

Sports Complex Diamond, Field, Rink & Court Policy Manual 2022

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**Mitchell Parks & Recreation Department
995-8450**

I. Fees & Deposits

A. DIAMOND, FIELD, COURT & RINK ATHLETE FEES:

All teams and leagues are subject to the Athlete Fee.

Purpose: The Athlete Fee is to help cover the cost of scheduling and maintaining fields, rinks, courts and diamonds.

Policy: The Athlete Fee is \$21.00 per athlete ages 13 and up and \$11.00 per athlete ages 12 and under. Leagues are responsible for collecting all funds and depositing them with the Parks & Recreation Department no later than Dec. 1st. League Officials must complete and submit a Roster Form listing all teams along with the payment. The Tennis Court practice fee will be \$11.00 per athlete for all ages. DWU will be billed as per current contract. In addition, Light Fees shall apply to DWU if field lighting is used (see section I(C) above).

B. DIAMOND & FIELD GAME FEES (Baseball, Softball, Football & Soccer):

Purpose: The Diamond & Field Game Fees are designed to offset the cost of preparing the diamonds and fields. The fees apply to all diamonds and fields which require preparation for a game.

Policy: The Diamond & Field Game Fee is \$35.00 per day per diamond/field.

A diamond or field day includes one or more games by the same association on the same field on the same day. The Department will bill leagues and teams at the end of the season. Payment is expected no later than Dec. 1st.

Note: Diamonds and Fields are prepared only once per day by the Department. Leagues who wish to chalk the fields themselves in addition to the department's diamond & field prep, (such as for championship games), may do so by purchasing chalk through the Department. There is no guarantee that the machine will be available for every request.

Field Prep: City will do the first painting on football field of the season with all lines and hash marks in the field but only continue painting the lines in the field throughout the season. Football user groups will paint numbers and hash marks for the remainder of the season.

Diamond Prep: A diamond is defined by one baseball/softball field not by entire complexes.

Diamond Dry is available to help dry fields in the case of inclement weather. In the event that Diamond Dry is used, the League or Team will be charged \$20.00 per bag of Diamond Dry.

C. OUTDOOR LIGHT FEES (Baseball, Softball, Football & Soccer):

Purpose: The Light Fees are designed to cover the entire cost of field lighting charges.

Policy: Youth and Adult Leagues will be charged:

- \$20.00 per diamond/field per hour for softball/soccer lights; or
- \$35.00 per diamond per hour for baseball lights.

The Department will bill each league at the end of the season. Leagues are responsible for making payment to the Department by Dec. 1st.

Note: A clipboard with a timesheet will be left in the electrical panels. Instruct your league & team officials to write down the "lights time on" and "lights time off" for each diamond/field. **Anytime these are not recorded on City provided clipboard when games are scheduled, you will be billed for four hours per diamond.**

D. SCOREBOARD POLICY:

Purpose: The Scoreboard Policy is meant to serve as a reminder to teams they are responsible for the maintenance and care of the scoreboards and to properly shut down the scoreboard.

Policy: The scoreboard must be physically shut down after each game using the switch on the scoreboard itself (not just at the control panel). This is to prevent the scoreboard form being ruined due to a lightning strike. Scoreboards may be purchased – at Athletic Club sole expense – and installed by the Athletic Club upon prior approval by the City. Athletic Club shall be solely responsible for the maintenance of said scoreboards at Athletic Club sole expense.

E. KEY POLICY:

All keys must be checked out with the Sports Complex Supervisor and returned at the end of the approved use period. Locker room keys will be available to any authorized adult meeting the requirements in the behavior policy.

F. TOURNAMENT FEE STRUCTURE (Baseball, Softball, Football & Soccer):

Policy: **The Tournament Fee is \$35.00 per day per diamond/field.**

Note: **The tournament/rental fee includes:** Initial field preparation at the beginning of the day and restroom check at midday of the rental. To make a field reservation, a field reservation form must be completed and a 50% deposit must be submitted at the time of the reservation to hold the date. The remainder of the fee is to be paid 48 hours prior to the tournament. If a tournament is cancelled by the tournament sponsors for any reason the 50% deposit is not refundable. If the City cancels a tournament day prior to the start of the first game, that tournament day will be refunded. In cases of inclement weather, once the first game of the tournament day begins, that tournament day is non-refundable. The City holds the right to cancel any and all games on a tournament day due to player safety concerns and field conditions.

An additional maintenance fee of \$120 per person applies in cases where a maintenance person is requested to be on duty during the course of the tournament. (Based on an 8-hour day).

If field lighting is used for the tournament, Light Fees shall apply (see section I(C) above).

G. ICE ARENA FEE STRUCTURE:

Policy: The Ice Arena Fee is \$125.00 per rink, per hour. For multiple rentals throughout the season, please contact the Sports Complex Supervisor for rates at 770-2004.

Associations: See Contract

II. Scheduling

A. SCHEDULING:

The Department will notify all associations of planned maintenance projects which may affect their schedules. All associations must submit a copy of their schedule as soon as they are complete. Changes to the schedule such as weather, additional games, or games taken off the schedule must be called into the Cadwell or Pepsi Complex Supervisor at 770-2004.

There will be no practices at the Cadwell Stadium which include running, pitching, batting, or throwing. There will be no games scheduled before April 1st or after the earlier of November 1st or the first frost. Scheduling is subject to approval from the Complex Supervisor.

Hockey and figure skating ice schedule shall be determined and finalized no later September 15th for the fall schedule and no later than December 1st of each year for the winter and spring schedule.

B. CANCELLATIONS DUE TO DIAMOND OR FIELD CONDITIONS: WILL BE DETERMINED BY THE DIAMOND OR FIELD CREW SUPERVISOR NO LATER THAN 3:30PM. The league president will be responsible for contacting the Cadwell or Pepsi Complex Supervisor at 770-2004 to discuss diamond or field conditions, and notifying the radio stations of cancellations. Cancellations due to lightning or other conditions after 3:30PM are the responsibility of the league president.

C. MAKE-UP GAMES: Should be scheduled by phone, by calling 770-2004. Available nights will be scheduled on the first-come, first-served basis.

D. DIAMOND/FIELD SCHEDULE POLICY

DIAMONDS

CADWELL A-C:

National League - Mon/Wed/Fri
T-Ball – Tues/Thurs nights

DWU Women's (Diamond C)

CADWELL B:	To be scheduled at spring meeting
PATTON-YOUNG PARK:	To be scheduled at spring meeting
HITCHCOCK A:	To be scheduled at spring meeting
MONROE PARK:	T-ball Tue-Thurs. thru mid. June To be scheduled Mid. June on
NORTHRIDGE PARK:	To be scheduled at spring meeting
DRY RUN CREEK:	To be scheduled
CADWELL D-E-F-G:	Travel Teams – Mon, Tue, Fri Women's League – Thursday Men's League - Weds
CADWELL H-I-J-K:	Travel Teams – Mon, Tue, Fri Women's League – Thurs Men's League – Weds

FIELDS

FIELD 1:	DWU Women Practice
FIELD 2:	MHS or MSA Practice
FIELD 3:	MHS or MSA Practice
FIELD 4:	DWU Games
FIELD 5:	MHS
FIELD 6:	MSA or MHS
FIELD 7:	Parks and Rec & MSA
FIELD 8:	Parks and Rec & MSA
FIELD 9:	Parks and Rec & MSA
FIELD 10:	DWU Men Practice

E. BASEBALL FIELD SCHEDULING:

Games are scheduled by afternoon or evening time blocks, meaning a single game or a

double-header counts as one-time block. It is strongly requested that afternoon games be scheduled at 1:00 & 3:00, rather than 2:00 & 4:00 so that fields can be adequately prepared for evening activities if needed. Tournaments are considered one time block for each day of tournament play. A maximum of two back to back games are allowed before a mandatory field preparation by Cadwell staff.

F. Drake Field:

Schedule games by contacting the Cadwell Complex Supervisor at 770-2004. This is to be the "home field" for games for the Teener JV's and younger Teener teams.

G. Stadium Field:

The Amateur Baseball Team(s), Legion Varsity and Split Squad Teams are each allowed to schedule 12 time blocks when submitting their original schedules. After the season has begun, additional requests for games can be submitted for review by the Cadwell Complex Supervisor. These requests will be considered, but are not guaranteed to be put on the schedule, depending on maintenance needs on the field. **Any scheduling is at the sole discretion of the Complex Supervisor.**

H. Pepsi Complex

The City shall oversee and coordinate the scheduling of the Pepsi Cola Soccer facilities and maintain a master schedule regarding the use of these facilities.

I. Tennis Courts:

Schedule tournaments by contacting the Parks Supervisor at 999-9663.

J. Ice Arena:

The City shall oversee and coordinate the scheduling of the Mitchell Activity Center facilities and maintain a master schedule regarding the use of these facilities. Please contact the Sports Complex Supervisor for schedule.

III. CONCESSIONS

League representatives are responsible for scheduling concessions with the concession representatives. Concession contractors are notified by the Department of the official schedule at the beginning of the year, but league reps MUST notify the concessions operators of changes in the schedule once the season has begun. Concession contractors cannot guarantee that concessions will be open if notice is not given at least 3 days in advance. Their contract states that they will be open for all league games and tournaments--league reps must establish a good working relationship and keep them informed!

IV. LIGHTNING POLICY

A. Lightning Safety

It is the responsibility of each sponsoring organization to provide for the safety of its players, coaches and spectators as related to the danger of lightning.

Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason, the following guidelines, adopted from the NCAA and NATA should be observed if it appears that lightning is possible for the area:

Lightning detectors will be situated on the outside fields during the possibility of inclement weather. If lightning is detected and the severe weather signal is illuminated, with two subsequent readings within 30 seconds on the detector at 8-10 mile range play should be stopped, regardless of the presence of visible lightning.

If the lightning detector is not present, use the countdown or “Flash Bang” method.

B. The Flash Bang Method

1) Count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard.

2) Divide this number by 5. That equals approximately how far away (in miles) the lightning is occurring. (For example, 20 second count = 4 miles).

**As a minimum, the National Severe Storms laboratory (NSSL), strongly recommends that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike.*

3) Activities should be terminated at 40 seconds or 8 miles.

4) Teams may return to the field once the lightning detector has detected no activity in the 8-10 mile range or 30 minutes from the last sight of lightning.

No Lightning safety guidelines can guarantee absolute safety. It is the responsibility of every person to be aware of weather conditions and take appropriate action to be safe. Use common sense and judgment. Plan ahead and make safety your number one priority.

VI. BEHAVIOR POLICY

a. Locker rooms must be supervised at all times by a SafeSport certified adult authorized by the association. Locker room keys will be available to any authorized adult.

b. Associations will be responsible for leaving the field or city facility in a reasonably tidy condition. The City is not responsible for any stolen or lost items as a result of using a field or city facility.

d. Responsible behavior is required and is of the utmost importance. No fighting, boxing, wrestling or bullying is allowed on the field or in any city facility at any time. Threatening of a player, parent, spectator, umpire, manager, or coach verbally or by gesturing is prohibited.

e. The association is solely responsible for overall behavior and issues while the association is using city facilities.