

Onslow County Parks and Recreation

Athletic Field Use and Allocation Policy

Updated November 2020



ATHLETIC FIELD USE AND ALLOCATION POLICY

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ATHLETIC FIELD USE AND ALLOCATION POLICY

I. Introduction

Onslow County Parks and Recreation, hereinafter referred to as “County,” coordinates and issues permits for the use of athletic fields in the County to organizations and the general public for social and recreational activities and programs.

The purpose of this policy is to outline procedures and allocation priorities for the permitted use of the Onslow County athletic fields.

The County will monitor proper use of allocations and permits. Priority will be given Onslow County user groups and non-profit organizations. The County may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and athletic facilities. Submission of an Application and Request does not constitute approval.

Requests for additional use or programs not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the Parks and Recreation Director. The Parks and Recreation Director will interpret the Athletic Field Use and Allocation Policy.

II. Statement of Philosophy

Onslow County is dedicated to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields remain safe and of high quality. The permitting/allocation process provides an organization the exclusive use of a field to the exclusion of all others. The objective of this policy is to create clear and written procedures and allocation policies that:

- Fairly distribute available fields
- Maximize playing time
- Incorporate “turf recovery periods” to maintain safe, quality fields
- Communicate financial issues and recovery policy
- Outline field use regulations

III. Definition of Terms

Resident Percentage Status

Resident Percentage Status is important in determining an organization’s Priority Group Classification. Resident Percentage Status will be determined from the group or organization’s prior season’s actual rosters (fall season for fall season, spring season for spring season). Team Rosters and player addresses may be required by County staff to verify residency status, and County reserves the right to conduct audits of submitted verification documents and of onsite team player rosters to establish residency.

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Teams will be required to have proper forms on hand to prove local residency and must be prepared to provide documents to the Parks and Recreation Department upon request. Special residency status will be reviewed by the Parks and Recreation Director and a recommendation will be forwarded to the Parks and Recreation Advisory Committee for approval or denial.

Local Resident

Local Resident is defined as persons living within the Onslow County.

Youth Status

Youth status is defined as persons 17 years of age or under at the start date of permit.

Non-Profit Status 501(c)(3)

To qualify as a non-profit user, the organization must meet all criteria as identified by the Internal Revenue Services (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit 501(c)(3) status and are required to submit 990 forms and other appropriate documentation, including but not limited to, financial records and tax returns demonstrating the non-profit status. Visit www.irs.gov for additional information on non-profit status.

Audit

Audit- during an audit each organization/coach is to state the name of each participant on their roster, provide verification documents for each participant, and sign off on the roster form. Each group is to cooperate with staff when audits are being conducted and during the process of collecting rosters and verification documents.

IV. Priority Group Classifications

An organization's Priority Group Classification determines their priority for field allocations (i.e. Group 1 has first priority for field allocations, Group 2 has second priority for field allocations, and so on). Priority use of fields will be given to traditional primary season sports and by Priority Group Classification. (See Section VII, Sport Season Priority.)

Group 1

Organizations must meet all of the following:

1. Organizations, or portions of organizations, must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent (not assigned to teams of different talent levels), and
2. Organizations must be recreational in nature and have an "everyone plays, no child is turned away" philosophy requiring that each player suited-up and able to play is entered into games for a significant period of time, and
3. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a non-profit 501(c)(3) status certificate, and

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4. Organizations must maintain an affiliation with a national, state or local sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions, and
5. Organizations must have 75% or greater local residents, for priority use, or organizations that have special residency status per County Commission/Parks and Recreation Advisory Committee discretion.

NOTE: Organizations that have both recreational and select teams will have Group 1 user status. Groups that compensate local, executive, administrative staff and/or board members shall be excluded from the Group 1 status.

Group 1 organizations that have successfully met auditing requirements for two allocation seasons may be exempt from verification document submissions for future allocations. The auditing of team rosters will be continued regardless and staff may require further verification document submission, for auditing purposes, at any point if deemed necessary.

Group 2

1. Onslow County School District related programs

Group 3

Organizations that must otherwise meet all Group 1 requirements EXCEPT one of the following:

1. They have 90% or greater local residents for priority use of County fields, or
2. They have at least 90% or greater local residents in which tryouts are held in order to place registrants according to their ability on competitive teams (select, travel, etc.); applicants may be turned away; or not every player suited up and not able to play in every game, or
3. They compensate local executive/administrative staff and/or board members for their service to the league. Organizations that fall under this classification shall be charged field use fees and would receive third priority field allocations.

All select/travel games must have at least one team from the Group 3 organization on the field, or fee assessed for that field will be at the Group 5 rate.

Group 4

Adult programs, organizations or events with at least 75% local residents and/or work within Onslow County. Group 4 organizations shall have fourth highest priority for use of County fields, except on Sundays when they shall have second highest priority after County adult programs.

Group 5

Youth programs, organizations or events with less than 90% local residents.

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Group 6

Adult Programs, organizations or events with less than 75% but more than 10% local residents and/or work within Onslow County city limits. Group 6 organizations shall have lowest priority for use of County fields except on Sundays when they shall have third highest priority after County adult programs and Group 4 adult programs.

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V. Process for Obtaining/Maintaining Permits

Requests to use County athletic fields located in Onslow County are made through the Onslow County Parks and Recreation Department Administrative Office, 1244 Onslow Pines Road, Jacksonville, NC, 28540. (910)347-5332. Any group of ten (10) or more individuals that wishes to utilize an athletic field must complete all applicable forms and documents.

Each organization is required to sign and submit the following documents (available at the Parks and Recreation Department):

1. Application and Agreement Request for Use of Onslow County Athletic Field
2. Athletic Field Use Rules and Regulations
3. Public Liability and Property Damage Insurance in an amount no less than \$1,000,000 per occurrence, naming Onslow County as additionally Insured
4. Hold Harmless and Indemnity Agreement
5. A current list of board members with current contact information
6. Player rosters identifying local residents
7. Non-profit groups must also supply a IRS 990 or 990EX form

Permits will be issued according to Priority Group Classifications. Submittal of documents does not constitute approval. Every effort will be made to accommodate user groups' requests for use of fields.

a. League Splits and New Leagues

New Leagues or organizations planning to petition for Group 1 status or leagues anticipating a split to form a new league must submit to the Parks and Recreation Director or designee, six months prior to the estimated starting date for such new league, the following:

1. Application and Agreement Request for Use for Onslow County Athletic Field
2. Bylaws
3. Player roster identifying local residents
4. Names and addresses of Board of Directors (if applicable) with current contact information
5. Documentation of affiliation with a national, state or local sports governing body
6. Letter of Determination or Letter of Affirmation from the IRS, including a copy of the league's current financial statements on file (IRS Form 990 or 990EX) that demonstrate the organization's nonprofit 501(c)(3) status, if asking for non-profit status

It will take six months to determine if facilities are available and what the impact of a new league will have on facilities. Staff will review application of an organization petitioning as a new league, for a higher priority classification or an organization petitioning for Group 1 status in November and May of each year. The recommendation will be reviewed by the Parks and Recreation Director or his/her designee. Submittal of the Application does not guarantee that an organization will be allocated fields.

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The Parks and Recreation Director's decision is final. If approved, new leagues may be given a lower priority than existing leagues in order to maintain adequate field rest and renovation periods.

If a current Group 1 organization does split up, both organizations must submit required documentation listed above with current official rosters to the Parks and Recreation Director or his/her designee six months prior to anticipated split. These current rosters will be compared to the previous season's rosters in order to accurately allocate fields based on necessity.

A change in the organization's name, parent or affiliated national, state, regional or local organization (provided the former organization's name is not also being used), may not constitute it as a new organization or user and the County must be notified of any such name changes. If the organization provides bona fide materials to the Parks and Recreation Director or his/her designee that demonstrates only a name change and the makeup of the organization stays the same, then the organization shall not be considered new.

An organization choosing to expand its league with a new section with a different name, must submit materials that prove the new section is part of the same non-profit number, has the same insurance carrier, and is governed by the same Board of Directions and Bylaws. Failure to notify the Parks and Recreation Director or his/her designee of changes in an organization could result in forfeitures of fields.

Submittal of documents does not constitute approval. Every effort will be made to accommodate user group's requests for use of fields. The Parks and Recreation Director or his/her designee may at any time declare a moratorium on league splits or new leagues based on field availability or field conditions.

b. Permit Cancellation

Permits may be cancelled and/or rescheduled. Permits canceled by the County or due to inclement weather may be rescheduled as availability allows or may be refunded. Permits cancelled by the user at least 10 working days prior to the event will be refunded all but 25%. No refunds will be issued if permitted use is cancelled with fewer than 10 working days' notice.

Onslow County may cancel or re-assign use of County fields for any of the following:

1. County begins work involving any of the facilities.
2. When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, maintenance issues, lightening and hurricanes.
3. Non-adherence to Athletic Field Use and Allocation Policy or County ordinance or Athletic Field Use Rules and Regulations.
4. Onslow County cancels use of fields under the direction of County administrative office.
5. Tournaments and special events hosted by the County and/or Group 1 organizations throughout the year.

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c. Field Exchange, Sublease, Non-Use

Users may not exchange or sublease fields under any circumstance. Exchange or sublease of fields will result in revocation of permits for all parties. Any organization that has been permitted to use a field and determines that they will not need to use it shall notify the County. Non-use of a field for a total of three times may also result in revocation of the permit of the allocated field. All user groups 1 – 6 may be billed for fields that they have reserved and have not used.

d. Disciplinary Action for Field Policy Violations

The County utilizes a “three-strike” policy for violations of Field Use Allocation Policy that occur within one calendar year of first violation. Violations deemed by County to be of a serious nature may result in immediate termination of permits and field use.

First Offense: Verbal or written warning to the user group/individual and restitution for damages/costs if applicable.

Second Offense: Verbal and written notice of three-day suspension and restitution for damages/costs if applicable.

Third Offense: Verbal and written notice of termination of any existing permits, loss of future rental/allocation privileges and restitution for damages/costs if applicable.

Violation examples include, but are not limited to:

1. *Use of field that has been closed due to inclement weather or for safety or maintenance reasons.*
2. *If an organization has a field permitted at 9:00 a.m. and the teams start to practice or play games prior to 8:30 a.m.*
3. *If permitted User #1 allowed non-permitted User #2 to use their permitted field without County approval, this violation would constitute as a strike against both users.*
4. *After permitted use the organization fails to maintain concession and other areas of use, and/or leaves trash and litter on the premises.*
5. *Failure to return unscheduled fields to the “inventory of fields” held by the County.*
6. *Driving vehicles on fields without written permission noted on permit.*
7. *Adding additional fields (either adding to outside boundary or splitting a field within boundaries to create more than two additional fields) to site without written permission.*
8. *If a field has been permitted and subsequently prepped by County and the permitted user group does not show.*
9. *Violation of Onslow County’s Field Use Allocation Policy Code of Conduct.*

VI. Field Allocation Process

Allocation of fields will follow the guidelines of this document. These allocations are not intended to interrupt the field assignments for teams and/or organizations during the course of a season that has already started.

Sport Season Priority: (Exhibit A – Page18)

Additional Considerations

- ✓ A sport in its traditional season will have priority field use over an out-of-season sport.
- ✓ Spring sports (baseball, softball) have priority in the spring.
- ✓ Fall sports will have priority in the Fall.
- ✓ Fields will be allocated by Priority Group Classification.
- ✓ The County will attempt to accommodate emerging sports that fall within the Group 1 category.
- ✓ With regards to sports that play year-round (with a primary and off-season play), the primary season of each sport will determine whether the field is considered a baseball/softball or a soccer/football field on multiple use sites.
- ✓ In an effort to provide balanced sports opportunities on athletic fields, the Parks and Recreation Director has the authority to limit exclusive use at athletic facilities and to make minor changes to group priorities if deemed necessary.
- ✓ Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports. Fees may be charged for allocations granted for off-season play.
- ✓ Teams and organizations may be required to provide schedules to show that all of the allocated fields are being utilized. If an allocated field(s) is not utilized by the designated organization/teams a total of three times during a season or reserved period of use, the field(s) will be reassigned. Teams/organizations will be notified by County staff when it has been determined that a field(s) is (are) not being used (and prior to the reassignment).
In addition to the fields being reassigned, lack of use of the field may also result in the revocation of the permit for the allocated fields. The team or organization will be billed and the fields will be reassigned.
- ✓ The County reserves the right to cancel an allocation to accommodate the needs any County sponsored/co-sponsored tournaments and/or special events.
- ✓ A field use permit (authorizing use of County fields) will be issued after all requirements have been met. A request for field use does not constitute approval.
- ✓ All field users must have a copy of their permit available for inspection by County staff and/or Park Attendants.
- ✓ Requests for additional use, programs or facilities not covered by Athletic Field Use and Allocation policy should be addressed in writing to the Parks and Recreation Director.

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VII. Field Allocation Formula

In order to resolve a discrepancy between organizations in the same Priority Group Classification, the following allocation formula will be used to determine the amount of field use that will be allocated to each organization. This formula shall be applied to all requests for fields.

Fields will be allocated within each Priority Group Classification to organizations based on the percentage of verifiable local residents registered with that organization in relation to the total number all registered local residents in all organizations in that Priority Group Classification combined.

Verification of local residency will be established by providing such documentation requested by the County including team rosters, player addresses, school ID etc. County reserves the right to conduct random audits to verify residency.

The total number of all local residents registered in all organizations within that Priority Group Classification will then be determined. Each organization's local resident number will be divided by the total of all local residents registered to determine the percentage of use to be allocated to each group.

An example of this would be:

Baseball Group A has 750 local residents Baseball Group B has 900 local residents

Total local residents registered in both organizations is 1,650

750 divided by 1,650 equals 45%. Group A would receive 45% of the field time available. 900 divided by 1,650 equals 55%. Group B would receive 55% of the field time available.

VIII. Fees

All fees are per hour, per field unless otherwise noted.

Utility and Ball Field Fees:

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Fees Waived Per County Admin	Fees Waived Joint User Agreement	Youth, Non-Profit \$15/hr	Adult, Non-Profit \$15/hr	Youth, Non-Profit \$15/hr	Adult Non-Profit \$15/hr

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Extra Fees:

Softball/Baseball Field Prep	Staff time – dependent on type field
Lights	\$25 per hour per field
Park Employee/Staff members	\$20 per hour

NOTE: Fields may not be split into more than two without written permission from the Parks and Recreation Director and noted on permit. Should the Parks and Recreation Director deem it necessary due to extenuating circumstances, fields may be temporarily split more than twice.

Fees are subject to change annually during County budget review.

a. Fee Payment

Groups assessed a fee will submit payment prior to requested use. Continuous monthly usage may be paid at the first of each month if approved by the Parks and Recreation Director. A maintenance fee may be required by the County to maintain and/or repair athletic fields. Full payment is required at least 10 working days prior to one-day use or special events.

b. Fee Waiver (Group 1 and Group 2 only)

Only organizations that meet the requirements for Group 1 status may apply for waiver of field and/or light use fees. Requests for fee waiver for use of athletic fields must be submitted in writing to the Parks and Recreation Director. Requests will be presented to the Parks and Recreation Advisory committee for a recommendation to County Commissioners. The fee waiver process takes a minimum of 6 – 8 weeks. Group 1 user organizations receiving fee waivers shall be considered to be co-sponsored by Onslow County.

Group 2 user organizations (Onslow County School District) must provide insurance before fee waiver shall be granted.

User groups with fee waivers may be billed for fields that they have reserved and have not used for a total of three times.

IX. Financial Recovery Policy

As the County continues to grow and facilities age, the County must develop a financial system to support our community investment while maintaining the high level of service currently provided. The County will continue to provide basic services funded entirely by general taxpayers; however, those benefitting from special services (which create additional County expenses) must contribute financially. The County acknowledges that the community benefits when youth are engaged in sports activities. The recovery policy is intended for the participants to supplement, rather than supplant the investment of the general taxpayers.

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The recovery policy strives to:

- ✓ Amortize the capital investment and cover maintenance operational costs of a field.
- ✓ Pay for and augment operation/maintenance costs for a field where tax appropriations support the basic service.
- ✓ Control use of the field.
- ✓ Assess a portion of the costs of the field to users who may not be tax supporters.
- ✓ Enable Parks and Recreation to provide fields for which funds might not otherwise be available.

The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by County.

X. Tournaments

All general rules and reservation procedures as specified in the Field Use and Allocation Policy are applicable during tournaments. Additional provisions for tournaments are stated in this section.

Tournament applicants must complete an Application and Agreement Request, sign the Athletic Field Use Rules and Regulations and review the Tournament Orientation Checklist with County staff at least 45 days prior to the tournament date. The Application and Agreement Request form, Athletic Field Use Rules and Regulations and Tournament Orientation Checklist are available in the Parks and Recreation Department. Submission should be made to the Athletic Program Supervisor. Submission of these forms does not constitute approval. Approval is given according to this policy, after deposits and fees are paid and when a permit is issued. Tournament applicants must receive County approval to sell food, use food trucks or use a snack bar and/or barbeque. This approval must be noted on the use permit prior to use.

Tournaments canceled by the County or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Tournament permits canceled by the user at least 10 working days prior to the event will be refunded all but 25%. No refunds will be issued if the tournament is canceled with fewer than 10 working days' notice.

Game times and field use must follow all policies outlined in the Athletic Field Use and Allocation Policy and all Athletic Field Use Rules and Regulations.

For Inclement Weather closures during Group 1 or Group 3 organizations' tournaments, playoffs and other large-scale events, please see Inclement Weather Policy under Section XI.

Onslow County reserves the right to have a tournament reviewed by other County departments to minimize the impact on neighbors, fields, parking, traffic, etc. Onslow County also reserves the right to deny a tournament based on field availability, rest and renovation schedules and staffing levels.

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XI. Maintenance Issues

The County requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible, i.e., goal areas, pitching areas, etc. Any user failing to comply with this policy, established guidelines and notification to refrain from use requests for field closures are subject to pay for all damages or costs occurring to the facility and the termination of field use permit.

a. Rest and Renovation (Exhibit A)

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. In addition, the County may close fields one day per month to perform maintenance activities. The County attempts to be flexible in accommodating user groups but ultimately, the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for athletic use. The Rest and Renovation period shall be consistent with the number of days agreed upon with Parks Maintenance. No organization/team shall play on fields closed for renovation or repair.

b. Turf Preservation

Cooperation from user groups is needed for the preservation of the turf on County fields by following these guidelines:

- ✓ Field use, especially practices, should be conducted in such a way that the action takes place on different selections of turf, thus reducing excessive turf damage in one area. Organizations should rotate use of areas and when possible, stay off fringe or bare areas to limit erosion and further damage.
- ✓ Turf divots should be replaced at end of each day to help re-root grass.
- ✓ No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- ✓ Do not use fields during or after a heavy rain, or when fields are wet or muddy (see Inclement Weather Policy that follows)
- ✓ Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
- ✓ Remove all equipment at the conclusion of each day.
- ✓ Do not overcrowd fields by scheduling multiple games in areas reserved. Allow distance between fields for safe passage of spectators and participants.
- ✓ Report hazards to the Parks and Recreation at 910-347-5332.
- ✓ Report immediate emergencies to Parks and Recreation at 910-347-5332. When calling, be prepared to fully identify yourself, your location, and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
- ✓ No vehicles are allowed on County fields or property, other than in parking lots, without written permission noted on the use permit issued by County.

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c. Athletic Field Lining/Marking

- ✓ Lining of County fields is prohibited.
- ✓ Burning lines on the County fields is prohibited.
- ✓ Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and termination of field use permit.

d. Field and Facility Closures

Fields and facilities may be closed at the discretion of the Parks and Recreation Director and/or Parks Superintendent or their designated representatives. Closures are kept to a minimum when fields and facilities remain in a playable condition. Priority is given to maintenance needs, rest and renovation periods and sustainability for all fields. The County may close fields or facilities when the County engages in work involving any of the fields or facilities or when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, maintenance issues, lightening and hurricanes.

e. Field Modifications

Any permanent modifications or improvements shall become the property of Onslow County.

Requests to modify, resize or add multiple-use fields, or make improvements to a County field shall be submitted with conceptual drawings to the City (Parks and Community Services Department) and may be reviewed by the Parks Maintenance Division, then presented to the Parks and Recreation Advisory committee for a recommendation to the County Commissioners. County Commissioners' decision is final. Users may not modify a field that is being used by more than two organizations/teams without approval noted on request from each group president or without provision being made for use of another field(s) through the County. Fields modified for multiple use will be billed appropriate to use.

f. Inclement Weather Guidelines

Onslow County fields have been designed and are maintained for the enjoyment and use its residents. The purpose of this section is to guide the use of athletic fields, and to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use the athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

Onslow County reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be canceled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, maintenance issues, lightening and hurricanes.

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Procedure:

During inclement weather, County staff will assess the playability of all fields to determine if use will occur. The Parks and Recreation Director or designated representative shall have the authority to close any/all fields within Onslow County.

Criteria for Establishing Field Playability:

The following information is the County's policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

Baseball and Softball In fields – Brick Dust

Infield will be deemed unsafe and unplayable when any of the following conditions are present:

- ✓ There is standing water within the base paths.
- ✓ Your feet slip as you walk through the infield.
- ✓ The depth of your footprint is greater than one inch.
- ✓ Any of the above conditions are present within the pitching area.

Soccer, Utility, Baseball and Softball Out Fields – Turf

Outfields and turf areas will be deemed unsafe and unplayable when any of the following conditions are present:

- ✓ There is standing water within the majority of a single playing position (playing positions will be determined based on the user group).
- ✓ Your feet suction to the ground as you walk within the majority of a single playing position (playing positions will be determined based on the user group).
- ✓ Your footprints fill with water in the majority of a single playing position.
- ✓ The depth of your footprint is greater than two inches in the majority of a single playing position.
- ✓ Grass can be easily dislodged from the fields during play.

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The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other serious conditions:

- ✓ If it has rained within the preceding 24 hours, groups scheduled to use public fields must call Parks and Recreation at 910-347-5332 or watch our Facebook page and website for updated information. County personnel will make the determination of field conditions/closures, and the decisions are not negotiable.
- ✓ The County may declare a field subject to “re-inspect.” Re-inspect fields should be evaluated by staff at practice/game time for playability. Staff will employ the playability criteria outlined above.
- ✓ Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Parks and Recreation Department at 910-347-5332.

Failure to follow these guidelines will result in cancellation of existing permit(s) and/or loss of rental/allocation privileges and/or a strike against the organization. NOTE: Fields will be inspected by County staff for misuse during inclement weather.

XII. Other Information

a. Concession Stand and Grill

Usage

All organizations using fields or hosting an event utilizing the concession stand and/or a grill must receive County approval and have same noted on use permit. Only Groups 1 and 2 will be granted approval for concession stand use; however, staff has discretion over approval of Groups 3-6 for concession stand use. Groups must provide their own charcoal for grills and dispose of coals appropriately.

Personal, portable BBQs utilizing propane or similar type gas canisters for the fuel source are allowed in all developed, passive areas of all County parks, with the following exceptions:

1. Within one hundred feet (100') of undeveloped or brush areas
2. Within fifty feet (50') of residential properties
3. On or within ten feet (10') of any walkways or travel ways

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4. Within parking lots
5. Within public rights-of-way
6. On or within twenty-five feet (25') of any fields, courts, or other facilities designated and/or intended for competitive sporting games.
7. Within fifty feet (50') of tot lot/children play areas, except where County-provided BBQs may be located.
8. Within twenty feet (20') of any tree trunk
9. Within twenty feet (20') of any tree branch/foliage that is less than ten (10') feet from the ground.

b. Vendors and Concessions

User groups operating concessions are considered first party vendors. A business license is NOT required for first party vendors; however food sales must meet Onslow County Health Department codes and requirements. Insurance requirements are met as a condition of field use. First party vendors must receive County approval for concession operations and have permission noted on their field use permit. First party vendors are highly encouraged to attend a Food Handling.

Outside companies (other than the user groups i.e. concessionaires or food truck vendors) are considered second party vendors and are allowed at tournaments and special occasions only. Second party vendors are obligated to obtain an Onslow County business license and are required to furnish a certificate of Commercial General Liability Insurance with coverage no less than \$1,000,000 per occurrence. "Product Liability" coverage should be included Onslow County must be listed as "Additionally Insured."

All second party vendor food preparations and sales must meet Onslow County Health Department codes and requirements. Vendor information, business license, and certificate of insurance must be submitted to the County no later than two weeks prior to the event.

c. Traffic and Parking

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue, or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users' responsibility to alleviate traffic and parking issues. No vehicles are allowed on County fields or property, other than parking lots, without written permission noted on the use permit issued by the County. Onslow County staff may be required for large events at a cost of \$20/hour to assist with parking and operations.

XIII. Field Use Code of Conduct

Onslow County places great emphasis and value on being able to provide outdoor field space for user groups to actively recreate on. The objective is to make sportsmanship in athletics truly part of the fields use program while ensuring that everyone shows respect for one another at all times. It is expected that all user groups that utilize field space display positive sportsmanship, encouragement and respectable conduct. All user groups are required to comply with the following code of conduct. Failure to comply, as determined by County staff, will result in a strike against a user group.

ATHLETIC FIELD USE AND ALLOCATION POLICY

- ✓ All leadership will show true respect for the rules of play, authority of officials and consideration of not only the opponent, but also with whomever contact is made.
- ✓ All field users shall behave in a manner that shows good sportsmanship and good citizenship at all times.
- ✓ Any form of obscenity or abuse towards participants, staff, spectators, coaches, and/or officials will not be tolerated. Any individual using abusive or foul language will be removed from the field.
- ✓ All field users will always accept the judgment of the official.
- ✓ All field users will respect and protect the property of Onslow County.
- ✓ The highest ideal in sportsmanship shall be developed and instruction in the proper skills and rules pertaining to the game will be done in a respectful fashion.
- ✓ All field users are required to maintain self-control and respect when dealing with any official, staff or fellow user group.
- ✓ All groups must abide by and observe all rules and regulations which have been established by Onslow County.
- ✓ Smoking, Vaping and Alcohol are strictly prohibited on all fields and within 25' of fields.
- ✓ All users and representatives from the user groups, including coaches and spectators will treat all County staff with respect at all times.

ATHLETIC FIELD USE AND ALLOCATION POLICY

Exhibit A: Sports Season Priority and Rest and Renovation

Note: This is a sample and has not been filled in yet.

Onslow Pines Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest and Renovation	Spring Sport Priority Use		Rest and Renovation (End of May- Beg. of Aug.)				Fall Sport Priority Use			Rest and Renovation (End of Dec. - Mid Feb.)	

Stump Sound Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest and Renovation	Spring Sport Priority Use Softball						Rest and Renovation (Mid Aug. - Mid Sep.)		Fall Sport Priority Use Softball		Rest and Renovation (Mid Dec. - End of Jan.)

Richlands Steed Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest and Renovation	Spring Sport Priority Use Baseball					Rest and Renovation (End of Jul. - Mid Sep.)			Fall Sport Priority Use Soccer		Rest and Renovation (End Dec. - End

?????

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Spring Sport Priority Use Baseball/Softball					Rest and Renovation (Beg of Jun. - Mid Aug.)			Fall Sport Priority Use Football/Soccer			

*The County reserves the right to set aside additional time during the year for turf recovery, improvement, and maintenance.

*Schedules are subject to change