

Snohomish County Parks & Recreation Athletic Field Scheduling Guide

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Introduction

Snohomish County Parks and Recreation manages the scheduling and maintenance for County athletic fields in a manner to ensure equitable distribution, achieve maximum use of the facilities and maintain a safe, quality environment in a manner which supports the National Standards for Youth Sports.

www.nays.org/Resources/national_standards.cfm

In most communities, sport opportunities for children are organized and administered by local parks and recreation department staff, as well as community-based, volunteer parent operated organizations that utilize the public facilities. Generally, these volunteer parent-run interest groups schedule the public facilities for league competition (e.g. Baseball, Soccer, Football, Lacrosse, etc) while in some cases also using school facilities and private facilities for practices.

To provide the greatest protection for children, Snohomish County Parks and Recreation partners with groups using public facilities that meet high standards.

To increase the likelihood that the community adopts a philosophy that makes youth sports safe, positive and fun for children, each youth sport /league/program/group requesting use of our facilities and fields must demonstrate the following:

1. Proper documentation of insurance coverage that meets the minimum recommendations.
2. Current by-laws [procedures] demonstrating compliance with WA Senate Bill ESSB 5967, House Bill 1824 and Senate Bill 5083.
3. Current by-laws or Policies and Procedures that demonstrates compliance with National Standards for Youth Sports.

National Standards for Youth Sports includes:

Standard #1 Quality Sports Environment

- Written Mission Statement that provides a foundation for the program's purpose and goals
- Written policies and procedures which;
 - Establishes minimum play rule/policy
 - Organizes the program to include developmental, instructional and skill enhancement levels of play
 - Establishes a no-cut policy so all children can participate in recreational programs
 - Discourages league standings below the age of nine and de-emphasizes standings below the age of 13
 - Does not require sports specialization or year-round participation

Standard #2 Sports participation should be fun and a portion of a child's life

- Leagues, parents and coaches should encourage participation in a variety of youth activities in addition to sports while not over-scheduling
- Leagues should have rules that limit organized practices and games to no more than one hour a day and three days a week up to age 8, not more than 1.5 hours and four days a week for ages 9 to 12; and not more than two hours and four days a week for ages 13 and above
- Leagues should adopt policies that make provisions for excused absences
- Everyone involved should understand that positive life skills are learned/gained from participation in youth sports programs

Standard #3 Training and Accountability

- Parents, coaches and volunteers should be provided written information that outlines the program's purpose as well as policies and procedures
- Coaches and staff should be trained in the following areas: the emotional needs of children; safety, injury prevention and first aid; conditioning; hydration and nutrition; teaching proper sport techniques; including all children; child abuse prevention; and drug, alcohol and tobacco prevention

Examples of recognized administrator/manager/coaches training organizations include but are not limited to:

- National Alliance for Youth Sports www.nays.org
- Positive Coaching Alliance www.positivecoach.org
- American Sport Education Program www.asep.com
- National Council of Youth Sports www.ncys.org
- Youth Enrichment in Sports www.y-e-sports.com

- Leagues [Clubs] are encouraged to provide additional educational resources for coaches and parents to assist them in providing the best possible youth sports experience for each child
- Leagues must have a positive coaching recruitment policy that encourages the selection of qualified women and men regardless of race, creed, sex or economic status
- All volunteers should be required annually to sign a code of conduct pledging their commitment to provide enjoyable, healthy youth sports experience
- League should have an established accountability procedure and disciplinary process to remove anyone who does not abide by its policies and procedures

Standard #4 Screening Process

- League must use appropriate and available screening techniques for selecting and assigning individuals to ensure that children are protected
- A written screening policy must be included in the leagues policies and procedures
- A written job description outlining the duties and responsibility for every position must be included in the leagues policies
- Job description should be read, signed, dated and kept on file to ensure an understanding of the position and the league's expectations
- Requirement that volunteers complete and sign an application form
- A criminal history background check must be conducted on all volunteers
- Leagues are encouraged to interview volunteers
- Leagues should contact references provided by potential volunteers
- Leagues are encouraged to develop procedures and disqualifies to determine what issues make a volunteer undesirable

Standard #5 Parent Commitment

- Parent should be required to complete a league orientation meeting annually. The orientation should cover the following areas; youth sports philosophy, program goals, expected behaviors and responsibilities, as well as sport specific information
- Teams should be required to have a minimum of one team/parents' meeting at the beginning of each sports season
- Parents must demonstrate their commitment to their child's youth sports experience by annually signing a parental code of conduct
- A child should not be allowed to participate if their parent refuse to sign the parental code of conduct
- Parents should familiarize themselves with the specific sport, including the rules of the game
- Leagues should encourage parent-child communication about their youth sports experiences
- Leagues should maintain open communication channels with parents through newsletters, league meeting and email
- League should promote parental involvement in roles such as coach, team manager, fund-raise, league manager, special assistant and fan

Standard #6 Sportsmanship

- Leagues will develop a sportsmanship/conduct code that include positive expectations and describes unacceptable behaviors (for example berating players, coaches, officials; use of vulgar language; and intoxication)
- Leagues will promote fair play, respect for the games and graciousness in losing or winning
- Leagues will communicate conduct requirements to administrators, coaches, parents, players and spectators through policies and procedures, newsletters, email, website, telephone calls and announcements
- Leagues will develop an enforcement plan for implementing a sportsmanship conduct code, including disciplinary procedures

Standard #7 Safe Playing Environment

- Leagues must implement procedures for inspecting playing facilities for safety hazards before every youth sports activity
- Leagues should develop procedures for continual safety inspections of all playing equipment
- Leagues must not allow participation during unsafe conditions, such as lightning storms, darkness, playing sites in disrepair, etc

- Leagues should develop emergency action plans and these should be communicated to everyone involved at the beginning of the season or program
- Leagues should establish procedures to ensure that all teams and events have an emergency first aid plan for administering to injuries, as well as policies in place for dealing with dangerous weather conditions and hazards that pose injury risk
- Leagues should require basic medical and injury treatment forms to be properly completed and signed by parents
- Leagues should require that at least one adult trained in CPR (cardiopulmonary resuscitation) and basic first aid is always on site at any practice or game
- Leagues should require coaches to carry each player's emergency contact and health information at all practices and games
- Leagues should demand that teams have a fully equipped first aid kit at all youth sports activities
- An AED (automated external defibrillator) should be located in proximity to all fields, courts and rinks
- Leagues should remove coaches that knowingly allow a player to play while having a serious injury or knowingly create unsafe play situations
- Leagues should enforce a policy that requires written permission from a doctor prior to allowing a child to participate following an injury
- Leagues should provide information to everyone regarding proper hydration techniques
- Children below the age of 11 should participate in activities that contain limited collision potential and feature modified rules that will significantly reduce the chances of injury
- Leagues should mandate that at least two adults are always present during practices, games and any other related activity
- Leagues must adopt rules/policies banning rapid weight loss/gain procedures used solely for participation in youth sports
- Leagues must select equipment designed to ensure injury reduction for participants, (i.e. baseballs designed to reduce injuries, soccer shin guards, and approved protective equipment in contact sports)

Standard #8 Equal Play Opportunity

- Leagues must adopt a non-discrimination policy that ensures participation for all children regardless of race, creed, sex, economic status or ability
- Leagues should make provisions whenever possible to allow all children to participate regardless of their financial ability to pay
- Leagues are encouraged to provide programs that allow boys and girls to participate together whenever possible
- Leagues must encourage equal play time for all participants
- Leagues must make reasonable accommodations to encourage children with disabilities to participate

Standard #9 Drug, Tobacco, Alcohol and Performance Enhancer Free Environment

- Leagues should adopt rules prohibiting the use of performance enhancing drugs, alcohol, illegal substances and/or tobacco at all youth sports events
- Leagues should provide coaches and parents educational information on identifying signs and symptoms of substance use
- Leagues should establish written policies and implementation procedures for immediately dealing with substance use by coaches and players and communicate this information to coaches, players, and parents
- Leagues should continually encourage dialogue between coaches, players and parents about the need for an alcohol, tobacco and drug-free environment for children
- Leagues should develop an enforcement plan for removing adults and players who appear to be under the influence of drugs, alcohol or any illegal substances
- Leagues must ban all forms of tobacco use during any youth sports related activity
- Leagues should discourage participants from using caffeine products (pills, gum and drinks)
- Leagues must not allow alcohol to be sold or allowed to be brought into youth sports games, practices or related events

Outline of Scheduling Process

- Completed Field Use Request forms must be submitted to the Parks & Recreation office (6705 Puget Park Drive) no later than the applicable dates listed in the Field Scheduling Timeline. Attn: Recreation Supervisor.
- Include or site any required supplemental documents. (See Appendix 11.2)
- The League/Organization/Renter requesting fields must be in good financial standing with the County.
- All requests for field use must be submitted no less than seven business days in advance of requested use, except for requests that require field prep, which must be submitted no less than ten business days in advance.
- Submit completed, signed Field Use Request forms using separate forms for each activity type/club. Incomplete and unsigned Field Use Request forms will be returned to sender
- Be sure to consider the following things when planning your request:
 - 1. Try-outs
 - 2. Pre-Season
 - 3. Jamborees
 - 4. Holidays
 - 5. Practices
 - 6. Play-offs
 - 6. All-Stars
 - 7. Pre-Game Warm Ups
- Certificate of Insurance [Acord 25 Form] **and** Endorsement listing the County as additionally insured must be on file with the Recreation Supervisor one week prior to the first day of scheduled use. The following terminology must appear on the description and Endorsement: “**Snohomish County, including its Officers, Elected Officials, Agents and Employees are named Additional Insured.**”

NOTE: Groups seeking to rent **Tambark Athletic Fields** MUST have the following terminology on the description and endorsement: “**Snohomish County AND City of Millcreek, including its Officers, Elected Officials, Agents and Employees are named Additional Insured.**”
- Once the Field Use Request Form has been accepted and approved by the County, the request will be entered into our Scheduling software. A Rental Contract/Permit will be sent to the requestor via regular mail or email. The Contract/Permit will show all scheduled use and the total owed for that use.
- THINGS TO AVOID:
 - 1. Submitting incomplete or unsigned Field Use Request Forms.
 - 2. Failing to include required attachments.
 - 3. Missing important dates.
 - 4. Having a balance due from past field use.
 - 5. Not including a contact name, number and email address for your organization.
 - 6. Not submitting a Certificate of Insurance AND Endorsement naming the County as additionally insured. [Snohomish County and City of Mill Creek if Renting Tambark Athletic Field].
 - 7. Requesting more field time than needed.

Athletic Field Policies and Procedures

1.0 PURPOSE

To manage Snohomish County Athletic Fields in a manner to assure equitable distribution, achieve maximum use of facilities by the public, and when necessary, to protect the fields from damage by overuse.

2.0 DEFINITIONS

Unless clearly inconsistent with the context in which used, the following definitions will apply in this manual:

- A. **Adult** means participants 18 years of age and over.
- B. **Association** means the organization or business responsible for its member club(s).
- B. **Athletic Field** means all types of athletic fields including, but not limited to; baseball, softball, soccer, football, lacrosse, etc.
- C. **City Parks and Recreation Staffed Programs** means classes, activities or events programmed, organized, facilitated and staffed by bona fide employees of said municipal parks and recreation department. (**Contracted Vendors** or volunteer groups do not qualify as City Staffed Programs.)
- D. **Club** means the organization which will be on the field
- D. **Commercial Groups** means groups that charge admission and/or participation fees and/or have as a purpose, the generation of income for the host group or individual(s).
- E. **Concessions** means – sales of T-shirts/clothing, raffles, food, snacks, photographs or any other business activity outside of the specific athletic venue use.
- F. **County Based Team** – A team that carries a minimum of 70% Snohomish County area residents on the team (rosters will be verified).
- G. **Historical Use** means organizations who have scheduled athletic fields during the most recent prior season for a particular sport.
- H. **Incidental use** means non-organized, non-league use with no coach(s) and or official(s) present. E.g. spontaneous/informal “sand lot / backyard” games among friends or neighborhood children.
- J. **Maintenance Staff** means the Snocoparks Maintenance and Operations Staff.
- K. **Non-Commercial Groups** means non-profit groups with 501c3 status.
- L. **Premier/Elite Year Round Programs** – Programs that offer a selected number of participants the opportunity for play year round. Teams are formed by try-outs, skill levels and by special invitation.
- M. **Recreation Supervisor** means the Recreation Supervisor for Snocoparks.
- N. **Recreational Programs** – Programs that offer all participants the opportunity to actively participate on a team (no cuts), have no gender requirements and ensure equal play time regardless of skill or ability. The focus of recreational programs is developmental and participatory.
- O. **Renter** means any entity requesting use of an athletic field whether it is a league, group, organization, association or individual team with a Washington State Business License and current registration with Washington Secretary of State.
- P. **Select Programs** – Programs that offer a limited number of participants the opportunity for play. Generally, select teams use try-outs, skill levels, and special invitation to form teams but do not practice/play year round.
- Q. **Snocoparks** means Snohomish County Parks and Recreation
- R. **Tournament** means a request for a minimum of two fields for one or more consecutive days with an ultimate “winner.”
- S. **Youth** means participants 17 years of age and under.

3.0 GENERAL RULES AND REGULATIONS

- 3.1 Snocoparks is responsible for the scheduling and maintenance of County Athletic Fields. [Unless arranged by contractual agreement].
- 3.2 Alcohol: Alcoholic beverages, including unopened containers, are not permitted on County property.
- 3.3 Smoking: Smoking is not allowed on or within 25' of any athletic field, fence or group seating area.
- 3.4 Gum, wrapped candy, peanuts and sunflower seeds are not allowed on fields, bleachers or adjacent dugouts.

- 3.5** Teams may not use athletic fields unless pre-scheduled or without an approved Use Permit in hand.
- 3.6** NO artificial Lighting of any form is permitted or allowed to extend use of the field. All field use must be completed shortly after sunset on fields without lights. By definition: Sunset occurs prior to Twilight and Twilight occurs prior to Dusk. Twilight is the short period of time after the sun sets when the sky generally remains light or blue. Field use after sunset is discouraged. Twilight can be used to clean-up/return equipment, group meeting/discussion, return to vehicles. Parks are officially closed at Dusk.
- 3.7** Unscheduled/Incidental Use
- 3.7.1 Unscheduled use may occur on County Fields as long as such use does not interfere with scheduled use, field maintenance, field closures or requires parking.
- 3.7.2 Unscheduled use is limited to the grass or synthetic turf areas.
- 3.7.3 Unscheduled use must be non-league use, with no coaching/instruction, no players in uniforms, no officials, etc present. Informal "sand lot / backyard" games among friends or neighborhood children are examples of non-league use.
- 3.7.4 Sand lot use, by definition would NOT occur via any "mass" communication or social media tools. (Facebook, Next Door, Twitter, Snapchat, Happening Next, Hivebrite, etc)
- 3.8** Snocoparks reserves the right to limit the amount of total use on all fields throughout the year.
- 3.9** Scheduled league games will have priority over practices.
- 3.10** Schedule Changes: At least five business_days' notice_is required to change a field reservation. See Section 5.6 Cancellation Fees for a complete timeline and cancellation fee breakdown.
- 3.11** Field Closure Information
- 3.11.1 During periods of inclement weather, Snocoparks maintains the right to close Athletic Fields as determined by SnoCo Parks Maintenance Staff. Closures may also result from poor playing conditions, which could cause hazardous conditions for the public and/or excessive (wear/tear) repair work to bring the field back to playable condition. Although Fields may not be posted with "Field Closed" signs, it is the organization's responsibility to obtain Field closure information and stay off of the fields during those times.
- 3.11.2 The Rainout and Field Closure line at 425-388-6030 will be updated at 3:00 PM Monday through Friday and at 8:00 AM and 3:00 PM on weekends and holidays. Individual coaches, players and parents should not call Parks and Recreation staff for field closure information.
- 3.11.3 On occasion, field rainouts may be required at the start of a scheduled game or practice. When this occurs, it is the responsibility of the umpire, referee and or coach to make the field closure determination on location and to notify all participants. If a user group cancels field use due to unsafe playing conditions the group must fill out a Credit Request Form to request the missed time be credited to their account.
- 3.11.4 It is the responsibility of the organization to communicate to coaches and participants if the fields are unplayable, not only during periods of inclement weather, but also when fields are in poor playing condition and/or may cause hazardous playing conditions and/or excessive repair work to bring the field back to playable condition.
- 3.11.5 Any team or organization that plays on a field that has been officially closed may forfeit current reserved field time as well as future consideration for field use.
- 3.12** Managers/coaches are **required** to carry their approved **field usage permit** onto the field to avoid any conflicts. This field usage permit shall be a copy of the final Snocoparks permit issued to the organization. Schedules produced by organizations **WILL NOT** be sufficient proof to settle disputes.
- 3.13** Field Lights: Athletic Fields with lights may only be scheduled until 10:30 PM. Lights must be booked for a minimum of one hour.

- 3.14 After Hours Contact: In case of problems at the fields (failure of lights to come on, sprinkler issues, etc.) contact _____ directly at 425-_____, an on-call maintenance employee who will assist you.
- 3.15 Certificate of Insurance: Renters must submit a Certificate of Insurance AND Endorsement [Acord 25] form naming Snohomish County as an additionally insured ten business days prior to scheduled field use. General liability limits must be at least \$1,000,000 per occurrence. The Certificate shall also include a 30 day cancellation notice provided to the County. Failure to provide acceptable insurance coverage will result in the denial of field request or forfeiture of any scheduled field use.
- 3.16 Parking: Cars improperly parked may be towed and violating organizations may forfeit field time. All participants park at their own risk. The County is not responsible for theft or damage to vehicles.
- 3.17 Concessions:
 - 3.17.1 Sale of concessions at Snocoparks Athletic Fields requires advanced approval and is subject to fees based on percentage of sales or other negotiated schedule.
 - 3.17.2 Organizations that intend to sell concessions must contact the Recreation Supervisor at 425.388.6604. Concessions include, but are not limited to, food, beverages, T-shirt sales, souvenirs, programs, etc. Concession permits must be requested ten business days in advance of the event.
 - 3.17.3 All concessions must meet Snohomish County health requirements and appropriate health permits must be obtained in advance.
 - 3.17.4 A \$100 refundable damage/clean up deposit will be required of all organizations selling concessions. Deposit shall be paid at the time the concession permit is requested.
- 3.18 Electronic Scoreboards:
 - 3.18.1 Electronic scoreboards may be available for use on specific fields. Application for use must be made through the Parks and Recreation office at least five days in advance.
 - 3.18.2 User will pay a \$100 deposit per keypad or \$250 for three or more keypads at the time of check-out.
 - 3.18.3 The organization/person that checks out the keypads will be directly responsible if the keypads are lost, stolen or damaged in any way.
- 3.19 Pets and/or Animals are not allowed on Athletic Fields at any time.
- 3.20 User groups are responsible for making sure their litter and garbage is properly disposed. Forfeiture of field time or additional fees may result from fields being left in unsatisfactory condition.
- 3.21 The organization shall be responsible for expenses incurred by the County in correcting, cleaning, repairing or replacing any facility or property of the County which was damaged in connection with the activity or event for which the facility was rented.
- 3.22 Disputes arising from implementation of these policies and procedures shall be appealed in writing to the Recreation Supervisor of Parks and Recreation for resolution.

4.0 GUIDELINES FOR ALLOCATING FIELDS

- 4.1 Field Use Requests: To assure proper scheduling, all requests for field use and/or changes must be submitted in writing, on the proper forms. Field Use Request and Return to Inventory forms can be found in this manual, at the Parks and Recreation office (6705 Puget Park Drive) or online at www.snocoparks.org. Incomplete or unsigned forms will not be processed and will be returned to sender.

- 4.2 The League/Organization/Renter requesting fields must be in good financial standing with the County.
- 4.3 Field Use Request forms for leagues; tournaments and sports camps must be submitted no later than the applicable dates listed in the Field Scheduling Timeline on page 16. Review of submitted applications WILL NOT occur prior to the dates listed. In other words, submitting an application early will not increase the likelihood that any application will be approved.
- 4.4 Organization Contacts
- 4.4.1 Each user group shall appoint one contact person for communication purposes. Informal communications between Parks and Recreation staff and members of the user groups, other than the designated representative, shall be regarded as informal discussions and are not considered binding agreements.
- 4.4.2 A pre-season meeting may be scheduled by the County to discuss the policies and procedures outlined in this manual as well as address any questions or concerns before field use begins. It is mandatory that the designated representative attend this meeting. Failure to attend may result in a delay of the issuing of permits.
- 4.4.3 The Recreation Supervisor may call a scheduling meeting if multiple requests for the same dates, time and fields are made by organizations of the same priority level.
- 4.5 **Allocation Priorities.** Snocoparks gives priority to those organizations with the highest number of players residing within Snohomish County that will be playing on County Fields. Section 4.5.1 outlines the order of priority for field distribution.
- 4.5.1
- A Snohomish County Parks and Recreation sponsored programs.
 - B-1 County based Recreational non-profit youth or Municipal / City Parks and Recreation Staffed programs.
 - B-2 County based Recreational non-profit adult or Municipal / City Parks and Recreation staffed programs within immediate proximity of field.
 - C-1 County based Select youth programs within immediate proximity of field or Municipal / City Parks and Recreation Contracted Youth Programs.
 - C-2 County based Select adult programs within immediate proximity of field or Municipal / City Parks and Recreation Contracted Adult Programs.
 - D County based Premier/Elite/Year Round programs within immediate proximity of field.
 - E Commercial Groups or Organizations outside Snohomish County.
- 4.5.2 If two groups are equal, historical identified needs or use will be used as a factor when determining priority.
- 4.5.3 Priority for Youth Recreational Sports during the “Traditional Season” applies.
- | | |
|-------------------|---|
| Baseball/Softball | March – June w/post season tournament in July |
| Lacrosse/Rugby | Mid Feb – May w/post season tournaments in May/June |
| Soccer | Mid-August – Mid November |
| Football | Mid-August – Mid November |
- 4.5.4 All organizations must adhere to all policies and procedures set forth in this document. Failure to do so may result in forfeiture of current reserved field time as well as future consideration for field use.
- 4.6 Field Use
- 4.6.1 Athletic field use may not begin until 8:00 AM on weekends to allow sufficient time for initial field prep. Exceptions may be made for tournaments, subject to approval by Snocoparks.

- 4.6.2 All County Athletic Fields are closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Exceptions may be made, subject to approval by Snocoparks.
- 4.6.3 All field use must be completed by Sunset on fields without lights. By definition: Sunset occurs prior to Twilight and Twilight occurs prior to Dusk. Twilight is the short period of time after the sun sets when the sky generally remains light or blue. Field use cannot occur during twilight and the park is officially closed at Dusk.
- 4.6.4 Organizations are responsible for returning to inventory any scheduled field time they will not be using.
- 4.6.5 Organizations reserving more field time than actually needed, may receive reduced field time the following year, regardless of priority.

4.7 Practices

- 4.7.1 Priority is given to games over practices.
- 4.7.2 Individual coaches for any youth organization must contact their Organization/Field scheduler for practice dates and times.

4.8 Tournaments

- 4.8.1 A Tournament Field Use Request form is available for tournaments. The Tournament Field Use Request form must be filled out completely or it will be returned to sender. The same timeline is used for tournaments as with other field requests.
- 4.8.2 Tournament dates will be considered separate from league dates and will be set prior to scheduling play for leagues and individual groups.
- 4.8.3 Final payment must be submitted 30 days prior to the start of the tournament and a tournament bracket must be submitted two weeks prior to start of tournament. Failure to submit a tournament bracket on time will result in the billing for all fields originally requested regardless of use.
- 4.8.4 Tournament schedules must be reviewed by Parks and Recreation staff members to ensure adequate time slots are allotted for maintenance requirements. The Maintenance Supervisor or his designee has the authority to make changes when necessary to maximize the efficiency of the maintenance staff. The tournament director/ coordinator will be notified of any changes a minimum of one week prior to scheduled use.

4.9 Sports Camps

- 4.9.1 The Field Use Request form found within, is used for Sports Camps. The Field Use Request form must be filled out completely or it will be returned to sender. The same timeline is used for Sports Camps as with other field requests.
- 4.9.2 One field (full size soccer field or baseball field) is required for every 30 participants anticipated at a Sports Camp. This number may be adjusted if the Sports Camp is demonstrative rather than participatory.
- 4.9.3 Sports Camp groups are responsible for ensuring all litter is picked up and field is left in the condition it was found in. Failure to clean up the field(s) on a daily basis may result in the loss of damage deposit as well as future consideration for field use.

4.10 Non-Sporting Events

4.10.1 Based on availability, fields may be scheduled for non-sporting events. Refer to the Field Scheduling Timeline.

4.10.2 Groups requesting non-sporting events must submit Parks Special Event Application including a written plan and site layout. First priority is preserving and protecting the athletic field resource.

5.0 FEES AND CHARGES

5.1 Fees and charges are assessed for the use of County Athletic Fields to help partially offset maintenance and operational costs.

5.2 Payment Due Dates: Fifty Percent [50%] of all field use fees are due, in full, Thirty [30] business days prior to the start of scheduled field use. The remaining balance can be divided into one, two or three payments, with the final portion due 30 days prior to the last scheduled date. Any refunds/credits, because of field closures, will be processed at the end of the organization's scheduled use. Field requests less than 30 days prior to the start of the scheduled use must be paid in full at the time of booking.

5.3 Failure to make payments by specified due date may result in termination of approved permit(s).

5.4 Groups requesting fields for individual (single use events) must pay in full at the time of request.

5.5 Organizations charging spectator or parking admissions at any County Athletic Field must notify the Department ten [10] business days prior to the scheduled event and will be charged 10 percent of the gross income received in addition to any admission taxes the county may require. The organization will be required to provide a financial record of the event five business days after the completion of the event. Those spectators not wishing to pay admission or make a donation are to be admitted free.

5.6 Cancellation Fees

5.6.1 Less than 30 days' notice will result in a \$5 per hour charge.

5.6.2 Less than 20 days' notice will result in a \$10 per hour charge.

5.6.3 Fourteen days or less notice will result in the organization receiving no refund.

6.0 MAINTENANCE GUIDELINES

6.1 Field Closures: Snocoparks Maintenance Staff will have final say on field playability and safety at County Athletic Fields following inclement weather, field maintenance or any emergencies that may occur.

6.2 On days when a field is scheduled for multiple games, the Maintenance Staff may monitor field conditions and may determine that additional field prep is necessary.

6.3 County owned bases, pitching rubber, soccer goals, etc. are not to be removed from or relocated on any Athletic Fields.

6.4 Organizations shall NOT dig ditches, push water, apply foreign materials or use powered blowers in an attempt to "dry out" a field. Organizations found to be non-compliant with this rule may forfeit current reserved field time as well as future consideration for field use and may be charged for any costs incurred to repair the Athletic Fields.

6.5 Organizations shall not make any modifications to County Athletic Fields or facilities.

6.6 Organizations, Tournament and Sports Camp Directors are responsible to ensure the facility is clean after each use, including respective dugouts, athletic field, and surrounding areas.

- 6.7 Vehicles are not allowed on County Athletic Fields, or adjacent pathways, except by approval from the Snocoparks

7.0 SITE SPECIFIC RULES

All field users are responsible for following all site-specific rules and regulations at individual fields as well as the policies and procedures set forth in this document.

Failure to follow site rules and regulations at the fields or the policies and procedures in this document may result in the forfeiture of current reserved field time as well as future consideration for field use.

- 7.1 Litter-Garbage Control
Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators. Park's maintenance and ranger staff will monitor and report abuses of this policy and a clean-up fee will be imposed when excessive maintenance time is needed to clean the area. **Clean Up Fee \$50.00 per hour.**
- 7.2 Alcoholic Beverages Prohibited (Opened or Closed Containers)
- 7.3 Parking in Designated Areas Only. Motorized Vehicles of Any Type Are Prohibited On Fields
- 7.4 All Pets and Animals Must be on a maximum 8ft Leash (Animals are not allowed on Athletic Fields)
- 7.5 Stay Off Prepped or Closed Fields
- 7.6 Use of Soil Conditioners
Non Approved Infield Soil Conditioners for the purpose of absorbing water is prohibited.
- 7.7 Coaches/Teams are responsible to lock equipment shed at end of their rental time(s).
- 7.8 Coaches/Teams are responsible to ensure that all equipment such as rakes, liners, shovels and bases are placed back in equipment shed at end of rental times.
- 7.9 Coaches/Teams are responsible to ensure that all gates are padlocked at end of their rental times.
- 7.10 Stay off All Planting Areas
- 7.11 Throwing, Hitting, Kicking Balls into the Cyclone Fencing, Backstops or Netting is Prohibited
- 7.12 Moving or Adjusting Base Anchors is Prohibited
- 7.13 Keep off "Rained Out" Fields
When a field has been called "Rained Out", stay off the field including the outfield. Do not assume it is ok to practice because the field has dried out. The field may not be in safe condition.
- 7.14 Permits
Managers/Coaches are required to carry their approved Snoco Parks field use permit on the field for all games and practices. (Game schedules produced by organizations ARE NOT sufficient proof to settle disputes.)
- 7.15 Use of Peripheral Items or Equipment
Operation of equipment such as scoreboards, controllers, P.A. systems or pitching machines is permitted by special request only. All special requests must be made in advance. Authorized and trained personnel only can conduct use or operation of any such equipment.
- 7.16 Any Modifications to Athletic fields is Prohibited

- 7.17 Non-Discrimination** – There shall be no discrimination against any person or applicant because of sex, age, creed, national origin, or marital status, sexual preference or the presence of any sensory, mental or physical handicap.

No person shall be denied, or subjected to discrimination, in the operation, conduct, or administration of community athletics programs or activities made possible by or resulting from this permit on the grounds of sex, race, color, creed, national origin, age, except minimum age and retirement provisions, martial status, sexual preference or the presence of any sensory, mental, or physical handicap.

Any violation of this provision shall be considered a violation of a material provision of this permit and shall be grounds for cancellation, termination, or suspension in whole or in part, of the permit by Snohomish County and may result in ineligibility for further county permits. The Permittee shall comply with all applicable anti-discrimination and affirmative action ordinances, laws, and statutes.

- 7.18 Gender Equity – Fair Play in Community Sports:** Washington State Senate Bill 5967 law requires cities and counties to ensure equal access to sports facilities for all athletes, regardless of sex.

A third party receiving a lease or permit from a city, town, county, district, or a school district, for a community athletics program may not discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults.

7.19 Synthetic Field Rules

To preserve the quality of the turf and provide a clean and healthy environment the following are not allowed on the synthetic turf field(s).

- 7.19.1 No Food, Snacks, Candy, Coffee / Tea, Sports Drinks or other beverages, glass containers, gum, seeds or nuts. WATER ONLY
- 7.19.2 Maximum Capacity of 100 athletes (Per Soccer Field). Unless authorized by Snoco Parks.
- 7.19.3 No Metal cleats. Only appropriate synthetic turf shoes are allowed.
- 7.19.4 No pets or animals of any kind.
- 7.19.5 No bikes, roller blades, skateboards, strollers, motorized vehicles, golfing or high-heeled shoes allowed on field.
- 7.19.6 No carts, chairs with four legs, canopies, umbrellas, puncture flags, sharp objects, driving in of stakes, linings or markings.
- 7.19.7 No Golf playing.
- 7.19.8 No tobacco products, matches, lighters, flammable products, heaters.
- 7.19.9 No Chalk or Field Paint.
- 7.19.10 No Spectators allowed on Fields. Spectators must use the bleachers.
- 7.19.11 Cricket is not permitted at Tambark Park.

8.0 RESPONSIBILITIES

- 8.1** It is the responsibility of the Recreation Supervisor to give a copy of the Athletic Field Scheduling Guide to each organization's scheduler at the beginning of each season.
- 8.2** It is the responsibility of the Recreation Supervisor to administer policies and procedures in an equitable and fair manner.
- 8.3** It is the responsibility of the Snocoparks to update the Field Closure line daily as needed.

- 8.4 It is the responsibility of each organization to provide the Recreation Supervisor with accurate, timely and truthful information.
- 8.5 It is the responsibility of each organization to ensure that all team coaches and managers know, understand and abide by these policies and procedures.
- 8.6 It is the responsibility of each organization to only request the Athletic Field time they will need and to return to inventory any field time they have requested, but is not needed.
- 8.7 It is the responsibility of each organization to remove any sport specific equipment it provides at the fields i.e. soccer nets, T-ball backstops, etc. no later than two weeks after league play has ended.
- 8.8 It is the responsibility of each scheduled user to have with him/her on location a county issued use permit and to make it readily available upon request.

9.0 2023 Athletic Field Rental Fees and Charges
(Snohomish County fees are updated annually)

9.1 FEES PER FIELD/ZONE

Willis Tucker #1 & #2, Lake Stevens #1	Youth Adult	\$30.00/Hr \$40.00/Hr
LSCP Bball #2 & #3, LSCP Soccer #1-#4, Paine Field, Logan, Forsgren Soccer #1 & #2, Martha Lake Softball and Soccer	Youth Adult	\$30.00/Hr \$40.00/Hr
Tambark Creek Park Note: Cricket is not permitted at Tambark	Youth Adult	\$75.00/Hr \$105.00/Hr
Willis Tucker Sand Volleyball Per Court, Per Hour (Picnic Shelters Not Included)	Youth Adult	\$10.00/Hr \$10.00/Hr
Esperance, McCollum, Fairfield, WT Multi Purpose	Youth Adult	\$25.00/Hr \$35.00/Hr
Cricket at Forsgren and/or McCollum	Youth Adult	\$35.00/Hr \$45.00/Hr

Tournament and or Commercial Use

Natural [Grass] Turf Fields	Youth Adult	\$50.00/Hr \$65.00/Hr
Tambark Creek Park – Synthetic Turf Note: Cricket is not permitted at Tambark Creek Park	Youth Adult	\$90.00/Hr \$125.00/Hr
Willis Tucker – Volleyball Per Court (Picnic Shelters not Included)	Youth Adult	\$15.00/Hr \$20.00/Hr

Additional Services and Fees (when and were available)

Per Field Prep Fee (infield grooming)	\$20.00
Per Field Chalk Fee	\$10.00
Per Field Dimension Set-up Line Paint Fee (Soccer/Football/Rugby/LAX, etc)	\$100.00
Athletic Field Lights Lights begin/end at scheduled time.	\$10.00/Hr @ Paine Field Park \$20.00/Hr @ Lake Stevens Park/Tambark

9.2 CANCELLATION FEES

30 days or less notice \$5 per scheduled hour
20 days or less notice \$10 per scheduled hour
14 days or less No refund

9.3 Snohomish County Parks and Recreation Athletic Field Scheduling Timeline

Natural Grass Fields and Sand Volleyball Court

March – July	Application deadline = Third Friday of January* Allocation Draft Schedules Posted = 1 st Tuesday of February
Aug – Oct	Application deadline = 2 nd Friday of May* Allocation Draft Schedules Posted = 3 rd Friday of May
Nov – Feb	Fields Closed for Rest and Renovation – Depending on the specific field e.g. Sand Based vs Soil Based

Synthetic Turf Fields

March – July	Application deadline = Third Friday of January* Allocation Draft Schedules Posted = 1 st Tuesday of February
Aug – November	Application deadline = 2 nd Friday of May Allocation Draft Schedules Posted = 4 th Friday of May
Dec – February	Application deadline = 4 th Friday of Sept Allocation Draft Schedules Posted = 1 st Friday of Oct

*Submitting an application prior to the designated deadline **WILL NOT** increase the likelihood that any application for time will be awarded.

10.0 BREAKDOWN OF SNOHOMISH COUNTY PARKS ATHLETIC FIELDS 2021 INVENTORY

Park Name and Address	Field Name	Field Type	Base Distance(s)	Pitching Rubber	Outfield or Approx Dimensions	Lights
Willis Tucker Community Park 6705 Puget Park Dr Snohomish 98296	Baseball Fields #1 & #2	Intermediate/Junior/Adult Baseball or Softball Skinned infield	90ft 80ft 70ft 60ft	60'6"ft 54ft 50ft 46ft 6" portable 8" dirt	320ft Outfield Fence	No
	Sand Volleyball Courts #1 - #4	Sand			Full Size / Net Height Adjustable	No
	Multi Purpose Field #1 & #2	Grass	N/A	N/A	Approx. 55 yds x 110 yds	No
Logan Park 1414 Logan Rd Lynnwood 98036	Baseball Field #1	Youth Baseball Skinned Infield	60ft	46ft No Mound	RF = 210ft LF = 180ft No Outfield Fence	No
	Sports Field	Grass Soccer	N/A	N/A	Approx 40 yds X 50 yds	No
McCollum Park 600 128 th St Everett 98028	Sports Field A	Open Grass	N/A	N/A	Approx 40yds X 55yds	No
	Sports Field B	Open Grass	N/A	N/A	Approx 60yds X 100yds	No
	Cricket Field C	Open Grass	(One way hitting)	N/A	Approx 200yd Oval	No
Paine Field Community Park 11928 Beverly Park Rd Everett 98204	Baseball Field #1	Youth Baseball	60ft	46ft 6" mound	200ft Fence	Yes
	Softball Field #2	Youth Softball	60ft	40ft	200ft Fence	No
	Baseball Field #3	Youth Baseball	60ft	46ft 6" mound	200ft Fence	No
	Tee Ball Field #4	Youth Baseball	50ft	32ft	100ft Fence	No
Fairfield Park Fryelands Blvd. Monroe 98272	Soccer Fields [Six Fields]	Grass Soccer	N/A	N/A	Three @ 67yds X 110yds Three @ 70yds X 120yds	No
Esperance Park 7830 222nd St SW Edmonds 98020	Baseball Field #1	Youth Baseball Skinned Infield	60 ft	46ft No mound	LF @ 200ft RF @ 210ft No Fence	No
	Soccer Field (up to 30 users)	Grass Soccer	N/A	N/A	60yds X 100yds No Goals	No
Forsgren Park 23709 Carter Rd Bothell 98011	Baseball Field #1	Youth Baseball	60ft	46ft	LF=190ft RF=200ft CF = 180ft	No
	Baseball Field #2	Youth Baseball	60ft	6" Mound 46ft 6" Mound	LF=180ft RF=165ft CF = 180ft	No
	Soccer Fields #1 & #2	Grass Soccer	N/A	N/A	75yds X 115yds	No
	Cricket Field	Grass	(One way hitting)		80 yd semi Oval	No

Park Name and Address	Field Name	Field Type	Base Distance	Pitching Rubber	Outfield or Approx Dimensions	Lights
Lake Stevens Community Park 16th Street NE Lake Stevens 98258	Baseball Field #1	Youth Baseball Skinned Infield	90ft 80ft	60'6" 54ft 8" mound	300ft Fence	Yes
	Baseball Field #2	Youth Baseball Skinned Infield	60ft	46ft 6" mound	200ft Fence	No
	Softball Field #3	Youth Softball Skinned Infield	NA	NA No Mound	200ft Fence	No
	Soccer/Football /Rugby/LAX Fields #1 - #4	Grass Soccer	NA	NA	Four @ 65yds X 110 yd	No
Martha Lake Airport Park 146th St W Lynnwood, WA 98037	Softball Field #1	Youth Baseball or Softball	70ft 60ft	50ft 46ft No Mound	200ft Fence	No
	Soccer Field #1	Grass Soccer	NA	NA	55yds X 100yds	No
Tambark Creek Park – Synthetic Turf 3829 176 th St SE Bothell WA 98012	Single Field for Soccer Football Lacrosse	Synthetic Turf Field lined for soccer and lax	N/A	N/A	75yds X 110yds	Yes Till 10pm
	Baseball Field #1	Junior/Adult	90ft 80ft 70ft 60ft	60'6" 54ft Portable 6" Mound	300ft	Yes Till 10pm
	Softball/Baseball Field #2	Softball Youth Baseball	60ft 70ft	40ft 46ft	200ft	Yes Till 10pm

Click [HERE](#) for fillable PDF version

2023 Athletic Field Use Application Form page 1 of 3
Please use a separate application for each organization that will be on the field

Date: _____ Club/Team Name: _____

User Type: (Check all that apply)

<input type="checkbox"/> Individual Team	<input type="checkbox"/> League Program/Use
<input type="checkbox"/> Commercial Program	<input type="checkbox"/> Sport Camp
<input type="checkbox"/> Recreational Youth	<input type="checkbox"/> Recreational Adult
<input type="checkbox"/> Select Youth	<input type="checkbox"/> Select Adult
<input type="checkbox"/> Premier/Elite/Year Round	<input type="checkbox"/> City/Municipal Parks and Recreation Program

Category:

<input type="checkbox"/> Non-profit 501 c3	<i>(If listed in Publication 78 of the Internal Revenue Code)</i>
<input type="checkbox"/> County Based Participants	<i>(70% of league residing in Snohomish County)</i>
<input type="checkbox"/> Non-County Based	

Sport:

<input type="checkbox"/> Soccer	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball	<input type="checkbox"/> Football	<input type="checkbox"/> Lacrosse
<input type="checkbox"/> Cricket	Other: _____			

Event Components: Please check all items below that apply to your event.

<input type="checkbox"/> Exhibits/Displays/Photography	<input type="checkbox"/> Vending/Sales (Food/Non-Food)	<input type="checkbox"/> Amplified Sound
<input type="checkbox"/> Commercial Advertising/Banners	<input type="checkbox"/> Tents/Canopies	<input type="checkbox"/> Fund Raising / Raffle

Club Name (using the field) _____

Phone Number(s): Day _____ Evening _____

Applicant Contact Name: _____ E-mail: _____

Phone Number(s): Day _____ Evening _____

Official Team/Group/Club Business Address: _____

Team/Group/Club WA UBI #: _____

Team/Group/Club/Business Website: _____

Name of League/Program/Group the club/team/users belongs to: _____

League/Program/Group Association Website: _____

Number of Teams in this League/Program/Group: _____

List all other fields/agencies from which you have applied to or have received time:

Previous Season: _____

Upcoming Season: _____

List the "National Organization" which provides the Sport Administration and Coaches Training for your Club Board of Directors, Administrators and Coaches, including its webpage and your team and or leagues membership account/ identification information with the listed organization.

2023 Athletic Field Use Application Form page 2 of 3

Season Dates: _____ Try outs: _____ Practices: _____
 Games: _____ Championships: _____

Facility Requested and Dimensions Needed	Day of Week Circle appropriate days	Dates Requested		*Time Requested	
		From	To	From	To
Facility: Field Dimensions:	M T W R F S S				
Facility: Field Dimensions:	M T W R F S S				
Facility: Field Dimensions:	M T W R F S S				

Start Time must include any Set-up and Warm-up time. When requested, Lights will be scheduled to automatically run 30 min prior to sunset (unless requested otherwise) until scheduled end time, not to exceed 10pm. Lights will automatically turn off at 10pm no exceptions. User groups will be able to turn off lights early if needed to receive refund/credit for unused light time.

Total Hours of Field use Requested: _____

Sub Total Hours Requested for Practices: _____

Sub Total hours Requested for Games: _____

Number of infield grooming preps anticipated: _____

Number of line chalking preps anticipated: _____

Official infield grooming and line stripping based on submitted schedule prior to actual start of season.

Number of days and hours of lighting requested: Days: _____ Hours: _____

Projected Grand Total: _____

Feel free to attach any worksheets showing projected grand total

All use fees are due 30 days prior to the first date of use. Refunds/credits, due to field closers will be processed at the end of the permit schedule. Only those requests for refunds/credits with an Athletic Field request form on file will be eligible for refund or credit.

Based on 1st date requested, final complete payment due date is:
 _____ (30 days prior to first scheduled use)

Failure to make payment by specified due date may result in termination of any pending or approved permit.

2023 Athletic Field Use Application Form page 3 of 3

11.2 **Required Attachments:** Please provide Hard Copies or Actual Links to the following information.

This information is required each year, regardless if your group is new or returning.

- √ List (name and e-mail contact) of all Club Leadership (board/administration) members
- √ Certificate of Insurance coverage AND Endorsement. The following terminology must appear on the documents: "Snohomish County, including its Officer, Elected Officials, Agents and Employees are named Additional Insured."

NOTE: Groups seeking to rent **Tambark Athletic Fields** MUST have the following terminology on the description and endorsement: "Snohomish County AND City of Millcreek, including its Officers, Elected Officials, Agents and Employees are named Additional Insured."

- √ Copy of current season Registration Forms/Materials if applicable
- √ Current Covid-19 "Return to Play Safety Plan"
- √ **Current Club/Business By-laws or Policies and Procedures which clearly articulates the following elements:**
 - A. Written Policies and Procedures including Mission Statement
 - B. Job Description which includes minimum qualifications for Staff and Coaches.

Training in:

- The emotional needs of children
- Safety, Injury Prevention and first aid
- Conditioning, Hydration and Nutrition
- Teaching proper sport techniques
- Child Abuse Prevention and drug, alcohol and tobacco prevention

Please List the National Organization which certifies your coaches/staff.

- C. Requirement that staff, coaches, officials, volunteers, parents, athletes sign an annual code of conduct
- D. Requirement that staff and volunteers are subject to a Criminal background check
- E. Enforcement plan for implementing a sportsmanship/conduct code including disciplinary procedures
- F. Requirement that at least one adult trained in CPR and basic first aid is present and that a minimum of two adults are always on site during all scheduled use
- G. Requirement that an emergency first aid plan and basic first aid is always on site, etc
- H. Demonstrates compliance that your program complies with WA Senate Bill ESSB 5967, House Bill 1824 and Senate Bill 5083. (Gender Equity – Fair Play and Zackery Lystedt Return to Play Law.)

12.1 Return to Inventory and Credit Request Forms

**Snohomish County Parks and Recreation
Athletic Field Return to Inventory Form**

To receive credit for scheduled field time no longer needed, this form must be completed and submitted to the Parks and Recreation Office at the conclusion of the scheduled period subject to:

CANCELLATION FEES

30 days or less notice	\$5 per scheduled hour
20 days or less notice	\$10 per scheduled hour
14 days or less	No Refund

Organization: _____ Contact: _____

Contact Address: _____ City: _____ Zip: _____

Day Phone: _____ Eve. Phone: _____

Email: _____

- If applicable, a credit will be applied to the organization account.
- Return to Inventory forms may be delivered via:

Snohomish County Parks & Recreation
6705 Puget Park Dr
Snohomish, WA 98296

E-mail: _____

DAY	DATE	START TIME	END TIME	COMMENTS

12.2 Athletic Field Credit Request Form

Date of Request: _____

Organization: _____ Contact: _____

Contact Address: _____ City: _____ Zip: _____

Day Phone: _____ Eve. Phone: _____

Email: _____

- To receive credit for unused field and/or lights, this form must be completed and submitted to the Parks and Recreation office within five business days of requested date.
- Credit Requests will only be considered for games and tournaments which were cancelled due to inclement weather, field closures due to unsafe playing conditions, fields not properly prepared or lights not coming on as scheduled.
- All requests will be reviewed and approved by the Maintenance Crew.
- Credit Request forms may be delivered via:

Snohomish County Parks & Recreation
6705 Puget Park Dr
Snohomish, WA 98296

E-mail [to:](#) _____

DAY(S) OF SCHEDULED USE: _____

DATE(S) OF SCHEDULED USED: _____

FIELD(S) SCHEDULED FOR USE: _____

TIME OF SCHEDULED USE: _____

REASON FOR REQUESTING CREDIT FOR UNUSED FIELD TIME:

PERMIT NUMBER: _____

FOR OFFICE USE ONLY

Approved _____ Denied _____

Comments: _____

Name: _____ Date: _____

12.3 Light Schedule

Athletic Field Lights are scheduled to come on approx. 10 minutes before scheduled use and will turn off at the end of scheduled use. Egress lighting will remain on for an additional period to assure safety for those leaving the fields. Do NOT use this ingress/egress time to conduct practices or games.

In general- artificial lighting will be required [on] by the following approximate time frames.

Jan 1 – Jan 31	4:30pm
Feb 1 – Feb 28	5:00pm
Mar 1 – Mar 10	5:30pm
Daylight Savings – March 30	7:00pm
April 1 – April 30	7:30pm
May 1 – May 30	8:00pm
June 1 – July 30	9:00pm
Aug 1 – Aug 30	8:30pm
Sept 1 – Sept 15	8:00pm
Sept 16 – Sept 30	7:00pm
Oct 1 – Oct 30	6:00pm
Nov 1 – Dec 31	4:00pm

CHANGES AND ERRORS

Every effort is made to ensure that the information and fees in this publication are accurate. However, changes and corrections do occur. Therefore, the provisions of this publication are not to be construed as a contract between the end user and Snohomish County Parks and Recreation. The department reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes may apply not only to prospective facility users, but also to those currently permitted. Advance notification will be given whenever possible.