

PARKS AND RECREATION DIVISION POLICY

SUBJECT	York County Athletic Facility Use Policy and Guidelines
ADMINISTRATIVE NUMBER	
ORIGINAL EFFECTIVE DATE	Oct 1, 2013
REVISION DATE	Apr 1, 2019
HISTORICAL REFERENCE	
AUTHORIZED BY	

Purpose:

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

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. The McReynolds Athletic Complex is governed by AD09-54 and Chisman Creek and Wolf Trap Parks are governed by BP94-03.

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 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 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 that compete in independent leagues or that participate in traveling leagues and tournaments.

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

New Organization – Any organization that has not been approved to use County facilities on a recurring basis 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 is still in existence.

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

Non-York County Sports Organizations - Leagues that have multiple teams where more than 20% of their players reside 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 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 that are sanctioned by the Virginia High School League (VHSL).

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.

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 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. Adjustments to this plan may be made by the Recreation Superintendent 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 during dormancy of turf from December through February

No scheduled evening activities that require lights while grass is dormant

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

Baseball and Softball Fields:

Fields are not routinely dragged from November through February

Renovation period from December through January

Rest period will be based on the condition of the field

The Division reserves the right to close any field or park during periods of inclement weather. The Recreation Superintendent, based on recommendations of the Turf Manager, may open fields prior to March 1 if the field conditions will not be 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 canceled 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. Also when scheduling facilities care must be given to balance the schedule to prevent the turf from being worn out. Natural turf fields cannot support physical education classes, inter-scholastic practices, evening and weekend use seven days a week. The schedule must allow time for the fields to rest even during the heaviest demand times or the fields will be worn to a condition that 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 set forth 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 first priority and Parks and Recreation shall have the next highest priority.*

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 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 first 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 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 managed pursuant to the lease agreement between the Board and the County for that facility.

**In order to better define 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 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 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 Facility Permit Request for County Parks and Schools” must be submitted in order for a request to receive consideration for approval. This form can be obtained:

- a. At the Parks and Recreation Office, 100 County Drive, Yorktown; 23962
- b. At any York County Public School; or
- c. On-line; however, on-line 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

Yorktown Waterfront facilities

New Quarter Park

The address for the on-line permit form is 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 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.

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 the approval of the permit. Insurance requirements are outlined in Attachment A of this policy.

Requests should be submitted at least 10 working days in advance of 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 prior to the specified deadline below or until School Division, Parks and Recreation or York County Little League schedules are finalized for the applicable reservation period.

Submission Date	Reservation Usage Dates
By June 1	September 1 to December 1
By September 1	December 1 to March 1
By December 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 according to the chart above. If a request overlaps two reservation usage periods, it may be considered as one request and approved according to the submission date of the beginning of the program or it may be 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 that are submitted before the submission date as noted above.

D. Insurance Requirements

A certificate of insurance is required for all organizations reserving County facilities and shall be submitted to the Division. Attachment “A” contains the coverage requirements, specific language, as well as samples of an acceptable certificate of insurance and a declaration page.

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 - \$125 per day per field for Tournament, Camps and/or Games;
Non-residents - \$200 per day
Residents - \$30 per hour for athletic field lights;
Non-Residents - \$50 per hour non-residents
\$30 per occurrence for field preparation

Athletic Field Lights Use – School sites and parks

Residents - \$30 per hour per field;
Non-residents - \$50 per hour – York County Little League and the Peninsula Youth Football and Cheerleading Organization are exempt from this fee.

Elementary / Middle School Gymnasium Rental

Residents - \$30 per hour; Two (2) hour minimum;
Non-residents - \$50 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 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. The practice of 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, 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.

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 case of inclement weather, the permit holder may contact Parks and Recreation during normal business hours to check on field conditions. However, it is the responsibility of the organization 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, be responsible to reimburse the County for the cost to repair 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 that all patrons retreat to their vehicles or move inside of 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 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, dumpsters and/or recycling receptacles. If trash containers are full take trash to the sites dumpster or off site.

G. 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

H. 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.

The County will provide field marking for soccer fields that are used for Parks and Recreation programs during its seasons. Any other field marking or additional marking shall be the responsibility of the organization. Field lining on school sites must be done after 4:00 p. m. on school days and not interfere with any group's permitted use of a field.

I. Field Modifications

Modifications to bases, the use of portable fencing or mounds 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.

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. Any permanent goals will be moved and secured by authorized County or School Division employees. Any moveable goals brought onto County property must be approved by the Recreation Superintendent or the School Division. These moveable goals must be securely anchored as recommended by the U. S. Consumer Product Safety Commission.

4. Facility Regulations:

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)

Skateboards and motorized scooters are prohibited throughout any park or on school grounds; 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 except as allowed 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 disabled persons.

E. Glass Containers

Glass containers are prohibited.

F. Noise (Reference Sec. 17-59)

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

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 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 written approval is received by the Division.

5. Additional Rules

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