

City Of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Baseball/Softball Diamonds

POLICY NUMBER: 6.520

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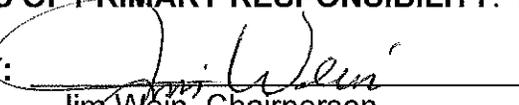
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DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED BY:


Jim Wein, Chairperson
Parks, Recreation & Forestry Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

I. BASEBALL/SOFTBALL DIAMONDS

- A. Baseball and softball diamonds in city parks (including the Marshfield Fairgrounds Park) may be reserved by teams/individuals for games and/or practices by contacting the Parks and Recreation Department office.
- B. Priority scheduling for field use will be given to the following organizations; Marshfield Softball Association, Gary Varsho Baseball League, School District of Marshfield, Marshfield Area Catholic Schools, Marshfield Area Baseball, Marshfield Parks and Recreation, Chaparral Baseball, Marshfield YMCA, and American Legion Baseball. Prior to January 31st of each year, organizations with priority scheduling status (listed above) shall submit game schedule requests to the Parks and Recreation Department for consideration (with the exception of Chaparral Baseball and American Legion Baseball who have until May 1st to submit their priority scheduling requests). Beginning February 1st, Parks and Recreation Department staff will begin assigning priority field requests, received by the January 31st deadline. Priority requests received following the January 31st deadline will be considered in the order that they are received. Parks and Recreation staff may give varsity level sports priority when scheduling requests. An example would be scheduling a varsity game at Hackman Field or Lee Field versus Reeths Field or Braem Park. Conflicts in scheduling of fields between organizations with "priority" scheduling status shall be resolved by department staff, in consultation with representatives of the impacted organizations. Should a mutually agreed upon schedule not be resolved between those parties, the Parks and Recreation Department staff shall independently determine the field use schedule. Parks and Recreation Department staff may use a variety of considerations in resolving the conflict including, but not limited to whether or not reciprocal use agreement(s) or practice(s) exist between the Parks and Recreation Department and the requesting organization. An example of a reciprocal use agreement or practice would be the

priority scheduling of School District facilities extended to the Parks and Recreation Department by the School District of Marshfield.

The Chaparral Baseball and American Legion Baseball will receive priority scheduling consideration for use of Jack Hackman Field for field reservations (June - August) received by the Parks and Recreation Department prior to May 1st. In development of their initial field reservation requests, the two organizations shall alternate weekends beginning in June. The American Legion Baseball will have priority scheduling for Tuesdays and Thursdays and Chaparral Baseball will have priority scheduling for Wednesdays. Conflicts in scheduling field dates between the two organizations shall be resolved by the department staff, in consultation with representatives of the two organizations.

Beginning on May 2nd of each year, the Parks and Recreation Department will accept field use requests from all other teams, individuals, and organizations.

Organizations wanting to receive priority scheduling status shall submit a request to the Parks, Recreation, and Forestry Committee a minimum of 2 months prior to receiving priority scheduling status.

- C. Activities and events, other than baseball and softball, wanting to be held on baseball and softball diamonds in city parks (including the Marshfield Fairgrounds Park) must be approved by the Parks and Recreation Director prior to scheduling the activity or event.
- D. All organizations/teams and individuals wishing to schedule the ball diamonds for special events or tournaments may do so by making the reservation through the department office.

II. GENERAL

- A. Fees - as listed in the annual fee schedule shall be charged for scheduled use of softball and baseball diamonds. In the event that a team has determined that they will not be using the field for a scheduled use, it is their responsibility to inform the Parks and Recreation Department staff person in charge of field scheduling. No charges will be made for cancellation of a field use with the exception of costs incurred by the Parks and Recreation Department prior to notification of the cancellation i.e. field preparation, etc.
- B. The damage deposit in the amount of \$100 from organizations not identified to receive "priority scheduling status" will be retained for violation of any of the established policies and procedures, for damages to the field or for failure to properly clean the area.
- C. Cancellations - Prior to the start of a field use, the Parks and Recreation Department staff shall make determination whether or not the field conditions allow for the field to be used. Following the start of the field use, it is the responsibility of the organization scheduled for the field to make the decision as to whether or not field conditions allow the game to continue. If continued use of the field in inclement conditions creates excessive wear or damage to the fields or facilities, the Parks and Recreation Department may invoice the organization for all or a portion of the repair costs. Failure to compensate the Parks and Recreation Department for any invoiced charges will result in the loss of field use privileges. If the field has been prepped prior to the game being cancelled by either the Parks and Recreation Department or the organization renting the field, a field prep charge will be incurred.
- D. Maintenance of all baseball and softball diamonds will be performed by Parks and Recreation Department staff. Parks and Recreation Department staff may approve field maintenance to be performed by an individual(s) following a review and acknowledgement of the approved and required field maintenance procedures. Only Parks and Recreation Department supplied field maintenance materials will be allowed to be used or added to the city baseball and softball

diamonds. Additional charges may be made for material use. Basic equipment (bases, rakes, liner, etc.) is provided at each site.

- E. Absolutely no privately owned vehicles of any type are permitted on the diamonds. Additionally, no materials, sand, sawdust, etc. are to be added to the infield without written permission of the Parks and Recreation Director.
- F. All activities will cease on city-owned facilities upon sounding of the Emergency Warning System.
- G. Activities may not extend past the normal park opening/closing time as established by ordinance. Except as authorized and approved by the director of parks and recreation and the policies and procedures adopted, pursuant to the city code section 21-02. Such prohibition shall not apply to athletic facilities and regularly scheduled athletic events authorized and approved by the director of parks and recreation, and public celebrations or events authorized or sponsored by the city.
- H. Use of the batting cage at Jack Hackman Field will be under the control of the organization/individual scheduled for use of the field. It will be left to the discretion of organization/individual as to whether or not use of the batting cage by the general public during their scheduled field use may or may not occur. When the field is not scheduled for use, the batting cage may be used on a drop-in basis by the general public unless it has been closed for maintenance by the Parks and Recreation Department staff.
- I. Baseball and softball diamonds in the city parks, with the exception of Jack Hackman Field, may be used on a drop-in basis at no charge when the field has not been;
 - a. scheduled for another use
 - b. prepared by maintenance staff for a scheduled event
 - c. closed by department staff for field maintenance or poor field conditions
- J. Outfield Fence Advertising Sign Guidelines – contact the Parks & Recreation Department for guidelines.