

# 2019 FIELD USER MANUAL



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## 1 INTRODUCTION

The Cosumnes CSD (District) is committed to facilitating a fair and equitable field allocation process for all eligible youth sports organizations (field users). This manual establishes procedures for the allocation and permitted use of athletic fields.

## 2 ELIGIBLE PROGRAMS

The District will consider the following guidelines when determining an organization's eligibility for the field allocation process:

### 2.1 RECREATION PROGRAMS

- A non-profit youth sports organization exclusively serving youth 19 years and younger.
- Organization is comprised of at least five teams.
- Coaches are primarily volunteers.
- Organization does not make player cuts – all registrants play.
- The organization evaluates and drafts or assigns players with the intent of creating evenly matched teams.
- Each player receives a minimum amount of mandated playing time except for reasons of injury, illness or discipline.
- Program is held during the sport's primary recreation season, defined as follows:
  - Baseball / Softball: February – July
  - Lacrosse: January – May
  - Rugby: December – May
  - Soccer: July – November
- At least 50% of the organization's players (50% +1) reside in the CSD boundaries (95624, 95757 and 95758).

### 2.2 COMPETITIVE PROGRAMS

- A non-profit youth sports organization exclusively serving youth 19 years and younger.
- Organization is comprised of at least five teams.
- Coaches are primarily licensed professionals.
- Coaches may be paid.
- The organization evaluates and selects players with the intent of creating the most competitive teams possible.
- At least 60% of the organization's players (60% +1) reside in the CSD boundaries (95624, 95757 and 95758).

*The District reserves the right to classify each individual program. Organizations may have multiple programs within each category. Recreation programs may not secure fields on behalf of competitive programs.*

## 3 FIELD ALLOCATION PROCESS

Eligible field users will submit an application listing their desired fields in priority order. The District will use this information to create a tentative field use schedule. Once complete, District staff will meet with all eligible field users to review the tentative schedule and solicit feedback. If necessary, District staff will adjust the field use schedule before publishing a final version.

### 3.1 FIELD SCHEDULING CONSIDERATIONS

The District will consider the following when creating the field use schedule:

- Field Maintenance
- Field Allocation Tier
- Primary Recreation Season
- Number of Teams
- Residency Percentage
- Field Use Applications

### 3.2 FIELD ALLOCATION TIERS

<b>First Tier</b>	District Programs (leagues, camps, clinics)
<b>Second Tier</b>	CSD tournaments rentals and EGUSD
<b>Third Tier</b>	Recreation youth programs with at least 50% +1 residents
<b>Fourth Tier</b>	Competitive youth programs with at least 60% +1 residents
<b>Fifth Tier</b>	Youth programs with at least 40% +1 residents
<b>Sixth Tier</b>	Other rentals

### 3.3 FIELD ALLOCATION MODIFICATIONS

Field users are required to work together throughout the allocation period to help meet day-to-day needs. The District must approve all changes to the field use schedule.

### 3.4 FIELD TYPES

The District divides its fields into three sub-categories:

<b>Premium</b>	Synthetic multi-purpose fields with lighting
<b>Gold</b>	Natural fields with lighting
<b>Silver</b>	Natural fields without lighting

### 3.5 DETERMINING FIELD NEEDS

The total number of teams will determine an organization's field eligibility. The District will allocate field space for up to two practices and one game per week for multipurpose field users, and two practices and two games for diamond field users.

The District may consider fields allocated to a user group by other local agencies when determining an organization's field eligibility.

Field users may reserve space over and above their allocation; such reservations will be subject to applicable board-approved rental fees.

## 4 REQUIRED DOCUMENTATION

### 4.1 INSURANCE

Field users are required to submit a certificate of insurance by the established due date. Certificates must meet the following requirements:

1. Insured must be the same organization listed on the Field Allocation Application.
2. Policy must provide a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability coverage.
3. Insurance certificates for field use at Elk Grove Regional Park must include the following statement:
  - a. "Additional Insured Endorsement names the Cosumnes Community Services District and Sacramento County, its directors, agents, or employees as additional insured."
4. Insurance certificates for field use at all other facilities must include the following statement:
  - a. "Additional Insured Endorsement names the Cosumnes Community Services District, its directors, agents, or employees as additional insured."

### 4.2 OTHER DOCUMENTATION

Field users must also provide the following documents by the established due date to be eligible for use of District athletic fields:

1. Board of Directors Information – A complete listing of the organization's board of directors, including their names, titles, email addresses and phone numbers.
2. Non-Profit Documentation – Letter of determination or letter of affirmation from the IRS verifying the organization's tax-exempt status.

## 5 PERMITS

### 5.1 FIELD USE PERMIT

Field users will receive a copy of their Field Use Permit once they have met all District requirements. Field users may not utilize allocated fields until they have submitted a signed Field Use Permit.

### 5.2 SPECIAL USE PERMIT

Special Use Permits are required for activities separate from league tryouts, practices and games. Such activities may include fundraising events, jamborees, academies, camps, clinics and tournaments.

Events that generate revenue, whether through registration, entry fees, donations or any other means, will be subject to all applicable board-approved fees. Each field user is eligible to receive a fee waiver for one revenue-generating event annually.

Field users wishing to host special events must complete and submit a Special Use Application by the established due date. Approval of Special Use Applications is at the sole discretion of the District.

### 5.3 PARK DELIVERY PERMIT

Field users can apply for a Park Delivery Permit by completing a Park Delivery Permit Request. Park Delivery Permits are required to access park grounds with a vehicle. The requesting party must agree to and abide by the conditions listed on the permit.

### 5.4 PORTABLE RESTROOM PERMIT

Field users can apply for a Portable Restroom Permit by completing a Portable Restroom on CSD Park Request Form. Portable Restroom Permits are required to place portable restrooms within park grounds. The requesting party must agree to and abide by the conditions listed on the permit.

### 5.5 PORTABLE GOAL PERMIT

Field users can apply for a Portable Goal Permit by completing a Portable Soccer Goal Request. Portable Goal Permits are required to store goals on District Property. The requesting party must agree to and abide by the conditions listed on the permit.

## 6 AUDIT PROCEDURES

The District reserves the right to audit all field users.

### 6.1 RESIDENCY AUDITS

The District will verify that all field users fulfill the minimum residency requirements outlined by Field User Manual.

1. Field users must submit rosters for all teams.
2. Field users must submit supporting documents to verify residency status of their players.
3. Acceptable documents include a utility bill, cable/internet bill or waste management bill. The District will accept documents dated January 1, 2017 or later.
4. A driver's license is not a valid proof of residency.
5. The District will classify all players without acceptable documentation as non-residents.

Recreation programs must submit all rosters and residency documents no later than four weeks after their first regular-season game. Competitive programs must submit all rosters and residency documents no later than six weeks after their last tryout date. All deadlines are final and there will be no extensions.

### 6.2 FIELD USE AUDITS

The District will verify that all field users are using allocated fields in accordance with the approved Field Use Calendar.

1. District staff will conduct random site visits and observe field use.
2. Coaches must present their photo identification and fill out, and sign, a Field Site Visit Form.
3. The District will cite non-compliance as a violation of the Field User Manual.

### 6.3 FALSE INFORMATION

District staff may use a variety of methods to confirm information provided by field users, including internet research of public databases, verbal or written follow up questions or requests for additional information.

The District reserves the right to penalize field users for providing false information.

## 7 FIELD USE

### 7.1 STANDARD RULES

Below is a listing of the standard rules and regulations for field use.

1. Field users may not use chemicals to burn lines on any field.
2. Field users are responsible for clearing out any trash or debris on the field, or near spectator areas after use.
3. Adult supervision of children is required at all times.
4. Field users may not disturb surrounding neighborhoods.
5. Field users are responsible to monitor parking of all participants and spectators to ensure compliance with local and state regulations.
6. All field lights must be off no later than 10:00 pm.
7. Field users may not drive into park grounds without an approved Park Delivery Permit. Park Delivery Permits are vehicle specific and non-transferable.

### 7.2 SYNTHETIC TURF RULES

The District prohibits the following items and activities on synthetic turf fields:

1. Smoking
2. Chewing tobacco
3. Alcoholic beverages
4. Chewing gum
5. Food
6. Glass containers
7. Spitting
8. Metal cleats
9. Dogs
10. Bicycles or skates
11. Stakes of any kind

This is not a complete list of the rules and regulations that may apply to an organization's field usage. Additional rules and regulations may apply in certain situations. If a field user has any



questions or concerns they are encouraged to discuss them directly with District staff. All Park and Recreation regulations outlined in Ordinance No. 15 apply on District property.

### 7.3 SCHEDULED USAGE

Field users are required to provide a detailed schedule, including all practices and games, to the District no later than ten business days prior to the planned usage.

### 7.4 NOTICE OF NON-USE

Field users are required to notify District staff if they do not intend to use an allocated field for an extended period. The District will reallocate all returned fields as necessary.

### 7.5 FIELD LIGHT USE

The District will provide field users allocated lighted fields with an account for the Musco Control-Link system.

### 7.6 EQUIPMENT & STORAGE

Field users are responsible for providing their own field-prep equipment and storage containers. A Request for Field Modification is required prior to storing any of these items at a District facility. If approved, the requesting field user is responsible for paying any costs related to, or arising from, their placement.

Field users must grant access to all field-prep equipment and storage containers located on District property, and they must authorize the District to use this equipment at no cost. The District will provide proper indemnification before any such use occurs.

The District will notify field users of any safety or maintenance concerns regarding field-prep equipment or storage containers located on District property. Field users are responsible for removing graffiti on storage containers located on District property. If after ten business days the situation is unresolved, the District will repair or remove the item from the facility at the field user's expense.

## 8 FIELD CLOSURE

The District reserves the right to cancel or suspend field use due to any circumstance that could result in unsafe playing conditions or excessive damage to District property.

### 8.1 FIELD ASSESSMENT PROCESS

Field users are responsible for assessing the condition of fields by inspecting the following locations prior to their use:

- Multi-Purpose Fields
  - In front of each goal
  - Along each sideline
  - Along the centerline of the field

- Baseball/Softball Fields
  - Left field
  - Center field
  - Right field
  - Directly behind shortstop
  - Directly behind second base

A field is unplayable if there is substantial standing water in any of the assessment locations.

Field users should suspend play if any of the following conditions occur:

1. Turf dislodged by running.
2. Oversaturation results in muddy conditions.
3. Foot traffic “pumps” mud up from below the turf.

Field users will be responsible for any costs associated with renovating a field damaged due to inappropriate use.

## 8.2 FIELD STATUS

The District reserves the right to close fields due to inclement weather or any other reason. Each field user is responsible for checking field status prior to using District fields.

District staff will update the following outlets to communicate current field status:

- Field Status Hotline (916-405-5682)
- Team Sideline ([teamsideline.com/cosumnes](http://teamsideline.com/cosumnes))

## 9 DISTRICT FIELD MAINTENANCE

### 9.1 BASIC SERVICES

The District will provide the following services at no additional cost to field users:

1. Regular mowing
  - a. Weekly from March through November
  - b. Bi-weekly from December through February
2. Restroom cleaning and restocking
3. Trash removal
4. Fencing repairs
5. Graffiti removal
6. Weed prevention
7. Facility inspections
8. Safety-related repairs

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#### 9.1.1 BASEBALL / SOFTBALL FIELDS

In addition to the items listed above, the District will provide the following services at no additional cost to baseball / softball field users:

1. Annual refill of ballfield mix bins
2. Annual nail drag at each baseball / softball field
3. Remove weeds on the entire infield.
4. Edge all turf areas, including: infield, outfield, warning track and pitching mound.

## 9.2 MAINTENANCE REQUEST

Field users should report all maintenance concerns to Park Operations using the CSD Maintenance Request form on the District website. Park Operations will address all maintenance requests in order of priority. Field users should send all urgent maintenance requests directly to the Park Maintenance Hotline (916-405-5688).

Field users will be responsible to cover all costs associated with maintenance requests that go beyond the District's basic level of service.

## 10 FIELD USER MAINTENANCE

### 10.1 SPECIAL SERVICES

Field users agree to perform the following services at the frequency listed below:

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#### 10.1.1 BASEBALL / SOFTBALL FIELDS

1. Water the infield prior to dragging or raking.
2. Level and drag infields prior to each use. This includes the areas surrounding each base.
  - a. Leave a 6-inch buffer between the infield and the outfield grass when dragging the infield.
  - b. Rake up and down the base paths. Do not rake across.
3. Level and drag warning tracks weekly.
4. Nail drag infields as needed.
5. Rebuild pitcher's mounds and batter's boxes after each use. Add clay and / or water as necessary.
6. Remove excess ballfield mix from turf edges after each use.
7. Remove trash and debris from dugouts and spectator areas after each use.
8. Remove sunflower seed shells from dugouts and spectator areas weekly.

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#### 10.1.2 MULTI-PURPOSE FIELDS

1. Field users must inspect all equipment for safety prior to each use.
2. Field users must properly secure and store all equipment after each use.
3. Remove all garbage cans and place them on the nearest hardscape.
4. Remove trash from bench and spectator areas after each use.

Field users that are unwilling, or unable, to maintain their allocated fields will be required to reimburse the district any expenses, including staff time and materials, associated with returning them to an acceptable playing condition.

## 10.2 NATURAL TURF PRESERVATION

Whenever possible, field users should limit their impact on natural turf fields by following the guidelines:

1. Rotate the areas used for practices and games.
2. Refrain from using bare areas.
3. Do not place tarps or any non-breathable material on the turf.
4. Remove all equipment at the conclusion of each use.
5. Limit overcrowding.
6. Suspend play on fields saturated with water.

Field users will be responsible for any costs associated with renovating a field damaged due to inappropriate use.

### 10.3 FIELD SAFETY

Field users are responsible for suspending play if conditions are unsafe. Field users should report safety concerns to the Park Maintenance Hotline (916-405-5688 or [hotline@csdparks.com](mailto:hotline@csdparks.com)).

### 10.4 FIELD MODIFICATION REQUEST

Field users who would like to modify a District facility must first submit a Field Modification Request. Prior approval is required for field modifications, and field users will be responsible for any damages due to unauthorized modifications. All field modifications must comply with applicable California Labor Codes.

## 11 FEES & BILLING

### 11.1 2019 FIELD USER FEE SCHEDULE\*

<b>Per Player Fee (Tier 3 &amp; 4)</b>	\$14
<b>Per Player Fee (Tier 5)</b>	\$17.50
<b>Light Fee</b>	\$20 (per hour)
<b>Field Allocation Deposit</b>	\$300 (per field)
<b>Platinum Field Use Fee</b>	\$1,500 (per field per year)
<b>Hourly Fee (natural turf)</b>	\$24
<b>Daily Fee (natural turf)</b>	\$132
<b>Hourly Fee (artificial turf)</b>	\$80
<b>Daily Fee (artificial turf)</b>	\$320

\*Subject to board approval

#### 11.1.1 PER PLAYER FEE

Each field user will be assessed an annual player fee in accordance with the approved fee schedule. The total number of participants within each organization will determine the annual fee.

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### 11.1.2 LIGHT FEE

Each field user utilizing lights will be assessed an hourly lighting fee in accordance with the approved fee schedule.

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### 11.1.3 PREMIUM USE FEE

A platinum field use fee of \$1,500 per field is due annually for all synthetic turf fields. The District will divide the total among all user groups based upon their percentage of use. For example, if Organization A uses 50% of the available time on BSP 1, they are responsible for 50% of the \$1,500 platinum field use fee (\$750).

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### 11.1.4 FIELD ALLOCATION DEPOSIT

The district will require a \$300 deposit, due no later than ten business days prior to the start of each allocation period, for each allocated field. The District will apply all deposits towards each field user group's annual bill.

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### 11.1.5 DAILY & HOURLY FEES

Field users may supplement their allocated fields by applying for additional rentals. These reservations will be subject to all applicable board-approved fees and must comply with all District procedures.

## 11.2 BILLING

The District will bill all field users in April for their field use during the previous calendar year, with full payment due no later than June 1. If a field user does not submit their payment in full by June 1, they will be assessed a 10% penalty plus simple interest at a rate of 1.5% per month on the amount due. Interest compounds monthly from the due date up until the District receives full payment.

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### 11.2.1 RETURNED CHECKS

The District will handle checks returned for insufficient funds or other reasons as follows:

- The District will notify the originator of the check by phone of the NSF Check and assess a Returned Check Fee of \$25.
- The District will accept cash, credit card, money order or certified check for the NSF check and the \$25 Returned Check Fee.
- All payments are due within 48 hours of phone call, unless stated otherwise.
- Once the District receives two insufficient checks it will discontinue accepting checks as a valid form of payment.
- Field use payments collected late due to a returned check will be subject to all applicable penalties.

## 12 CONCESSIONS

## 12.1 CONCESSION BUILDINGS

The District owns permanent concession buildings at the following locations:

1. Jan Rau Community Park
2. Elk Grove Regional Park
  - a. Kloss Softball Complex
  - b. White Diamond
3. Morse Community Park

## 12.2 CONCESSION OPERATIONS

An approved use agreement is required before field users can operate a concessions building. Any field users providing goods or services must secure all of the applicable licenses and permits. These permits may include:

1. Sellers Permit from the State of California Board of Equalization.
  - a. Phone: 1-800-400-7115
2. Temporary Food Facility Operators Permit from the Sacramento County Environmental Health Department.
  - a. Phone: 916-875-8440

It is the sole responsibility of the field user to obtain all necessary licenses and permits. They are also responsible for the payment of all appropriate sales taxes and/or fees associated with the sale of goods and services. All sales of goods and services shall be compliant with Ordinance 15 Section 1.125.

## 13 DISTRICT RECOGNITION

Field users are responsible for providing recognition to the District, including, without limitation, the following:

1. Include the District when recognizing event sponsors.
2. Place the District's logo on all media, including, but not limited to print, electronic and social media. The following text must accompany the District's logo, "Made possible by our partnership with the Cosumnes Community Services District."
  - a. Must submit materials for review and approval by the District's liaison at least two business days in advance of use, print or publication.
3. Provide an opportunity for a District representative to speak for up to ten minutes at all public events, as desired by the District.
4. Recognize the District for its contributions during the public comment section of a regular board meeting at least once annually.

## 14 FIELD USER MANUAL VIOLATIONS

Any violation of the Field Use Manual may result in one or more of the following actions:

- Full or partial forfeiture of field allocation deposit.
- Written warning and/or probation.

- Requests for additional information or documentation as deemed appropriate by the District.
- Relegation to a lower field allocation tier for the next formal field allocation process.
- Suspension from one or more fields for the remainder of the allocation period.
- Suspension from all fields for the remainder of the allocation period.
- Suspension from the next formal field allocation process.

## 15 DISCLOSURE

The District will update this document to reflect best practices and notify all field users.