

ATHLETIC FIELD ALLOCATION PLAN



Summary

The purpose of this plan is to:

- Outline allocation procedures for authorized use of athletic fields in the City of Roanoke
- Ensure that fields are used for recreation functions that meet the needs of the community
- Set clear policies, rules, and regulations for field use by community-based youth sports leagues

The Department of Parks and Recreation has established criteria for field use and will monitor proper use of allocations and authorizations. The City of Roanoke may charge fees in order to recover public costs to operate, maintain, repair, improve, supervise, and administer the use of athletic fields. The Parks and Recreation Department reserves the right to make any decisions regarding sports programming and facilities that are in its best interests, and the best interests of the residents of the City of Roanoke.

Priority of Use

Youth sports will be placed into the following levels, prioritizing use:

Level I – Youth Recreational City Sponsored

- Includes all use scheduled by City of Roanoke Parks and Recreation, and all use requested/scheduled by Roanoke City Public Schools (RCPS)
- Level I will not pay a fee for use of fields or use of lights

Level II – Youth Recreational Non-City Sponsored

- Includes recreational leagues not co-sponsored by the city, but still serving a specific geographic area and/or neighborhood of the City
- Registration is open regardless of skill level or ability to pay, no one is turned away, there is a no-cut policy, and everyone plays
- Examples: Community based recreation clubs
- Level II will not pay a fee for use of fields or use of lights. They will pay a deposit for use of scoreboard controller

Level III – Youth Advanced and All Adult

- Includes leagues offering above recreational level play, serving an area larger than one geographic region/neighborhood within the city, and/or competing for state/region/national/world championships; as well as any organization that holds try-outs and does not have a mandatory all play policy
- Also includes individual independent teams that participate in tournaments only and all adult leagues
- Examples: Teams/leagues formed based on skill level and not all players can participate, travel/AAU/select/Independent/Homeschool teams/leagues, for-profit organizations, camps, clinics, etc.

Eligibility Requirements

In order to be recognized by Parks and Recreation for Level II field allocation, community youth sports leagues must meet all of the following criteria. Community League President must complete and sign a Verification of Field Allocation Eligibility Form (provided by the City) confirming that his/her organization

meets and complies with all of the requirements as set forth below. Community League President must also complete the appropriate Field Reservation Request Form and sign the COVID-19 Rental Waiver.

1. Organization is recognized as a nonprofit by the Commonwealth of Virginia and/or receives a tax exemption from the Internal Revenue Service under Section 501(C) (3).
2. Organization has an established, all-volunteer Board of Directors that operates under an established Constitution, Bylaws, and/or member Codes of Conduct.
3. Organization has a single point of contact (name, mailing address, phone number, and e-mail address) for all field use – preferably the Community League President – that will verify all rules and regulations concerning field use are distributed to and clearly understood by all teams/coaches.
4. Organization serves a specific geographic area/neighborhood, organizes teams via a neighborhood/community concept, and/or has league boundaries approved by the Parks and Recreation Department.
5. Organization accepts all players regardless of playing ability, forms teams via an equitable draft process (no “cuts”), and has established Mandatory Play policy for all participants.
6. Organization is financially solvent, has an annual operating budget, and is able to provide financial statements summarizing the previous year’s activity upon request.
7. Organization must provide proof of liability insurance in an amount no less than \$1,000,000 per occurrence, with the City of Roanoke named as an additional insured.

Parks and Recreation reserves the right to audit all of the required information, and upon request all information must be provided to the Athletics Office (215 Church Ave SW, Room 307N) within 5 business days. Failure to meet the above criteria or supply requested information may result in loss of allocation.

Allocation Process

The allocation of fields will adhere to the following guidelines:

1. The organization’s League President will submit the following to be received by January 1 (Spring season), June 1 (Fall season), or no later than four weeks prior to the requested start date of field use:
 - A. A Field Reservation Request Form (provided by the City)
 - B. A Verification of Field Allocation Eligibility Form (provided by the City)
 - C. Proof of Liability Insurance in the amount of \$1,000,000 per occurrence, with the City of Roanoke named as an additional insured
 - D. COVID-19 Rental Waiver of Liability
2. After the specified deadline to receive requests, Athletics Staff will begin the process of assigning fields, dates and times to the various organizations based on the priorities in this policy.
3. Fields will be allocated in a fair and equitable manner, and in the best interest of the City. Allocations will be conducted using a consistent set of criteria including but not limited to:
 - A. All groups will be assigned a Level of Service as outlined.
 - B. Parks and Recreation and RCPS administered programs have first priority of field use.
 - C. Traditional sports seasons have priority:
 - Spring (April 1 – June 30) – baseball, softball, soccer, lacrosse
 - Fall (July 1 – November 1) – football, soccer
 - Requests for out-of-season play will be reviewed after allocations for traditional sports seasons. Additional charges may apply for out-of-season allocations.

- D. No RCPS field will be allocated before 5:30 p.m. (Monday – Friday).
 - E. It may not be possible to grant all requests.
 - F. No field use is assigned during the winter months (November – March), as these are designated field recovery periods.
 - G. Past history, previous allocation/use of fields, payment history, prompt return of requests for information, and compliance with established Conditions of Use, will be taken into consideration.
 - H. Parks and Recreation reserves the right to cancel an allocation to accommodate the needs of any City-sponsored or RCPS program or event.
4. Once the allocation process is completed, field authorization documents will be distributed to each organization's League President or Authorized Agent.
 5. Immediately following registration, any deviation to the projected field use will be communicated to the Athletics Office.
 6. Organizations must submit complete practice schedules to the Athletics Office on forms provided, no later than 14 days after the first authorized date of field use.
 7. Game schedules must be submitted to the Athletics Office at least 14 days before the first scheduled game.
 8. Parks and Recreation reserves the right to make adjustments to the field allocation process as needed to address recognized needs or resolve conflicts.

Conditions of Field Use

Each assigned user group will be held responsible for compliance with the following policies. Misuse of an assigned field, or the failure by any user group or individual user group member to comply with these regulations, is cause for revocation or denial of existing authorizations and/or future applications.

1. Coaches must have a copy of their organization's field authorization documents with them at all times. The field authorization documents must be available for inspection at any time at the request of City staff or Police.
2. The organization's president or authorized agent is responsible for ensuring that coaches receive their organization's field authorization documents and understand the documents must be on site and presentable during field use.
3. The organization's president or authorized agent is responsible to enforce the rules and regulations regarding the conduct of teams while using authorized facilities.
4. No subleasing of fields is allowed. Subleasing of fields will result in revocation of all authorizations indefinitely.
5. Any interfering with another authorized user will result in the revocation of all authorizations indefinitely.
6. Parks and Recreation must be notified immediately if an allocated field is no longer needed, or if there is a change in the organization's schedule.
7. Parking in grassy areas in parks is prohibited. Vehicles are restricted to parking on paved roads and parking lots.
8. Drugs are not permitted on any park property. Alcohol is permitted in certain parks with the appropriate permit.
9. Teams must police grounds for trash daily after use.
10. Field authorization documents give approval for use of outdoor areas only. Organizations must contact RCPS directly for indoor usage.

11. Please adhere to all closure dates listed in the notes section of the field authorization documents.
12. Organizations are responsible for adhering to Field Maintenance Guidelines.
13. Community League President must submit a specific schedule (and fee, if applicable) to the Athletics Office for any field lights to be programmed.
14. No tarps or material that may damage the grass may be placed on the turf.
15. Do not use fields during or after a heavy rain, or when wet or muddy.
16. Do not overcrowd fields by scheduling multiple practice or games in reserved areas. Allow a distance between fields for safe passage of spectators and participants.
17. Multi-Purpose fields use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive damage in one area. Rotate use, and when possible, stay off fringe or bare areas to limit erosion and further damage.
18. All vendor and food sales on City property require prior approval from Parks and Recreation. Additionally, all food sales and vending operations require a valid Food Service Permit approved and issued by the Virginia Department of Health. A current City of Roanoke Business License is required for any commercial vendor.
19. Any equipment left on site must have prior authorization from Parks and Recreation and must be safely stored and secured. Roanoke Parks and Recreation is not responsible for any equipment that may be damaged or cause damage/injury.

Field Maintenance Guidelines

1. All trash and debris must be removed from the field, dugout, infield, outfield, and fence areas.
2. Damages discovered to City property must be reported in a timely manner to Parks and Recreation. This includes fences, player benches, bleachers, trash cans, or anything else needing attention.
3. Parks and Recreation and RCPS programs and events take priority – organizations will be notified.
4. If the City cancels a program or event due to inclement weather, it is recommended that each organization and its members refrain from using the fields.
5. All goals must be secured to the ground or some type of pre-approved structure at all times to prevent tipping and must maintain a safe working condition.
6. User groups are responsible for excessive use or damage to the City fields, equipment, and property. If additional maintenance is required after an activity (in excess of routine services/time), the assigned user group may be charged accordingly. Failure to pay for additional maintenance caused by excessive use or damage may result in the immediate loss of existing field allocations/permits, and/or the refusal of future allocation requests.

Lighting Fees

Level III organizations will be charged a rate of \$10 per hour for City residents and a rate of \$20 per hour for non-City residents for use of field lights. Prior to any lights being programmed, the League President must submit a formal schedule (form provided by the City) and payment to the Athletics Office. Light schedules and payments must be received no later than the 15th of each month for the next month's lighting needs.

Lights at all parks, except River's Edge (North and South) and Maher Field, must be off no later than 10:00 p.m. per City Code.

Inclement Weather Policy

The City reserves the right to cancel or suspend field authorizations when field conditions could result in injury to players or cause damage to fields. Authorizations may also be cancelled when the health and safety of participants is threatened due to impeding conditions, including but not limited to: heavy rain, poor air quality, high winds, excessive heat, lightning, tornadoes, tropical storms, hurricanes, flooding, winter storms, or global pandemics.

The Athletics Office has the authority to close any/all fields. With regards to evaluating playing conditions, groups should employ the playability criteria used by City staff and take into consideration the current and future quality of the turf.

Violations

Violations of this policy may result in the immediate loss/revocation of existing field allocations, the refusal of future allocation requests, charges for the cost of any modification/repair to a field or facility related to the violation, and other actions as warranted. Parks and Recreation will provide written notice of any violation and the action taken as a result of the violation.

Cancellation

Parks and Recreation reserves the right to cancel any Authorization for Field Use due to the following:

- Conflict with City-sponsored or RCPS-sponsored league, program, activity, or event
- Maintenance issues/needs
- Overuse of a field
- Unsafe conditions
- Violations of these Policies and Procedures
- Failure to supply necessary information during a Field Allocation audit request

All attempts will be made to provide advance notice and reschedule at an alternate location. In the event of an emergency, or when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of privileges. The City is not obligated to provide alternate fields.

Additional Supervision/Security

The City has the right to require a field user to provide additional security, medical, or police protection when deemed necessary. Any resulting expenses/costs will be the responsibility of the field user.

Parking

It is the organization's responsibility to alleviate parking issues. The assigned user group may be requested to provide volunteers to direct participants and spectators to designated parking areas.

Questions

For any questions regarding this plan, please contact the Athletics Office at 540-853-2236.

List of Facilities

Game Only Sites

- River's Edge Park South Fields 1-7
- River's Edge Park North Fields 1-2
- Maher Field

Fields Available for Games and Practices

- Raleigh Court Park
- Norwich Park
- Belmont Park
- Eureka Park
- Washington Park
- Strauss Park
- Breckinridge Park
- Shrine Hill Park
- Highland Park
- River's Edge Park North practice field
- Garden City Park
- Fallon Park
- Kennedy Park
- Preston Park
- Golden Park
- Thrasher Park
- Morningside Park
- Horton Park
- Villa Heights Park

Fields/Facilities that cannot be reserved for more than 20 hours per week

- River's Edge Park South Tennis Courts 1-6

