

Nemacolin, Inc.
Parks & Recreation

2017

Athletic Field
Scheduling Guide
Updated March 2017



Scheduling Office
PO Box 484
Nemacolin, PA 15351
Phone: 724-833-0193

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Introduction

Nemacolin, Inc. manages the scheduling and maintenance for its park and adjacent softball field in a manner to ensure equitable distribution, achieve maximum use of the facilities and maintain a safe, quality environment. The park property is owned by the homeowners of Nemacolin and funding for the park comes directly from our residents. As such, Nemacolin, Inc. has the responsibility to ensure that recreation areas are available primarily for our residents, with outside associations and organizations usage on a contractual basis.

Outline of Scheduling Process

-> Completed Field Use Request forms must be submitted to the Parks & Recreation office (PO Box 484) no later than the applicable dates listed in the Field Scheduling Timeline. Attn: Recreation Supervisor.

-> All requests for field use must be submitted no less than seven business days in advance of requested use..

-> 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:

-> Certificate of Insurance must be on file with the Recreation Supervisor one week prior to the first day of scheduled use.

-> Once the Field Use Request Form has been accepted and approved by Nemacolin, Inc., the request will be entered into our schedule. 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. Not including a contact name, number and email address for your organization.
5. Not submitting a Certificate of Insurance.
6. Requesting more field time than needed.

Athletic Field Policies and Procedures

1.0 PURPOSE

Manage Nemaquin Village athletic field 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. Nemaquin 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 Nemaquin 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. Nemaquin Based Team - A team that carries a minimum of 70% Nemaquin 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 Nemaquin, Inc. Maintenance and Operations Staff.
- K. Non-Commercial Groups means non-profit groups with 501c3 status.
- L. Recreation Supervisor means the Recreation Supervisor for Nemaquin, Inc.
- M. Renter means any entity requesting use of the park or athletic field whether it is a league, group, organization, association or individual team .
- N. Youth means participants 17 years of age and under.

3.0 GENERAL RULES AND REGULATIONS

3.1 Nemaquin, Inc. is responsible for the scheduling and maintenance of park property and athletic fields. [Unless arranged by contractual agreement].

3.2 Alcohol: Alcoholic beverages, including unopened containers, are not permitted on County property.

3.3 The renter is responsible for picking up all trash associated with the event.

3.5 Teams may not use athletic fields unless pre-scheduled.

3.6 NO artificial Lighting of any form is permitted or allowed to extend use of the field. All field use must be completed by twilight. 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 after dusk and the park is 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 areas.

3.7.3 Unscheduled use must be non-league use, with no coaching/instruction, players in uniforms, officials, etc present. Informal "sand lot / backyard" games among friends or neighborhood children are examples of non-league use.

3.8 Nemaquin, Inc. reserves the right to limit the amount of play permitted on all fields throughout the year.

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, Nemaquin, Inc. maintains the right to close Athletic Fields as determined by Nemaquin, Inc. 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 Individual coaches, players and parents should call Parks and Recreation staff for field closure information.

3.11.3 On occasion, field rainouts may be required at the start of a practice. When this occurs, it is the responsibility of the coach to make the field closure determination on location and to notify all participants.

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 will 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.

3.14 After Hours Contact: In case of problems at the fields, contact Angie directly at 724-833-0193, the president of the corporation, who will assist you.

3.15 Certificate of Insurance: Renters must submit a Certificate of Insurance ten business days prior to scheduled field use. 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. Nemaclin, Inc. 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 negotiated schedule.

3.17.2 Organizations that intend to sell concessions must contact the Recreation Supervisor at 724.833.0193.. 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 Pennsylvania Department of Agriculture health requirements and appropriate health permits must be obtained in advance.

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 Nemaclin, Inc. in correcting, cleaning, repairing or replacing any facility or property of Nemaclin 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 Executive Board of Nemaclin, Inc. 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, or mailed/emailed by request. 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 Nemaquin, Inc.

4.3 Field Use Request forms for leagues must be submitted no later than the applicable dates listed in the Field Scheduling Timeline. 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 Nemaquin, Inc. 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. Nemaquin, Inc. gives priority to those organizations with the highest number of players residing within Nemaquin Village. Section 4.5.1 outlines the order of priority for field distribution.

4.5.1

A Nemaquin, Inc. Parks and Recreation sponsored programs.

A1 Nemaquin residents.

B-1 School district based Recreational non-profit youth or Municipal Parks and Recreation Staffed programs.

B-2 Township based Recreational non-profit adult or Municipal Parks and Recreation-staffed programs within immediate proximity of field.

C-1 Township based Select youth programs within immediate proximity of field or Municipal Parks and Recreation Contracted Youth Programs.

C-2 County based Select adult programs within immediate proximity of field or Municipal Parks and Recreation Contracted Adult Programs.

E Commercial Groups or Organizations outside Nemaquin Village.

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

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 900 A/M on weekends.

4.6.2 No reservations for Nemaquin, Inc. Athletic Fields or adjoining grounds will be permitted on the following holidays: New Year's Day, Memorial Day weekend, Fourth of July/weekend, Labor Day, Thanksgiving Day and Christmas Day. These days are open for all of our residents to enjoy the facilities. Exceptions may be made, subject to approval by Nemaquin, Inc.

4.6.3 All field use must be completed by Sunset. 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

4.7.2 Individual coaches for any youth organization must contact their Organization/

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: All field use fees are due, in full, Thirty [30] business days prior to the start of scheduled field use unless otherwise negotiated with the County. 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 MAY NOT charge any admissions at Nemaquin Park.

5.6 Cancellation Fees

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

6.0 MAINTENANCE GUIDELINES

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

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

6.3 Nemaquin, Inc. owned bases, pitching rubber, 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 Nemaquin Athletic Fields or facilities.

6.6 Organizations and their coaches 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 Nemaquin Athletic Fields, or adjacent pathways.

7.0 SITE SPECIFIC RULES

All field users are responsible for following all site specific rules and regulations 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 practices by participants and spectators. Park's maintenance 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.

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.

7.11 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 Nemaquin, Inc. field use permit on the field for all games and practices. (Game schedules produced by organizations ARE NOT sufficient proof to settle disputes.)

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, marital 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 Nemaquin, Inc. and may result in ineligibility for further permits. The Permittee shall comply with all applicable anti-discrimination and affirmative action ordinances, laws, and statutes.

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 Recreation Supervisor to update the Field Closures 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 after practice..

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 2017 FIELD RENTAL FEES

9.1 Nemaquin, Inc. charges \$15.00 per day for practices held at our athletic field. This cost is to help offset the maintenance of the field. Nemaquin athletic field is a community owned and financed facility, not affiliated with Cumberland Township Parks and Recreation or Greene County Parks and Recreation.

9.3 Nemaquin, Inc. Parks and Recreation Athletic Field Scheduling Timeline
April - July Application deadline = March 29

2017 Athletic Field Use Application Form page 1 of 1

Please use a separate application for EACH Club that will be on the field

Date: _____

Club/Team Name: _____

User Type: ☐ Individual Team ☐ League Program/Use

(Check all that apply) ☐ Commercial Program

☐ Recreational Youth ☐ Recreational Adult

Municipal Parks and Recreation Program

Category: ☐ Non-profit 501 c3 (If listed in Publication 78 of the Internal Revenue Code)

☐ Village Based Participants (70% of team residing in Nemacolin)

☐ Non-Village Based

Sport: ☐ Baseball ☐ Softball

Applicant Contact Name: _____

E-mail: _____

Phone Number(s): Day _____ Evening _____

Complete Address: _____

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

Days of Week Requested

Circle appropriate days: M T W R F S S

Dates Requested

From _____ To _____

Time Requested

From _____ To _____

(Start Time must include any Set-up and Warm-up time.)

Total Hours of Field use Requested: _____

Total Days of Field use Requested: _____

Please note: your organization will be billed based on the number of days you request. Failure to pay your invoice within 30 days after approval of your request will forfeit current reserved field time as well as future consideration for field use.

10.2 Required Attachments Please provide the following information by attaching copies.

- √ List (name and e-mail contact) of Club Leadership (board/administration)
- √ Certificate of Insurance coverage

Incomplete applications will be returned. You will not be issued a use permit until all information has been received and approved.

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, 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 practices which were cancelled due to inclement weather, or field closures due to unsafe playing conditions.

All requests will be reviewed and approved by the Maintenance Crew.

Credit

Request forms may be delivered via:

1. Mail to:

Nemacolin, Inc. Parks & Recreation

PO Box 484

Nemacolin, PA 15351

2. E-mail angie.visnesky@gmail.com

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: _____

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 Nemaquin, Inc. 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.