The Village Of Royal Palm Beach Parks and Recreation Department

ATHLETICS

Philosophy

The Royal Palm Beach Parks and Recreation Department believes that participation in recreational sports programs, instructional programs, competitive leagues and tournaments contribute to the overall happiness, well-being and quality of life in the Village of Royal Palm Beach. To this end, the Athletic Section will strive to provide, within the constraints of available resources, quality sports programs, facilities and services.

The Mission of the Parks and Recreation Department is:

- To provide participants of all ages and abilities a variety of athletic opportunities that are grounded in principles of good sportsmanship.
- To emphasize safety and professional standards of quality within every athletic program.
- To improve and maintain effective communication and cooperation between the department and the facility users.
- To provide safe athletic facilities based on needs, professional standards of quality, and the efficient use of available resources.
- To provide quality training programs for staff and facility users, emphasizing sports skills, good sportsmanship and fairness of play.
- To monitor the quality, quantity and cost effectiveness of athletic services provided to participants.

Athletic Facilities

Scheduling:

The following policies and procedures have been developed to serve as a consistent guideline and process in the scheduling of outdoor facilities for community use. All parties will utilize these guidelines in an attempt to ensure maximum utilization of these facilities in a manner consistent and appropriate with its intended purpose.

Priorities of Field Use:

To ensure that the needs of the community – based organizations and groups are being met, the following priorities of use will be implemented when issuing block permits for athletic facilities:

- 1. Royal Palm Beach Parks and Recreation sponsored youth and adult programs.
- 2. Youth programs
 - a. Youth recreational programs. (Primary Provider)
 - b. Public school programs
 - c. Youth travel leagues affiliated with village sponsored programs.
 - d. Non-profit youth groups, village based.
 - e. Independent youth travel teams, village based.
- 3. Adult Programs:
 - a. Adult recreational leagues
 - b. Non-profit groups, village based.

If more than one group request a field(s), concession or storage space, priority is based on the number of residents a league has registered and primary season for a specific facility. The village reserves the right to schedule seasons to accommodate the entire community.

- 1. The Parks and Recreation Department will make every effort to accommodate community requests.
- 2. A site rotation schedule will be established on an annual basis in an effort to heighten maintenance, allow for resting and restoration. The rotation is based on facility condition, planned and funded projects and equity in rotated use.
- 3. The Parks and Recreation Department is the scheduler for community use of the village's park facilities.
- There are two types of permits: *Temporary Permit*, usage for up to three (3) consecutive days *Block Permit* This permit is available to the Village's *"Primary Provider"* Groups only.
- 5. Requests for a "*Temporary*" permit are to be received by the Recreation Department, in writing 15 days in advance. Note: Verbal requests are only tentative.
- 6. Requests for a "Block" permit are to be received by the Recreation department 60 days in advance of the requested dates. Note: Verbal requests are only tentative.

Insurance:

The Village of Royal Palm Beach is not self -insured. The user group must provide to the village an insurance certificate no later than 30 days prior to the date the facility is to be used.

The user group must provide a one million dollars, (\$1,000,000) general liability policy, along with participant legal liability of the same. The Village of Royal Palm Beach must be listed as additionally insured. *All groups using the facilities must provide the village with Hold Harmless Waiver in favor of the Village signed by all participants or guardian, if a minor prior to using any Village facility.*

Any additional tournaments or special events need to be presented to the Village Technical Review Committee 45 days prior to the event.

Food Concession

Requests/bids to operate concessions by youth and /or Adult athletic associations or organized groups on an individual or joint basis must be made in writing and sent to the Parks and Recreation Department for review.

All requests/bids must include the following: The name, address and phone number of the individual responsible for the operation of the facility.

- 1. A calendar of specific dates and times that the facility will be in operation.
- 2. A list of all equipment that will be brought into the park to set up the concession. The village assumes no responsibility of any said equipment. All equipment and product is requested to be removed from the premises after the permit has expired. It is possible that the concession stand will be used by multiple organizations. All placements of trailers must be approved by the Village Manager or designee.
- 3. The original certificate of insurance naming the Village Of Royal Palm Beach as additional insured for the dates, type and location of the event showing general liability coverage with a combined single limit of \$1,000,000 for bodily injury and property damage.
- 4. It is the responsibility of the user group to maintain a clean and safe concession stand. NOTE: It is the responsibility of the association or group to assure that the park facility is free of any litter and debris after each concession operation. All trash is to be removed from the facility and placed into the nearest trash dumpster. Concession facilities are subject to inspection by the Parks and Recreation Department to ensure standard of cleanliness and compliance with all Fire Marshall regulations.
- 5. Under no circumstances are there to be any propane tanks stored inside any building or trailer that is located in any Public Park Facility.
- All food concessions must be licensed and operated according to the State of Florida and Palm Beach County regulations and codes, as well as having a Royal Palm beach permit and affidavit. Village permits may be obtained at the Village Clerk's office located at 1050 Royal Palm Beach Blvd.
- 7. The Village has the right to sell any concessions from any building or facility if the Village deems necessary or prudent.
- 8. Failure to comply with any or all of these requirements will result in the revocation of the concession requests made by the organized group or association.

Field Repairs and Maintenance

1. Please contact the Recreation Department in reference to all damages and requests for repairs. Requests should be in writing from the league's Facilities Director. No one is allowed to use the athletic fields before 3:30 p.m. weekdays, unless previous arrangements have been made with staff.

- 2. All field repairs must be received in the Recreation Department the Wednesday of the prior week that the work is to be performed. If changes are requested to field dimensions, a minimum of 7 days is need prior to removal and 7days to return to the original location.
- 3. The Parks and Recreation Department reserves the right to close any field do to unsafe or hazardous conditions caused by excessive foot traffic, vandalism, maintenance, unsafe lighting or other unforeseen circumstances that may be revealed through the routine inspections of the facilities. The industry standard is to close sport fields 72 days each year. The village will make every effort to accommodate league play but will not sacrifice safety or playing field conditions in scheduling field use.
- 4. The user groups can be of great assistance in reporting field light repairs and other minor repairs in a timely manner by noting the park name, field #, pole designation (such as Left center field etc). They can call this information into the Parks and Recreation office at 791-7097, although written documentation is preferred. The Village will attempt to complete requests in a reasonable amount of time.
- 5. It is the Village's responsibility to maintain safe fields and to strive for improved fields. League seasons may be modified for liability reasons with approval from the Village Manager. If the fields need to be modified for tournaments, it the responsibility of the user group to pay for such modifications and to return the fields to their original condition.

6. Important numbers: Web site: www.royalpalmbeach.com

Hot Line (facilities status)	790-1568	
Recreation Center	790-5124	
Police Dispatch	790-5180	
Parks Supervisor	535-0567 (evenings & weekends)	
Electrician	457-8794	

General Information

- 1. Please keep all facilities clean and safe.
- 2. Safe playing conditions should be a priority at all times when utilizing the athletic facilities. The Village has the responsibility to close fields for unsafe conditions if repairs cannot be made immediately.
- 3. Groups must notify the Recreation Department if the fields will not be utilized for more than (3) consecutive days during their permitted schedule.
- 4. No vehicles or heavy equipment is allowed on any field without prior permission.
- 5. Using the chain link fence for batting practice is prohibited.
- 6. Electrical rooms, press boxes or bathrooms are not to be used for equipment storage.
- 7. No one should tamper with breakers, locks or timers in an effort to activate the field lighting system. If the lights will not come on for organized play, someone should call the Village Electrician.
- 8. All modifications to any building or facility require written approval from the Village Manager or designee before any modifications are performed. All approved modifications to facility buildings require appropriate permits from the Building and Zoning Department and will be inspected. All building construction will be inspected for compliance with village construction standards.

- 9. Associations must provide a key to the Parks and Recreation Department for any locked facilities the Association utilizes on Village property.
- 10. A block permit does not give a group the authority to permit or allow another group to utilize the facilities without Parks and Recreation Department approval.
- 11. At sometime every year, all athletic fields will be renovated to some degree to provide safe playing conditions for the next league season. Your cooperation is appreciated and expected in not using the fields when they are posted as being "CLOSED."
- 12. Whenever the facilities are designated as **"CLOSED"** it is for good reason and we appreciate and expect your cooperation. Violation shall deem your field usage permit void.
- 13. A copy of all names and addresses including zip codes of all participants involved in your association must be submitted to the Recreation Department before the second weekend of the season. A valid water bill will be verification of residency if ever needed.
- 14. All coaches are to be certified through The National Alliance for Youth Sports. Certification clinics can be coordinated through the Recreation Department. It is your responsibility to provide a certified clinician for the clinics.
- 15. Criminal background checks are to be done on *All* coaches and board members within your organization and copies submitted to the Parks and Recreation Department for review.
- 16. No alcoholic beverages are permitted in any Village facility without the written consent of the Village Manager. Failure to comply will result in the discontinued use of the facility.
- 17. Please inspect the facility prior to using any facility.
- 18. Be sure that all buildings are secured when leaving the facility.
- 19. Please provide the Recreation Department with a game schedule, including tournaments, 14 days prior to the beginning of your season.
- 20. Trash is expected to be placed in appropriate containers in and around dugouts, concession stands and bleachers.
- 21. The league is to appoint one individual to be the liaison between your organization and the Parks and Recreation Department. All requests should come from this representative.
- 22. Inside of all concession areas must be left clean after each event/ usage including sweeping and trash removal. Failure to do so may result in suspension of privileges to use the facility.
- 23. Any improvements constructed on Village property, becomes public property unless approved by Village management.
- 24. NO PETS ALLOWED (village ordinance # 5-15)
- 25. All trash from concessions to be placed into the appropriate dumpster.
- 26. Absolutely No vehicles allowed on paver brick areas.
- 27. NO SMOKING in areas so designated.
- 28. Because policies and procedures are always being improved and modified to meet the community needs, all fees and policies are subject to change.

Camps, Clinics, Tournaments and Special Events

These activities will require permits (separate from daily or block permits) as maintenance concerns and billing for overtime, equipment and materials must be considered.

Prior to the issuance of a permit, the following requirements must be submitted a period of 60 days prior to the start of the permit period.

- 1. The group or organization must complete and submit, to the Athletics Program Supervisor of the facility, a permit request form a minimum of 60 days prior to the requested date/s.
- 2. If the requested facility is available and the function is determined to be appropriate, a special event request form must be completed and submitted to the Village Clerk 45 days prior to the event for review by the Village's Technical Review Committee.
- 3. The Primary Provider Group will be permitted to host (1) one tournament, which is considered a qualifier for the group's primary affiliation. Ex. AYSO Soccer, PONY Baseball, USSSA Softball, at no cost to the Primary Provider Group. The group will be charged for any other tournaments held in accordance to the fee schedule set forth by the Village. (see exhibit "B")

Agreement of Understanding

As a representative of a Village of Royal Palm Beach Parks and Recreation department facility user organization, I have read the <u>ATHLETIC FACILITY USER GUIDELINES</u> and agree to abide by those stated guidelines. I understand that non-compliance may result in the revocation of existing permits or the loss of permits in the future. I also understand that non-compliance may result in revocation of field privileges and/or a fee assessment for damages.

Printed name of Organization Representative

Printed name of Parks & Recreation Staff

Signature

Signature

Organization

Signature – Parks and Recreation Director

Date

Date