ADMINISTRATIVE DIRECTIVE	
SUBJECT	**York County Sports Complex Use Policy**
ADMINISTRATIVE NUMBER	**AD09-54**
ORIGINAL EFFECTIVE DATE	**January 23, 2009**
REVISION DATE	**December 17, 2013**
HISTORICAL REFERENCE	**R05-139 (August 16, 2005); September 1, 2009, October 15, 2010**
AUTHORIZED BY	

Purpose:

To establish policies, procedures, and fees for use of the York County Sports Complex.

Background:

By the adoption of 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 efficient and fair use of these resources requires coordination between scheduling and maintenance operations, and the administration of effective policies and procedures.

Definitions:

Adult Sports Leagues - Leagues that offer sports programs to participants 19 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 to see that all of the organization's board members, coaches, and participants are aware of all policies, procedures, and conditions of use for the facilities which they have a permit to use.

Division – The York County Division of Parks, Recreation and Tourism.

Exclusive Youth Organizations - Community-based youth sports organizations 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 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.

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

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

Non-profit Organization – Any organization that has 501 (c) (3) tax status in the state of Virginia.

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

Non-York County Sports Organizations - Leagues that have multiple teams with more than 20% of their players residing outside of 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 of the year (spring, summer and fall) that a certain sport is normally played.

Sports Complex Use Permit Request Form – The application form provided by the Division of Parks, Recreation and Tourism to make an official request for use of the Sports Complex.

Sports Complex – Refers to the facilities listed below:

- 1 Regulation Baseball Field
- 1 Adult Softball Field
- 2 Youth Baseball Fields (grass infields)
- 3 Youth Softball/Baseball Fields (skinned infields)
- 4 Regulation Soccer Fields
- 2 Instructional Soccer Fields

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.

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

York County Sports Organizations - Leagues that have multiple teams and at least 80% percent of their players reside in York County.

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

1. <u>Operating Schedule:</u>

March 1 through October 31 -- Sunday through Saturday 8:00 a.m. until 8:00 p.m.
November 1 through February 28 -- Sunday through Saturday 8:00 a.m. until 5:00 p.m.

If necessary, the park will stay open later to conclude any scheduled activities.

The first scheduled game time shall be no earlier than 8:00 a.m. The Division reserves the right to close the park during periods of inclement weather.

2. <u>Reservation Policies and Procedures:</u>

a. Priority of Use

The priority of use levels listed below shall determine scheduling and usage for the Sports Complex. These priority categories will be used for scheduling repetitive use during the regular season of play. A Level 1 organization may request use of the facilities for practices and games. Use opportunities for all other organizations (Level 2, 3 and 4) shall be limited to games only. However, if determined by the County that the fields can sustain additional usage, Level 2, 3 and 4 organizations may schedule practices, scrimmages or try-outs from June 1 through October 31. Requests for tournaments, fund raising games, for-profit games, and special events will be considered separately.

Level 1

(1) York County Parks and Recreation

(2) York County Little League, Inc.

Level 2

(1) York County School Division Interscholastic Regular Season Games

(2) Other York County Public Agencies

Level 3

(1) Inclusive York County Community-based Youth Sports Organizations

(2) Exclusive York County Community-based Youth Sports Organizations

Level 4

(1) Non-York County Youth Sports Organizations

(2) Adult Sports Leagues

(3) Independent youth and adult teams

(4) Other non-profit organization events or activities

(5) Other for-profit organization events or activities

b. Tournaments, Camps, and Special Events

All requests for tournaments, camps, or special events that are not considered part of an organization's regular season or post-season use will be considered separately. These requests may require payment of additional fees and charges. Due to the nature of 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 Sports Complex Use Permit Request" form must be submitted in order for a request to receive consideration for approval. Individuals completing this form must be at least 21 years of age. This form can be obtained:

(1) At the Parks and Recreation Office, 100 County Drive, Yorktown;

(2) At the Sports Complex Office; or

(3) By downloading online at www.yorkcounty.gov/parksandrec.

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

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

Requests made by Level 2, 3 or 4 organizations will not be approved prior to the submission dates listed below or prior to finalization of the Parks, Recreation and Tourism Division or York County Little League schedules for the applicable reservation period.

Submission Deadline	**Reservation Periods**
June 1	September 1 to December 1
September 1	December 1 to March 1
December 1	March 1 to June 1
March 1	June 1 to September 1

Requests for field use will be issued for a specific reservation period according to the deadlines outlined in the chart above. If a request overlaps two reservation periods, it will be considered as one request and approved according to the submission deadline that corresponds to the reservation period in which the program begins.

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

Once a request is approved, the organization must submit an original certificate of insurance and any required fees no less than 30 days prior to the first reservation date. If the certificate of insurance and fees are not submitted in accordance with these deadlines, the reservation will be cancelled if there is another organization with a pending application for the same facility/time period.

d. Insurance Requirements

(1) Certificate of Insurance

A certificate of insurance is required for all user organizations and shall be submitted to the Division after the Sports Complex Use Permit Request has been approved. It shall contain the following terms and coverages:

- Public liability and property damage insurance in an amount not less than $1,000,000 per occurrence.
- The County of York must be named as the certificate holder as follows:
  County of York, P.O. Box 532, Yorktown, VA 23690
- The County of York must be named as additional insured as follows:

  "The County of York, Virginia, its Officers, Agents, and Employees are listed as Additional Insured with primary status, without participation by the County's insurers"
- The coverage shall not be canceled or reduced without at least thirty (30) days written notice to the Division.

(2) Waiver of Liability

Organizations shall require all participants to sign waivers that release and absolve the County of York, Virginia, its officers, agents, and employees of all liability and responsibility in the event of accident or injury. The Division will provide the language for the waiver form upon request. The signed waivers shall be kept on file by the organization for two years after the conclusion of the season.

e. Scheduling

Staggered starting times for activities will be set by the Division in order to efficiently manage parking and traffic flow. League schedulers shall abide by these staggered times. League schedules must be approved by the Division at least ten (10) business days prior to the beginning of the season. Make-up games will be rescheduled as needed and shall be coordinated with the Division.

f. Fees and Charges:

The fees and charges established herein are based on the proposals and revenue projections approved by the Board as part of the annual budget process.

(1) Individual Facility Fees

The non-refundable reservation fee listed below must be submitted with the Sports Complex Use Permit Request in order for the request to be processed and considered. This is a separate fee and is not applied towards or deducted from the total cost of field rental fees. The Division will determine the final amount due and will invoice the permit-holding organization. The remaining fee

balance shall be payable no less than thirty (30) days prior to the first scheduled use. The organization shall be responsible for payment for any additional services or charges that become due during the course of their use of the facilities. Any such fees/charges that were not included in the initial permit approval will be billed at the conclusion of the activity and shall be paid to the Division within ten (10) business days.

	Level 1	**Level 2**	**Level 3**	**Level 4**
Reservation Fee[1]	N/A	N/A	$25/field	$25/field
Field Rental Fee	N/A	N/A	$125/field	$150/field
Light Fee	N/A	N/A	$25/hour	$25/hour
Field Preparation Fee	N/A	$25/field[2]	$25/field[3]	$25/field[3]
Moving of Equipment	N/A	N/A	$25/ per occurrence[4]	$25/ per occurrence[4]

[1] This non-refundable reservation fee is to be submitted with the Sports Complex Use Permit Request form. This is a separate fee and is not applied towards or deducted from the total cost of the field rental fees.

[2] Fee is charged per field, per occurrence of field preparation services.

[3] Fee is charged for any additional field preparation services provided. Initial field preparation is included with field rental fee.

[4] Fee is charged for the moving of equipment (bases, mounds, goals) after the initial field preparation.

(2) Rental of Entire Complex

Under special circumstances, rental of the entire complex may be approved by the Division. A minimum $2,000 rental fee, plus any fees for additional services (lights, field preparation, staff support, etc.) provided in support of the activity, will be charged. A deposit of $1,000 is required when submitting a request for reservation of the entire facility.

(3) Refunds

Refunds must be requested in writing to the Division and will be limited to 50% of the total cost for the approved reservation of facility use. Reservation fees are non-refundable. No refund will be issued for games that can be rescheduled or for a scheduled event that is cancelled less than ten (10) business days before the date of the event.

3. <u>Facility Operations:</u>

a. Admission/Gate Fees Prohibited

Organizations shall be prohibited from charging admission or gate fees for games/events/activities conducted at the facilities.

b. Food and Merchandise Sales

Organizations may apply to sell prepackaged food items and/or merchandise relating to their approved activity in accordance with the procedures and permitting requirements for Tabletop Vending Operations set forth in Administrative Directive No. AD09-55.

c. Accident/Incident Reporting

All accidents/incidents requiring medical attention or when public safety or law enforcement personnel are called to assist with the situation shall be reported immediately to the park attendant on duty. An incident/accident report form shall be completed and submitted to the park attendant by the conclusion of the day.

d. Metal Cleats

Use of shoes with metal cleats must be approved by the Division and upon approval, use shall be confined to the field of play only.

e. Soft Toss of Baseballs/Softballs

The practice of soft toss of baseballs and softballs into ballfield fencing is prohibited.

f. 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, after an activity is concluded, additional maintenance is required (in excess of normal services/time), the organization will be charged accordingly. The County of York is not responsible for accidents, injuries or loss of or damage to individual property.

g. 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 case of inclement weather, the permit holder may contact the Sports Complex Facilities Coordinator for an update on the conditions. Examples of conditions that may require the delay or cancellation of any scheduled activity include, but are not limited to:

(1) Standing water or puddles on the field

(2) Footing is unsure and slippery

(3) Ground is waterlogged and squishy

(4) Grass can be dislodged from the ground easily

(5) Frost; snow; sleet; freezing rain

(6) Lightning

(7) Severe weather storms

(8) Unsafe facility conditions

(9) Use of the facilities would cause damage

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

h. Lightning

In the event of lightning, the Division requires that all patrons retreat to their vehicles or move inside of a nearby building. Congregating in the dugouts and picnic shelters is prohibited when lightning is present.

i. Trash Removal

Each user is responsible for ensuring that all trash is removed from all 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 and/or recycling receptacles.

j. Tents and Canopies

Use of tents and canopies must be approved by the Division. Due to the presence of underground utilities, no stake or spike shall be inserted into the ground.

k. Field Closures, Rest and Renovation

An annual turf management program that provides rest and renovation periods for the sports fields will be in operation 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:
Renovation period from December through January
Rest period will be based on the condition of the field

l. Field Preparation/Maintenance

Fields will be maintained in a manner that is conducive to the safety of patrons. Any field maintenance that is required beyond the routine services provided by the County for any game, tournament, or special event will be considered upon request and may require payment of an additional fee.

Digging, trenching, adding/removal of soil, use of field grooming machines or other motorized equipment on the fields, or other similar actions are not permitted. Use of simple hand tools to rake and tamp infield surfaces in order to improve playing conditions is permitted.

m. Field Lining

The County will provide field marking of foul lines, batter's boxes and pitching circles on the baseball and softball fields and all soccer field lining. Any other field marking shall be approved by the Division. Other field marking provided by the Division is subject to additional fees.

n. Field Modifications

Modifications to base and goal locations and the use of portable fencing, mounds and goals must be approved by the Division. 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.

4. <u>Facility Regulations</u>:

In general, 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 properly 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 and the concourse areas adjacent to the concession stands. Skateboards and motorized scooters are prohibited throughout the park, however, this restriction shall not apply to those with disabilities requiring use of motorized scooters.

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

Golfing and the use of model airplanes (radio or wire controlled), kites, rockets and other airborne equipment are prohibited.

d. Bicycles (Reference Sec. 17-90)

Bicycles are prohibited on the sidewalks, and the concourse areas adjacent to the concession stands. When not in use, all bicycles shall be parked in a bicycle rack.

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

Dogs and other domesticated animals are prohibited. This does not apply to guide dogs for disabled persons.

f. Glass Containers

Glass containers are prohibited.

g. Alcohol, Smoking and Tobacco Products (Reference Sec. 17-50; 17-3b; 17-23c; BP94-12)

Alcohol, smoking and the use of tobacco products are prohibited.

h. Noise (Reference Sec. 17-59)

Use of amplified sound equipment shall be approved by the Division.

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

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

j. Vending and Peddling (Reference Sec. 17-71)

No vending or peddling activities shall occur without approval by the Division pursuant to the procedures and requirements set forth in Administrative Directive No. AD09-55.

k. 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.

5. <u>Additional Rules</u>

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