Hotline                      253-858-3400 x308

## Section 5. Fees and Charges

Fees and charges may be assessed for use of any park to help partially offset administrative, park operational, and/or replacement costs. Fees are subject to change based upon future sports equipment and maintenance needs.

1. PenMet Parks reserves the right to increase ball-field usage fees when the District may incur additional cost.
2. Final payment for field use is due in advance or within 30 days of billing at the discretion of the District. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the

- following year. Credits/Deposits on account will be applied on billing statement.
3. Field light charges are billed with a minimum three-hour charge for an evening game. Light fees are billed at the end of the season with a credit card on file. (NOT APPLICABLE AT THIS TIME)
  4. Cancellation of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to schedule the field. If the cancelled slot(s) cannot be filled, the original league assigned to the slot WILL be charged.
  5. **RAINOUTS:** Fees will be waived for games that are rained out by the District or appropriately cancelled by the league official or umpire prior to field prep. Games that have been prepped for that are then cancelled by the league for reasons other than weather or field conditions, will be charged a normal game fee to the league.
  6. Teams or organizations with intention of charging admission or accepting donations at the athletic field must receive authorization from PenMet Parks ten days prior to the scheduled event. Tournament rates may apply and/or a charge of 10 percent of admission fee may be assessed from proceeds. Additionally, those spectators not wishing to make donations are to be admitted free.

For further assistance and field reservations, call PenMet Parks at 253-858-3400. All calls pertaining to scheduling should be made between 8:00 a.m. – 5:00 p.m., Monday through Friday.

## **Appendices**

- A. Definitions
- B. Rules and Regulations
- C. Field Descriptions

## Definitions

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, appropriate use of District Athletic Facilities.

**District** – Peninsula Metropolitan Park District (PenMet Parks).

**Sponsored District Programs** – Programs directly operated and managed by PenMet Parks.

**Co-sponsored District Programs** – Programs not directly operated and managed by PenMet Parks but officially co-sponsored.

**School District Programs** – These are interscholastic or intramural activities directly managed by the Peninsula School District. Club or PTSA sponsored activities qualify under the definition of Independent Resident Teams/Activities.

**Open Youth Recreation League Programs** – Programs open to all youth residing on the Gig Harbor Peninsula under 18 year of age. Open Youth programs do not “cut” players, and generally require minimum playing time for all participants.

**Open Adult Recreation League Programs** – Programs open to all adults residing on the Gig Harbor Peninsula that offer all participants, over 18 years in age, the opportunity to actively participate on a team (no cuts). The focus of the program is recreational participation.

**Restricted Youth Recreation League Programs** – Programs often referred to as “select” programs for youth residing on the Gig Harbor Peninsula under 18 year of age. These programs often involve tryouts or other forms of selection to create teams. These programs often do not require minimum playing time for all participants. Participants not “selected” are often encouraged to sign up for Open Recreational League Programs.

**Resident Based Youth League** – A resident youth league that has minimum of 51 percent of the players on team rosters that reside on Gig Harbor Peninsula with a Gig Harbor zip code 98332, 98333 or 98335.

**Non-Resident Based Team or program** – A non-resident team or program is a program/roster or where the expected participation is by less than 50 percent district residents.

**Peninsula Resident** – An individual that lives or works full time within the District boundaries (Gig Harbor Peninsula) with a Gig Harbor zip code of 98332, 98333 or 98335.

**Non-Resident** – Individuals that does not live or work full time within the District boundaries (Gig Harbor Peninsula).

**Established User** – An established user is a user that has at least one year of historical use of a facility at a particular date and time and/or season.

**Independent Resident Teams/Activities** – Programs or activities not affiliated with a league, or another organization identified in this policy. Classification as “resident” requires at least 51% of participants to either live or work full-time on the Gig Harbor Peninsula.

## Rules and Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in the main policy document.

1. *ALCHOLIC BEVERAGES ARE NOT ALLOWED AT ANY PENMET PARKS FACILITY AT ANY TIME without all appropriate permits and prior written approval from PenMet Parks.*
2. Users should respect field maintenance personnel.
3. PenMet Parks reserves the right to limit the amount of play permitted on sport field complexes.
4. District ball fields will be available for baseball and softball use, weather permitting, according to the published availability schedule (approximately March 1 of each year).
5. Fields belonging to the Peninsula School District will be available at such time provided by school district policy.
6. Teams may not use ball fields unless approved and pre-scheduled.
7. Individual or small-group walk-in play is not permitted on fields which have been prepared for games.
8. Fields used for league games use will be maintained at game standards.
9. Sufficient time slots determined by PenMet Parks are required between game uses to allow for maintenance requirements. Elimination or reduction of this time buffer is at the sole discretion of District personnel.
10. There is to be no scheduled play at PenMet Parks sports facilities prior to 8:00 am.
11. There is to be no use after dusk on unlit fields, and no use after 11:00 p.m. on lighted fields.
12. Organizations should make any necessary changes, amendments, or alterations to their rules and regulations concerning games stopped during an inning due to time regulations.
13. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of PenMet Parks field usage policies regarding field rentals and usage.
14. Use of peripheral items or equipment such as scoreboard controls or P.A. systems is permitted by special request only. All special requests must be made in advance. Only authorized and trained personnel can conduct use or operation of any peripherals.

15. PenMet Parks encourages coaches training in all programs utilizing District facilities.
16. Batting practice is NOT allowed on outfield grass without mats. Hitting from dirt areas is permitted only with re-grooming of dirt area.
17. Baseball/Softball Use - Fields for practice sessions *WILL NOT* be lined, but bases will be provided at previously determined distance. AT NO TIME IS A FIELD USER TO MAKE ANY TYPES OF REPAIRS OR ALTERATIONS TO EXISTING FIELD CONDITIONS; NO EXCEPTIONS.
18. Maintenance personnel have final say on field playability and safety during inclement weather conditions; NO EXCEPTIONS.
19. Warm up is only allowed on the outfield grass while maintenance crew personnel are preparing the infield. No batting or swinging practice is allowed on grass without mats.
20. The use of fencing or backstops for pickle, pepper, soft toss or batting practice is strictly prohibited.
21. Climbing on fences or backstops is not permitted.
22. **Field Closure/Rainouts** – During periods of inclement weather, field closures may result as determined by PenMet Parks personnel. Closures may also result from poor playing conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the field back to a playable condition. It is the user organization's responsibility to obtain field closure information. Call (253) 858-3400 for an up-to date report on field closures. Field closed signs will be displayed at park sites when fields are not playable. Fees will be waived for games that are cancelled by the District. Games for which fields have been prepped that are then cancelled by the league for reasons other than weather or field conditions, will be charged the normal game fee to the league.
23. If a field is rained out, no practice is allowed; NO EXCEPTIONS!
24. **Field Closure/Rescheduling** – It is the organization's responsibility to contact the scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.
25. In case of athletic field emergencies (such as no one present to turn lights on, sprinklers coming on, too many teams assigned to one field, etc.) on weekdays before 5 p.m., please contact PenMet Parks at (253) 858-3400. After 5 p.m. weekdays and all day Saturdays, Sundays, and holidays, please contact the Parks Supervisor at (253) 225-3998. *These numbers are for emergency use only.*
26. Leagues and Tournament Directors are responsible to ensure individual teams clean up their respective dugouts, and pickup spectator area. Maintenance fees will be assessed if deemed necessary.

27. *Leagues, tournament Directors, and coaches are responsible for the behavior of those participating and observing their events.*
28. Field users are encouraged to rake areas of heavy use after games and practices, especially at bases, pitching, and fielding areas.
29. Concession stand operators are responsible for cleanliness 15' surrounding the stand. Operators must dispose of packing materials, boxes, containers, etc. in an approved dumpster site. Concession stand operators are also responsible for clean-up of all spills directly related to their stand area. Failure to clean up in an acceptable manner will lead to additional maintenance fees being charged. Stand Operators are responsible for all of the respective needs in regards to operating their stand.
30. Concessions other than those provided by PenMet Parks must have written District approval 10 days prior to desired time. PenMet Parks reserves the right to collect 10% of gross proceeds.
31. Managers/Coaches are required to carry their approved field usage request to the field for practices for verification.
32. Observe all park rules. When driving through park parking lots, please be especially watchful for children and obey speed limits.
33. PenMet Parks is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, lock your car doors, and keep valuables out of sight or at home.
34. Cars improperly parked may be towed.

## Appendix C

### Field Descriptions

#### **Sehmel Homestead Park Field 1 (Boeing/Mariners Care Field)**

##### **Primary Usage:**

1. Hardball Leagues – 90' bases
2. Hardball Leagues – 70-80' bases
3. Youth Baseball – 60' bases
4. Tournaments/Events

##### **Secondary Usage:**

1. Softball – 65' bases
2. Fall Soccer

The facility is designed to accommodate regulation baseball, intermediate and youth play. With the heavy use of Sehmel Homestead Park Baseball Field as a game and tournament facility, practice on this site will be considered only through written agreement with PenMet Parks.

All major facility maintenance shall be provided by District staff. Users shall not make any modifications to any facility.

##### **Scheduling Procedures:**

Scheduling Procedures are outlined in the Athletic Field Use Policies.

##### **User Group Priorities:**

User Group Priorities are defined in the Athletic Field Use Policies.

##### **Rules and Regulations for Field Use:**

Rules and Regulations for all athletic field use are outlined in the Athletic Field Use Policies

##### **Specific Field Use Guidelines:**

1. If a field is rained out, no practice is allowed, NO EXCEPTIONS.
2. Soccer use: During soccer practice PenMet Parks will rotate drill areas to minimize turf wear and damage.
3. Teams should be alert to weather and field-wear conditions, and adjust their activities to mitigate, minimize, and avoid field damage or wear.

## **Sehmel Homestead Park Fields 2 and 3 (Softball/Baseball Fields)**

### **Primary Usage:**

1. Youth Boys and Girls – 60'-80' bases
2. Adult Softball – 65' bases
3. Tournament Play - Youth or Adult Baseball/Softball
4. Community/Neighborhood

### **Secondary Usage:**

1. Fall Soccer

The facility is designed to accommodate youth and adult play. With the heavy use of Sehmel Homestead Park as a game and tournament facility, practice on this site will be considered through written agreement with PenMet Parks.

All major facility maintenance shall be provided by District staff. Users shall not make any modifications to any facility.

### **Scheduling Procedures:**

Scheduling Procedures are outlined in the Athletic Field Use Policies.

### **User Group Priorities:**

User Group Priorities are defined in the Athletic Field Use Policies.

### **Rules and Regulations for Field Use:**

Rules and Regulations for all athletic field use are outlined in the Athletic Field Use Policies.

### **Specific Field Use Guidelines:**

1. If a field is rained out, no practice is allowed; NO EXCEPTIONS.
2. Soccer use: During soccer practice PenMet Parks will rotate drill areas to minimize turf wear and damage.
3. Teams should be alert to weather and field-wear conditions, and adjust their activities to mitigate, minimize, and avoid field damage or wear.

## **Sehmel Homestead Park Field 4 (Synthetic Multipurpose/Soccer)**

### **Primary Usage:**

1. Soccer - All Ages
2. Football
3. Lacrosse
4. Tournament Play/Youth
5. Community/Neighborhood

### **Secondary Usage:**

1. Special Event Baseball/Softball

The facility is designed to accommodate all ages of play. With the heavy use of Sehmel Homestead as a game and tournament facility, practice on this site will be considered through written agreement with PenMet Parks.

All major facility maintenance shall be provided by District staff. Users shall not make any modifications to any facility.

### **Scheduling Procedures:**

Scheduling Procedures are outlined in the Athletic Field Use Policies.

### **User Group Priorities:**

User Group Priorities are defined in the Athletic Field Use Policies.

### **Rules and Regulations for Field Use:**

Rules and Regulations for all athletic field use are outlined in the Athletic Field Use Policies.

### **Specific Field Use Guidelines:**

1. If a field is rained out, no practice is allowed; NO EXCEPTIONS.

## **Rosedale Park Field (Baseball)**

### **Primary Usage:**

1. Youth Boys and Girls – 60' bases
2. Tournament Play/Youth Baseball/Softball
3. Community/Neighborhood

### **Secondary Usage:**

1. Fall Soccer

The facility is designed to accommodate youth play. All major facility maintenance shall be provided by District staff. Users shall not make any modifications to any facility.

### **Scheduling Procedures:**

Scheduling Procedures are outlined in the Athletic Field Use Policies.

### **User Group Priorities:**

User Group Priorities are defined in the Athletic Field Use Policies.

### **Rules and Regulations for Field Use:**

Rules and Regulations for all athletic field use are outlined in the Athletic Field Use Policies.

### **Specific Field Use Guidelines:**

1. If a field is rained out, no practice is allowed; NO EXCEPTIONS.
2. Soccer use: During soccer practice PenMet Parks will rotate drill areas to minimize turf wear and damage.
3. Teams should be alert to weather and field-wear conditions, and adjust their activities to mitigate, minimize, and avoid field damage or wear.