

City of Troy

Recreation & Parks Departments Athletic Field Use Policy

(Revised 2020)

Purpose

The City of Troy Recreation Department and Park Department are committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control and prioritize facility usage in a fair and non-discriminatory manner.

Scheduling Priorities for Facility Usage

The scheduling of use by community organizations and other agencies of City facilities are based on the following criteria:

- Level of affiliation to City of Troy Recreation Department and programs
- City of Troy residency *
- Level of broad based benefit for Troy residents

Approval of requests for use will be evaluated based on the organization classification in the following order and availability of fields:

- Category A: City of Troy Recreation Department Programs
- Category B: Troy Public and Private Schools and their affiliated programs. (Booster Groups, Parents Association, events, camps, tournaments, etc.)
- Category C: Troy Athletic Boards or Troy Associations with an organized governing board with organizational bylaws and a 501(C) (3) status. Troy Non-profit organizations with official mailing address (no p.o. boxes) located within Troy Corporate limits.
- Category D: Fundraisers in which for-profit organizations or residents located within Troy corporate limits receive direct benefit. Teams not affiliated directly with an organized athletic board or organization with bylaws and having 66% or more of players on the team residing in Troy School District or requests by City of Troy residents and businesses for private use.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A-D status.
- Category F: National Sanctioned Tournament organizations looking to host weekend tournaments in facilities. These tournaments can be scheduled prior to the first business day of the year. Tournaments pay daily field rates, field lining and prep fees, and light usage.

*Resident is defined as a person or business who lives within the City of Troy corporation limits. This is different than a Troy mailing address.

*Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws, and be willing to provide copies upon request.

* If a request for field usage is reviewed and approved by one or both boards, the event takes precedent over the field from any later requests unless it is needed for use by the City of Troy.

Schedules

All requests for facility usage must be received in writing with exact dates and times. The request must be accompanied with:

- Request for usage form (Pg. 4)
- Certificate of insurance - Insurance must meet the specifications on Page 5 of forms. Categories B thru F only.

- Hold Harmless agreement (Pg. 6) Categories B thru F only.
- Rules and Regulations Terms (Pg. 7)
- Official Team Roster form (Pg. 8)
- Background check form (Pg. 9)- Background check for the hosting team and/or all league coaches of youth sports must be submitted. If background check needs to be done thru Troy Recreation Department there will be an additional **\$42 fee per check.**
- Heat Index Guidelines for Outdoor Youth Sport- See Recreation reference within packet. (Pg. 10-11)
- Lightning Detection Policy at Duke Park (Pg. 12-14): All user groups using Duke Park Facility must sign the policy and return with all paperwork.

Requests will be accepted the first business day of the new calendar year but no later than four (4) weeks before the start of their program. The scheduling of facilities will follow the procedures outlined under “Scheduling Priorities” section of this policy. Special event requests may be accepted prior to the first business day of the year.

User Fees

Fees for facility usage are waived for categories A thru C.

Fees for facility usage will be calculated as follows for categories D & E.

Baseball/Softball

Category D	Category E
\$20 per game, \$30 per doubleheader or \$100.00/field/day Field prep not included	\$25 per game, \$40 per doubleheader or \$125.00/field/day Field prep not included
Category F	
\$125.00 per field/per day. Field prep not included	

Soccer

Category D	Category E
\$15 per game or \$75.00/field/day	\$20 per game Or \$100.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	

Football/other (eg. Rugby, Lacrosse, Tennis etc.)

Category D	Category E
\$25 per game Or \$125.00/field/day	\$30 per game Or \$150.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	

Light Fees

- ◆ Light usage fee of **\$25/game** for Categories B, C, D, E and F.
- ◆ Lights are not available for use during practices.

Scoreboard Use Fees

- ◆ **Scoreboard Usage fee of \$5/game for use of N. Market Baseball and Softball fields, Duke Park Softball fields, and Mercer Field (Excluding School Organizations).**

Field Lining Fee and Prep (Applicable for categories B, C, D and E.)

- ◆ U12 Soccer Field **\$30.00/application** (7v7, 9v9) **Initial Lining: \$65**
- ◆ Full Size Soccer Field **\$35.00/application** **Initial Lining: \$65**
- ◆ Football Field **\$45.00/application** **Initial Lining: \$80**
- ◆ Baseball/softball field **\$20.00/lining/field** (Includes field prep)
- ◆ **Baseball/Softball Field Dri bag charge of \$12/bag**
 - **Fields will be prepped for organizations to use. Once fields have been prepped, and inclement weather is anticipated, bags of Field Dri materials will be left in dugouts for organizations to use. Should an organization choose to use the Field Dri to play their game, they will be charged for use of the bag. Use of any Field Dri will be invoiced at the end of the season with field lining and light fees.**

***Fields will be lined on Friday afternoons for all weekend events. There is no guarantee that fields will be lined when event is held on Saturday and/or Sunday.

➤ **National Sanctioned Tournaments: If the baseball/softball organization chooses to have the City of Troy Parks Department prep base areas, home plate and pitcher’s area and re-line the fields, an initial charge of \$20/field/lining will occur. Any additional linings on Saturdays and Sundays will be charged \$40 per lining (includes all 3 fields at Duke Park). If the organization would prefer to prep and re-line their own fields, arrangements can be made to use materials provided by the City of Troy Parks Department. The organization will be charged on a per bag basis for Liner and Field Dri. Please contact the Troy Recreation Department at 937.339.5145 to coordinate. We ask that this be coordinated at least 30 days prior to the tournament taking place.**

*Minimum Refundable deposit of \$100 is due with final payment prior to event

The Park and or Recreation Boards have the right to waive usage and or lighting and field prep fees at its discretion.

***Litter Control: All litter from the event shall be bagged or containerized and placed in the trash truck placed near the fields.**

Restricted Activities

Alcoholic beverages are not permitted within City or Park facilities

Denied Request

Requests for City of Troy Parks & Recreation Department fields will be refused when any of the following factors exist, as determined by staff:

1. **Risk and Liability** – Activities deemed by Miami Valley Risk Management and/or the City Law Director that involve high risk to participants or high liability to the City of Troy.
2. **Delinquent User or Group** – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.
3. **Right to Exclude** – The City of Troy reserves the right to exclude any program/activity that is determined to be detrimental to existing city programs and activities or is not in the best interest of the city and its residents.
4. **User and/or light usage fees have not been paid per the established criteria. If fees are not paid within 30 days of the initial invoice, user groups will not be able to use fields for the following season.**
5. Parks Superintendent or his designee may cancel scheduled event to negate damage to fields.

To reschedule any make-up games, you must notify the Recreation Department at least 48 hours before the date of the rescheduled game. The Recreation Department must approve all make-up dates. Please contact Alli Schiffer at 937.339.5145 or by email at Alli.Schiffer@troyohio.gov.

Receipt # _____

Receipt # _____

City of Troy Recreation Department Facility Request

NAME OF ORGANIZATION: _____

ORGANIZATION REPRESENTATIVE: _____

EVENT REPRESENTATIVE: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE (H) _____ (W) _____ (C) _____

EMAIL: _____

FACILITY/FIELD(S) REQUESTED: _____

DATE(S) _____ DAY(S) _____

HOUR(S) _____ LIGHTS NEEDED: YES or NO

NUMBER OF GAMES LIGHTS ARE NEEDED: _____

PURPOSE: _____ Scorebo

ard Use? Y or N PA Sytem Use? Y or N Fields Lined: Y or N

*Litter Control: All litter generated from the event shall be bagged or containerized and placed in or next to existing refuse containers.

I (We) assume full responsibility for any damages to City of Troy equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Troy, its staff, its boards and members of the Parks Department and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance per the attached outline requirements.

SIGNED: _____ DATE: _____

APPROVED _____ DATE: _____

Category: A B C D E

Single Use Seasonal Use Tournament Use Camp/Clinic Use Other _____

50% of fees plus background check fee of \$40 per coach(All Non-refundable) is due at contract signing.

Remaining 50% due one week prior to the first day of the event.

FEE \$ _____ (At Contract Signing) Fee \$ _____ (1 Week before Event)

CASH _____ CHECK _____ CREDIT CARD _____ OTHER _____

CREDIT CARD # _____ EXP. DATE _____

SIGNATURE: _____

Insurance Requirements

Producer shall maintain for the duration of the contract Commercial General Liability insurance with coverage at least as broad as Insurance Services Office (ISO) Form CG 0001 with a minimum limit of \$1,000,000 per occurrence. Certificate of Insurance must be provided to Hobart Arena no later than two weeks prior to scheduled event for review by the City of Troy's risk management group. Also, the attached "Hold Harmless Agreement" must be signed and returned two weeks prior to scheduled event.

Basis

-All coverage shall be written on an occurrence basis.

Insurance Company Rating

-Insurance company must have an AM BEST rating of no less than A:VII, unless otherwise acceptable to the City."

City of Troy Named as Additional Insured

Producer shall obtain the endorsements necessary to make the following parties additional insureds under the CGL policy with primary/contributing coverage as respects the additional insureds."

-The additional insured language which must be on insurance certificates as follows:

"The following are additional insureds: The City of Troy, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers, thereof. Coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insureds whether other available coverage be primary, contributing or excess."

Location:

Effective Dates: (Date of event)

Cancellation Notice

-Producer shall provide, during the life of the contract, or for a longer period as stipulated herein, the coverages as described above, which shall include an endorsement stating the following: "Thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Hobart Arena, Director of Recreation, 255 Adams St., Troy, Ohio 45373."

Coverage Expiration

-If any of the above coverages expire during the term of this contract, the producer shall deliver renewal certificates and/or policies to the Hobart Arena at least ten days prior to said expiration date.

HOLD HARMLESS AGREEMENT

The Contractor/Producer shall hold harmless, defend and indemnify the City of Troy, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, counsel fees, expenses, damages judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the Contractor/Producer or any of his Subcontractors, or any person employed under said Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.

Sealed and signed this _____ day of _____, 20_____.

Name of Contractor, Producer or Company: _____

Address of Contractor, Producer or Company: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone: _____ Fax: _____

Witness to Signature: _____

RULES AND REGULATIONS FOR ALL TOURNAMENTS, LEAGUES, ETC. HELD

AT CITY OF TROY FIELDS

These rules will and must be reviewed with all coaches, representatives and players before the tournament/league is held.

ANY PLAYER OR TEAM THAT VIOLATES THESE RULES WILL NOT BE PERMITTED TO PARTICIPATE IN A LEAGUE TOURNAMENT OR EVENT HELD AT A CITY OF TROY RECREATIONAL FACILITY.

1. By City of Troy Ordinance, there will be **NO** alcoholic beverages of any kind permitted.
2. The Event Representative will stop play of all games if it begins to rain, the grounds are soft and muddy or it begins to lightning and thunder.
3. There will be **NO** digging holes at home plate with cleats on baseball/softball fields.
4. Abusive language will not be tolerated at any time.
5. The Event Representative should have teams pick up trash and put it in the trash cans that are provided.
6. If scoreboards are going to be used, the Event Representative must provide a person to run the equipment. The Event Representative will also take full responsibility for the care of the equipment and the cost of any broken or stolen equipment.
7. Damage done to the facility directly attributed to tournament/league personnel, either team or spectator, will be charged to the Event Representative involved. If property damage is done to the lights, restrooms, fences, conference room, or other physical facility, the Event Representative will be liable and pay the cost of the repair or replacement.
8. There will be **absolutely no** jumping over the fence to get the ball that has bounced over or hit over the fence.
9. There will be **absolutely no** hitting balls into the backstop fences.
10. Parking will not be permitted in any areas other than designated parking lots. There will be no parking permitted in the grass.
11. Setting up of tents, canopies, campers, etc. will not be permitted. Quick pop-up tents/canopies are permissible.
12. Certificate of Insurance must be provided to the City of Troy with the application and must include the language required by the City of Troy.

I have read, understand and will abide by these rules and regulations that were set up by the Troy Recreation Board.

Date

Signature of Event Representative

Signature of Team Captain

City of Troy Recreation Department Screening Application and /Release Disclosure Statement

This is to notify you that in connection with your interest in working as an employee/volunteer coach for the City of Troy, reports may be requested from HireRight. Such reports may contain public record information concerning your driving record, criminal records, etc., from federal, state and other agencies which maintain such records.

You have the right to make a request to HireRight, upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information and the recipients of any reports on you that USIS has previously furnished within the two-year period preceding your request.

I AUTHORIZE, WITHOUT RESERVATION, HIRERIGHT, AND ANY PARTY OR AGENCY CONTACTED BY USIS, TO FURNISH THE ABOVE MENTIONED INFORMATION.

I hereby waive, release and discharge City of Troy Recreation Department, all employers, Organizations and individuals, and any other persons or entities from liability for all damages and losses of whatever kind of nature, except liability of willful or intentional acts that may result from compliance or attempts to comply with this authorization.

HireRight is authorized to disclose all information obtained to the requesting entity. By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my applications for an employee/volunteer coach for the City of Troy.

Print Name

Signature

Current Address

City, State, Zip

Social Security Number

Date of Birth

Phone

Email

**Troy Recreation Department
Heat Index Guidelines for Outdoor Youth Sports
Including Soccer & Softball
(7/2012)**

The Troy Recreation Board has implemented the following guidelines to deal with extreme heat for its youth softball and soccer practices and games. It is designed to provide program coordinators, coaches and participants with a standard for safe play in situations of extreme heat. The heat index will be determined based on NOAA (National Oceanic and Atmospheric Administration) at 4:30pm for that evening's events. If there are games or practices scheduled during the daytime on weekends, the heat index will be determined 1 ½ hours prior to the scheduled time.

NOAA's National Weather Service

**Heat Index
Temperature (°F)**

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
 Extreme Caution
 Danger
 Extreme Danger

<p>Heat Index 95 – 99 degrees</p>	<p>Coaches are instructed to reduce time of practice, take frequent breaks and keep players well hydrated by having them drink plenty of water.</p> <p>Monitor athletes for necessary action.</p>
<p>Heat Index 100 – 104 degrees</p>	<p>Coaches are instructed to reduce time of practice, take frequent breaks and keep players well hydrated by having them drink plenty of water. Ice down towels for cooling.</p> <p>Encourage frequent substitution during games and practices. Softball catchers will be allowed to catch only two innings in succession during games.</p> <p>Monitor athletes for necessary action.</p>
<p>Heat Index 105 degrees +</p>	<p>Cancel all specified activities or games may be delayed if possible until later in the evening to allow the heat index to fall below 105 degrees. Recheck heat index every hour to determine if delayed activities are possible.</p>
	<p>**Cancellations will be communicated to the appropriate coaches, program coordinator and will also be posted on the department's voicemail system.</p>

These are guidelines to follow and it is the responsibility of parents to make the ultimate decision as to the participation of their child in Troy Recreation Department events when heat may be a factor, taking into consideration the age and physical condition of their child. Parents also have the ultimate responsibility to inform their child about the dangers of heat and the need for protection including sunscreen and proper hydration.

NOTE: Events held at other City's facilities, when teams are playing out of town, will be determined based on their policy and procedures. (eg. Tournaments/games held in Tipp City, Greenville, etc.)

The cancellation of other City of Troy Recreation Department youth sports/recreational programming will be determined on a case by case basis dependent upon the type of activity, the location, if the indoor location does not have air conditioning.

Facility Users/Non-City of Troy Recreation Department Programs

As part of the City of Troy Parks & Recreation Departments Field Use Policy, users will be required to provide a copy of their Heat Index Policy or a plan that will be implemented during times in which the Heat Index reaches or exceeds 100 degrees.



CITY OF TROY RECREATION DEPARTMENT & PARK DEPARTMENT

FIELD USE LIGHTNING WEATHER EMERGENCY ACTION PROCEDURES AT DUKE PARK FACILITY

Severe weather is always a concern with outdoor athletic activities and the City of Troy Recreation Department and Park Department has developed a weather emergency action procedure to ensure, to the best of our ability, the safety of each participant, coach, parent and spectators at Duke Park.

EMERGENCY ACTION PLAN FOR LIGHTNING STORMS

The following Emergency Lightning Safety plan is based on current recommendations given by the National Weather Service, the National Lightning Safety Institute, and the current NCAA Sports Medicine handbook. The League Director covering the practice/event or the Head coach, or the umpires in the occurrence that a League Director is not present, shall be the individual(s) responsible for weather observation, including using available lightning detectors and evacuation plan implementation.

Lightning is random and unpredictable. City of Troy employees and volunteer youth sport coaches must follow specific guidelines when the risk of lightning makes it is necessary to suspend activities and clear the area. For the first time, Troy is using the Thor Guard Lightning Prediction System at Duke Park. This state-of-the-art lightning predictor will sound **ONE 15-SECOND** blast of horn when signs are lightning are detected. If the horn sounds, activities must be suspended immediately. If you are within visibility of the system, which has been installed at the Duke Park facility (unit on the softball fields of concession stand roof and also on the football concessions stand roof) you will also see a strobe light flashing and remain flashing until safe conditions return. All coaches, participants and spectators must immediately evacuate the facility and seek safe shelter. You may resume activities only after hearing **THREE 5-SECOND** blasts of the horn, the strobe light will also stop flashing. Coaches are responsible for following the emergency action procedures in the absence of a City of Troy employee, such as during practices or outside user groups using the fields.

Be vigilant in monitoring threatening weather and always err on the side of caution. Seek shelter immediately in the event of the following:

- You hear one long siren
- You hear thunder (regardless of siren)

- You see lightning (regardless of siren)
- You see the strobe light on when arriving at the park

LOCATIONS FOR SAFE SHELTER

While no place is absolutely safe from a lightning threat, some more safe than others. When activity has been suspended due to the Thor Guard Prediction System's lightning alert, participants must evacuate to:

1. During lightning alerts, we ask that PARENTS ARE PRESENT with their vehicles in Duke Park to provide a safe place for their child to wait during weather delays. Waiting under the picnic overhang or outside will not reduce the chances of getting hit by lightning. All players are asked to be in the safest possible place at this time which is a car. Fully enclosed metal vehicles such as cars, trucks, and vans with windows rolled up provide good shelter from lightning. Avoid contact with metal or conduction surfaces outside or inside the car. It is not the rubber tires that makes a vehicle safe, but the hard metal roof which dissipates a lightning strike.
 2. If you or anyone else feels their hair standing on end, and/or hear "crackling noises," you are in lightning's electric field. If caught outside during the time, immediately remove metal objects (includes baseball cap), place your feet together, duck your head, and crouch down low in a baseball catcher's stance with hands on knees. Do not lay flat on the ground.
- **Avoid being in or near the following areas and items:**
 1. Open fields and high places
 2. Isolated trees
 3. Open air picnic shelters, including the concession stand area
 4. Flagpoles and light poles
 5. Bleachers (metal or wood; dugouts)
 6. Metal fences
 7. Golf carts
 8. Electrical/electronic equipment
 9. Under an umbrella

RESUMPTION OF ATHLETIC ACTIVITIES

When the Thor Guard sensor detects that danger has passed (a minimum of 10 minutes after the initial alarm) it will send the all-clear signal (**THREE 5-SECOND blasts of the horn and the strobe light will stop flashing**). If activities cannot resume after a 45-minute delay, the activity will be officially postponed or cancelled.

****Outside user groups will determine to postpone their games further until the all-clear signal has been sent or determine if they will cancel their game.**

**LIGHTNING DETECTION POLICY
FIELD USE REQUEST WAIVER FORM**

All outside user groups that request use of the Duke Park Facility, must adhere to this Lightning detection policy put in place by the City of Troy. This policy must be signed as part of the Field Use Policy Request packet and returned to the City of Troy Recreation Department. Signature of this policy indicates that the user group is aware of the policy, will inform all coaches and will strictly enforce this policy during the duration of their season.

Signature of Organization Representative

Date of Signature

Field Use Form Check sheet
(For Recreation Department use only)

Date Received

- Recreation Department Facility Request
- Certificate of Insurance
- Hold Harmless Agreement
- Rules and Regulations Terms
- Official Team Roster
- Background Check information
- Heat Index Procedure
- Lightning Detection Policy

Field Use Fee Calculation

Paid Amount Date

Due

User Fee Refundable Deposit

Field Use Fee
 # of games _____ x _____ = _____

Field Lining Fees
 # of games w/lining _____ x _____ = _____

Light Usage Fees
 # of games w/lights _____ x _____ = _____

Background Check Fees
 # of backgrounds _____ x _____ = _____

Other

Total Due

Total Paid/Date

Balance Due _____ by _____
 (Date)

Signed: _____

Refundable Deposit Refunded _____
 (Amount)

 (Date)

Facility Information

Baseball/Softball Fields

Facility	# of Fields	Dimensions	Base Distance	Pitching Distance
Duke Park Legion Baseball Field	1	Left- 320' Center- 390' Right- 320'	90 Feet	60 Feet
Duke Park Teener Baseball Field	1	Left- 305' Center- 380' Right- 310'	90 Feet	60 feet
Duke Park Softball	3	Left- 300' Center- 300' Right- 300' Temp Fences- 200'	60 Feet 70 Feet	Movable pitching rubbers
North Market Baseball	1	Left- 218' Center- 370' Right- 325'	90 Feet	60 feet
North Market Softball	1	Left- 200' Center- 220' Right- 220'	60 Feet	45 Feet & Movable pitching rubber
Archer Park	2	No outfield fencing	60 Feet	Movable pitching rubbers
Trostle Park-Mercer Field	1	Left- 225' Center- 225' Right- 225'	60 Feet	Movable pitching rubbers

Soccer Fields

Facility	Size of Fields	# of Fields
Duke Park	7v7	2
	9v9	3
	11v11	3
Archer Park	7v7	1
	9v9	2
	11v11	2
Trinity Park	9 v 9	2
Trade Square Park	9v 9	2

Football Fields

Facility	# of Fields
Duke Park	1
Archer Park	1