



ATHLETIC FIELD USAGE POLICY

I. INTRODUCTION:

The City of Sedro-Woolley coordinates the rentals of athletic fields within city parks. The purpose of this policy is to outline procedures and allocation priorities for the permitted use of the City athletic fields. The City has long standing partnerships with youth sports organizations and is committed to maintaining those relationships. The city is dedicated to providing well maintained and safe sports fields for youth sports organizations and the general public. This policy will provide a guide for the equitable allocation, responsible use, and proper care of sports fields. The City may charge to recover costs to operate and maintain the use of athletic fields in City parks. The costs of providing sports services (for field preparation and field maintenance equipment, and staff time) must be shared with the sport user groups that utilize these services.

II. PRIORITY GROUP CLASSIFICATIONS:

There are three group classifications that determine field usage priority. PARTNER GROUPS, and SCHOOL DISTRICT SPONSORED GROUPS, AND 3RD PARTY RENTAL GROUPS. An organization's priority classification determines its priority for field allocations.

1. **Partner Groups** will have first priority for field allocations. The following requirements must be met for an organization to be considered for Partner status:
 - Partner groups must have an affiliation with a state or national sports governing body. Those state and national bodies must have governance over the Partner. This includes all requirements for training (per each league's manual), equipment safety, playing technique safety, financial oversight, and background checks. Background checks must meet the standards of the State - Department of Justice (DOJ) and the National - Federal Bureau of Investigation (FBI) with Live Scan finger printing for coaches, managers, team parents, umpires, board members and anyone in contact with the players. Background checks without fingerprinting are insufficient. Photo ID cards are encouraged for coaches at all interactions with athletes.
 - Partner groups must be a Washington tax-exempt, non-profit 501(c)(3) youth sports organization. The following documents are required to show proof: ▪ A copy of the organization's Articles of Incorporation and Bylaws. ▪ Board of Directors' names, addresses, and phone numbers,
 - An organization must operate entirely on a volunteer basis. No person affiliated with the operation of the organization may be compensated. This includes, but is not limited to, Board members, administrators, and coaches.
2. **School District Sponsored** groups will have second priority for field allocation.
3. **3rd Priority Rental Groups** will have third priority for field allocation. 3rd Priority Rental groups do not meet the standards listed above for Partner and School District groups. These groups get third priority for field allocation. These groups are generally limited to monthly-issued field permits.

III. APPLICATION PROCESS:

Leagues must submit a new application to the city with all required documentation at least (3) months prior to the estimated starting date of the league. Submittal of an application does not guarantee that an organization will be allocated fields. Applications are to be submitted to the City of Sedro-Woolley Finance Department at City Hall, 325 Metcalf Street, Sedro-Woolley, (360-855-1661) A request for field use does not constitute approval.

COMPLETED APPLICATION CONSISTS OF THE FOLLOWING:

- Completed Field Request Form
- Insurance Certificate
- Hold Harmless & Indemnity Agreement
- Copy of group bylaws (partner groups only)
- Proof of Tax Exempt Status (partner groups only)
- List of Leagues Board of Directors (partner groups only)

IV. FIELD ALLOCATION PROCESS:

- Fields will be allocated initially to Partner groups the same as the previous year. For example, the new spring season permit will be equal to previous spring season permit (at the end of season).
- Seasonal priority will be given to traditional primary season sports over secondary season sports. Spring season is primary for t-ball, baseball, softball, and lacrosse. Fall season is primary for football and soccer. Fields used for games will be given priority over fields used for practice. Off-season play (between seasons) will be reviewed after allocations are granted for all other Partner primary season requests.
- When there is a conflict for field space, the groups will be given the opportunity to resolve the conflict. If an agreement cannot be reached, fields will be allocated by city staff.
- Partner groups will receive first priority. School District sponsored groups will receive second priority. 3rd party user groups will be allocated fields after Partner groups are fully allocated. Seasonal priority rules will also apply.
- Rental groups may reserve a field complex for a maximum of sixteen (16) consecutive weeks, with the exception that the city may approve additional week(s) if it determines that there is field availability and the additional week(s).

V. FEES:

All rental fees must be paid in full when the reservation is made. Weekly rate is for 7 days.

FACILITY	WEEKLY RATE	DAILY RATE
RIVERFRONT 1 – East	90	25
RIVERFRONT 2 – West	90	25
RIVERFRONT - Rookie - South	50	15
RIVERFRONT - T-Ball - North	50	15
TESARIK	90	25
WINNIE HOUSER	200	60
DENNY ENBERG	150	45

VI. REFUNDS:

Reservations canceled by the City may be re-scheduled as available or fees paid will be credited to the organization's account or refunded in full.

VII. FIELD MAINTENANCE:

- City maintenance includes turf maintenance, infield dirt care, maintenance of backstops, fencing and dugouts trash pickup and all associated utilities.
- City does not provide field lining, this is the responsibility of the user groups.
- City does not provide bases, or pitchers mounds, and is not responsible for set up before games.
- City does not provide Public Address systems or scoreboards. These are the responsibility of user groups.
- City does not provide portable toilets.
- City does not provide soccer or football goals.
- User groups are expected to clean up after their games and deposit trash in city provided dumpster.
- Any long-term storage is not permitted unless approved in writing by the City.
- User groups are not allowed to alter or change locks on any City facilities.
- No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City.
- Burning lines of fields is prohibited.
- Requests to modify, resize, or make improvements to a City or FSD field shall be submitted with conceptual drawings to the City (Parks and Recreation Department) and will be reviewed and approved by the appropriate and corresponding departments.
- All equipment must be removed or locked up at the end of each day.
- No vehicles are allowed on City fields, other than parking lots, without written permission.
- Report hazards and immediate emergencies (broken water lines, leaking sprinkler heads, etc.) to Public Works at 360-855-0771. When calling, identify yourself, your location (park), and the specific nature of the situation so that staff can bring the appropriate repair equipment. After hours, call the Police Department at 911 dispatch the on-call staff to respond to the emergency.

VIII. GENERAL FIELD RULES

- User groups are expected to leave the premises in the same condition in which they were found or better. Ensure that individual teams clean up the facility after each use, including dugouts, athletic field, and surrounding area.
- It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks of the City or to create any nuisance or offense, or to scratch, cut, injure or deface any of the buildings, fences, structures, trees or shrubbery, or to destroy any other improvements.
- No alcoholic beverages, which include beer or liquor, shall be sold or consumed on City park premises or any grounds or parking lots used in conjunction with said facilities. The tournament/activity will be cancelled if this becomes a problem for the City of Sedro-Woolley.
- Smoking, vaping, or use of tobacco products/controlled substances is prohibited on City athletic fields.
Pets are not allowed on any City athletic fields. They are allowed on leash within City Parks.
Postings are at park entrances.

X. OTHER INFORMATION:

- Vendors and Concessions Groups operating concessions are considered first party vendors. A city mobile vendor business license is not required for first party vendors; however food sales must meet Skagit County Health Department codes and requirement.
- Traffic and Parking When traffic and/or parking are an issue, or during post-season tournament play, the group or organization must provide volunteers to direct participants and spectators to designated parking areas.
- It is the group's responsibility to alleviate traffic and parking issues. No vehicles are allowed on City or FSD fields or property, other than parking lots, without written permission noted on the use permit issued by the City.
- Banners/Signage/Advertisements. A sports partner group can have sponsorship banners from supporting businesses to defray the costs of running the league. The advertisement shall be directed toward the sports viewing audience and not to the passersby on roadways. Banners are generally removed after the playing season is over. Requests for exceptions to this rule can be considered by the Mayor or their designee.
- Users are responsible for any and all damage to facilities that occur in association with their event.
- Portable soccer goal policy: (All soccer groups intending to use portable soccer goals must have them approved prior to use.)