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CITY OF HENDERSON PARKS AND RECREATION

FIELD ALLOCATION POLICIES AND PROCEDURES

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I.INTRODUCTION

A. Sports are a fundamental component of the City of Henderson (City) Parks and Recreation Department (Department), which includes fostering healthy lifestyles and helping the community thrive. The Department coordinates and issues permits for the use of city and Clark County School District ("CCSD") athletic fields for general public use for recreation activities/programs. The Department works cooperatively through a joint use agreement (Resolution #1841, Open Schools – Open Doors Community Access Agreement) with CCSD (when school is not in session) to provide athletic fields to local organizations.

B. The purpose of this policy is to outline the allocation procedures and rental policies for the permitted use of athletic fields in the City. The Department has established criteria for priority use due to the limited number of fields and facilities available. The Department will grant priority to City organizations in accordance with this policy and will monitor proper use of allocations and permits.

C. City has experienced tremendous growth in sports including new sports organizations and emerging sports. This growth is anticipated to continue. Department has already experienced an increased demand for the use of City and school district athletic fields and finds it necessary to emphasize sharing in the use of all athletic fields among present and future sports organizations. Recognizing that increased demand on fields also creates an increased strain on the City's financial resources, City may charge rental/reservation rates in order to recover public costs to operate, maintain, repair, improve, supervise, and administer the use of parks and athletic fields/facilities, and school athletic fields.

D. This policy has been established to ensure that the fields are used for recreational, educational, and community service functions that meet the needs of the community, as well as set clear policies, procedures, regulations and rental rates for such uses. This policy addresses sports specifically and excludes picnic rentals, pool rentals and recreation center rentals per Policy 5.0.002.

E. The department reserves the right to make any decision regarding sports programming and facilities that is in the best interest~~s~~ of the department and residents of the city.

II.PARKS AND RECREATION PURPOSE STATEMENT

To advance quality of life by providing, revitalizing and maintaining premier infrastructure, parks, facilities and diverse recreation experiences to meet existing and future needs of our community.

III.PARKS AND RECREATION STATEMENT OF PHILOSOPHY

A. City is dedicated to creating positive sports environments for our community. This is done through the development of fair and equitable sports programs offered at affordable prices and accessible times and locations. The rules of the game for all City sporting events, whether as a player, coach or spectator, are sportsmanship, fair play, and safety. Sports are an essential recreation element that helps build a sense of community pride, teamwork, exercise, and a better sense of self-worth. This is accomplished through the following key elements:

- Love of the game and sport
- Improving skills
- Building friendships
- Improving healthy lifestyles
- Increase physical activity
- Learning good sportsmanship

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B. City provides parks and recreation facilities for public use and enjoyment and to give all residents opportunities to participate in organized sports and activities.

C. It is necessary to charge for selected fields since the demand is greater than the tax revenues available for support.

IV. DEFINITION OF TERMS

A. "Henderson resident youth organization" is defined as groups or organizations comprised of at least 51 percent Henderson residents. Team rosters with individual participant addresses are required by city staff to verify residency.

B. Youth status is defined as a person under the age of 18 or a person eligible to participate in high school-sponsored events.

C. "Field use permit" (also referred to as a permit in this policy) is a document issued by the department through its field allocation process indicating that a specific organization has been approved to use a specific field location for a specific period of time. Permits must be present and available for inspection during the permitted use at each location.

D. "Allocation" is the process used by the department to assign sports fields and facilities to recognized user groups for practice, games, tournaments, and other recognized events.

E. "Allocation meeting" is a meeting held biannually or as needed by the department with recognized organizations to receive requests for fields and facilities and to discuss, prior to allocation, the use of sports fields and facilities.

F. "Community sport organization" is a sports organization that has submitted all the necessary materials as identified in Section IX of this document and has been approved by the department to participate in the allocation process.

G. A nonprofit or not-for-profit organization is an organization that conducts business for the benefit of the general public without shareholders and without a profit motive. To qualify as a nonprofit organization, the organization must be recognized as a nonprofit from the State of Nevada or another state as a public charity and must have received a tax exemption from the Internal Revenue Service under Section 501(c)3.

H. "Basic services" are defined as the maintenance of safe, clean, attractive parks, facilities and buildings and the provision of recreation services for the general public. Basic services preserve and promote physical and mental well-being and will continue to be supported by taxpayer resources without requiring additional revenue.

I. "Enhanced services" require additional revenues to support continued use. By this definition, individuals can expect to pay for the privilege of using fields and facilities to the exclusion of others and without interference.

J. "Good standing" includes historical performance based upon previous allocation and use of fields, proper and timely payments, and response to requests for information, compliance with established rules and policies and conditions of fields after use. A request for field allocation will not be considered unless all invoices for prior use have been paid in full and an applicant is otherwise in good standing.

V. FIELD USE PERMITS

A. Field use permits are issued following the biannual allocation process. A permit is issued only after an allocation request has been made, the department has approved all or part of the request, all required documents are submitted, proof of insurance has been shown, and a contract has been signed. A request does not constitute approval.

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B. A field use permit will not be issued if there is any balance due for prior field use or if the applicant is not otherwise in good standing.

C. All field users must have the field use permit available for inspection by City or CCSD staff, police, and security officials during each use of a location.

D. Facility use permits are issued for the reservations of non-sports related facilities such as picnic areas, and other related park amenities. The permits are independent of the field allocation process and must separately be obtained by any organization requesting any park facility for an organization function.

VI.PRIORITY GROUP CLASSIFICATIONS - LEAGUES

A. Priority use of fields will be allocated as follows:

Group 1 - City-sponsored or co-sponsored events. This includes all department athletic programs and/or leagues. City shall have priority on designated CCSD sites when the school is not in session (per Open Schools – Open Doors Community Access Agreement).

Group 2 - Events or activities sponsored by CCSD have priority at school sites prior to 4:00 p.m. on weekdays (per Open Schools – Open Doors Community Access Agreement).

Group 3 - Nonprofit Henderson resident youth organizations. The organization must be a recognized community sports organization.

Group 4 – Nonprofit youth organizations. The organization must be a recognized community sports organization.

Group 5 - All other youth and adult users. This includes for-profit organizations, club teams, clinics and/or camps with individual or team participation fees.

B. If two or more organizations, in the same priority level (3, 4 or 5 only), request competing fields, the following sub-group priorities will be observed to determine allocation:

Sub-Group 1 –Henderson residency, pursuant to Section VI(C).

Sub-Group 2 –Groups must be in good standing with the City.

Sub-Group 3 –Economic impact and/or previous event revenue that is shown to most benefit the City.

C. **Verification of Henderson Residency.** Residency will be established by providing verified rosters from the past season and also current names, addresses, phone numbers, dates of birth, and schools attended for all youth participants. The roster must also include the full name, home address, email address, and telephone number of the head coach. This must be provided with the initial field request.

This information shall remain confidential as set forth in Nevada Revised Statutes 239.010, confidentiality of local government records.

D. New organizations that do not have rosters from the previous season will initially be assigned to Group 4 or 5**.**

VII.ALLOCATION PROCESS

A. The allocation of fields will follow the guidelines of this document. Fields will be allocated and permitted biannually for leagues and annually for tournaments as sustainability allows. These allocations are not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started.

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B. The Department reserves the right to make adjustments in the field allocation process as needed to address recognized needs or resolve conflicts.

C. The process for the allocation of fields begins with a notification being sent to all registered sports organizations. An organization must first be registered by the department according to Section VII of this policy to receive a notice. All interested entities may contact the department to register for such notifications.

D. All organizations will have a specified time to respond in writing regarding their specific requests for field use including dates and times. Official request should be submitted via the field request form (form number PRSP-0500) accompanied by a $50 non-refundable processing charge. Payment shall be made to the City of Henderson, Sports Office, by an approved payment method. Field request forms will not be reviewed or considered in the allocation process without this payment being received in full at the time of the request.

E. After the specified time to receive requests has past, staff will begin the field allocation process of assigning fields, dates and times to various organizations based on the priorities in this policy. Allocations will be conducted in as fair and equitable a manner as possible at the department's discretion and in accordance with the standards set forth in this policy. **It may not be possible to grant all requests.**

F. Once completed, documentation will be sent outlining the allocations, identifying needs for completing and executing a field use agreement and notification of when play can begin as well as any specific or special instructions.

G. Traditional and shoulder season field usage will be addressed as follows:

Traditional sports seasons have priority use over shoulder seasons.

Spring sports

- Priority use is after Presidents Day to July 1.
- Shoulder season for spring sports is from Jan. 2 to Presidents Day weekend and July 1 to Labor Day weekend.

Fall sports

- Priority use is after Labor Day to the third weekend in December.
- Shoulder season for fall sports is from Dec. 1 to Presidents Day weekend and July 1 to Labor Day weekend.

A grace period without an increased cost for certain uses with nationally recognized schedules may be granted where such schedule requires extension into the shoulder season.

H. City reserves the right to impose charges for the shoulder season as this timeframe is a turf recovery period during which only limited field use will occur as approved by the department.

I. Once completed applications are received, all fields will be allocated at the same time using a consistent set of criteria based on Section VI leagues and Section XI tournaments.

J. Current rosters must be submitted to the Department at least ten calendar days prior to the first scheduled practice. Organizations that do not submit rosters will not be allowed to practice and the department reserves the right to adjust field allocations as necessary in the event of a late arriving roster.

K. Allocation requests during off-season play including tournaments and camps will be reviewed after allocations are granted for primary season sports. Additional charges may apply for allocations granted for off-season play.

L. Organizations will be required to provide complete schedules of field use so that use may be verified by staff. If an allocated field(s) is not used three times by the designated organization, the field(s) may be reassigned. Prior to reassignment, organizations will be

notified by city staff. Deposits and charges may not be refunded.

M. The city reserves the right to cancel an allocation to accommodate the needs of any city-sponsored/co-sponsored tournament and/or special event subject to the refund policy set forth herein.

N. Requests for additional use, programs or facilities not covered by this field allocation policy should be submitted with the organization's original request. Additional charges may apply.

VIII.COLLECTION OF PAYMENT

A. City will collect payment for any allocated event based on the criteria below:

B. A late fee will be charged for any payment that is forty-five (45) days past due in the amount of 10% of total rental charges.

C.

Tournament & Short-Term Usage Events
• There is a $50 non-refundable application fee due at the time of submission for each allocation application. This fee must be paid in full before the application is reviewed. • Organizations must submit payment in full no less than 15 days prior to their first scheduled event.

Long-Term Usage & League Play – Payment in Advance
• There is a $50 non-refundable application fee due at the time of submission for each allocation application. This fee must be paid in full before the application is reviewed. • The allocated organization will be assessed a hold charge of $5 per field, per day for the duration of the league's allocation. This charge is non-refundable, and is due in full 15 calendar days before the first reservation begins. • The hold funds will be applied to any remaining field use charges for that reservation. • Organizations will be invoiced at the end of the Reservation for the remainder of the balance and payment is due by the 15th of each month for the previous month.

A. **Refund Policy**

Refunds will be available based on the criteria stated below:

Allocated events cancelled at least 15 calendar days or more prior to use (Hold charges and application fees are not included)	100% refund
Allocated events cancelled less than 15 calendar days in advance, or partial cancellation of fields the day of the event	No refunds given
Allocated events cancelled due to inclement weather (Hold charges and application fees are not included)	100% refund.

IX.COMMUNITY SPORTS ORGANIZATIONS

The Department recognizes community sports organizations that provide athletic leagues for youth and adults. These organizations are authorized to provide team sports for Henderson residents in cooperation with the department and are responsible for managing their programs in accordance within the policies, procedures, and guidelines outlined in this manual and agreed to in the field use agreement with the city.

In order to be recognized by the department and to be eligible to participate in the field allocation process, organizations must meet the following criteria:

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i. Provide a statement of need that explains how the organization will benefit the residents of Henderson by addressing and identifying the existence or non-existence of similar organizations.

ii. The organization has a mission statement or articles of incorporation or organization stating that the objectives of the organization are of a nonprofit and non-commercial nature.

iii. The organization must conduct open registration regardless of skill level. It must maintain a national affiliation with the National Alliance of Youth Sports (NAYS) or an equivalent program as approved by the department. The organization must conduct a sports program through volunteer coaches and administrators and abide by an "everyone plays" philosophy. (Exhibit B)

iv. Each organization must be governed by a board of directors selected by the membership that manages the operations of the program. Organizations must have a minimum of three board members including the following officers: president, vice president, secretary, and treasurer. A board member may hold more than one title, but no more than two.

v. Each organization must establish, maintain and operate under a set of bylaws. The bylaws must establish the objectives of the program, membership requirements, description of its board of directors, election of officers, and all procedures relative to the program. A current copy of the bylaws must be submitted each year to the department.

vi. The organization must be in good standing with the Secretary of State's office in the State of Nevada or the state of origin.

vii. The organization must provide proof of its nonprofit status by providing documentation from the Internal Revenue Service showing that it has a tax exemption under Section 501(c)(3) or other applicable provision.

- The organization must demonstrate that it is financially solvent by developing and submitting an annual budget and annual financial statement summarizing the previous year's financial activity. The documents shall be submitted annually as part of the fall allocation process.

viii. The organization must require all coaches to complete a criminal background check that complies with National Recreation and Park Association's Commission for Accreditation of Parks and Recreation Agencies standards (Exhibit A). The city reserves the right to verify any and all criminal background checks.

ix. All coaches must attend a training and certification clinic acceptable to department staff. If no acceptable program exists, coaches must attend a National Youth Sports Coaching Association training offered by the department. Any fees charged to City will be charged back to the organization.

x. Registration must be open to the public regardless of race, creed, gender, sexual orientation, national origin, economic status, ability or disability.

xi. A designated representative of the organization must attend field allocation meetings scheduled by the department when an allocation request has been made.

xii. As part of the allocation process the organization will enter into a field use agreement with the city. As part of the agreement, the agency will designate an official contact(s) to represent the agency to the city. Coaches are not authorized to represent the organization unless they are designated in the organization agreement.

X. SPORTS PARTICIPATION GUIDELINES

B. For field allocation purposes and as part of a basic level of service to be provided to the community, the department has established minimum and maximum guidelines. The purposes for these allocation guidelines are to help ensure that there is balanced playing time with other activities, help with skill development, and provide an acceptable level of physical activity that promotes an interest in sports and exercise. The following matrix indicates the maximum allocated participation and allocation guidelines:

Sport	Age Group	Players per team (min/max)	Practices per week	Time per practice	Practice hours per team per week	Teams per field per practice	Games per week	Team per field per games	Hours per game
Youth baseball	5	10-14	2	1	2	1	1	2	1
Youth baseball	6 and 7	10-14	2	1	2	1	1	2	1
Youth baseball	8 to 10	12-14	2	1.5	3	1	1	2	2
Youth baseball	11 and 12	12-14	2	1.5	3	1	2	2	2
Youth baseball	13 to 16	12-14	3	1.5	4.5	1	2	2	2
Youth baseball	17	12-14	4	2	8	1	2	2	2
Youth softball	5	10-14	2	1	2	1	1	2	1
Youth softball	6 and 7	10-14	2	1	2	1	1	2	1
Youth softball	8 to 10	12-14	2	1.5	3	1	1	2	2
Youth softball	11 and 12	12-14	2	1.5	3	1	2	2	2
Youth softball	13 to 16	12-14	3	1.5	4.5	1	2	2	2
Youth lacrosse	8	8-20	2	1	2	2	1	2	1
Youth lacrosse	9 and 10	8-20	2	1	2	2	1	2	1
Youth lacrosse	11 and 12	8-20	2	1.5	3	2	2	2	1
Youth lacrosse	13 and 14	8-20	3	2	6	2	2	2	1
Youth lacrosse	15 to 17	10-20	3	2	6	2	2	2	1
Youth lacrosse	17	10-20	4	2	8	1	2	2	1
Youth soccer	5	4-10	2	1	2	2	1	2	1
Youth soccer	6 and 7	5-10	2	1	2	2	1	2	1
Youth soccer	8 and 9	5-10	2	1.5	3	2	1	2	1
Youth soccer	10 and 11	7-10	2	1.5	3	2	2	2	1

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Youth soccer	12 and 13	7-16	3	1	3	2	2	2	1
Youth soccer	14 and 15	7-16	3	1.5	4.5	2	2	2	1
Youth soccer	16 to 17	9-16	4	2	8	2	2	2	1
Youth tackle football	6 and 7	16-25	2	1	2	2	1	2	1
Youth tackle football	8 and 9	16-25	2	1.5	3	2	1	2	1
Youth tackle football	10 and 11	26-30	2	1.5	3	2	1	2	1
Youth tackle football	12 to 14	31-35	2	2	4	2	1	2	1
Youth flag football	6 and 7	6-12	2	1	2	2	1	2	1
Youth flag football	8 and 9	6-15	2	1.5	3	2	1	2	1
Youth flag football	10 and 11	7-18	3	1.5	4.5	2	1	2	1
Youth flag football	12 to 14	12-27	4	2	8	2	1	2	1
Youth flag football	15 to 17	12-27	4	2	8	2	1	2	1
Adult softball	16 and older	10-15	n/a	n/a	n/a	n/a	2	2	1
Adult soccer	18 and older	11-15	n/a	n/a	n/a	n/a	2	2	1
Adult baseball	18 and older	9-15	n/a	n/a	n/a	n/a	2	2	2
Adult flag football	18 and older	11-20	n/a	n/a	n/a	n/a	2	2	1
Adult lacrosse	18 and older	11-20	n/a	n/a	n/a	n/a	2	2	1
Adult rugby	18 and older	15-30	n/a	n/a	n/a	n/a	2	2	2

C. Game guidelines

- "Everyone plays" rule. City requires youth teams to follow the "everyone plays" rule as established by the Department and as endorsed by the National Alliance for Youth Sports (Exhibit B).
- Maximum amount of play per week. Each sport is limited to a set number of sessions of play per week. Sessions include games, practices, team functions and meetings. The week runs Sunday through Saturday. (Section X(A))
- Scheduling allowances. When demand exceeds supply and resources, the department will establish a limit on amount of play participation by implementing one or more of the following alternatives:
    a. Priority will be given to teams with higher percentages of Henderson residents
    b. Team size will be increased to necessary levels
    c. Activities will be scheduled on Sunday as needed
    d. Organizations/teams will share facilities as needed
    e. The sport season will be reduced or lengthened as needed
    f. The number of games per team will be reduced
    g. The minimum number of practices per team will be reduced
    h. The requirements in the "everyone plays" rule will be reduced
    i. The number of teams per league will be limited

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j. The number of participants per organization will be limited

XI. TOURNAMENTS

A. City has a strong interest in developing and attracting tournaments to the community. Tournaments are a unique opportunity to showcase facilities and the community, provide enhanced levels of play and provide revenue for the city. As such, tournaments will be evaluated on a case-by-case basis with a goal to balance local play with attracting out-of-town visitors and revenue.

B. Initial requests for tournaments will be accepted in the fall during the allocation process for the upcoming year.

C. Tournaments will follow the allocation criteria and priority grouping policy as outlined below and priority use of fields will be allocated as follows:

Group 1 - City-sponsored or co-sponsored events. This includes all department athletic programs and/or leagues. The city shall have priority on designated school sites when the school is not in session (per Open Schools – Open Doors Community Access Agreement).

Group 2 - Events or activities sponsored by CCSD have priority at school sites prior to 4:00 p.m. on weekdays (per Open Schools – Open Doors Community Access Agreement.

Group 3 - Nonprofit youth and adult organizations.

Group 4 - All other youth and adult users. This includes for-profit and commercial tournaments.

D. If two or more organizations in the same priority level (3 or 4 only) request the same fields, the following sub-group priorities will be observed to determine allocation:

Sub-Group 1 – Groups must be in good standing.

Sub-Group 2 – Economic impact and/or previous event revenue that is shown to most benefit the City of Henderson.

Sub-Group 3 – Henderson residency, subject to verification per Section VI(C).

XII. COST RECOVERY POLICY

A. As the City continues to grow and facilities age, the Department must develop a financial system to support community investment while maintaining the high level of service currently provided. The city will continue to provide basic services funded entirely by general taxpayers. However, those benefiting from enhanced services (which create additional city expenses) must contribute financially. The City acknowledges that the community benefits when youth are engaged in sports activities. Therefore, the cost recovery policy is intended for participants to supplement, rather than supplant, the investment of general taxpayers in basic services. With respect to enhanced services, the recovery policy strives to:

- Pay for and augment operation/maintenance costs for a field
- Control use of the field
- Assess a portion of the costs to field to users who may not be tax supporters
- Enable the department to provide fields for which funds might not otherwise be available

B. The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by department staff.

C. For details in pricing and fees, refer to Exhibit E.

XIII. MAINTENANCE RESPONSIBILITIES

A. Field users are responsible for any and all damage or excessive use to city and/or CCSD premises, equipment, and property. If after an activity additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly.

B. Field users may also be subject to a prepaid deposit amount to cover potential damages that may occur during their event.

C. Failure to pay for damages may result in the immediate loss of existing field allocations, the revocation of existing permits, and the refusal of future allocation requests as set forth in the field use agreement.

XIV. LIABILITY INSURANCE REQUIREMENTS

City and CCSD are not responsible for accidents, injuries or loss/damage to property of individuals/groups using public fields and facilities. The applicant will be held responsible for all actions, behavior and damages caused by his/her participants/guests/attendees. All applicants requesting use of athletic fields will be required to provide the City with an original certificate of insurance providing proof of insurance coverage as specified in the field use agreement.

XV. FIELD USAGE RULES AND REGULATIONS

A. The organization and all those associated with the organization shall follow established park rules and field use rules as specified in Chapter 2.27 of the Henderson Municipal Code (Exhibit C), the patron code of conduct attached hereto as Exhibit F and as detailed below.

B. Games and practices are not to start before 8:00 a.m. or extend past 10:00 p.m. (unless otherwise permitted by the department). Organizations are responsible for making necessary changes/alterations to their rules and regulations regarding game times to reflect park/school hours.

C. Groups of ten or more individuals wishing to use a field are encouraged to acquire a field use permit with the city. A field use permit must be available during use and be presented to any city or CCSD representative upon request. It is the responsibility of the organization's president and the designated liaison to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. They are also responsible for ensuring that coaches receive a permit and have it available while on site at a facility during field use.

D. Use begins and ends at the times stated on the allocation documents including setup and cleanup.

E. Groups are not allowed on fields prior to the start time listed on the permit and are required to have the fields cleaned and cleared by the ending time indicated on the permit.

F. The permits times include time for warmups and preparation (including time for City staff) of the field. Specific times will be set forth in the applicable field use agreement.

G. Field preparation and participant warmup is allowed within the parameters of field use hours. Additional charges will be incurred for any unauthorized or extended field use beyond the times listed on the permit. Check the allocation agreement for specific times to access the fields. Unauthorized or extended field use beyond times listed on the permit may result in

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the retention of a portion of or all of the deposit and/or result in the cancellation of current use and /or prohibition of future use or loss of good standing.

H. No subleasing of fields or assigning of field use permits is allowed under any circumstance. Subleasing of fields or assigning of field use permits may result in revocation of all permits indefinitely and loss of good standing pending an investigation which may end the season.

I. Any unauthorized use including using fields without a permit or interfering with another permitted use (squatting) will result in the revocation of any permit indefinitely pending an investigation, which may end the season and may result in loss of good standing.

J. Department staff will perform all maintenance on city fields. A field use permit does not authorize an organization to make improvements or perform maintenance on a CCSD or city field. A permittee will be responsible for payment of any liens resulting from any unauthorized work conducted on city property.

K. City fields will have bases available. Users may not move or remove bases.

L. Fields for practice will not be prepped; they will only be dragged as needed.

M. Any league or team canceling a lighted field must give notice in writing within 24 hours of field rental, or it may forfeit payments made. The exception is inclement weather.

N. Any tournament/league using Arroyo Grande fields 5-8 and Russell Road Recreation Complex fields 2-3 must not use a softball that exceeds a 44 core and 400 compression.

O. Tarps and material that may damage the grass are prohibited from being placed on the turf. Any turf coverings used must be made of a breathable material. Tarps are prohibited on fencing.

P. Parking is allowed only in designated areas. No vehicles are allowed on City or CCSD fields or property (other than parking lots) without prior written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues at the user's expense. Organization shall be responsible for payment of traffic control services if deemed necessary by the City. Cars improperly parked may be cited by the City of Henderson Police Department and users may be responsible for any costs associated with the removal of improperly parked vehicles. Some neighborhood streets adjacent to park property are parking by permit only. It is the field user's responsibility to notify participants and spectators of these no parking zones.

Q. Amplified sound is not allowed on any field without prior city approval and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators is not allowed. User groups must abide by Henderson Municipal Code 2.27.030.

R. Balls and other equipment thrown, batted, kicked, or otherwise landing on private property shall not be retrieved without the property owner's permission. Climbing walls or entering gates to access private property is prohibited.

S. Property boundary walls and fences are not to be used as backstops.

T. Portable goals and/or markers are allowed but must be removed daily and must have prior written approval as part of the permit process to be used.

U. Teams may not pitch or hit from the infield grass. The batter may be moved up on the dirt in front of home plate, if needed.

V. Participants may not play "catch", "pepper", "pickle" or any other batting, throwing, catching or fielding game between the dugouts or on the infield grass. All warmups should be done beyond first and third base.

W. Holes may not be dug in the grass or dirt infield.

X. Each user group is responsible for picking up trash and debris and depositing it into the proper

trash bins at the conclusion of games and practices. Adjoining areas must also be clear of all trash. Organizations should ask players and spectators to pick up litter in dugouts, sidelines, stands and the immediate vicinity of the game or practice. Users are responsible for working with service providers required by the city for any trash removal services.

Y. Organizations must leave school and park areas immediately after games and practices safely and quietly, especially after late games. This is a courtesy to neighbors.

Z. Misuse of a public park or school field or the failure to follow established procedures, rules and regulations by any group or individual of a group is cause for revocation or denial of existing permits or future applications.

AA. No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without prior written approval from the city.

XVI. CONDITIONS OF USE

A. Tournament, practice and league game dates must be specified when making field reservations including setup and take down.

B. All leagues must make photocopies of their facility permits to be carried by each coach or manager. It must be shown upon the request of any designated city official, staff member or security official.

C. The department must be notified immediately if a reserved field(s) is no longer needed or if there is a change in the organization's playing schedule. Cancellations will be subject to the refund policy set forth herein.

XVII. TURF PRESERVATION

Cooperation is needed for the preservation of turf on City and CCSD fields by following these guidelines:

A. Field 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 of areas and, when possible, stay off fringe areas to limit erosion and further damage.

B. Replace turf divots at the end of each day to help re-root grass.

C. No tarps or material that may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.

D. Do not use fields during or after a heavy rain, or when wet or muddy (see inclement weather policy).

E. Multi-use sports team practices are not to be held on the infield area of a softball or baseball diamond.

F. Remove all equipment at the conclusion of each day.

G. Do not overcrowd fields by scheduling multiple games in reserved areas. Allow a distance between fields for safe passage of spectators and participants.

H. Report hazards to the Sports office at 702-267-5717 or cohfieldreservations@cityofhenderson.com.

I. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Sports office or 311 after business hours. When calling, be prepared to fully identify yourself, your location (park/school), and the specific nature of the emergency so that staff can bring the appropriate repair equipment.

J. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to

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contact the City of Henderson Parks and Recreation Department at 702- 267-5717 or the Henderson Police Department at 311.

K. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas, or non-designated parking spaces.

XVIII. ATHLETIC FIELD LINING/MARKING

A. Lining of City or CCSD fields is prohibited without prior written approval.

B. Burning lines on City or CCSD fields is prohibited.

C. Organizations wishing to paint their own lines must receive written permission from the Sports office prior to scheduling.

XIX. FIELD MODIFICATIONS

A. Requests to modify or improve any City fields must be submitted for review to the department for consideration. A request to modify or improve a site does not constitute approval.

B. No permanent structures or equipment can be erected on City or CCSD fields or facilities unless approved by the city and/or CCSD and dedicated for community use.

C. Approval will be given according to city and/or CCSD policy.

D. Approval will be provided in the form of a written document and will outline the scope of the modifications as approved.

XX. INCLEMENT WEATHER POLICY AND PROCEDURE

A. City reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to fields. Permits may also be cancelled when the health and safety of participants is threatened due to impending conditions, including but not limited to, heavy rains, poor air quality or high winds.

B. During inclement weather, the city's Sports staff will assess the playability of all city-owned and joint-use CCSD fields to determine if use will occur. The Sports supervisor or designated representative has the authority to close any/all fields within the city.

C. With regard 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.

XXI. PARKS MAINTENANCE SERVICES

(SUBJECT TO ANNUAL ALLOCATIONS)

A. The following services are provided as enhanced services maintenance and support. These services can be requested for additional cost as part of the biannual allocation process and field use agreement negotiation:

Baseball/Softball

- Appropriate seasonal ball field preparation
- Mowing of grass at least once a week
- Infield prep and dragging (where applicable)
- Trash canister pickup daily
- Installation of bases and pitcher's plates
- Maintenance of fencing and backstops for normal wear and tear
- Outfield markings as needed

- Line infields daily for games; no lines for practices

Multi-use sports fields

- Appropriate season field maintenance
- Mowing of grass at least once a week
- Trash canister pickup

B. **Field closures -** An annual rest and renovation program is scheduled at all sites to maintain field sustainability. City makes every effort to accommodate groups and organizations. However, the health and safety of users and the condition and playability of the fields takes precedence. As a result, the city may close fields, deny use of a field, and/or alternate sites for athletic use. Closures are kept to a minimum when fields are in playable condition.

XXII. PERMIT CANCELLATION

Subject to the refund policy, the department reserves the right to cancel any reservation (permit) for city or CCSD field use for any of the following reasons:

- It conflicts with a city-sponsored league, program, activity, or event
- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. City is not obligated to provide alternate fields if none are available.

XXIII. NOTICE OF NON-USE OF FIELDS

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. **Groups may not assign their scheduled time to other groups**. Any such action will result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve fields they intend to use. Field users must notify the city to report any reserved time that can be released for general public use or to other groups. Failure to do so may result in charges to the group or loss of permitted fields.

XXIV. CONCESSIONS

A. City operates permanent concession services at the following locations:

- Arroyo Grande Phase I
- Arroyo Grande Phase II
- Burkholder Park
- Stephanie Lynn Craig Park
- Anthem Hills Park
- Russell Road Recreation Complex
- Heritage Park

B. Any organization wishing to operate temporary concessions at other locations must obtain prior approval from the City and obtain a temporary health permit through the Southern Nevada Health District (702-759-1000). A copy of the temporary health permit must be on file with the city's Sports office.

C. Any tournament organization wishing to sell other food items during its tournament where concessions are available must obtain permission from the City and obtain a temporary health permit as needed.

D. Any organization wishing to sell or allow a vendor to sell T-shirts, equipment etc. must notify and obtain permission from the Sports office and comply with all criteria as established, HMC 2.27. The rate of $200 per vendor will be charged to the field user.

E. If an organization contracts with any outside company, that company must provide the Sports office with a certificate of insurance, co-insuring the City as outlined in Section XIV.

XXV. SPECIAL USE FACILITIES

All activities that require the use of city facilities that are not in the scope of regular season practice and play must be requested via a special use application.

XXVI. ADDITIONAL SUPERVISION

The city may require a field user to provide security or police protection when deemed necessary. Additional park personnel will be assigned if required by the city. Any resulting expenses or costs as a result will be billed to the field user as an enhanced service.

XXVII. BANNER/SIGNAGE/ADVERTISING

The city has established that some banners may be installed on outfield fences or other areas during the season. For specific references, refer to department policy 1.1.014 (Exhibit D).

XXVIII. VIOLATIONS

Violations of this policy may, at the department's discretion, result in the immediate loss of existing field allocations, the revocation of existing permits, the refusal of future allocation requests, charges for the cost of any modification or repair to a field or facility related to the violation, and other actions as warranted. The department will provide written notice of the violation and the action it will be taking as a result of the violation.

XXIX. APPEALS PROCESS

The department director or designee will interpret and apply this field allocation policy. A field user or potential field user may appeal any decision or notice of violation of this policy in writing within ten days of the decision or notice of violation of this policy as provided in Section 2.27 of the Henderson Municipal Code.

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DEPT. POLICY:	**6.3.1.001**	**ORIGINAL DATE:**	7/25/2012
	Sports & Field Allocations	**REVISION DATE(S):**	10/26/2015 7/18/2017 12/10/2018

Approved: DocuSigned by: 3610698F94274C7... Date: 12/10/2018

Shari Ferguson
Director of Parks and Recreation

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Exhibit A

National Recreation and Park Association
Recommended Guidelines for Credentialing Volunteers
(Attached)

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Exhibit B

National Standards for Youth Sports

(Attached)

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Exhibit C

Henderson Municipal Code

(Attached)

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Exhibit D

Outdoor Athletic Field Advertising Policy

(Attached)

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Exhibit E

Field Rental Rates

(Attached)

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Exhibit F

Patron Code of Conduct

(Attached)