



# The City of Grove City Parks & Recreation Department



Richard L. "Ike" Stage  
MAYOR

## Windsor Park Field Use Policies and Procedures

The City of Grove City prides itself in offering superior baseball and softball facilities within central Ohio. The primary venue is Windsor Park, a 26-acre baseball facility located near downtown Grove City. The facility operates from March through October accommodating primarily intramural recreational baseball for the residents of the City of Grove City. The facility offers eleven fields that will accommodate all youth age groups. This also includes three lighted fields for the 12 and under age group, along with two lighted fields for the 12 and over age group.

The field use policies and procedures were created considering the majority of the groups who obtain "exclusive-use" permits for Grove City parks facilities. Modifications and exceptions will be considered on an individual basis. All requests for consideration of an exception to a specific policy to meet your organization's needs must be made in writing to the Grove City Parks and Recreation Superintendent.

### OUR PROMISE TO CHILDREN

The Grove City Parks and Recreation Department (GCPRD) recognizes the value of youth sports on publicly owned facilities. As a community working together, we will do our best to deliver on the following promise to our children using the facilities. We promise to provide children in sports the opportunity for a **Fun, Safe, Positive** environment in which to participate. We need all coaches, parents, and umpires to do their part to help us keep Our Promise to Children. Good sportsmanship is fundamentally important to a quality sports experience. The GCPRD offers training through the National Alliance for Youth Sports (NAYS) for coaches, league administrators, umpires and parents) for organizations that use Grove City Parks and Recreation fields. NAYS is our training partner and the nation's leading sports advocate for kids; "Promoting better sports for kids...better kids for life!" (NAYS training fees are assessed on a per person basis).

- To participate under the supervision of positive role models that will help focus on developing skills, sportsmanship, teamwork, and how to win and lose graciously.
- To build self-confidence and self-esteem while respecting oneself and others.
- To continue to improve and enhance the quality of your youth sports experience.

## POLICIES AND PROCEDURES

The Grove City Parks and Recreation staff strives to fairly and consistently administer the field use policies as outlined below. League representatives/liaisons are responsible for providing copies of the Grove City Parks and Recreation field policies to all coaches, umpires, participants and the parents of participants under the age of 18.

### I. General Policies

1. All GCPRD parks are open to the general public from dawn to dusk. Walk-on use is permitted on most GCPRD fields. If a permit holder arrives with a written permit, the field must be vacated. The GCPRD reserves the right to limit or prohibit an organized group from using a field without a permit. Facility users may not use City facilities to conduct instructional or fee-based programs without GCPRD approval.
2. GCPRD programs will have first priority of field usage in all instances.
3. During certain periods, some facilities are reserved for general public use rather than exclusive use.
4. "Hourly-use" reservations will be booked on available fields for an hourly fee, consistent with the GCPRD policy of charging a fee for "exclusive use." Residents of Grove City will be offered a discounted hourly rate.
5. Due to heavy use on GCPRD facilities, the turf-growing season for athletic fields is extremely limited. Therefore, early season use (before April) is strongly discouraged
6. Each organization is required to carry insurance in the amount of \$1,000,000 and name the City of Grove City as an additional insured. Each organization must require participants to sign waivers indemnifying and releasing all field providers (The City of Grove City, their respective Boards, Staff and Assigns) of all liability and responsibility in the event of accident or injury. Documentation is required prior to approval of facility use permit.
7. GCPRD reserves the right to alter the schedules as needs arise but in all cases will notify the league representatives. In addition, GCPRD will manage athletic fields according to conditions, limit the number of games on any given field, and determine the amount of time required between games as is deemed necessary. Fields may be closed as conditions dictate. Refunds and/or credit will be issued under these circumstances if alternative field arrangements cannot be made.  
In order to qualify for an adjustment to your organization's account, all schedule changes must be received in writing one week prior to the scheduled date for a change. If the organization initiates a schedule change, it is not approved until a written permit is issued by GCPRD.

## **II. Field Fees and Payment**

The taxpayers of Grove City heavily subsidize the cost of field operations and maintenance; fees offset a portion of these expenses. (Field fees will be charged according to the scheduled, permitted use assigned to each organization.) All fees are charged by the hour. Invoices for play will be delivered mid-season, and at the end of the season. Payment is due two weeks after receipt of invoice. If payment is not received by the due date, a 10% charge will be added each month to any unpaid balance.

1. Games that are cancelled through GCPRD at least one week in advance will be credited to the organization's account.

2. Tryouts scheduled by individuals will be invoiced and must be paid prior to usage.
3. To obtain a credit or to reschedule a game(s) cancelled because of inclement weather, a representative of the organization must do one of the following within two weeks of the original date: e-mail: [mcraig@grovecityohio.gov](mailto:mcraig@grovecityohio.gov), fax: 614-277-3090 or mail:

*The City of Grove City  
Parks and Recreation Department  
Attention: Sports Coordinator  
4035 Broadway  
Grove City Ohio, 43123.*

Please provide the following information within 2 weeks of the original date:

1. Name of Organization
2. Representative's name and phone number
3. Date, time, and facility that could not be used
4. Date, time, and facility requested for reschedule

A rescheduled game (for reasons other than inclement weather) must be reported at least 1 week prior to the original date to receive credit.

### **III. Field Closing and Maintenance**

1. Users must call GCPRD's Hotline (**277-3060**) to ascertain if fields are open. The fields will be checked and closed as conditions dictate, by the Parks Maintenance Supervisor or his/her designee. Information will be recorded on the GCPRD hotline **277-3060**. Anyone who plays on a closed field will be subject to a \$150 fine per field plus damages and may be subject to a one-year suspension of eligibility for use of any GCPRD field even if coaches and/or officials are not present.
2. On site judgment: the guideline to follow is: the field is too wet to play on when the in-field material clings to the soles of shoes. Each permit holder will be responsible for damages beyond normal use.
3. If a GCPRD staff deems conditions, including weather or other factors to render a field unsafe, play must stop immediately. All fields must be vacated if lightning, thunder or any other element is present which threatens the safety of the participants. Organizations or individuals who disregard a direct instruction may be subject to a one-year suspension of eligibility for use of any GCPRD's field.
4. When damage to a field is observed or discovered, litter is left on a field or a team is found playing on a closed field, the incident is reported to the Recreation Superintendent and the Parks and Recreation Director. The Recreation Superintendent will collect the pertinent information and invoice the permit holder. All fines and charges for damages must be paid before field privileges will be reinstated. If the permit holder wishes to appeal, they may secure the fine and charges with cash, certified check or credit card, which will be held by the Parks Department until the appeal is heard and a decision is rendered.

5. Representatives of teams may work on baseball fields ONLY after completing the GCPRD's Field Maintenance Workshop. However, water and dirt may never be broomed or raked into the turf areas, as this activity is harmful to the future playability of the field. Organizations or individuals who damage a field through improper maintenance and/or repairs will be charged a fine of **\$150**, per field; in addition to the expense to repair the field and may be subject to a one-year suspension of eligibility for use of any GCPRD's field even if coaches and/or officials are not present. The Recreation Superintendent will issue these fines, after investigation and information from the Parks Maintenance Supervisor and others involved.
6. GCPRD, their respective, Boards and Staff assumes no liability in the event of accident or injury and makes no warranty as to the playing conditions that may exist on any of the facilities they provide. **If coaches, team representatives or umpires deem conditions, including weather or other factors render a field unsafe, they must stop play immediately. All fields must be vacated if lightning, thunder or any other element is present which threatens the safety of the participants.**

#### IV. Scheduling Priorities for Facility Usage

All GCPRD programs (games, matches, camps, tournaments and instructional programs) for youth and adult participants will be scheduled before any other field use is scheduled.

##### 1. Sanctioning

All other non-City affiliated teams requesting to reserve Windsor Park as their "Home" field must provide proof of the following to be sanctioned with GCPRD. Sanctioning will have to be renewed annually. All sanctioned teams may participate in the Windsor Park field usage lottery held on the first Saturday of December.

- a. Non-profit status\*\*
- b. Roster identifying all team members and coaches and addresses.
- c. Documentation of a current background check on all coaches affiliated with the team.
- d. Documentation of at least one coach on each team who is certified by the National Alliance of Youth Sports or an equivalent organization approved by GCPRD.
- e. Insurance in the amount of \$1,000,000 and name the City of Grove City as an additional insured.

Teams not meeting the sanctioning requirements may submit field reservation requests in writing the first Monday of January. Reservations will be determined by availability and on a first come first serve basis at the discretion of the Recreation Superintendent or his or her designee.

\*Resident is defined as a person who lives within the City of Grove City corporation limits. This may be different than a Grove City mailing address.

\*\* Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws, and be willing to provide copies upon request.

2. Lottery

A lottery will be scheduled the first Saturday in December, by age appropriate field use. No team shall reserve more than 20 games in one playing season.

3. Tournaments

All GCPRD parks are open to the general public from dawn to dusk. Closing a park to the general public must recuperate all direct and indirect costs. All GCPRD programs (games, matches, camps, tournaments and instructional programs) for youth and adult participants will be scheduled before any other field use is scheduled. The taxpayers of Grove City heavily subsidize the cost of field operations and maintenance; fees offset a portion of these expenses. (Field fees will be charged according to the scheduled, permitted use assigned to each organization.) Reservations will be determined by availability and on a first come first serve basis at the discretion of the Recreation Superintendent or his or her designee.

Each group wishing to schedule a tournament as a fund raiser for a nonprofit organization must submit a field use request. The request should include the following:

- a. Beneficiary of tournament including tax ID
- b. Promotional plan
- c. All groups utilizing Grove City fields are encouraged to work with the *Grove City Area Visitors and Convention Bureau* (614) 539-8747.
- d. List of proposed sponsors. All signage must meet Grove City Code, chapter 1145.
- e. Registration procedures including fees
- f. Proposed maintenance plans
- g. Proposed parking plan

Each group wishing to schedule a tournament as a for profit event must include the following.

- a. Promotional plan. All groups utilizing Grove City fields are encouraged to work with the *Grove City Area Visitors and Convention Bureau* (614) 539-8747.
- b. List of proposed sponsors. All signage must meet Grove City Code, chapter 1145.
- c. Registration procedures including fees
- d. Proposed maintenance plans
- e. Proposed parking plan
- f. Budget

**V. Procedures**

Teams must provide proof of general liability insurance in the amount of \$1,000,000 and name the City of Grove City as an additional insured. Teams sanctioned through an association must obtain the proper insurance offered by the sanctioning body.

**Fees**

Pay all fees and deposits as required through the usage agreement. Fees for field usage are as follows:

Refundable Key/Usage Deposit: \$100

Single Game Use:	\$10/2-hr/field resident	\$20/2-hr/field non-resident
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