

PARKS AND RECREATION DIVISION POLICY	
<b>SUBJECT</b>	York County Athletic Facility Use Policy and Guidelines
<b>ADMINISTRATIVE NUMBER</b>	
<b>ORIGINAL EFFECTIVE DATE</b>	Oct 1, 2013
<b>REVISION DATE</b>	January 6, 2026
<b>HISTORICAL REFERENCE</b>	April 1, 2019; November 16, 2021; October 26, 2022; December 5, 2023
<b>AUTHORIZED BY</b>	

**Purpose:**

To establish policies and procedures for using the York County Athletic Facilities at York County Parks and Schools under the control of the Division of Parks and Recreation.

**Background:**

By adopting R05-139, the York County Board of Supervisors recognized the need to manage public school and park facilities to optimize their use by York County citizens. In addition, the Board acknowledged that the efficient and fair use of these resources requires coordination between scheduling and maintenance operations, as well as the administration of effective policies and procedures. AD09-54 governs the McReynolds Athletic Complex, and BP94-03 governs Chisman Creek and Wolf Trap Parks.

**Definitions:**

**Adult Sports Leagues** - Leagues that offer sports programs to participants 18 years of age and older.

**Designated Contact Person** – The person designated by the organization or group to be the agent/representative for the organization in all communications with the County. This person shall be the only person recognized by the County to represent the organization regarding any issues relating to the organization’s use of facilities. This person is responsible for ensuring that all the organization’s board members, coaches, and participants are aware of all policies, procedures, and use conditions for the facilities they have a permit to use.

**Division** – The York County Division of Parks and Recreation.

**Exclusive Youth Organizations** - Community-based youth sports organizations (multiple teams) that select players based on try-outs and skill level. These organizations typically participate in leagues with teams from outside York County and also participate in local, state, regional, and national tournaments.

**Inclusive Youth Organizations** - Community-based youth sports organizations (multiple teams) with registration policies that permit as many individuals to participate as program capacity allows, without regard to skill level. These programs are typically confined to a regular season of play.

**For-profit Organization** – An organization that operates with the primary intention of making a profit.

**Independent Youth and Adult Teams** – Individual teams compete in independent leagues or participate in traveling leagues and tournaments.

**Parks and Recreation Manager** – The York County Parks and Recreation Manager or their designee.

**New Organization** – Any organization that has not been approved to use County facilities regularly in the past or has not been granted a permit within the last year shall be considered a new organization. This includes organizations that split from their previous organization and compete under a new name while the previous organization still exists.

**Non-profit Organization** – Any organization with 501 (c) (3) tax status in Virginia.

**Non-York County Sports Organizations** - Leagues with multiple teams where more than 20% of their players reside outside York County.

**Public Areas Ordinance** - Chapter 17 of the "Code of the County of York, Virginia," known as "The York County Ordinance Regulating Conduct in the Public Areas of York County."

**Regular Season of Play** – The season (spring, summer, and fall) that a particular sport is usually played.

**Sports Turf Manager** – The York County Public Works Services Grounds Maintenance Sports Turf Manager or their designee.

**Tabletop Vending Operation** – use of an area no greater than 10' x 10' to sell pre-packaged food and/or merchandise items from portable tables, with or without the cover of a canopy. (Permit Required)

**York County School Division Interscholastic Regular Season Games** - Regular season interscholastic games played by York County School Division high or middle school teams sanctioned by the Virginia High School League (VHSL).

**York County Sports Organizations** - Leagues with multiple teams, and at least 80% of their players reside in York County.

**Youth Sports Organizations** - Groups that offer sports programs to participants 18 years of age and younger.

## **Guidelines:**

### **1. Normal Operating Seasons:**

While the weather in Southeastern Virginia varies greatly from year to year, the following guidelines are established to protect the athletic turf and prevent costly repairs. An annual turf management program will be implemented, providing rest and renovation periods for the sports fields as part of the overall maintenance program. This program may require the closure of fields, denial of use of a field, and/or the use of alternate sites for athletic purposes. Adjustments to this plan may be made by the Parks and Recreation Manager and Public Works Turf Manager based on the condition of the field. A general outline of the turf maintenance program is as follows:

#### **Soccer/Football Fields: (Warm Season Turf)**

Renovation period from June through August

Rest period for turf during dormancy from December through February. No scheduled evening activities that require lights while the grass is dormant

No games or practices before September 1 on fields that have been sprigged or sodded

#### **Baseball and Softball Fields:**

Fields are not routinely dragged from November through February. The Renovation period from December through January

The rest period will be based on the condition of the field

The Division reserves the right to close any field or park during inclement weather. Based on the Turf Manager's recommendations, the Parks and Recreation Manager may open fields

before March 1 if the field conditions are not compromised. High and Middle School sports teams competing under VHSL may begin practice in mid-February, as the leagues allow. However, during this early season, weather conditions may require practices to be cancelled if field conditions are wet or the ground is frozen.

Currently, at certain times of the year, there are not enough fields to meet all of the demand for playing time of existing teams. Additionally, when scheduling facilities, care must be taken to balance the schedule to prevent the turf from becoming worn out. Natural turf fields cannot support physical education classes, inter-scholastic practices, and evening and weekend use seven days a week. The schedule must allow time for the fields to rest, even during the heaviest demand periods, or the fields will become worn to a condition where they will have to be taken out of service to regrow the turf.

## **2. Reservation Policies and Procedures:**

### **A. Priority of Use**

Scheduling priorities are outlined in the “Agreement on Managing Use of York County School and Park Facilities” between the School Division and the County and are listed below.

1. High School and Middle School Facilities. Priority for scheduling indoor and outdoor events at all high school and middle school facilities will be as follows:
  - (i) School Division events\*.
  - (ii) Parks and Recreation events, including Little League.
  - (iii) Other public agency-sponsored events.
  - (iv) York County private organization activities. \*\*
  - (v) Other activities on a first-come, first-served basis, including new organizations.
  - (vi) *At Tabb Middle School’s lighted fields: after 5:00 pm. Tabb Middle School events shall have priority, followed by Parks and Recreation.*
  
2. Elementary School Facilities. Priority for scheduling indoor and outdoor events at all elementary schools will be as follows:
  - (i) School Division events\*.
  - (ii) School Board lessee events in leased spaces.
  - (iii) Parks and Recreation events, including Little League.
  - (iv) Other public agency-sponsored events.
  - (v) York County private organization activities. \*\*
  - (vi) Other activities are on a first-come, first-served basis, including new organizations.
  - (vii) *except for the use of lighted athletic fields and gymnasiums at Coventry, Dare, Magruder, and Seaford Elementary Schools, in which Parks and Recreation events have priority on non-school days and after 4:00 pm on school days.*
  
3. Park Facilities. Priority for scheduling events at all park facilities except the McReynolds Athletics Complex and Kiln Creek Park will be as follows:
  - (i) Parks and Recreation events.
  - (ii) School Division events.
  - (iii) Other public agency-sponsored events.
  - (iv) York County private organization activities. \*\*
  - (v) Other activities are on a first-come, first-served basis, including new organizations.

*McReynolds Athletics Complex shall be managed as approved in AD09-54. Kiln Creek Park shall be handled in accordance with the lease agreement between the Board and the County for that facility.*

\*\*To better define the priorities of existing private organizations that submit requests, the following order will be used when requests are received. Once approved, a higher-priority private organization cannot bump a lower-priority organization that has received its approved permit.

- (i) Inclusive York County Community-based Youth Sports Organizations
- (ii) Exclusive York County Community-based Youth Sports Organizations
- (iii) Non-York County Youth Sports Organizations
- (iv) Adult Sports Leagues
- (v) Independent youth and adult teams
- (vi) Other non-profit organization events or activities
- (vii) Other for-profit organization events or activities

New organizations' requests for the use of facilities will be reviewed and scheduled based on the availability of fields after returning organizations' requests have been finalized, and it is determined that the fields can support additional usage.

## **B. Tournaments, Camps, and Special Events**

All requests for tournaments, camps, or special events not considered part of an organization's regular season or postseason use will be considered separately. These requests may require payment of additional fees. Due to these types of uses, a proposed schedule of games or events/activities shall be submitted with the Facility Use Permit Request to ensure that the activity can be accommodated.

## **C. Facility Use Permit Request**

A "County of York Facility Permit Request for County Parks and Schools" must be submitted for a request to be considered for approval. This form can be obtained:

1. At the Parks and Recreation Office, 5338-G George Washington Memorial Hwy, Yorktown, 23962
2. At any York County Public School; or
3. Online; however, online permits will **not** be accepted for the following facilities:

York County School Division

Bailey Field

High School facilities, including all Grafton School Complex facilities

Middle School gyms and athletic fields before 5:00 pm on school days

Elementary School gyms and athletic fields before 4:00 pm on school days

Any School Division classrooms, auditoriums, or cafeteria

York County Parks and Recreation

McReynolds Athletics Complex

Dr. Martin Luther King, Jr. Community Building

New Quarter Park

The address for the online permit form is [www.yorkcounty.gov/parksandrec](http://www.yorkcounty.gov/parksandrec), and click on the "Facility Reservation" link.

The form must be filled out completely, including the requested date and time for the proposed use, the organization's name, the type of event, the facility requested, and the organization's contact information. Failure to complete the form will delay

the County's response to the request.

Individuals completing this form must be at least 21 years of age.

Submission of a completed request form does not guarantee approval of the request.

The organization must submit an original certificate of insurance prior to permit approval. Insurance requirements are outlined in Attachment A of this policy.

Requests should be submitted fourteen (14) days before the requested start date.

Requests made by individuals or organizations other than the School Division, Parks and Recreation, or York County Little League will not be approved before the specified deadline below or until School Division, Parks and Recreation, or York County Little League schedules are finalized for the applicable reservation period.

<b>Submission Date</b>	<b>Reservation Usage Dates</b>
By June 1	September 1 to December 1
By September 1	December 1 to March 1
By January 1	March 1 to June 1
By March 1	June 1 to September 1

Requests for field use will be issued for a specific reservation period, as outlined in the chart above. Suppose a request overlaps two reservation usage periods. In that case, it may be considered as one request and approved according to the submission date of the program's beginning, or partially approved, with the second usage period being approved at a later date.

Under special circumstances, the Division reserves the right to accept and approve requests submitted before the submission date noted above.

#### **D. Insurance Requirements**

A certificate of insurance is required for all organizations reserving County facilities and shall be submitted to the Division. A list of additional insurance terms and coverage will be provided.

#### **E. Fees and Charges:**

Fees and Charges are established by the York County Board of Supervisors and the York County School Division.

##### Park Athletic Fields

Residents - \$150 per day per field for Tournament, Camps, and/or Games;  
Non-residents - \$200 per day  
Residents - \$35 per hour or any part thereof per field for athletic field lights;  
Non-Residents - \$60 per hour or any part thereof per field for athletic field lights;  
\$50 per occurrence for field preparation

##### Athletic Field Lights Use – School sites and parks.

Residents - \$35 per hour or any part thereof per field;  
Non-residents - \$60 per hour or any part thereof per field – York County Little League and the Peninsula Youth Football and Cheerleading Organization are exempt from this fee.

##### Elementary / Middle School Gymnasium Rental

Residents - \$50 per hour; Two (2) hour minimum;  
Non-residents - \$70 per hour; Two (2) hour minimum

## **Facility Operations:**

### **A. Admission/Gate Fees Prohibited**

Organizations shall be prohibited from charging admission or gate fees for games/events/activities conducted at the facilities without the written approval of the Division.

### **B. Prohibited Uses of Fencing**

The practice of soft toss (the hitting of a baseball or softball) into any fencing is prohibited. Throwing, kicking, or shooting a ball into a fence is also prohibited. Any user found using the fence in this manner may have their permit revoked.

### **C. Property Damage**

The user organization shall be responsible for any and all damage to the County's premises, equipment, and property caused by its guests/attendees. If additional maintenance is required after an activity is concluded (in excess of normal services/time), the organization will be charged accordingly. The County of York is not responsible for accidents, injuries, loss of property, or damage to individual property.

### **D. Inclement Weather**

The Division reserves the right to delay or cancel an event at any time due to inclement weather or any other condition deemed detrimental to the facility or the public. In inclement weather, the permit holder may contact Parks and Recreation during normal business hours to check on field conditions. However, it is the organization's responsibility to cancel activities if field conditions are poor and using the fields may cause damage to the turf. Examples of conditions that may require the delay or cancellation of any scheduled activity include, but are not limited to:

- (i) Standing water or puddles on the field
- (ii) Footing is unsure and slippery
- (iii) Ground is waterlogged and squishy
- (iv) Grass can be dislodged from the ground easily
- (v) Frost; snow; sleet; freezing rain
- (vi) Lightning
- (vii) Severe weather storms
- (viii) Unsafe facility conditions
- (ix) Use of the facilities would cause damage

Decisions made by the County on the playability of the fields are final.

**NOTE:** Organizations that do not cancel activities and cause damage may have their permit revoked immediately. They are responsible for reimbursing the County for the cost of repairing the damage, and their use of the county facilities in the future may be denied.

### **E. Lightning/Thunder**

In the event of lightning or thunder, the Division requires all patrons to retreat to their vehicles or move inside a nearby building. Congregating in the dugouts or picnic shelters is prohibited when lightning is present. Play will be suspended until there is no lightning or thunder for 30 minutes. Each new occurrence of lightning or thunder will restart the 30-minute suspension of play.

### **F. Trash Removal**

Each user is responsible for collecting trash from fields, player benches, bleachers, dugouts, and picnic shelters and depositing it in the appropriate receptacles. Plastic bottles and all waste materials must be placed in trash containers, dumpsters, and/or recycling receptacles. If the trash containers are full, take the trash to the site's dumpster or an off-site location.

#### **G. Field Closures, Rest and Renovation**

An annual turf management program will be implemented, providing rest and renovation periods for the sports fields as part of the overall maintenance program. This program may require the closure of fields, denial of use of a field, and/or alternate sites for athletic use. A general outline of the turf maintenance program is as follows:

##### **Soccer Fields:**

Renovation period from June through August

Rest period during dormancy of turf from December through February

##### **Baseball and Softball Fields:**

The renovation period will be from December through January. The Rest period will be based on the condition of the field

#### **H. Field Preparation/Maintenance**

Fields will be maintained in a manner conducive to patrons' safety. Any field maintenance required beyond the routine services the County provides for any game, tournament, or special event will be considered upon request and may require an additional fee. Digging, trenching, adding/removing soil, using field grooming machines or other motorized equipment on the fields, or other similar actions are not permitted. Using simple hand tools to rake and tamp infield surfaces to improve playing conditions is permitted. The county will provide field markings for soccer fields used in parks and recreation programs during their respective seasons. Any other field marking or additional marking shall be the organization's responsibility. Field lining on school sites must be done after 4:00 pm on school days and not interfere with any group's permitted field use.

#### **I. Field Modifications**

The Division must approve modifications to base the use of portable fencing or mounds. Organizations are required to provide any of the above-mentioned portable equipment for their use, and it shall be subject to a safety inspection by the Division.

#### **J. Goals**

All soccer goals on County or School Division property will be permanently anchored to the ground. No group or organization is allowed to move these goals at any time. Authorized County or School Division employees will move and secure any permanent goals. Any movable goals brought onto County property must be approved by the Parks and Recreation Manager or the School Division. These movable goals must be securely anchored as the U.S. Consumer Product Safety Commission recommends.

### **4. Facility Regulations:**

All rules and regulations established in the Public Areas Ordinance shall apply to this facility. In addition, the supplementary regulations listed below shall apply.

#### **A. Motorized Vehicles (Reference Sec. 17-88)**

Motorized vehicles shall not be driven on any area except the paved roadways or parking areas. This restriction shall not apply to officials, agents, or employees of any governmental agency while adequately engaged in the scope of their employment or to authorized persons delivering supplies or performing maintenance or repairs.

#### **B. Skates, Scooters, Skateboards, and Bicycles (Reference Sec. 17-21)**

Roller skates and roller blades are prohibited on the sidewalks. Skateboards and motorized scooters are prohibited throughout all parks and on school grounds; however, this restriction does not apply to individuals with disabilities who require the use of motorized scooters.

**C. Golfing, model airplanes, kite flying, rockets, and other airborne equipment (Reference Sec. 17-20)**

Golfing and using model airplanes (radio or wire-controlled), kites, rockets, and other airborne equipment are prohibited except as permitted by Sec 17-20 at Wolf Trap and Chisman Creek Parks by permit.

**D. Dogs and Other Domesticated Animals (Reference Sec. 17-55)**

Dogs and other domesticated animals are prohibited in public areas unless they are crated, caged, or on a leash. In the case of a dog, the dog's custodian must secure the animal by a collar with a chain, cord, or leash not exceeding eight (8) feet in length and have the animal under complete and immediate control while in a public area. This does not apply to guide dogs for individuals with disabilities.

**E. Glass Containers**

Glass containers are prohibited.

**F. Noise (Reference Sec. 17-59)**

The Division shall approve the use of amplified sound equipment.

**G. Advertising and Signs (Reference Sec. 17-72; 17-73)**

No person shall announce, advertise, or call the public's attention to any article or service for sale without the approval of the Division. No person shall paste, glue, tack, or otherwise post any sign, placard, or inscription without the approval of the Division.

**H. Fires and Grills (Reference Sec. 17-23)**

The kindling of any fire is prohibited. Portable barbecues, hibachis, gas grills, etc., shall be prohibited except when used by licensed concessionaires authorized by the Division to provide such service or when the Division receives written approval.

**5. Additional Rules**

Additional rules and regulations may be issued by the Parks and Recreation Manager as deemed necessary.