




# Parks and Recreation Guidelines

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## Athletic Field Reservations and Field Use

Relationships To Adopted Policies, Ordinances, Other Departments: Department Code of Conduct	Effective Date: 05/01/07
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### Purpose

The demand for recreational athletic field space is greater than the resources available. The purpose of this guideline is to achieve fair and equitable allocation and use of City operated and maintained outdoor athletic fields.

### Field Allocation Guidelines

The following criteria in order of priority are used to determine allocation:

1. City operated leagues and sports programs have priority on all athletic fields.
2. School Districts which have current inter-local agreements for reciprocal facility use.
3. Existing independent leagues (non-profit organizations) in good standing that have current lease of property or other agreements (example: Optimist Club).
4. Existing independent leagues in good standing, which have submitted all required documents and paid all required fees.
5. All other requests are handled on a first come, first served basis as space is available. (See Prohibitions)

### Field Use Guidelines

All teams, individuals, leagues and users of sports fields must be in compliance with State law and all applicable City ordinances. The City of El Paso Parks and Recreation Department Code of Conduct is in effect with organized use of City facilities, including athletic fields, and must be followed by permit holders and their guests.

### Games

- Block scheduling of all Athletic Field Request letter for games must be received by May 31 for upcoming fall/winter/spring season. This is followed by an allocation meeting in July.
- Amended and ad hoc Athletic Field Request letter for games must be received a minimum of two weeks prior to the requested date of use, but these requests shall have less priority than block scheduling.
- Independent groups or designee must submit rosters of all players in league to the Sports Manager or designee who will calculate the permit fees based on the number of players on rosters submitted. The per player fee is due in full prior to the league start date. Schedules, rosters, league financial statement and league organization forms are due to the Sports Office prior to the league start date each season.

- Leagues will be allocated a maximum of one field per 100 participants for games only.
- Sports lighting will be scheduled for league games and tournaments only with a paid permit and submitted schedules. Requests for changes to sports lighting on Musco Control Link fields must be received at least 48-hours in advance. These fields are at Blackie Cheshier Sports Complex, Westside Sports Complex, NE Regional Park, Marty Robbins Park, Irwin J. Lambka Park, and Galatzan Park. Requests for changes to sports lighting on all other fields must be received at least one week in advance. Leagues will be granted access to Control Link to scheduled lights as long as they are in good standing.
- Parents/guardians of children in youth leagues playing on City fields must meet City of El Paso Parent Education requirements. There is a minimal cost to attend this program. League coordinators may also be trained to operate their own Parent Education program; the training must be approved in advance by the Sports Manager before implementation and attendance.

### **Practice**

- Practice field permits for all sports will be distributed on a first come, first served basis. All practice fields will be issued as one field per team. Permits will be issued via City of El Paso Parks and Recreation website or during normal operating hours at Acosta Sports Center or Nations Tobin Sports Center. All available fields and available sports lighting may be reserved up to a 30 days in advance.
- Payment by cash, check, debit or credit cards must be made prior to issuance of practice field permits.
- No refunds for practice cancellation of practice field rentals.

### **User Responsibility**

It is the responsibility of the permitted league/team that is on the field to:

- Pick up and remove all trash after each use.
- Report any unsafe conditions to a sports staff member or call the Sports Administration Office.
- Provide adequate portable restroom facilities for participants.
- Use approved chalk or paint for marking of fields.
- Turn off the lights after the completion of their league games or practices.

Leagues must also:

- Obtain and maintain in good standing non-profit status and provide proof of non-profit status from the IRS or State or National Governing Body.
- Obtain liability insurance in the amount of \$1,000,000 and name the City of El Paso as additional insured.
- Have each coach obtain a coaches card and background check for youth leagues.
- Ensure that all coaches in the league are volunteers.
- Verify that all parents have attended Parent Education (training class) as relevant for youth leagues. Must submit roster of parent classes to Sports Division.
- Obtain a City of El Paso ID card for youth players (18 and under) or other acceptable card.
- Provide a detailed budget and financial statement for each season to the Sports Administration Office no later than 30 days after the season.

## Prohibitions

- No league shall operate or hire a concessionaire without written permission from the Sports Manager or designee.
- It is prohibited to have any vehicles parked on grass areas; equipment must be carried to and from the field.
- Leagues are prohibited from hanging banners on any fencing at City of El Paso parks without written permission from the Sports Manager or designee and in accordance with the Banner Program.
- Leagues are not permitted to sublet or trade fields for which they have been issued a permit.
- Newly formed leagues will not be issued field usage permits due to lack of sufficient fields for existing leagues and affiliated organizations.

## Field Closures

### Flat Fields

- Mid December thru Mid-February fields will be closed to prevent damage during dormant season.
- Game Field Only (GFO) and other flat fields identified will be closed from June through mid-August for seeding or sod as needed and maintenance as needed.
- Fields may be rotated to different dimensions depending on wear patterns as determined by Sports Manager or designee.

### Diamond Fields

- Closure as determined by Sports Manager or designee.

All fields may be aerated before, during and after seasons of play.