

SPRING 2015

CITY OF PLANO
Parks & Recreation Department
Athletic Operations & Services

Field Distribution Meeting

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PLANO PARKS AND RECREATION DEPARTMENT
Athletic Operations & Services
2015 Spring Sports Season (Soccer primary) Field Distribution Meeting

- I. Welcome / Introduction of participants / Purpose of meeting**
- II. General business**
 - A. Online reservation process for the general public is in operation / Public access to system begins February 5
 - B. Zero fee increases in effect for athletic field use by leagues (included in packet)
 - C. Insurance request (approved insurance necessary prior to scheduled use of fields) (requirements in packet)
 - D. Invoicing process for scheduled field utilization and lighting, field establishment, team fees, etc.
 - E. Accounts including documentation must be current to qualify for field allocation
- III. Approved requests for 2015 athletic tournaments**
 - A. Calendar of 2015 events (in packet)
 - B. Tournament rates for 2015 contained in Fees & Charges section of packet
- IV. Facility update reports (renovations / improvements / development / planning)**
 - A. Regional athletic study (consultant selection in progress / seven submittals received)
 - B. Carpenter Park master plan complete; public hearings TBD; phase 1 construction expected in winter 2015;
Phase 2 in 2017 dependent upon future bond referendum passage
 - C. High Point (south) renovations in progress; return to service for fall 2015 sports season
 - D. Russell Creek parking expansion, restroom addition and field renovations (NE quadrant) soon to be bid;
construction targeted at end of spring sports season with return to inventory for fall 2015 sports season
 - E. Enfield Park (north) ball field MasterTurf drainage (in progress)
 - F. Archgate restroom addition in progress; online anticipated May 1, 2015
 - G. Athletic maintenance facility at Enfield park; design in progress; construction expected to begin fall 2015
- V. Spring sports season**
 - A. Review of guidelines
 - B. Field establishment process
 - C. Review of scheduling fields with City for games, practices, camps, clinics, etc.
 - E. Forms distribution (team registration, maintenance requests, practice requests, make-up requests)
- VI. Review procedure to allocate & distribute playing fields**
- VII. Review of participation numbers**
 - A. Soccer (primary sport)
 - B. Flag football (secondary sport)
 - C. Lacrosse (secondary sport)
 - D. Cricket (secondary sport)
 - E. Rugby (secondary sports)
- VIII. Field Use Recommendations**
 - A. League play (based on resident participation)
 - B. Additional field requests
- IX. (If Necessary) Allocation of Athletic Facilities**
 - A. Primary sports (Soccer by field category)
 - B. Secondary sports (Flag football, lacrosse, rugby, cricket)
 - C. Surplus requests
- X. General Discussion**
- XI. Adjournment**

Date: January 15, 2015

**To: Sports organizations tentatively qualified
for 2015 spring sports season athletic field use**

- Plano Sports Authority - Plano Youth Soccer - Plano Baseball Association
- North Texas Premier Soccer -Plano Cricket Assn. -Plano International Soccer
-North Texas Lacrosse -North Texas Women's Soccer
-North Texas Co-ed Soccer -Dallas Cricket League -i9 Sports

**From: City of Plano Parks & Recreation Department
Athletic Operations administrative staff**

- Patrick Brunelle, Athletic Coordinator
- Terrance Wright, Park Administrative Superintendent
- Kevin Murray, Park Superintendent
- Ed Voss, Athletic Superintendent

Dear athletic field user:

Welcome to calendar year 2015 and the City of Plano's spring sports season !

Materials in this packet will assist your organization in the process for athletic field distribution and scheduling for the 2015 spring sports season. Please review this packet carefully and share its contents with anyone you feel is appropriate within your organization.

There are changes and challenges in 2015 confronting field users and the Parks and Recreation Department. These changes and issues will be discussed in addition to conducting athletic field allocations at 1:30 p.m. Thursday, January 22, 2015 at Municipal Center South, 1409 Avenue K.

Issues include:

- a) Continuance of water restriction and City's current policy for watering athletic fields;
- b) Recycling initiative;
- c) Regional dynamics of athletics;
- d) and renovations of athletic-oriented community parks affecting future leagues and tournaments.

Field Allocation Process

Following is the step-by-step process for athletic field distribution for the spring 2015 sports season:

- 1) Approved athletic field users will receive a "pre-allocation" e-mail from the City of Plano's Athletic Operations office that contains directions for submitting resident registration numbers and team counts for local leagues to be used in the formal distribution of athletic fields. This information is used by Parks and Recreation staff in calculating field space requirements. The e-mail will be sent one week prior to field distribution meetings for each sports season.
- 2) The "pre-allocation" e-mail will contain a form that enables each approved athletic user group to submit its resident participation and team count for local league play to the City of Plano for inclusion in the allocation of athletic fields. One "***Athletic Field Allocation Request Form***" should be filled out for each athletic field specification requested. Allocation request forms should not contain participant

numbers for non-residents nor participant numbers for practices only. Completed allocation request forms should be submitted to the Parks and Recreation Department administrative offices no later than 5 p.m. Tuesday, January 20. Each requesting group may choose to meet and discuss their submittal with Athletic staff no later than the deadline. These forms may hand-delivered, faxed to the Parks and Recreation Department at 972-941-7469 to the attention of Terrence Wright, Park Administrative Superintendent, or e-mailed to Mr. Wright at terrancew@plano.gov.

Resident definition: Residents live in the territorial boundaries of the City of Plano. League participants that reside in the Plano Independent School District, but not in the territorial boundaries of the City of Plano, are non-residents for purposes of field distribution and user fee assessment. Basically, if the participant does not have a “Plano” address, the respective participant is a non-resident. Zip codes are not exclusive to Plano geographical boundaries and should be avoided as a tool for qualifying residents.

3) A meeting for the formal distribution of athletic fields will be conducted at 10 a.m. Thursday, January 22, 2015. This meeting will be conducted at Municipal Center South, 1409 Avenue K (administrative offices for the City of Plano’s Parks and Recreation Department). Each organization may have up to three representatives present at the meeting.

4) Discussions, forms distribution, handouts, etc. will occur on the agenda of the field distribution meetings. The “pre-allocation” e-mail will be limited to only those materials necessary for accurately requesting use of the City’s athletic fields for leagues.

Following is information pertinent to the field allocation process for the 2015 spring sports season and the use of the City’s athletic fields.

Primary sports

Sports seasons have been established by the City’s Code of Ordinances which specifies when fields open, when fields close, and designates primary/secondary sports for use in the priority of sports field distribution. Soccer and adult softball are identified as “primary” sports in the spring sports season. Soccer (youth and adult) and adult softball will receive the necessary number of athletic fields to meet the scheduling requirements of local residents to conduct leagues based on the City’s standards for athletic field use, development and maintenance support.

Soccer fields become available for programmed use on Tuesday, February 10, 2015. Use of these fields will cease Sunday, May 17, 2015; however, scheduling must end Sunday, April 26 on fields that conflict with the summer sports season (typically multi-purpose sports fields that are shared with baseball/softball). Priority use of fields with extended scheduling necessities will be provided to adult and high school age groups (15 years of age and older). Following is the schedule for spring sports:

2015 SPRING SPORTS SEASON CALENDAR (turf sports)

January 15 – Pre-allocation materials for spring sports season e-mailed to field users
January 20 – Deadline by 5 p.m. if meeting is desired with Athletic staff to discuss spring season submittal, etc.
January 20 – Resident player numbers, estimated field needs and team counts due by 5 p.m.
January 22 – Field distribution meeting at Municipal Center South at 10 a.m.
January 27 – Work orders due for fields received in seasonal distribution
February 3 – Schedules due by 5 p.m. for field use Feb. 10-15
February 10 – Fields open for scheduled games or practices
February 24 – Participant / team documentation due by 5 p.m.
April 26 – Multi-use fields closed for league scheduling
May 17 – Single-purpose fields closed for league scheduling

Adult softball fields become available for scheduled use on Monday, February 23.

Secondary sports

Competitive youth baseball and girls softball, flag football, lacrosse, rugby, field hockey and cricket are identified in the City's Code of Ordinances as "secondary" in the spring sports season. These sports will receive athletic fields for programmed use after the field needs of "primary" sports has been satisfied. Any sport not identified in the City's Code of Ordinances for inclusion in the spring sports season shall receive use of athletic fields after "primary" and "secondary" field needs have been satisfied.

"Secondary" spring sports with the exception of baseball and girl's softball may begin scheduled use of athletic fields on Tuesday, February 10, 2015 and ceasing Sunday, April 26. When possible, fields will be provided through Sunday, May 17, 2015 for lacrosse, rugby, field hockey, cricket and flag football leagues in which the activity is exclusive for high school aged participants or adults (age 15 years and older).

Competitive Baseball/Softball

Competitive youth baseball and girls softball may begin scheduled use of ball fields on Monday, March 16 with field scheduling ceasing Sunday, June 28, 2015. Competitive baseball/softball is for player pitch leagues comprised of boys and girls 9 years of age and older. Games are played on specific baseball or softball fields that are not shared with turf sports.

A separate field distribution process exists for competitive baseball/softball leagues. The pre-allocation e-mail for competitive baseball/softball will be sent on Thursday, February 19, 2015 and the field distribution meeting will be conducted on Thursday, February 26, 2015. Following is the schedule for the competitive baseball/softball season:

2015 SPRING SPORTS SEASON CALENDAR (player pitch baseball/softball)

February 19 – Pre-allocation materials for spring sports season e-mailed to field users
February 24 -- Deadline by 5 p.m. if meeting desired with Athletic staff to discuss spring season submittal.
February 24 – Resident player numbers, estimated field needs and team counts due by 5 p.m.
February 26 – Field distribution meeting at Municipal Center South at 1:30 p.m.
March 3 – Work orders due for fields received in seasonal distribution
March 10 – Schedules due for field use March 16-22
March 16 – Fields open for scheduled games or practices
March 27 – Participant / team documentation due by 5 p.m.
June 28 – Fields closed for league scheduling

Approved field uses

Athletic fields are allocated for local league use by residents of the City of Plano.

Fields are not available through the allocation process for "practices only" or for non-league purposes such as camps, clinics, instruction, etc. Fields may be utilized only for the purpose in which they have been provided (league play). Any use of facilities other than league play must be approved in writing by Parks and Recreation and may require applicable fees for tournaments / camps / clinics and special event insurance.

Unattached fields that remain in the City's inventory after primary and secondary "resident" league needs have been met will be declared surplus and will be made available for other sports, or will be provided to local organizations requesting access on a regular scheduled basis for expanding leagues to include non-resident players or teams, expand the number of games each team plays, or conducting practices only, etc.

Any group that does not participate or qualify for the allocation process will be dependent upon the existence of surplus fields to operate its league or programs. There is not a commitment by the City to facilitate league play or provide practice space for groups that do not qualify or participate in the allocation process, although every attempt will be made to accommodate these programs on a space available basis if the program meets insurance requirements, pays appropriate field use fees, and meets all other eligibility.

Team fees / Reservation fees / Establishment fees

Fees are assessed for the scheduled use of the City of Plano's athletic fields.

Team fees: Each team scheduled to play in a league on Plano fields is assessed a one-time user fee. Teams with rosters comprised of 81 percent or more Plano residents are assessed a \$0 fee; Teams with rosters comprised of less than 81 percent Plano residents are assessed a \$104 fee.

Reservation fees: Associations that schedule games or practices on Plano fields are assessed a reservation fee of \$6 per hour for unlighted time, an additional \$20 per hour for lighted time (minimum charge of one hour if lights are turned on), and an additional \$40 per hour for lighted practice time (minimum charge of one hour if lights are turned on). Leagues can expect to be invoiced for field time reserved unless cancelled by the City of Plano due to weather such as rain, wet conditions, freezing temperatures, lightning, lighting or irrigation malfunction, etc. General public fees are \$10 for a 90-minute reservation plus \$40/hour for lighting if applicable for practices; general public scrimmages or games are \$40 for 120 minutes plus \$40 per hour for lighting if applicable.

Establishment fees: Leagues are assessed a one-time fee to establish fields for scheduling. Establishment fees vary by sport and age group as determined through competitive bidding for contractual resources to assist the Parks and Recreation in the layout and set-up of fields which includes surveying, painting and chalking, goal placement (if applicable), bleachers, team benches, litter and recycling receptacles with trash bags, home plates, pitching rubbers, base anchors, etc. Once a field is established, maintenance of painted or chalked markings is the responsibility of the league for the remainder of the league's season. Following is a summary of field establishment fees:

2015 ATHLETIC FIELD ESTABLISHMENT FEES

SOCCER: Full-size, \$290; 50x80: \$270; 40x60, \$250; 30x50, \$230; 4v4/5v5, \$105.

TURF SPORTS: Rugby: \$295; Flag football: \$360; Lacrosse: \$280 boys / \$300 girls; Cricket: \$0 (as is)

BASEBALL: Field with no mound, \$90; with mound, \$140; add \$30 if temporary fencing is used.

SOFTBALL: Basic field, \$90; add \$30 if temporary fencing is used.

Team registration: Use of the City's athletic fields requires documentation of resident/non-resident participation in respective programs and payment of applicable team fees, reservation fees, establishment fees, etc. Fee requirements for non-residents will not be waived for organizations that schedule "home-and-home" with organizations in other cities.

Documentation of field use (list of teams with a breakdown of resident/non-resident participants by field specification, age group or grade) must be submitted on the City's User Fee Report Form to the City's Athletic Operations office no later than two weeks after the start of the season. An invoice will be sent by the City of Plano to athletic field users after documentation has been reconciled with the allocation of fields and league schedules. Organizations should not submit payment for fees until it has received an invoice.

Russell Creek C-D-E-F

Russell Creek soccer fields C-D-E-F are projected to be fee-based in the spring of 2015.

The fee-based program at Russell Creek C-D-E-F provides access to qualified sports organizations and tournaments on a game unit basis, unless suspended due to field shortages or inability by the City to provide premium maintenance (such as drought-imposed water restrictions). Fees are \$75 per game unit (up to two hours) which includes marking, nets and corner flags. If lighting is required, there is a \$20/hour charge for documented league games and all other lighted field use will be assessed a charge of \$40 per hour.

Fees collected from the fee-based use of Russell Creek C-D-E-F helps to offset the City's upgraded maintenance of these respective fields in response to the local soccer community's desire for "premier" fields that receive over-seeding, additional fertilization, top dressing, vertical mowing and aerification at a higher level than standard field maintenance. Over-seeding has been suspended due to water restrictions, but all other expanded maintenance programs continue.

If Russell Creek C-D-E-F are needed to satisfy the pool of fields for league play based on resident participation, then they will be treated the same as other league soccer fields. If allocated for league play, the City will not provide nets, corner flags or upgraded maintenance levels.

Game/Practice Scheduling

Organizations may schedule league games or practices in soccer, lacrosse, rugby, field hockey and flag football fields on Tuesdays, Wednesdays, Thursdays, Saturdays and Sundays unless otherwise restricted to preserve field conditions.

Fields used by turf sports are closed on Mondays, Fridays and prior to 11 a.m. on Sundays.

Russell Creek soccer fields A, B, C, D, E, F, G, H & I are game fields only and may not be used for practice. These fields are also restricted to a maximum of six game units (or game use not exceeding 720 minutes) on a Saturday/Sunday and no more than six game units per week on Tuesdays, Wednesdays and Thursdays (combined).

Fields may be scheduled for weekday games no earlier than 6 p.m. nor later than 7 p.m. Fields utilized on Saturdays may be scheduled no earlier than 8 a.m. nor begin later than 9 a.m. Field use on Sundays may begin no sooner than 11 a.m. nor later than 1 p.m.

It may be necessary for Parks and Recreation to alter start times at athletic complexes in the interest of efficient field use respective to parking. Organizations are asked to emphasize carpooling due to parking issues that are routinely encountered. If parking issues are not resolved voluntarily, fields may be

restricted by the Parks and Recreation Department to achieve parking compliance and lessen the impact on neighborhood integrity (noise, parking, litter, etc.) and business vitality.

Organizations may not schedule practices, scrimmages or “challenge” games for teams or individuals that do not play in the respective organization’s local leagues and are thus assessed applicable team fees. If fields are provided by the City to organizations for “practice-only” teams, clubs or programs through the allocation process, these teams or groups must be identified on team registration forms and appropriate team fees paid.

Organizations are limited to scheduling fields for its league games and practices respective to the field specification in which the field is allocated. Practices will be permitted by younger players on fields allocated for older age groups, but not vice-versa.

Schedules must be in the possession of the Athletic Coordinator by 5 p.m. each Tuesday for the following Monday through Sunday period. Fields become available for practice scheduling or game scheduling February 10. Leagues can expect to be invoiced for time scheduled within each respective Tuesday through Sunday period unless cancelled by the City of Plano due to weather such as rain, wet conditions, freezing temperatures, lightning, lighting or irrigation malfunction, etc.

Game schedules and practice scheduling must be submitted in a format approved by Parks and Recreation.

Elementary school areas and neighborhood park sites may not be reserved for practices. These sites are first-come, first-serve. Per City ordinance, teams may not practice at senior high, high schools or middle school fields that have a football or soccer goal on them, or otherwise used by that respective school’s athletic teams.

Neighborhood park sites and elementary school sites should be used by teams that can practice only on Mondays or Fridays, or if the team has not secured a practice reservation at one of the athletic park sites.

Practices may be scheduled on allocated game fields unless the field or facility has been designated otherwise. It is the responsibility of each organization to coordinate its lighted practices. Each organization will be charged \$6 per hour for each unlighted hour of practice plus \$40 per hour for lighting (one hour minimum in turned on). The "Lighted Practice Reservation Form" must be submitted to the Parks and Recreation Department by 5 p.m. each Tuesday to arrange for lighted practices the following Monday through Saturday. Lighted practices may be scheduled beginning February 10 (due to PARD by 5 p.m. Tuesday, February 3). Online reservations go live on Thursday, Feb. 5 for the period of February 10-15.

Fields that are not scheduled for practices or games by local sports organizations become subject to reservation by the Parks and Recreation Department for general public use including local teams that are not playing in Plano-based leagues. These teams will be subject to an administrative reservation fee of \$10 for practices (one-half field), \$40 for non-practice uses and a fee for the use of lights (\$40 per hour if applicable).

Drop-in (casual) practices will be allowed at selected locations within athletic-oriented park sites. These locations will be distributed to associations at the field allocation meeting and are intended for use by

Plano-based teams only. Use of designated drop-in locations may not interfere with scheduled park activity in any manner, or drop-in locations with issues will be eliminated from the program. Otherwise, drop-in/casual practices may be conducted only at the City's neighborhood park sites or open space at elementary schools.

Private coaches providing instruction, or "paid" club/select team coaches, tutors, trainers, etc. will not be allowed to conduct their business at any City park sites per City ordinance unless a permit is issued. The permit will require insurance and payment of an administrative fee.

Field lighting / Light fees

Due to budget issues and to conserve resources, electrical access for lighting will be available only when available daytime game units have been exhausted. Fields will be distributed in a manner that minimizes the need for lights, but enables each team to play one game on a weekend on an unlighted basis.

Lights are available on Sunday nights for league play, but not for practices. Games must be scheduled in a manner to be complete by 7:30 p.m. To be eligible for Sunday lighting, league games must begin no earlier than 11 a.m. nor later than 1 p.m. on the respective field.

Saturday night lighting for league play in turf sports is not available unless necessary to meet the City's field utilization standards of one game per team per weekend.

Lights will be turned on at the discretion of the Parks & Recreation Department, but no earlier than 5:30 p.m. weekdays or 5 p.m. weekends for games or practices. Weekday games may not be scheduled to begin prior to 6 p.m. nor later than 7 p.m. Light use for practices may not be scheduled prior to 5:30 p.m.

Scheduling in a contiguous manner is required for the efficient use of lighting resources and available manpower. For instance, lighting is not available for games if unlighted space is available on the respective field. Lighting will not be turned on, or will be extinguished, for fields that are vacant. Typically, game lights are turned on 30 minutes prior to dusk and will be turned off per league schedule, but no later than when the City's lighting curfew has been reached. Practice lights are turned on and off per reservation as communicated. Associations can expect to be invoiced for scheduled light time from turn-on to turn-off.

Organizations will be invoiced for scheduled lighting at rates of \$20 per hour for games and \$40 per hour for practices. There is a one hour minimum charge if lighting is accessed.

A lighting curfew of 10:30 p.m. is in effect for youth games at all parks unless otherwise restricted. The lighting curfew (and park curfew) is 11 p.m. for adults.

Temporary lighting may be approved for operation by associations on unlighted fields at the City's athletic-oriented park sites adhering to the City's Code of Ordinances for such uses. The athletic site must be identified in the City's master plan as "lighted" to be eligible and meet all requirements contained in the Code of Ordinances for non-City use. Non-approved uses of temporary lighting will be dealt using penalties prescribed in the City's Code of Ordinances.

Rainouts / Wet fields

The City of Plano retains the right to call off games or practices at any time in the interest of safety or to prevent field damage. A determination will be made by 1:30 p.m. on days of inclement weather, but also later if necessary. PARD staff will contact sponsoring organizations if games are cancelled. It is the responsibility of each organization to establish a system of calling off games weekends and evenings in the event of inclement weather to protect field conditions and in the interest of safety. Organizations will be responsible for any field damages beyond normal wear and tear.

Restrooms

The City of Plano will provide portable toilets at those sites without restroom facilities or with closed restrooms. Permanent restrooms typically open the first weekend of March.

Facility Cleanliness

The by-laws of each organization should state that immediately after each game, it is the responsibility of teams to insure that no litter generated by its activity is left at the game site. Organizations are encouraged to enforce a forfeiture of the game or a loss of points if a team fails to clean its area after the game.

Field safety

Each organization should inspect its playing fields, bleachers and player benches to insure the safety of its participants and spectators before the season begins and prior to field use each game. Any safety concerns should be addressed to the Athletic Coordinator prior to use of that field. Requests for repairs or special maintenance should be reported to PARD on the "Service Request Form" through the head of each organization or the association's designee.

Field Establishment / Marking

It is the responsibility of each organization to use volunteer or contractual resources to mark its athletic fields following the City's guidelines (attached). The exception is Russell Creek C-D-E-F in which marking is contracted by the City of Plano.

All fields will initially be established by the City of Plano utilizing a combination of contractual resources and City labor. Field establishment fees will be assessed each sponsoring organization, or pro-rated if the field is shared. Once the field has been established, it will be the responsibility of the respective organization to maintain the field's markings for the remainder of the season. Field establishment for turf sports fields includes the survey and layout of fields, line painting, installation of goals with anchors (excluding lacrosse), spectator bleachers, litter receptacles and team benches (as applicable). Field establishment fees will only be charged if it is necessary to provide the service, or any portion of the service.

Field establishment for baseball/softball provides for the installation of base anchors, home plate, pitching rubber, bleachers for spectators, litter receptacles, the initial painting of foul lines, and building/refurbishing pitching mounds (as applicable). Baseball/softball fields do not include amendments or amenities for batter's boxes, Turface-like or MasterTurf surfacing, nor use of drying agents in the event of rain.

Organizations should provide the City of Plano with a diagram of desired playing field specifications with measurements to accompany the Field Request Form. This diagram will be reviewed by the City's athletic staff, and if approved as "typical," the diagram will be provided to a contractor for use in establishing respective fields. If a diagram is not provided, the City will provide its "typical" schematic to the contractor.

Parking

Parking is provided at athletic field sites. Please encourage participants of your organization to utilize existing parking and refrain from parking on streets, or parking intended for businesses, churches, etc. Carpooling is recommended so that it does not become necessary for the City of Plano to restrict field access due to parking issues.

Frito Lay / Pepsi Championship Ball Park

The Frito Lay / Pepsi Championship Ball Park is available for scheduled use beginning Saturday, March 14, 2015.

Questions or clarifications on any matter contained in these guidelines should be addressed to me at 972-941-7257.

Sincerely,

Ed Voss
Athletic Superintendent
Parks and Recreation Department

c: Jim Fox, Park Services Manager

PLANO PARKS AND RECREATION DEPARTMENT
2015 Spring Sports Season / Soccer primary
Athletic Field Allocation Procedure

The 2015 spring sports season allocation meeting will be held at 1:30 p.m. Thursday, January 22, 2015. User groups qualifying for field use can expect to receive a percentage of playing fields for league play from a designated pool equaling that group's percentage of resident players in that respective sport's pool of participants. Leagues will pay user fees for teams, field establishment fees and hourly reservation fees as established by City Council for the scheduled use of fields received in the allocation process.

Soccer is the primary sport in the spring and the soccer pool will be established to meet game needs (a rate of one game per team weekly on a Saturday/Sunday has been established for this purpose). Secondary sports will be accommodated after soccer if fields are available. Sports that are not identified as primary or secondary by the City's athletic ordinance will be provided fields, if available, after primary and secondary sports have been accommodated. Any remaining fields will be deemed surplus and made available for league scheduling to each respective qualifying organization on an impact fee basis in addition to the payment of individual player user fees.

A preallocation e-mail will be sent Thursday, January 15 to distribute Field Request Forms and information relevant to the utilization of the City's athletic fields. User groups will meet with Athletic staff and submit its Field Request Forms to the Athletic Operations office prior to 5 p.m. Tuesday, January 20. Based on the actual resident registration numbers and field needs for league play (no practice-only numbers) submitted by each user group, each pool of playing fields will be established by the Parks and Recreation Department that meets the City's standards for programmed use, development and maintenance.

At the allocation meeting (10 a.m. Thursday, January 22) a list of the playing fields in the pool will be distributed to each user group along with a recommendation of field distribution by the Parks and Recreation Dept. If the recommendation is acceptable to all parties eligible for field use, there will not be a need for a formal field allocation.

In the event of a formal field allocation, Parks and Recreation staff will distribute the percentage of the fields from the pool that each user group will receive at the allocation. Any user group that must reduce its number of playing fields from the previous spring season will be allowed to protect up to 50 percent of the fields of their choice if participation warrants and the others will be placed in a pool to be chosen from. A picking order will be established to distribute fields that are unattached. Playing fields may then be traded among user groups.

User groups must submit field preparation requests to the Athletic Operations office no later than 5 p.m. Tuesday, January 27. Field preparation requests or changes received after January 27 may be delayed.

Game schedules in an approved format are due to the Athletic Operations office no later than 5 p.m. Tuesday, February 3 for games beginning February 10-15, 2015. Schedules must show all league play for the season at the time of submission.

Appropriate registration documentation forms are due in the Athletic Operations office no later than two weeks after the start of the season. The City will use these forms to invoice applicable fees.

2015 SPRING SPORTS SEASON CALENDAR (turf sports)

- January 15 – Pre-allocation materials for spring sports season e-mailed to field users
- January 20 – Deadline by 5 p.m. if meeting is desired with Athletic staff to discuss spring season submittal.
- January 20 – Resident player numbers, estimated field needs and team counts due by 5 p.m.
- January 22 – Field distribution meeting at Municipal Center South at 10 a.m.
- January 27 – Work orders due for fields received in seasonal distribution
- February 3 – Schedules due by 5 p.m. for field use Feb. 10-15
- February 10 – Fields open for scheduled games or practices
- February 24 – Participant / team documentation due by 5 p.m.
- April 26 – Multi-use fields closed for league scheduling
- May 17 – Single-purpose fields closed for league scheduling

PLANO PARKS AND RECREATION DEPARTMENT
ATHLETIC FIELD ALLOCATION REQUEST FORM

Organization _____

Sport _____

League Name: _____

Age Group: _____

Circle request category. . .

Soccer

20x30	25x35	30x50
40x60	50x80	60x110
65x115	70x120	80x130

Football

4v4	Jr./Flag	Full
-----	----------	------

Lacrosse

Women's	Men's
---------	-------

Other Sports

Cricket	Rugby
---------	-------

Baseball/Softball (base distance)

45 ft.	50 ft.	55 ft.	60 ft.
65 ft.	70 ft.	80 ft.	90 ft.

Baseball/Softball (pitching)

Pitching distance: _____

Mound? (circle): Yes No

Purpose of Request

Practices only

League facilitation

Instructional / Camp / Clinic

*RESIDENT REGISTRATION NUMBER (actual, not estimated): _____

NUMBER OF TEAMS (actual total teams in this league): _____

LENGTH OF GAMES: _____ SCHEDULING FREQUENCY: _____

Field Allocation Eligibility Criteria

Fields are allocated to conduct local league play for residents. Practice-only, clinics, instructional programs and space for out-of-town teams or individuals will be provided only on a space available basis.

**Resident registration for youth programs consists of participants that reside within the territorial boundaries of the City of Plano. Non-resident participation within a sports program does not count in the allocation process. Organizations that accept non-residents, participate in leagues with teams from other cities, or exceed the established allocation rate for that respective sport do so at their own risk of accommodation. Only residents actually registered in local leagues are eligible to be counted in the allocation process. Programs accept the responsibility of accommodating additional participants if they continue to accept sign-ups beyond the allocation date or offer programs that do not coincide with the allocation process or in harmony with field utilization guidelines.*

SIGNATURE / TITLE**DATE**

Your signature certifies that: 1) the resident registration number provided on this form is actual, not estimated, and complies with eligibility criteria as listed above; 2) the requesting organization agrees to accept, support and enforce the City's rules, regulations and ordinances for athletic field use; 3) the requestor acknowledges that penalties exist for organizations and individuals that provide false registration numbers in the allocation process.

***** ATTACH DESIRED FIELD SCHEMATIC TO THIS REQUEST *****

MEMORANDUM

Date: January 15, 2015

To: Local “approved” sports organizations/activities

- Plano Family YMCA	- Plano Sports Authority	- Plano Youth Soccer
- Plano Baseball Association	- North Texas Premier Soccer	-Plano Cricket Assn.
-Plano International Soccer	-North Texas Lacrosse	-North Texas Women’s Soccer
-North Texas Co-ed Soccer	-Dallas Cricket League	-i9 Sports

From: Ed Voss, Athletic Superintendent, City of Plano

Subject: Guidelines for Athletic Field Use

It is the City’s desire for sports organizations to share Athletic Field use Guidelines with coaches and participants to promote an enjoyable experience for players, coaches, officials and spectators through the safe, clean and efficient utilization of the City’s outdoor athletic resources. Each of the listed items is enforceable by the City’s Code of Ordinances. Your support is appreciated !

Athletic fields are allocated for scheduled games and reserved practices with the following points of emphasis:

1. Athletic field use for practices, scrimmages, games, tournaments and other special activities is limited to teams, organizations and events that have been approved by the City of Plano.
2. Athletic fields may not be used for organized practices, scrimmages or games when they are closed between designated sports seasons unless specific written permission has been provided by the Parks & Recreation Dept.
3. Teams should refrain from using athletic park sites for “drop-in” practice. Practice reservations may be issued by each respective sports organization or Parks & Recreation to avoid a disruption of service to teams legitimately authorized to practice or scheduled to play. “Drop-in” use may cause safety issues, parking lots to exceed capacity or damage a field by excessive use.
4. Fields may be closed due to rain for safety and to prevent field damage. If games are cancelled, practices are also cancelled.
5. Neighborhood park sites may be used for practices on a first-come, first-served basis. Teams may not conduct practices at PISD athletic fields at the middle schools, high schools and senior highs.
6. Fields or facilities designated "scheduled use only" may not be practiced on. If a facility is fenced and locked, teams should refrain from jumping the fences to access the field.
7. Soccer, football, lacrosse and rugby may not practice at athletic park sites on Mondays or Fridays so that the fields may rest and to allow the City to perform routine maintenance.
8. Football practices are restricted to sites received in the City's distribution of athletic fields or teams must use neighborhood park sites.
9. Baseball / softball fields that have been prepared by dragging and/or lining should not be practiced on prior to scheduled games out of courtesy for the teams assigned to play on that field.
10. Teams are responsible for picking up litter generated by its practice/game activity including bleacher areas and parking lots.
11. Vehicles are not permitted beyond the parking lots at all athletic sites which including the drop-off of players and equipment.
12. Smoking is not permitted in bleachers, restrooms, dugouts or around concession stands, eating areas and playgrounds.
13. Participants/spectators should car pool whenever practical to maximize parking capability and minimize traffic congestion generated by athletic field use. Vehicles may not at any time park on the grass or any area that is not intended for parking. Drivers should respect neighborhood integrity and refrain from parking on streets or in front of residences.
14. Animals must be restrained at all times by a leash not exceeding 6-feet. The person that accompanies the animal is responsible for the immediate clean-up of feces by the respective animal.

Athletic park sites are. . . Archgate, Carpenter, Carter, Cheyenne, Championship Youth Ball Park, Enfield, Harrington, Heritage Yards, High Point, Hoblitzelle, Horseshoe, McCreary, Old Shepard’s Place, Schell, Preston Meadow and Russell Creek.

CITY OF PLANO
PARKS AND RECREATION DEPARTMENT
Athletic Operations

GUIDELINES FOR ATHLETIC FIELD LINING / DRAGGING / MARKING

Effective with the spring sports season 2010, the City of Plano has utilized contractual resources in combination with its labor force to establish athletic fields. After fields are established use turf paint, it will be the responsibility of each organization to maintain its painted lines on a recurring basis.

The City of Plano does not chalk or mark foul lines of baseball/softball fields nor the lines of turf sports fields (football, soccer, lacrosse, rugby, field hockey, cricket, etc.) on a recurring basis after initial establishment. This service was discontinued effective with the City's 1992-93 budget. Each user group may elect to perform this service themselves utilizing employees or volunteers, or hire an independent contractor.

User groups and independent contractors must agree to adhere to the following guidelines.

1. Insurance coverage as specified by the City's Risk Manager must be provided by the user group or the independent contractor. Marking / dragging by hand may be performed by volunteers, however, if payment is made by the association for the service, the person providing the service must be either an employee of the association or be recognized by the City as an independent contractor with applicable insurance coverage.

Insurance coverage must name the City of Plano as an additional insured and show the City of Plano as a certificate holder.

It is recommended that respective associations require contractors to name them as an additional insured on the contractor's insurance.

2. Materials and equipment used by the marking contractor may not be stored in the City of Plano's buildings or on the City's property unless written permission has been provided.
3. If the City provides key to the contractor to access gates or water in performance of athletic field preparation, use of the keys for any other purpose is not permitted.
4. Ball field grass infields will not receive any cut lines and may be painted by the user group. All-grass infields may not be chalked (due to turf damage).
5. Fields may not be marked with any substance not approved for such purpose. Marking paint on turf surfaces must be labeled for that specific use. Contractors should be prepared to provide the City with a product sheet for paint products describing contents and approved uses in accordance with federal, state and local mandates.
6. Any waste byproduct must be disposed of properly. Litter receptacles at the athletic park sites are provided for use by park patrons. Using park litter receptacles is not allowed for disposal of empty bags or paint cans, etc.

7. Vehicles used to transport marking materials and equipment must stay on concrete surfaces and may not at any time be driven on turf.
8. Vehicles used to transport marking materials and equipment must utilize approved parking areas during scheduled activities at athletic sites.
9. Use of chemical growth regulants will be allowed under the following conditions:
 - A. The contractor must be licensed to apply the proposed chemical. A copy of the license must be provided to the City of Plano.
 - B. The contractor must be insured to spray chemicals on public grounds.
 - C. Permission to use chemicals must be received by the City's Athletic Operations and Services group of the Parks and Recreation Department. Use of growth regulants will be allowed if such use does not conflict with programmed uses of the respective field, affect the safety of participants or game officials, or affect the vitality of the turf. Growth regulants will not be approved during periods of water restrictions.
 - D. Copies of all federal, state and local mandated reports regarding chemical applications on public grounds shall be provided to Athletic Services for record keeping purposes.
10. Fields cornered by the City of Plano may not be altered dimensionally without written permission. Fields shall not be located within 10 feet of any fixed object due to safety issues.
11. The City of Plano is not responsible for loss of any lines due to mowing or irrigation schedules, or any other relevant maintenance of its athletic fields.
12. Markings may not exceed four inches in width on ball fields not five inches in width on turf sports fields. White is the only approved paint color. Use of any color other than white must be approved by the Parks and Recreation Department.
13. Typical field markings are allowed for each sport. Logos of associations or sponsors are not allowed. Markings other than typical must be approved by the Parks and Recreation Department.
14. The City of Plano will prepare ball fields Monday through Friday, weather permitting. Youth associations may drag fields when City service is not available (weekends, tournaments, weekdays after 4 p.m.) if proper insurance is on file and the associations has been approved, otherwise only hand raking may be performed. Associations must demonstrate the ability to perform maintenance by hand prior to approval by the City to use mechanized equipment. Equipment used to drag ball fields may not cause compaction to infields or damage turf areas. Automobiles and trucks may not be used to drag fields. Suitable vehicles include lawn & garden tractors, small tractors equipped with flotation tires, all-terrain vehicles (ATVs), John Deere Gator, Kawasaki Mule, etc.

If you have a question regarding any matter related to ball field marking or dragging, contact the City of Plano's Park Superintendent for Athletics.

MEMORANDUM

Date: January 15, 2015

To: Ed Voss, Athletic Superintendent

From: Terrance Wright, Administrative Athletics Superintendent

Subject: **Golf Cart Safety Rules for Athletic Facilities**

Listed below are golf cart safety regulations at City of Plano outdoor athletic facilities to be observed at tournaments, leagues, and special events. The Risk Management Department provided input in the development of these rules.

General Rules

- Golf cart operators must have a valid driver's license.
- Golf carts that are operated at City of Plano facilities must have insurance for usage during the event, tournament or league.
- Golf cart operators should observe Texas vehicle traffic laws for motorized vehicles when applicable.
- Golf cart operators should provide the right of way at all times to pedestrians.

Operating Rules

- Speed limit for all carts is a maximum of 7 mph or less as prudent.
- Golf cart operators must be 18 years of age or older due to liability issues.
- Operators and passengers must remain seated at all times while the cart is in motion.
- Passengers should keep hands, arms, legs, and feet within the confines of the golf cart at all times while the vehicle is in motion.
- Golf cart should capacity not exceed the number of available seats for the number of passengers.
- Golf cart operators should avoid using the same path on grass to prevent wear and tear on the turf. Whenever possible, carts should be driven on hard-surfaces.
- Areas congested with pedestrians or spectators should be avoided when possible.

Storage Rules

- When parked, golf carts may not block emergency equipment, entrance or exit areas, pedestrian walkways, doorways, or any normal traffic flow.
- When carts are not in use, the cart should be placed in neutral with the parking brake on and the key should be removed.
- When the cart is not in use for long periods of time; such as overnight, it should be secured with a cable and lock or other locking mechanism.

CITY OF PLANO
PARKS AND RECREATION DEPARTMENT
INSURANCE REQUIREMENTS / ATHLETIC LEAGUES

1.0 General Provisions

1.1 The Contractor shall obtain and maintain the minimum insurance coverage set forth in this section. By requiring such minimum insurance, City shall not be deemed or construed to have assessed the risk that may or may not be applicable to the Contractor. The Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Contractor is not relieved of any liability or other obligation assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

1.2 Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified herein or cover such subcontractors under its insurance coverage.

1.3 The Contractor agrees that the insurance requirements specified in this section do not reduce the liability Contractor has assumed in any indemnification/hold harmless section of this contract.

1.4 City reserves the right to approve the security of the insurance coverage provided pursuant to this section by insurers including terms, conditions and the Certificate of Insurance. Failure of the Contractor to fully comply with requirements of this section during the term of the contract will be considered a material breach of contract and will be cause for immediate termination of the contract at the option of City.

1.5 Insurance coverage required by this section shall:

1.5.1 Be on a primary basis, non-contributory with any other insurance coverage and/or self-insurance carried by City

1.5.2 Be with an insurer possessing an A-VII. A. M. Best Rating

2.0 Commercial General Liability. Contractor shall maintain commercial general liability and, if necessary commercial umbrella insurance as specified below.

2.1 Commercial general liability insurance shall be written on an ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, product-completed operations, personal and advertising injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

2.2 City shall be included as an additional insured under the commercial general liability using **ISO additional insured endorsement CG 20 10** or equivalent.

2.3 Commercial General Liability Required Limits

2.3.1 \$1,000,000 Per Occurrence

2.3.2 \$1,000,000 Personal/Advertising Injury

2.3.3 \$2,000,000 General Aggregate

2.3.4 \$2,000,000 Products/Completed Operations Aggregate

2.3.5 \$25,000 Damage to Rented Premises

2.3.6 \$500,000 Per Occurrence Participant Liability

2.3.7 \$1,000,000 Aggregate Participant Liability

3.0 Commercial Automobile Liability. Contractor shall maintain business automobile liability insurance and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident.

3.1 Such automobile liability insurance shall cover liability arising out of any auto (including owned, hired, and non-owned automobiles).

3.2 Commercial automobile coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to the provided ISO form CA 00 01.

3.3 Contractor waives all rights against City and its agents, officers, directors and employees for recovery by the commercial automobile liability or commercial umbrella liability insurance obtained by Contractor pursuant to this section or under any applicable automobile physical damage coverage.

4.0 Accident Medical Insurance. Contractor shall maintain accident medical insurance with a maximum medical benefit of not less than \$5,000 each accident and \$5,000 Death & Dismemberment each accident providing coverage for players, coaches, officials and volunteers and arising out of any covered activities including but not limited to games, practice sessions, meetings, tournaments or sponsored activities.

5.0 Evidence of Insurance

5.1 Prior to commencement of any activity contemplated by this Contract, and thereafter upon renewal or replacement of coverage required by this section, Contractor shall furnish City a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with this section. Contractor shall furnish copies of all endorsement to insurance policies as required by each section herein to the City.

5.2 Failure of City to demand such certificate(s) or other evidence of full compliance with these insurance requirements or failure of City to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

5.3 City shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering facilities or other spaces contemplated by this Contract until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the City.

5.4 Failure to maintain required insurance may result in termination of this contract at sole option of the City.

5.5 The Contractor shall furnish a Certificate of Insurance (COI) evidencing insurance coverage required by this section ten (10) business days preceding commencement of activities contemplated by this Contract. The COI shall:

- 5.5.1 List each insurers' NAIC Number or FEIN
- 5.5.2 List contract number, project name/number, name of event, location (building name, building address, etc.), date(s) of event or service being performed
- 5.5.3 State insurance is on a primary basis and non-contributory with any insurance/or self-insurance carried by City
- 5.5.4 Specifically list reference to all endorsements required herein
- 5.5.5 List the specific number of days cancellation provided pursuant to policy language for notice of cancellation to certificate
- 5.5.6 List "City of Plano, Risk Management Division, 1520 Avenue K, Plano, Texas, 75074" in the Certificate Holder Section

PLANO PARKS AND RECREATION DEPARTMENT / 2015 ATHLETIC TOURNAMENTS

ACTIVITY		PARK SITES		DATES
YOUTH SOCCER	Plano Youth Soccer	Spring Kick Classic	PYSA league fields	April 24-26
		PYSA League Placement Tournaments	Russell Creek / Carpenter	July 24-26 / Aug. 14-16
		Labor Day Soccer Invitational	Russell Creek / High Point / Carpenter / Carter / Cheyenne	Sept. 4-7
		Texas Cup	Russell Creek / Carpenter	Nov. 27-29
	North Texas Soccer	Olympic Development Tune-Up	Carpenter	May 31
		Olympic Development Sub-Regional	Carpenter	June 6-8
		NTSSA Seeding Tournament	Russell Creek / Carpenter	July 9-14
		Premier League Regionals	Russell Creek	Nov. 6-8
		Tournament of Champions	Carpenter	Dec. 4-6
	U90c	Spring Kickoff (U90C)	Carpenter	Feb. 6-8
YOUTH LACROSSE	No. Tx. Football	North Texas Futball Club	Carpenter	May 22-25
		North Texas Futball Club	Carpenter	Nov. 13-15
	Others...	Ken Smith Memorial Tournament	Russell Creek	May 22-25
		Spirit I.D. Soccer Showcase	Carpenter F-G-H-I	May 26-27
		Kyle Owen Classic	Russell Creek / Carpenter	June 19-21
		Spirit Soccer Tournament	Carpenter	Aug. 1-2
		Texans Fall Festival	Russell Creek	Nov. 20-22
		Sports Source Soccer Showcase	Russell Creek	Dec. 4-6
	Pattison Sports	Texas Draw	Russell Creek	June 5-7
		Cowboy Cup	Russell Creek	Nov. 14-15
YOUTH BASEBALL	Others...	Aloha Warrior Texas Trio Series	Carpenter	June 27-28
		Elite Lacrosse Tournament	Carpenter	July 11-12
		Dick's Lone Star Lacrosse Tournament	Carpenter	Nov. 21-22
	Plano Baseball Assn.	Parade of Prospects	Heritage Yards	March 13-15
		Break Out the Bats	Enfield (PBA league fields)	March 20-22
		Spring Lead-Off Classic	Enfield (PBA league fields)	April 10-12
		Stars & Strikes	Enfield Park (PBA league fields)	May 22-25
		Duel at the Diamond	Enfield Park (PBA league fields)	June 5-7
		Firecracker Showdown	Enfield Park	July 4-5
		Fall Season Opener	Enfield (PBA league fields)	Aug. 14-16
YOUTH SOFTBALL		Fall Ball Blitz	Enfield (PBA league fields)	Sept. 4-7
		Field of Screams	Enfield (PBA league fields)	Oct. 23-25
		End of Season	Enfield (PBA league fields)	Nov. 13-15
	Triple Crown	North Texas Opener	Enfield / Carpenter / Russell Creek / Heritage Yards	March 6-8
		Lone Star Classic	Carpenter / Russell Creek / Enfield / Heritage Yards	March 27-29
		Triple Crown Shootout	Russell Creek	May 22-24
	Others...	Strikes Against Cancer	Enfield / Heritage Yards	May 1-3
	Dallas ASA	Memorial Day Showcase	Heritage Yards	May 23-25
		ASA Softball Academy of Texas	Archgate	Nov. 28
	Elite Sports	All-America Showcase	Heritage Yards / Archgate / High Point	July 9-12
ADULT SOCCER		Oktoberfest Showcase	Heritage Yards / Archgate	Oct. 16-18
		November Softball Showcase	Heritage Yards	Nov. 6-8
	Others...	Angels Invitational	Heritage Yards	Feb. 28
		PSA Pre-Season Tournaments	High Point	March 27-29 / May 1-3
		USSSA World	Archgate / High Point	July 16-19
		Softball Factory Southwest Classic	Heritage Yards	October 10-11
	City of Plano	Spring Tune-Up	Heritage Yards	Feb. 21
		PARD End-of-Season Tournaments	Heritage Yards	Spring, May 9 / Summer, Aug. 1 / Fall, Oct. 31
	Others...	The Medical Center of Plano World Championships	Heritage Yards	Oct. 3
		Dallas Japanese Assn.. Tournament	Heritage Yards	Oct. 25
ADULT SOCCER	Plano International Soccer	Super Copa	Carpenter	May 19-July 26
ADULT BASEBALL	Plano PARD Wood Bat	Invitational	Carpenter #7/#8	May 22-25
YOUTH / ADULT CRICKET	DCL Showcase		Russell Creek	March 13-15
	Dallas T20		Russell Creek	May 22-25
	VIBHA Cricket	Tournament	Russell Creek	June 12-14
	NYCL Youth	Tournament	Russell Creek	July 1-8
YOUTH FOOTBALL	Primetime Sportz	7v7 Flag Football Tournaments	Hoblitzelle	May 9, 16, 30 / June 13
YOUTH RUGBY	Plano Summer 7s	Rugby Tournament	Hoblitzelle	July 25

CITY OF PLANO
Parks & Recreation Department / Convention & Visitors Bureau

Process for Athletic Field Scheduling Requests (non-league activity)

Purpose

Process insures that the City of Plano's Convention & Visitors Bureau and Parks & Recreation Department are working in harmony to facilitate the best athletic events for the community.

Requests

Requests for athletic tournaments and special events is received from many sources including:

- | | |
|--------------------------------|---|
| a) Local sports associations | b) Governing entities for regional, state and national sports organizations |
| c) Professional event planners | d) Attendance and participation by C&VB in professional organizations |
| e) Local and area businesses | f) Local citizens, players, teams & coaches in local and area leagues |
| f) Cultural, ethnic groups | g) Churches, civic organizations, etc. |

It is required that requests be submitted in writing to initiate a point of communication and a paper trail in the process of approval/denial, field use coordination, etc. A request form must be filled out and submitted to coordinators at the C&VB and PARD. All requests are tentative and "pending" until the form is received and approved or denied.

The form is reviewed independently by Parks and Recreation and Convention & Visitors Bureau. Each City department will recommend approval or denial based on each organization's specific criteria. Events must qualify for approval by each City department to be published in the City's event calendar. Leadership of Convention and Visitor's Bureau and Parks and Recreation will meet to reconcile any differences in approval/denial of specific events which, basically, provides an appeal process for any event that is denied.

A minimum of 30 days is required for processing unless the event is relocated to Plano because of an emergency or outside influence beyond control of the organizer.

Criteria

Parks and Recreation will review requests based on facility availability, field use impact and staff availability to support the activity. It is the intent of Parks and Recreation to approve all requests that do not conflict with local league play, that do not place unrecoverable stress or wear on fields or facilities in which O&M funding is necessary to repair, administrative and maintenance staff is available to prepare the fields and support the event within budget parameters, the status of the event or sponsor is in good standing, the event has a positive reputation or is prominent, the event spotlights Plano regionally and nationally from a positive perspective, event staff organizes and operates the event with respect to park rules and City ordinances, etc.

Parks and Recreation will not recommend approval or denial based solely on economics in the community... that will be the role of the Convention and Visitor's Bureau.

Convention and Visitor's Bureau will review requests and recommend approval or denial based on criteria of community economic impact, use of Plano hotels in the past or potential in the future, business relationship, etc. C&VB may recommend pre-emption of league scheduling once each sports season at each athletic venue for events meeting criteria. Athletic fields with scheduling affected by non-league events will be identified prior to scheduling of the field for the respective sports season.

Any event denied is provided specific reasons why, or an event will be sent documentation that it is pending until certain questions or documents are produced (such as insurance).

Approval

Events not sponsored by Plano groups are required to submit non-refundable deposits and insurance for final approval.

CITY OF PLANO
Parks & Recreation Department / Convention & Visitors Bureau
Athletic Field Scheduling Request (non-league activity)
2015 Information Form

Send requests to: Cissy Aberg at Plano C&VB (fax 972-461-9317) and Terrence Wright at Plano PARD (fax 972-941-7118)

1) Name of Event/Activity: _____

2) Local Sponsor: _____

Tournaments are required by the City's Code of Ordinances to have sponsorship by a local qualifying sports association, or be sponsored by the Parks and Recreation Department or the Convention and Visitor's Bureau. Sponsors are responsible for event coordination, insurance, guarantee of payment for services provided, and event adherence to City rules and ordinances.

3) Type of Activity (please circle)

Baseball / Softball / Soccer / Lacrosse / Football / Cricket / Rugby / Other

4) Requested dates for the tournament: _____

Alternative dates: _____

5) Number of fields requested and type of field (lighted/unlighted): _____

6) Venue(s) requested? Please name(s) if applicable: _____

Will the event accept an alternative venue? (please circle) YES NO

7) Total number of teams expected: _____ Area teams (60-mile radius): _____

8) Age group(s) of teams: _____

9) Will the event have vendors? (please circle) YES NO

10) Is there a need for additional space other than athletic fields? If so, describe:

11) Purpose of event (describe):

12) Will the event distribute welcome bags/team packets? (please circle) YES NO

13) Do you have an event logo? (please circle) YES (*If so, please attach*) NO

14) Event/organization web site address: _____

15) Do you currently work with a travel agent/housing bureau? (please circle) YES NO

16) Will you complete the City's post-event survey within 30 days of completion of your event?
(please circle) YES NO

17) Do you use local volunteers? (please circle) YES NO

18) Where was the event hosted the past 3 years? _____

19) How many years has the tournament been conducted? _____

20) What other communities/facilities are you considering to host the event?

21) Event director/on-site contact: _____

22) Will you provide the City of Plano with press releases?
or marketing material for public distribution? (please circle) YES NO

Contact Name: _____

Home or Business Phone: _____

Cell phone: _____

Email: _____

Mailing address: _____

Secondary Contact: _____

.....

City of Plano use / notes:

--Event: (circle) NEW EXISTING

--If existing, economic impact demonstrated through Plano hotel use (circle) YES NO

Ratio to field use / notes: _____

--If new, event history demonstrates potential for local economic impact (circle) YES NO

Notes: _____

-- Adherence or willingness to comply with rules, regulations and ordinances (circle) YES NO

Notes: _____

--Request dates / facility request: (circle) ACCEPTABLE CONFLICT

CITY OF PLANO
PARKS & RECREATION DEPARTMENT
Athletic Operations and Services

FEES & CHARGES

Calendar Year 2015

Summarized by Sport for athletic field utilization
by leagues, tournaments, camps, clinics, tryouts, etc.

Note:

Summary of fees and charges in this document is intended to assist athletic field schedulers for planning purposes; additional fees and charges may be applicable dependent upon scope of the activity supported by the City of Plano and expectations of service.

RUGBY: Seasonal Fees / Charges for Team-Based Leagues, Tournaments & Activities

LEAGUES

Field establishment: \$295 (field user provides desired layout schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team user fee: \$0 for teams that are 81 percent or greater Plano residency (must reside in territorial boundaries of Plano with Plano mailing address); \$104 per team if 80 percent or less Plano residency (rosters subject to inspection)

Field reservation fee: \$6 per hour until completion of the activity (see field access times below)

Field lighting: \$20 per hour for scheduled games / \$40 per hour for scheduled practices

Field access: Begins 5:30 p.m. Tuesdays, Wednesdays, Thursdays until 10:30 p.m.; begins 8 a.m. Saturdays until 10:30 p.m.; begins 11 a.m. Sundays until 7 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 5 p.m. each Tuesday for the following Monday through Sunday period (field space that is not reserved subject to general public rental by the City)

Signage: None allowed

Goals: Provided by City

Rain / Wet surface: Fields closed by organization on weekends and after 3 p.m. weekdays / City closes fields on weekdays prior to 3 p.m. if applicable and weekends as necessary in the interest of preventing field damage/safety

Insurance: Submittal required annually to be qualified for league scheduling

TOURNAMENTS / and camps, clinics, tryouts, and other non-league uses

Field establishment: \$295 if not existing (field user provides desired layout schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team/Individual user fee: \$10 per team or \$4 per resident/\$8 per non-resident as applicable

Field use fee: \$60 per day plus \$7 per hour beginning with the start of scheduled activity until completion of the activity; daily fee reduced to \$40 if activity ends prior to 6 p.m.

Field lighting: \$40 per hour per field (begins when lights are turned on until lights are extinguished)

Field access: 8 a.m. Saturdays to 10:30 p.m.; 8 a.m. Sundays to 9 p.m.; 8 a.m. weekdays to 10:30 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 72 hours prior to the beginning of the event

Signage: Okay w/permit and content review by Parks and Recreation Department

Goals: City has one goal set; additional would need to be manufactured or purchased to support the activity and donated to the City for future events, or retained by the event; field establishment fee includes goal installation.

Rain / Wet surface: Fields closed if wet

Vendors: \$50 each

Insurance: Submittal required 10 days prior to event; specifications provided in event planning letter

LACROSSE: Seasonal Fees / Charges for Team-Based Leagues, Tournaments & Activities

LEAGUES

Field establishment: \$280 for men; \$300 for women (field user provides desired layout schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team user fee: \$0 for teams that are 81 percent or greater Plano residency (must reside in territorial boundaries of Plano with Plano mailing address); \$104 per team if 80 percent or less Plano residency (rosters subject to inspection)

Field reservation fee: \$6 per hour until completion of the activity (see field access times below)

Field lighting: \$20 per hour for scheduled games / \$40 per hour for scheduled practices

Field access: Begins 5:30 p.m. Tuesdays, Wednesdays, Thursdays until 10:30 p.m.; begins 8 a.m. Saturdays until 10:30 p.m.; begins 11 a.m. Sundays until 7 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 5 p.m. each Tuesday for the following Monday through Sunday period (field space that is not reserved subject to general public rental by the City)

Signage: None allowed

Goals: Provided by City (two per field allowed)

Rain / Wet surface: Fields closed by organization on weekends and after 3 p.m. weekdays / City closes fields on weekdays prior to 3 p.m. if applicable and weekends as necessary in the interest of preventing field damage

Insurance: Submittal required annually to be qualified for league scheduling

TOURNAMENTS / and camps, clinics, tryouts, and other non-league uses

Field establishment: \$280 for men; \$300 for women if not existing (field user provides desired layout schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team/Individual user fee: \$10 per team or \$4 per resident/\$8 per non-resident as applicable

Field use fee: \$60 per day plus \$7 per hour beginning with the start of scheduled activity until completion of the activity; daily fee reduced to \$40 if activity ends prior to 6 p.m.

Field lighting: \$40 per hour per field (begins when lights are turned on until lights are extinguished)

Field access: 8 a.m. Saturdays to 10:30 p.m.; 8 a.m. Sundays to 9 p.m.; 8 a.m. weekdays to 10:30 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 72 hours prior to the beginning of the event

Signage: Okay w/permit and content review by Parks and Recreation Department

Goals: Provided by event; field establishment fee does not include goals or nets

Rain / Wet surface: Fields closed if wet

Vendors: \$50 each

Insurance: Submittal required 10 days prior to event; specifications provided in event planning letter

FOOTBALL: Seasonal Fees / Charges for Team-Based Leagues, Tournaments & Activities

LEAGUES

Field establishment: \$410, full-size; \$360, junior/flag; \$220, 4v4 (field user provides desired layout schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team user fee: \$0 for teams that are 81 percent or greater Plano residency (must reside in territorial boundaries of Plano with Plano mailing address); \$104 per team if 80 percent or less Plano residency (rosters subject to inspection)

Field reservation fee: \$6 per hour until completion of the activity (see field access times below)

Field lighting: \$20 per hour for scheduled games / \$40 per hour for scheduled practices

Field access: Begins 5:30 p.m. Tuesdays, Wednesdays, Thursdays until 10:30 p.m.; begins 8 a.m. Saturdays until 10:30 p.m.; begins 11 a.m. Sundays until 7 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 5 p.m. each Tuesday for the following Monday through Sunday period (field space that is not reserved subject to general public rental by the City)

Signage: None allowed

Goals: Provided by City on full-size fields only

Rain / Wet surface: Fields closed by organization on weekends and after 3 p.m. weekdays / City closes fields on weekdays prior to 3 p.m. if applicable and weekends as necessary in the interest of preventing field damage

Insurance: Submittal required annually to be qualified for league scheduling

TOURNAMENTS / and camps, clinics, tryouts, and other non-league uses

Field establishment: \$410, full-size; \$360, junior/flag; \$220, 4v4 if not existing (field user provides schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team/Individual user fee: \$10 per team or \$4 per resident/\$8 per non-resident as applicable

Field use fee: \$40 per day plus \$7 per hour beginning with the start of scheduled activity until completion of the activity; daily fee reduced to \$40 if activity ends prior to 6 p.m.

Field lighting: \$40 per hour per field (begins when lights are turned on until lights are extinguished)

Field access: 8 a.m. Saturdays to 10:30 p.m.; 8 a.m. Sundays to 9 p.m.; 8 a.m. weekdays to 10:30 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 72 hours prior to the beginning of the event

Signage: Okay w/permit and content review by Parks and Recreation Department

Goals: Provided by City on full-size fields only

Rain / Wet surface: Fields closed if wet

Vendors: \$50 each

Insurance: Submittal required 10 days prior to event; specifications provided in event planning letter

SOCCER: Seasonal Fees / Charges for Team-Based Leagues, Tournaments & Activities

LEAGUES

Field establishment: \$290, full-size; \$270, 50x80; \$250, 40x60; \$230, 30x50; \$105, 4v4 (field user provides schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team user fee: \$0 for teams that are 81 percent or greater Plano residency (must reside in territorial boundaries of Plano with Plano mailing address); \$104 per team if 80 percent or less Plano residency (rosters subject to inspection)

Field reservation fee: \$6 per hour until completion of the activity (see field access times below)

Field lighting: \$20 per hour for scheduled games / \$40 per hour for scheduled practices

Field access: Begins 5:30 p.m. Tuesdays, Wednesdays, Thursdays until 10:30 p.m.; begins 8 a.m. Saturdays until 10:30 p.m.; begins 11 a.m. Sundays until 7 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 5 p.m. each Tuesday for the following Monday through Sunday period (field space that is not reserved subject to general public rental by the City)

Signage: None allowed

Goals: Provided by City

Rain / Wet surface: Fields closed by organization on weekends and after 3 p.m. weekdays / City closes fields on weekdays prior to 3 p.m. if applicable and weekends as necessary in the interest of preventing field damage

Insurance: Submittal required annually to be qualified for league scheduling

TOURNAMENTS / and camps, clinics, tryouts, and other non-league uses

Field establishment: \$290, full-size; \$270, 50x80; \$250, 40x60; \$230, 30x50; \$105, 4v4 if not existing (field user provides desired layout schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team/Individual user fee: \$10 per team or \$4 per resident/\$8 per non-resident as applicable

Field use fee: \$60 per day plus \$7 per hour beginning with the start of scheduled activity until completion of the activity; daily fee reduced to \$40 if activity ends prior to 6 p.m.

Field lighting: \$40 per hour per field (begins when lights are turned on until lights are extinguished)

Field access: 8 a.m. Saturdays to 10:30 p.m.; 8 a.m. Sundays to 9 p.m.; 8 a.m. weekdays to 10:30 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 72 hours prior to the beginning of the event

Signage: Okay w/permit and content review by Parks and Recreation Department

Goals: Provided by City; field establishment fee does not include nets or corner flags

Rain / Wet surface: Fields closed if wet

Vendors: \$50 each

Insurance: Submittal required 10 days prior to event; specifications provided in event planning letter

BASEBALL: Seasonal Fees / Charges for Team-Based Leagues, Tournaments & Activities

LEAGUES

Field establishment: \$90, w/o mound; \$140, w/mound; plus \$30 for temp fencing (field user provides schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team user fee: \$0 for teams that are 81 percent or greater Plano residency (must reside in territorial boundaries of Plano with Plano mailing address); \$104 per team if 80 percent or less Plano residency (rosters subject to inspection)

Field reservation fee: \$6 per hour until completion of the activity (see field access times below)

Field lighting: \$20 per hour for scheduled games / \$40 per hour for scheduled practices

Field access: Begins 5:30 p.m. weekdays until 10:30 p.m.; begins 8 a.m. Saturdays until 10:30 p.m.; begins 11 a.m. Sundays until 7:30 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 5 p.m. each Tuesday for the following Monday through Sunday period (field space that is not reserved subject to general public rental by the City)

Signage: None allowed

Bases: Provided by league

Rain / Wet surface: Fields closed by organization on weekends and after 3 p.m. weekdays / City closes fields on weekdays prior to 3 p.m. if applicable and weekends as necessary in the interest of preventing field damage

Insurance: Submittal required annually to be qualified for league scheduling

TOURNAMENTS / and camps, clinics, tryouts, and other non-league uses

Field establishment: \$90, w/o mound; \$140, w/mound; plus \$30 for temp fencing if not existing (field user provides desired layout schematic); if existing, daily field prep is \$35 w/o infield markings, \$50 w/infield markings (basic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team/Individual user fee: \$10 per team or \$4 per resident/\$8 per non-resident as applicable

Field use fee: \$60 per day plus \$7 per hour beginning with the start of scheduled activity until completion of the activity; daily fee reduced to \$40 if activity ends prior to 6 p.m.

Field lighting: \$40 per hour per field (begins when lights are turned on until lights are extinguished)

Field access: 8 a.m. Saturdays to 10:30 p.m.; 8 a.m. Sundays to 9 p.m.; 8 a.m. weekdays to 10:30 p.m. Facility opens one hour prior to first scheduled game and closes 30 minutes after final game completion.

Scheduling: Provided to the City of Plano in an approved format no later than 72 hours prior to the beginning of the event

Signage: Okay w/permit and content review by Parks and Recreation Department

Bases: Provided by City

Rain / Wet surface: Fields closed if wet; Turface Quick Dry available at \$12 per bag plus labor (\$35/hr. per man)

Vendors: \$50 each

Insurance: Submittal required 10 days prior to event; specifications provided in event planning letter

SOFTBALL: Seasonal Fees / Charges for Team-Based Leagues, Tournaments & Activities

LEAGUES

Field establishment: \$90; plus \$30 for temp fencing (field user provides schematic)

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team user fee: \$0 for teams that are 81 percent or greater Plano residency (must reside in territorial boundaries of Plano with Plano mailing address); \$104 per team if 80 percent or less Plano residency (rosters subject to inspection)

Field reservation fee: \$6 per hour until completion of the activity (see field access times below)

Field lighting: \$20 per hour for scheduled games / \$40 per hour for scheduled practices

Field access: Begins 5:30 p.m. weekdays until 10:30 p.m.; begins 8 a.m. Saturdays until 10:30 p.m.; begins 11 a.m. Sundays until 7:30 p.m.

Scheduling: Provided to the City of Plano in an approved format no later than 5 p.m. each Tuesday for the following Monday through Sunday period (field space that is not reserved subject to general public rental by the City)

Signage: None allowed

Bases: Provided by league

Rain / Wet surface: Fields closed by organization on weekends and after 3 p.m. weekdays / City closes fields on weekdays prior to 3 p.m. if applicable and weekends as necessary in the interest of preventing field damage

Insurance: Submittal required annually to be qualified for league scheduling

TOURNAMENTS / and camps, clinics, tryouts, and other non-league uses

Field establishment: \$90; add \$30 for temp fencing conflict marking if applicable (field user provides layout and erects its fencing by volunteers or approved contractor); if existing, daily field prep is \$35 w/o infield markings; \$50 w/infield markings (basic); add \$125 for temp fencing by City available at Heritage Yards only

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs; City only at Heritage Yards... basic, \$15 per field; add \$5 for fastpitch basic; add \$10 for championship

Team/Individual user fee: \$10 per team or \$4 per resident/\$8 per non-resident as applicable

Field use fee: \$60 per day plus \$7 per hour beginning with the start of scheduled activity until activity completion; daily fee reduced to \$40 if activity ends prior to 6 p.m. / add \$35 per hour supervision fee for Heritage Yards if applicable

Field lighting: \$40 per hour per field (begins when lights are turned on until lights are extinguished)

Field access: 8 a.m. Saturdays to 10:30 p.m.; 8 a.m. Sundays to 9 p.m.; 8 a.m. weekdays to 10:30 p.m. Facility opens one hour prior to first scheduled game and closes 30 minutes after final game completion.

Scheduling: Provided to the City of Plano in an approved format no later than 72 hours prior to the beginning of the event

Signage: Okay w/permit and content review by Parks and Recreation Department

Bases: Provided by City

Rain / Wet surface: Fields closed if wet; Turface Quick Dry available at \$12 per bag plus labor (\$35/hr. per man)

Vendors: \$50 each

Insurance: Submittal required 10 days prior to event; specifications provided in event planning letter

CRICKET: Seasonal Fees / Charges for Team-Based Leagues, Tournaments & Activities

LEAGUES

Field establishment: \$0 as is; \$300 for basic; \$450 for “sanctioned”

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team user fee: \$0 for teams that are 81 percent or greater Plano residency (must reside in territorial boundaries of Plano with Plano mailing address); \$104 per team if 80 percent or less Plano residency (rosters subject to inspection)

Field reservation fee: \$6 per hour until completion of the activity (see field access times below)

Field lighting: Not available

Field access: Begins 5:30 p.m. weekdays until dark; begins 8 a.m. Saturdays until dark; begins 11 a.m. Sundays until dark

Scheduling: Provided to the City of Plano in an approved format no later than 5 p.m. each Tuesday for the following Monday through Sunday period (field space that is not reserved subject to general public rental by the City)

Signage: None allowed

Wickets: Provided by league

Rain / Wet surface: Fields closed by organization on weekends and after 3 p.m. weekdays / City closes fields on weekdays prior to 3 p.m. if applicable and weekends as necessary in the interest of preventing field damage

Insurance: Submittal required annually to be qualified for league scheduling

TOURNAMENTS / and camps, clinics, tryouts, and other non-league uses

Field establishment: \$0 as is; actual expenses per desired field specification

Field marking: By volunteers or contractor (contractor must have approved insurance on file with City) and follow specs

Team/Individual user fee: \$10 per team or \$4 per resident/\$8 per non-resident as applicable

Field use fee: \$60 per day plus \$7 per hour beginning with the start of scheduled activity until completion of the activity; daily fee reduced to \$40 if activity ends prior to 6 p.m.

Field lighting: Not available

Field access: 8 a.m. Saturdays to dark; 8 a.m. Sundays to dark; 8 a.m. weekdays to dark

Scheduling: Provided to the City of Plano in an approved format no later than 72 hours prior to the beginning of the event

Signage: Okay w/permit and content review by Parks and Recreation Department

Wickets: Provided by event

Backdrops: Provided by City only at \$125 per field

Rain / Wet surface: Fields closed if wet

Vendors: \$50 each

Insurance: Submittal required 10 days prior to event; specifications provided in event planning letter

CHAMPIONSHIP BALL PARK: Fees for Leagues, Tournaments & General Public Games

Facility is appropriate for girls softball (all ages); boy's baseball for t-ball, coach pitch and player pitch games under 12 years of age

LEAGUES

Single game: \$75 (\$20 per hour for lighting if applicable / one hour minimum if accessed)

Facility opens 30 minutes prior to the game for access by teams for warm-ups. Field, restrooms and seating areas close 15 minutes after activity concludes.

Activity must be scheduled in a manner that concludes within a 120-minute window; activity after 120 minutes is pro-rated at 15, 30, 45 and 60-minute intervals... rate is \$85 up to 135 minutes, \$95 up to 150 minutes, \$105 up to 165 minutes, and \$120 up to 180 minutes, etc.

Non-game activities such as team meetings, parent conferences, team celebrations, trophy presentations, etc. should be conducted outside of the facility's gated areas to avoid pro-rated charges if the attendant is not able to close the facility within 15 minutes after the game has concluded.

Multiple games: \$30 per hour (\$20 per hour for lighting if applicable / one hour minimum if accessed)

Facility will open at a time established by the event at which time the \$30/hour charge begins. Charges will end when the facility can be secured from team and spectator access.

The field is prepped between games on the clock... allow 30 minutes for raking and marking between games.

When scheduling doubleheaders or multiple games, please allow 30 minutes between games to allow for field prep and team warm-ups.

A typical youth girl's softball or boy's baseball event with back-to-back games is \$135... based upon 90-minute games, 30-minute period prior to the first game and prior to the second game, and a 15-minute closing procedure.

TOURNAMENTS

Tournaments: \$30 per hour (\$40 per hour for lighting)

Facility will open at a time established by the event at which time the \$30/hour charge begins. Charges will end when the facility can be secured from team and spectator access.

The field is prepped between games on the clock... allow 30 minutes for raking and marking between games.

When scheduling doubleheaders or multiple games, allow 30 minutes between games to allow for field prep and team warm-ups.

A typical youth girl's softball or boy's baseball event with back-to-back games is \$135... based upon 90-minute games, 30-minute period prior to the first game and prior to the second game, and a 15-minute closing procedure.

GENERAL PUBLIC

General public: \$50 per hour (\$40 per hour for lighting)

Facility will open at a time established by the event at which time the \$50/hour charge begins. Charges will end when the facility can be secured from team and spectator access.

The field is prepped between each game on the clock... allow 30 minutes for raking and marking between games.

When scheduling doubleheaders or multiple games, please allow 30 minutes between games to allow for field prep and team warm-ups.

PLANO / PARKS AND RECREATION DEPARTMENT
Spring 2014 Athletic Field Distribution (Final)

SOCCER**User Group****Full-size fields**

Carpenter A (60x110) (ext.)	Plano Youth Soccer
Carpenter B (65x115) (ext.)	Plano Youth Soccer
Carpenter F (65x115) (ext.)	Plano Youth Soccer
Carpenter G (65x115) (ext.)	Plano Youth Soccer
Carpenter H (65x115) (ext.)	Plano Youth Soccer
Carpenter I (65x115) (ext.)	Plano Youth Soccer
*Carpenter J (65x110) (ext.)	Plano Youth Soccer/PSA
*Carpenter K (65x110) (ext.)	Plano Youth Soccer/PSA
*Carpenter L (65x110) (ext.)	Plano Youth Soccer/PSA
**Carpenter M (65x115) (ext.)	Plano Youth Soccer / NTPSL
**Carpenter N (65x115) (ext.)	Plano Youth Soccer / NTPSL
**Carpenter O (65x115) (ext.)	Plano Youth Soccer / NTPSL

*PSA after April 27

**NTPSL on Sundays

High Point A (65x115)	Plano Sports Authority
*High Point B (65x115)	Plano Sports Authority / PISL
**High Point C (60x110)	NTWSA / NTCSA / Citizen's Drop-in / Collin College
**High Point D (60x110)	NTWSA / NTCSA / Citizen's Drop-in / Collin College
*High Point E (65x115)	Plano Sports Authority /PISL
High Point F (65x115)	Plano Sports Authority
High Point G (65x115)	Plano Sports Authority
*High Point H (65x115)	Plano Sports Authority / PISL

*PSA on Tuesdays, Wednesdays, Thursdays; closed Mondays/Fridays; PISL on Sundays

**Sundays by North Texas Women; Fridays by North Texas Co-Ed; closed Mondays/Wednesdays; Tuesdays by others; Thursdays by Citizen's Drop-in and others; weekdays by Collin College; Saturdays by others

Russell Creek A (70x120) (restricted / Ext.)	Plano Youth Soccer
Russell Creek B (70x120) (restricted / Ext.)	Plano Youth Soccer
*Russell Creek C (70x120)	Fee-based
*Russell Creek D (70x120)	Fee-based
*Russell Creek E (75x120)	Fee-based
*Russell Creek F (70x120)	Fee-based
Russell Creek G (70x120) (restricted / Ext.)	Plano Youth Soccer
Russell Creek H (70x120) (restricted / Ext.)	Plano Youth Soccer
Russell Creek I	Out of inventory
Russell Creek J (70x120) (unlighted / Ext.)	Plano Youth Soccer
Russell Creek K (70x120) (unlighted / Ext.)	Plano Youth Soccer
Russell Creek L (70x120) (unlighted / Ext.)	Plano Youth Soccer
Russell Creek M (70x120) (unlighted / Ext.)	Plano Youth Soccer
Russell Creek N (70x120) (unlighted / Ext.)	Plano Youth Soccer
Russell Creek O (70x120) (unlighted / Ext.)	Plano Youth Soccer
Russell Creek P (70x120) (unlighted / Ext.)	Plano Youth Soccer
Russell Creek R (70x120) (unlighted / Ext.)	Plano Youth Soccer
**Russell Creek S (75x125) (unlighted / Ext.)	Plano Youth Soccer
**Russell Creek T (75x125) (unlighted / Ext.)	Plano Youth Soccer
**Russell Creek U (65x115) (unlighted / Ext.)	Plano Youth Soccer
**Russell Creek V (65x115) (unlighted / Ext.)	Plano Youth Soccer

Note: Restricted fields limited to six game units weekdays and six game units weekends.

*Available for rental Tuesdays, Wednesdays, Thursdays, Saturdays and Sundays

**Tuesdays/Wednesdays/Thursdays by Plano Youth Soccer; Mondays/Fridays/Saturdays/Sundays by others

50x80 soccer fields

Carpenter C
Carpenter D
Carpenter E (*unlighted*)

Cheyenne B
Cheyenne C
Cheyenne F

High Point I
High Point J
High Point K

Jack Carter E

Schell A
Schell B
Schell C

40x60 soccer fields

Cheyenne A
Cheyenne D
Cheyenne E

Jack Carter C
Jack Carter D
Jack Carter F
Jack Carter G
Jack Carter H

Archgate I

30x50 soccer fields (*all fields unlighted*)

Archgate A (*unlighted*)
Archgate B (*unlighted*)
Archgate C (*unlighted*)
Archgate D (*unlighted*)
Archgate E (*unlighted*)
Archgate F (*unlighted*)
Archgate G (*unlighted*)
Archgate H (*unlighted*)

*Hoblitzelle C (ext.)

** Saturdays/Sundays by i9; Tuesdays/Wednesdays/Thursdays by others*

3v3/4v4/5v5/6v6 fields (*all fields unlighted*)

*Preston Meadow 1-A, 1-B, 2-C, 2-D, 3-E, 3-F
**weekends only*

**Russell Creek 1-A, 1-B, 1-C, 2-D, 2-E, 2-F,
4-G, 4-H, 4-I

***shared with baseball effective March 22*

Plano Youth Soccer

Plano Youth Soccer

out of inventory

Plano Youth Soccer

Plano Youth Soccer

Plano Youth Soccer

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

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Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

Plano Sports Authority

i9

Plano Youth Soccer

Plano Sports Authority

FOOTBALL & RUGBY

Specification

User Group

**High Point C	Junior youth rugby	<u>Plano Sports Authority</u>
**High Point D	Junior youth rugby	<u>Plano Sports Authority</u>
*High Point L	Full-size rugby	<u>Plano Sports Authority</u>

**Tuesdays/Thursdays/Saturdays/Sundays; Fridays by permit; closed Mondays/Wednesdays*

***Saturdays by PSA; closed Mondays/Wednesdays; other days by others*

*Hoblitzelle B (ext.)	50x100 flag football	<u>Plano PARD / i9</u>
**Hoblitzelle C (ext.)	50x100 flag football	<u>Plano PARD / WAKA</u>

**Tuesdays/Wednesdays/Thursdays by PARD; closed Mondays/Fridays; Saturdays / Sundays by i9*

***Tuesdays/Wednesdays by PARD; Thursdays by WAKA; closed Mondays/Fridays; Saturdays/Sundays by others*

ADULT SOFTBALL

User Group

Heritage Yards #1	<u>Plano PARD</u>
Heritage Yards #2	<u>Plano PARD</u>
Heritage Yards #3	<u>Plano PARD</u>
Heritage Yards #4	<u>Plano PARD</u>
Heritage Yards #5	<u>Plano PARD</u>
Heritage Yards #6	<u>Plano PARD</u>
Heritage Yards #7	<u>Plano PARD</u>
Heritage Yards #8	<u>Plano PARD</u>
Heritage Yards #9	<u>Plano PARD</u>

LACROSSE (boys / girls)

User Group

*High Point C	<u>North Texas Lacrosse</u>
*High Point D	<u>North Texas Lacrosse</u>

**Lacrosse practices restricted to no markings; Tuesdays until 10:30 p.m. and Thursdays until 8 p.m.; other days by others*

Hoblitzelle A	Girls (ext.)	<u>North Texas Lacrosse</u>
Jack Carter A	Boys (ext.)	<u>North Texas Lacrosse</u>
Jack Carter B	Boys (ext.)	<u>North Texas Lacrosse</u>

CRICKET (season extended through May 31)

User Group

*Russell Creek #5 (unlighted)	<u>Plano Cricket / Dallas Cricket</u>
**Russell Creek #6 (unlighted)	<u>Dallas Cricket League</u>
***Russell Creek #7 (unlighted)	<u>Plano Cricket / Dallas Cricket</u>

**DCL on Saturdays; PCA on Sundays; Mondays/Fridays for practices upon mutual agreement; Tuesdays/Wednesdays/Thursdays by others; May 23-26 scheduling pre-empted*

***DCL on Saturdays/Sundays; Mondays/Fridays for practices; Tuesdays/Wednesdays/Thursdays by others; May 23-26 scheduling pre-empted*

****PCA on Saturdays/Sundays; practices Mondays/Tuesdays/Wednesdays/Thursdays/Fridays; May 23-26 scheduling pre-empted*

*Horseshoe A (unlighted)	<u>Dallas Cricket</u>
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**Restricted to youth/women*

SURPLUS / or school use

Carpenter #7/#8
Frito Lay / Pepsi Championship Ball Park
Enfield #1/#2/#3/#4/#5/#6/#7/#8
High Point #8/#9
Harrington #1/#2
McCreary #1/#2/#3
Old Shepard's #1
Old Shepard's #2/#3
Russell Creek #1/#2/#3/#4
Schell #1/#2
Heritage Yards #1/#2/#3/#4/#5/#6/#7/#8/#9

Online March 17
Rentals beginning March 17
Online March 17
Online March 17
Online May 5
Online May 5
PISD (Shepton)
Online May 5
Online March 17
Online March 17
Online Feb. 24

SUMMARY:

Football = 3 fields

Adult flag= 2

Youth flag= 1

Softball = 9 fields

Soccer = 81 fields

Full-size = 36 fields

50x80 = 12 fields

40x60= 9 fields

30x50= 9 fields

4v4= 15 fields

Lacrosse= 3 fields

Boys= 2 fields

Girls=1 field

Cricket = 4 grounds

TOTAL = 100 fields

CITY OF PLANO
PARKS AND RECREATION DEPARTMENT
Athletic Operations and Services

General Public Practice Reservation Program

Who may reserve fields for practices?

Citizens of Plano that are clients in the Parks & Recreation Department's "Online" Registration Program are eligible to make athletic field reservations by telephone or in person. Citizens with an "athletic" membership may also reserve practice fields "online" on a preferred basis after attending an orientation class.

General reservation guidelines

- *Availability is contingent upon game and practice scheduling by preferred field users (youth and adult sports organizations).*
- *Lighted reservations must be ascending and contiguous per field. Maximum reservation period is 90 minutes.*
- *Ball fields with grass infields are not eligible for general public reservation.*
- *Fields or facilities categorized as "game only" are not available for general public reservation.*
- *Fields may be used only by ages appropriate for the specification or designated purpose of the field.*
- *Fields are provided "as is."*
- *Facilities are available for practice purposes only... not for games, scrimmages, camps or clinics. One-half of a field is available in soccer, football and other turf sports. A different process and fee structure exists for games, scrimmages, tournaments, camps, clinics, etc.*
- *Field may not be used in the rain or if wet.*
- *PARD may cancel any reservation in the interest of safety or to prevent field damage in the event of rain or wet grounds. All applicable fees will be refunded upon request if PARD cancels the reservation, otherwise the fees will be retained as a credit in the reservation system for future use. Once the reservation has been accepted by PARD, only PARD may cancel the reservation.*
- *Field user is responsible for picking up all litter generated by its activity and placing it in trash receptacles.*
- *Each individual is eligible for one practice per Monday-thru-Sunday reservation period. "Online" reservations are preferred and walk-ins are serviced prior to telephone reservations. Reservations are accepted between two and 10 days in advance of the desired practice reservation. Walk-in and telephone hours are 8 to 10 a.m. Mondays through Friday excluding holidays.*
- *Motor vehicles must remain in the parking lot at all times.*
- *Alcohol is not permitted in the park.*
- *Dogs must be on a leash not exceeding 6 feet. Owners are responsible for cleaning up after their animals.*

Failure to comply with reservation guidelines may result in being denied use of athletic facilities and punishment under terms of the City's Code of Ordinances.

***Reservation fee:** \$10 administration assessment

***Light fees:** \$40 per hour (minimum of one hour will be charged if lighting is necessary)

***Reservation receipt will be issued and should be available at the field to show bearer's Reserved use of the field if it becomes an issue.**

* * * * *

**For additional information, contact Patrick Brunelle, athletic coordinator
972-941-5243**

CITY OF PLANO

Parks and Recreation Department

“Citizen Outdoor Athletic Drop-In Program”

What is the “Citizen Outdoor Athletic Drop-In Program?”

Adult residents of the City of Plano who desire to access athletic fields for recurring casual uses may do so by obtaining a recreation membership and participating in the Citizen Outdoor Athletic Drop-In Program. Additionally, recreation members can also participate in indoor drop-in sports like volleyball and basketball, plus access exercise equipment and swimming pools.

The Citizen Outdoor Athletic Drop-In Program provides a means of coordinated use of athletic fields by adults for outdoor pick-up play in sports like soccer, softball, touch/flag football and cricket, in addition to utilization of the same spaces for youth/adult league games and practices. The Outdoor Drop-In Program is managed by the Plano Parks and Recreation Department so that athletic fields are not overused, to coordinate maintenance support and insure that fields are available for adult-only access. Registration at one of Plano’s recreation centers is required, so that a sufficient inventory of athletic fields is established on a seasonal basis to meet the needs of league games and practices coupled with adequate space for access by participants in a variety of drop-in sports.

The Citizen Outdoor Athletic Drop-in Program is for adult residents who wish to participate socially in the sport of their choice on a recreational basis. This program does not replace the General Public Reservation Program in which athletic fields may be rented for team practices or organized non-officiated casual uses.

Who is eligible for the “Citizen Outdoor Athletic Drop-In Program?”

Citizens of Plano who are 18 years of age and older who are members of Plano’s recreation centers may participate in the Outdoor Athletic Drop-In Program. Non-residents may also participate, but must have a valid recreation membership. Single use guest passes for residents and non-residents are also available at recreation centers.

Is there a fee to register for the “Citizen Outdoor Athletic Drop-In Program?”

A recreation membership is required. There are no other fees.

How do I register for the “Citizen Outdoor Athletic Drop-In Program?”

Recreation memberships are required and are issued at Carpenter Park Recreation Center, Liberty Recreation Center, Oak Point Center and Muehlenbeck Recreation Center. Members will be issued a card which must be shown for use of the gyms, weight area, racquetball/squash courts, track, game room or swimming pools. Registration in the Citizen Outdoor Athletic Drop-In Program requires no additional fee, but participants must be prepared to show their membership card if requested by City staff.

How does the Citizen Outdoor Athletic Drop-In Program work?

1). Designated fields will be made available at specific lighted and unlighted times and days on a seasonal basis for a variety of sports meeting the measured demand of citizens who have registered and indicated a time/day and sport preference. “Leisure,” the City’s recreation publication, and “Leisure Online,” the City’s web-based self-service recreation registration system, will be utilized for program communication and coordination.

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- 2). Field locations, days and times will be programmed seasonally, published in “Leisure,” and also available for viewing at “Leisure Online.” Field locations may change week-to-week and season-to-season so that Parks and Recreation can mitigate wear and tear. A telephone “hotline” and Internet Website will be utilized to inform participants when fields are closed due to rain. The “hotline” number is 972-941-7278 and the Website is www.planoparks.org. Days when fields are available will be Sundays after 11 a.m. and after 5:30 p.m. on Tuesdays, Wednesdays or Thursdays.
- 4). Each registrant in the drop-in program must bring their Recreation Membership Card to the athletic fields to identify their eligibility. If lost, replacement cards are available for a fee at Carpenter, Liberty and Oak Point centers.
- 5). The Citizen Outdoor Athletic Drop-In Program is self-policing, but Parks and Recreation staff may monitor activity to insure eligibility is being met. Participants without a Plano Recreation Membership Card will be required to register or leave the field. Abuse of the program may result in action against violators under terms specified in the City’s Code of Ordinances.
- 6). Fields will be opened and closed seasonally as outlined in the City’s Code of Ordinances. The spring season begins the first weekend in February and ends the last weekend in April; the summer season starts the first weekend in May and finishes the last weekend in July; and the fall season begins the second Saturday in September and ends the third Sunday in November. Fields are closed to drop-in or reserved use for rest, maintenance or special event activity at all other times.
- 7). Fields used in the drop-in program will be appropriate for adult use. Small-sized fields are not available for adult uses. Fields are provided “as is.”
- 8). Fields may not be used in the rain or if wet. A telephone “hotline” and Internet Website will be utilized to communicate if fields are closed. Registrants may be removed from the drop-in program if found using closed fields.
- 9). Participants must agree to follow all laws, ordinances and park rules.

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**For additional information, contact Patrick Brunelle, athletic coordinator
972-941-5243**

CITY OF PLANO
PARKS AND RECREATION DEPARTMENT
Athletic Operations and Services

Drop-in Soccer Practice Program

Drop-in Soccer Practice Areas

Established at Park Sites

A pilot program establishing drop-in soccer practice areas that was initiated in the spring season 2013 continues in 2014 at the City of Plano's athletic-oriented park sites.

Neighborhood park sites, open spaces at local elementary schools and the City's general public reservation system are being supplemented by the drop-in practice areas. Drop-in practice areas may be accessed on a first-come, first-serve basis at the following athletic-oriented community park sites:

- Archgate Park (This site is tentatively closed, but will reopen in the future)
- Carpenter Park
- Cheyenne Park
- Heritage Yards at Plano
- Hoblitzelle Park
- Jack Carter Park
- Preston Meadow Park
- Russell Creek Park

A total of 33 drop-in soccer practice areas at the eight identified park locations will be available each spring and fall. Sites will be available for use when the season opens and will close when the season ends. Teams desiring practices prior to the season, or on a year-round basis, should access school open areas or neighborhood park sites.

Although intended for drop-in soccer practices, the areas can also be accessed by any team sport and age group. There are a few guidelines for use of the areas that will serve as evaluation criteria annually to determine if the program continues. These guidelines are:

- Teams should be respectful of the adjacent neighborhoods in regard to parking, noise and litter.
- Teams desiring drop-in, zero fee practice accommodation should refrain from accessing the scheduled-use athletic fields. Scheduled-use fields exist for fee-based games and practices, and are rested a minimum of two days each week.
- Drop-in practice locations are closed when the adjacent athletic fields are closed due to rain or wet conditions.
- Teams should be respectful of scheduled games and practices on adjacent areas. Disruption of scheduled athletic field use due to the activities of drop-in teams may result in closure of the problem locations, or suspension of the drop-in program.
- Drop-in practice locations are "as is" and not intended to replicate athletic fields. Use of paint, chalk or other marking means is not allowed.
- Drop-in practice areas are not to be used for games, scrimmages, camps, clinics, private instruction, etc. The areas are intended to provide service for team practices to Plano-based teams..

Questions regarding the drop-in practice program should be directed to Terrance Wright, assistant athletic superintendent, at 972-941-7277 or by e-mail sent to terrancew@plano.gov.