



Department Policy & Procedure

Subject: Use and Scheduling of Outdoor Athletic Facilities		Number 060-P 7.1.1
		Effective July 1, 2002
		Supersedes August 20, 1982
Approved:	Department: Parks & Recreation	Page 1 of 7

1.0 PURPOSE

- 1.1 To establish guidelines for the use and scheduling of outdoor athletic fields which are scheduled by the Department of Parks and Recreation, excluding West Seattle Stadium, which is covered under separate policies.

2.0 ORGANIZATIONS AFFECTED

- 2.1 Department of Parks and Recreation
- 2.2 Seattle School District
- 2.3 Private schools, community and sports organizations, teams, groups and individuals using outdoor athletic fields scheduled by the Department

3.0 REFERENCES

- 3.1 Department of Parks and Recreation Schedule of Fees and Charges (revised yearly).
- 3.2 Joint Use Operating Agreement between Seattle School District and the City of Seattle Department of Parks and Recreation (November, 2000).
- 3.3 Conditions of Closure of Athletic Fields - Department Policy and Procedures 060-P 7.1.5.
- 3.4 Sports Participation Policy and Procedures - Department Policy and Procedures 060-P 7.3.2.
- 3.5 Sports Code of Conduct for Youth, Community Center Adult Leagues, and Citywide Athletics Adult Leagues.

4.0 POLICY

- 4.1 The Department will schedule fields in a manner that provides priority access for youth and, to the extent possible, protects the fields from overuse. Historical use will be considered in establishing priorities amongst groups or organizations seeking the same locations and/or field times. However, within the different age groups (youth and adults) and within different sport seasons, it is the Department's policy to provide a reasonable amount of equity for gender and some allowance for new field sports and/or field sports organizations. Also, local

sports needs will be met before fields are scheduled for needs that are more citywide. The latter are to be fairly and equitably scheduled throughout the City. Therefore, while the Department will generally adhere to the scheduling priorities established in Section 4.2, the Citywide Athletics Office can grant exceptions if necessary to achieve reasonable equity and access. The Department may also establish scheduling priorities specific to a particular site in return for major facility improvements or other considerations of benefit to the public. Finally, leagues are not guaranteed the same field(s) every year.

- 4.2 Practices and games are to be scheduled on appropriately sized fields in accordance with the following priorities:
 - 4.2.1 All Seattle School District physical education programs during normal school hours.
 - 4.2.2 All Seattle School District programs other than physical education programs including Metro league games and practices involving other than Seattle School District teams up to 5:00 p.m. except fast pitch softball games which are scheduled up to 5:30 p.m. and baseball games which are scheduled up to 6:00 p.m.
 - 4.2.3 Department-sponsored youth programs.
 - 4.2.4 Non-Department youth programs.
 - 4.2.5 Department-sponsored adult programs.
 - 4.2.6 Non-Department adult programs.
- 4.3 Fields will be scheduled to serve a reasonable level of demand while at the same time recognizing impacts on neighbors.
 - 4.3.1 It is the Department policy to schedule fields on a year-round basis, field conditions permitting. However, no grass fields will be scheduled from Thanksgiving Day to March 1.
 - 4.3.2 Non-lighted field will be scheduled until dusk.
 - 4.3.3 The Department's practice is to turn off lights on lit fields at the completion of each evening's final scheduled games. Play will be scheduled until 10:45 PM except on fields where there are residences adjoining the length of the field on two or more sides unless arterials, significant topography, and/or other buffers are found between the field and adjacent residences on one of both sides. Fields that meet this criteria will be scheduled until 10:00 PM. The currently lighted fields that meet the criteria are Ballard Playfield, Bitter Lake Playfield, Loyal Heights Playfield, and Miller Playfield. Unless security lighting is available, lights at all fields will be turned off 15 minutes after the end of scheduled play to allow players to leave the site safely.
- 4.4 Given the Department priority for youth sports, Citywide Athletics may require adult leagues to modify their seasons. The following sports will normally be given priority during the respective seasons as follows:

- 4.4.1 Baseball: First full week of March through the second weekend in August.
- 4.4.2 Softball: The second Monday in March through the second weekend in August, except Lower Woodland, Cloverleaf, Meadowbrook #2 & 3, Rainier Beach #1 & 2, High Point #2 and Montlake may be scheduled up through Labor Day.
- 4.4.3 Football: The third Monday in August through the third weekend in November.
- 4.4.4 Rugby: May be scheduled year-round on all-weather or synthetic fields. Grass multipurpose field may be scheduled from March 1 through Thanksgiving as available.
- 4.4.5 Soccer: May be scheduled year-round on all weather soccer fields. Grass multipurpose fields may be scheduled from the second week in August through the third week in November.
- 4.4.6 Ultimate Frisbee: May be scheduled year-round on all-weather or synthetic fields. Grass multipurpose fields may be scheduled from March - Thanksgiving as available.
- 4.4.7 Lacrosse: May be scheduled year-round on synthetic fields. Grass multipurpose fields may be scheduled from March - Thanksgiving as available.
- 4.5 All other sports will be scheduled as field availability allows.
- 4.6 It is the Department will regulate practices, games and tournaments as follows:
 - 4.6.1 Practices
 - 4.6.1.2 The number of practices scheduled will be on an equitable basis, contingent on the availability of fields.
 - 4.6.1.3 Youth practices will be scheduled in advance prior to the start of the season.
 - 4.6.1.4 Adult practices will be scheduled at the Citywide Athletic Office on a first-come first-served basis. Fees will be assessed according to reference 3.1.
 - 4.6.1.5 Adult weeknight practices will be limited to one and one-half hours and weekend practices to four hours. All practices will end by 10 p.m.
 - 4.6.1.6 No organized league or team practices will be scheduled during the off season.
 - 4.6.2 Games:
 - 4.6.2.1 The number of games scheduled for each league will be on an equitable basis, contingent upon field availability.
 - 4.6.2.2 The amount of time scheduled and allowed for games shall be as follows:

Youth Baseball (90 Feet) - 2 1/2 Hour
Youth Baseball (60 Feet) - 2 Hours
Slowpitch Softball and T-Ball - 1 1/2 Hours
Fastpitch Softball - 2 Hours
Adult Baseball - 3 Hours
Youth Soccer - 1 1/2 Hours
Adult Soccer - 1 1/2 - 2 Hours
Rugby - 1 1/2 Hours
Ultimate Frisbee - 1 1/2 Hour
Adult Football - 1 1/2 Hour
Youth Football - 2 Hours
Lacrosse – 2 ½ hours
All Other Sports - 1 1/2 - 2 Hours

4.6.2.3 Game time limits will be strictly enforced by Department staff and game officials when another game is scheduled following.

4.6.3 Tournaments:

4.6.3.1 Requests to schedule tournaments will be accepted on November 1 for the following year and will be accommodated on the basis of field availability.

4.6.3.2 Final tournament brackets are due to Citywide Athletics no later than one week prior to the start of the tournament.

4.6.3.3 Full payment of the field user fee is due to Citywide Athletics no later than one week prior to the start of the tournament.

4.7 It shall be the responsibility of organizations, leagues, teams, groups or individuals scheduling athletic fields to utilize the scheduled times or notify the Department reasonably in advance when times are not used. Repeated non-use of scheduled time with no advance notice can lead to loss of scheduling privileges.

4.8 The Department's policies governing league participation and participant behavior are set forth in Department's Sports Participation Policy (Policy # 060-7.1.5)

5.0 DEFINITIONS

5.1 Superintendent: Superintendent of Parks and Recreation.

5.2 Sr. Athletics Program Coordinator: Supervisor of the Citywide Athletics

5.3 Department: Department of Parks and Recreation.

5.4 Historical Users: Organizers who have scheduled fields through Citywide Athletics during the two most recent prior seasons for a particular sport.

- 5.5 Parks Duty Officer: Parks Department staff person assigned to respond to emergent issues after 4:00 PM on weekdays and on the weekends.
- 5.6 Double Booking: The scheduling of more than one practice or game on an athletic field at the same time.
- 5.7 Community Needs: Field demand whose program originates from within a local geographic area.
- 5.8 Citywide Needs: Field demand that due to the nature of league and participants is not oriented to a specific geographic area but reflects a more citywide or regional user group.

6.0 RESPONSIBILITY

- 6.1 With the concurrence of the Superintendent, the Sr. Athletics Program Coordinator shall be responsible for administering these policies and procedures.
- 6.2 It is the responsibility of the Sr. Athletics Program Coordinator to ensure that the priorities established in Section 4 are administered on a reasonable, fair and equitable basis.
- 6.3 It is the responsibility of the Sr. Athletics Program Coordinator to ensure all organizations (new or old) are scheduled fairly and equitably.
- 6.4 It is the responsibility of the Sr. Athletics Program Coordinator to ensure a reasonable level of community sports organizations' needs are met before fields are scheduled for citywide needs.
- 6.5 It is the responsibility of the Sr. Athletics Program Coordinator to ensure that citywide play is fairly and equitably scheduled throughout the community fields.
- 6.6 It is the responsibility of the Sr. Athletics Program Coordinator to maintain an accurate schedule of games and practices and to coordinate these schedules with appropriate staff within the Department.
- 6.7 It is the responsibility of organizations, teams, or individuals using Department fields on a scheduled basis to notify Citywide Athletics 10 working days in advance of any scheduled field time they do not need.
- 6.8 It is the responsibility of organizations, teams, or individuals using Department fields on a scheduled basis to fully comply with the provisions of References 3.1 and 3.4
- 6.9 It is the responsibility of any and all programs organized, administered or sponsored by the Department of Parks and Recreation to fully comply with the provisions of Reference 3.5.

7.0 PROCEDURES

- 7.1 Submission of Schedules:
 - 7.1.1 Field scheduling associated with the Seattle School District shall be conducted in accordance with Reference 3.2

- 7.1.3 Citywide Athletics staff should submit to historical users, at least six weeks prior to the start of the season, a reprogramming of game schedules based on previous year's usage.
- 7.1.2 Historical users desiring expansion of game (and if youth) practice schedules shall submit a written request to the Scheduler no later than 12 weeks prior to the first scheduled usage stating all necessary changes.
- 7.1.4 Historical users shall submit final game schedules to Citywide Athletics no later than two weeks prior the first scheduled game
- 7.1.5 New user organizations should submit a written request for game times (and if youth, practice times) to the Scheduler no later than 12 weeks prior to the first requested usage.
- 7.1.6 Citywide Athletics shall consider all scheduling requests and make decisions based upon the policies and guidelines contained herein.

7.2 Double Bookings:

- 7.2.1 If a double booking occurs at a field, the following guidelines should be used to determine who has priority:
 - A. Youth League Game - 1st Priority
 - B. Adult League Game - 2nd Priority
 - C. Youth Practice or Practice Game - 3rd Priority
 - D. Adult Practice or Practice Game - 4th Priority
- 7.2.2 If two activities of equal priority are scheduled simultaneously, a flip of the coin will determine priority usage.
- 7.2.3 If two adult practices scheduled on a reservation permit have been double booked, the lower permit number should be given priority. The priority is void if the permit is not on site. The permit number is located in the middle of the permit on the right side.
- 7.2.4 If the Parks Duty Officer is unable to resolve a conflict using the above guidelines, additional assistance can be obtained by calling a member of the Citywide Athletics scheduling staff. In any event, all field conflicts should be reported to Citywide Athletics' staff by the end of the next working day.

8.0 WARNINGS/PENALTIES FOR SCHEDULING INFRACTIONS, AND DISREGARD FOR PARK POLICIES AND PROCEDURES

- 8.0.1 The Citywide Athletics Scheduler shall give a copy of the Policy and Procedures to each organization's scheduler at the beginning of each season.
- 8.0.2 It is the responsibility of each organization to ensure that each member team (through their managers or coaches) understands the policy and procedures regarding scheduling and

scheduling conflict resolution. Organizations should work to ensure that scheduled time is utilized: that use does not extend beyond the scheduled time; and that member teams practice only during scheduled times in the appropriate seasons.

- 8.0.3 It is the responsibility of each organization to ensure that their referee/umpires use understand the policy and procedures regarding scheduling conflict resolution.

8.1 INFRACTIONS

- 8.1.1 Failure to follow these policies and/or conflict resolution procedures:

- A. First Occurrence- Will cause a letter specifically listing the Department's concerns to be mailed to the organization president.
- B. Additional Occurrence - May result in the loss of scheduling privileges in increasing dimension based on the number and type of occurrences, including the refund of the unused portion of the participation (field use) fees and the cancellation of remaining season games.

9.0 APPENDIX

- 9.1 Facility Use Permit Form