



City of Pflugerville Youth Sports Policy

PURPOSE OF THIS POLICY

The purpose of this policy is to articulate the philosophies of the City of Pflugerville as they relate to Youth Sports and to give direction to the Pflugerville Parks and Recreation Department so that it may formalize its specific policies and procedures. This policy applies to both youth sport programs offered by the Pflugerville Parks and Recreation Department and youth sports programs operated by partnering organizations that use property under the control of the City, whether owned or leased, and/or receives any form of financial or in-kind support from the City.

PHILOSOPHY OF THE CITY OF PFLUGERVILLE & YOUTH SPORTS

The City of Pflugerville believes that youth sports programs are very important and beneficial to all of its residents. These programs allow all children an opportunity to have fun, participate, and learn fundamental sports skills. We are committed to partner with those that provide both educational and recreational programs and services. We believe that participants will learn sportsmanship, respect, teamwork, fair play and self-confidence. The City of Pflugerville will support its partners through the provision of facilities, financial support, in-kind support or any combination of these. This type of support is a subsidy provided to partner organizations and will be provided equitably to all partners. In order to be fair and equitable to all partners and the taxpayers of the City of Pflugerville, any and all subsidy provided to any one group will be capped at (x% or \$per resident participant).

SIX ESSENTIAL IDEALS OF THE CITY OF PFLUGERVILLE'S YOUTH SPORTS PHILOSOPHY

All programs that utilize City of Pflugerville facilities and/or receive any financial or in-kind support must embrace the following ideals:

1. All children in our community who meet the basic program registration requirements have a right to participate in youth sports programs.
2. Providers will offer programs at a reasonable cost and ensure the utmost safety for all participants, parents and spectators.
3. All participants in youth sport programs shall be treated fairly, and without regard to race, color, disability, religion, sex or national origin.
4. Youth sport program practices and games should be an enjoyable, challenging, and learning experience for all participants.
5. Those people in coaching and leadership positions in youth sport programs shall lead by example through the promotion of fair play and sportsmanship.

6. Prudent and appropriate behavior by participants and all adults is mandatory.

CRITERIA FOR BECOMING A PARTNER WITH THE CITY OF PFLUGERVILLE

Shall be a Youth Sports Program Provider;

Non-Profit Organization with current 501c(3) status;

Volunteer based organization with a Board of Directors structure comprised of volunteers;

Based in Pflugerville or provide programs within the City Limits of Pflugerville;

Pflugerville residents comprise at least 51% of any and all participant roster(s);

Provide verification in a resolution or letter acknowledging that the organization will embrace the “Six Essential Ideals” and abide by the City of Pflugerville’s policies and procedures; and

Must carry a minimum of \$1,000,000 general liability coverage naming the City of Pflugerville, its agents, officers and employees as an additional insured.



City of Pflugerville Parks & Recreation Department Youth Sports Partnership Application

Name of
Organization/Group _____

Describe Program Scope (include number and age of children served)

Primary Contact Person _____
Mailing Address _____
Address _____
Telephone _____
E-mail _____

Secondary Contact Person _____
Address _____
Telephone _____
E-mail _____

Requested Facility _____

Required Attachments:

- Documentation sufficient to prove 501c(3) status and determine whether or not the organization is based in Pflugerville
- List of organization's Board of Directors
- Roster(s) from most recent season to verify residency requirement
- Documentation of \$1,000,000 general liability coverage naming the City of Pflugerville, its agents, officers and employees as an additional insured.
- Verification in a resolution or letter acknowledging that the organization will embrace the "Six Essential Ideals" and abide by the City of Pflugerville's policies and procedures.



City of Pflugerville Field Use Policy

The City of Pflugerville (the "City") Field Use Policy (and the procedures adopted hereunder) has been established to ensure that City-owned, -maintained and -managed park and athletic field facilities, including the fields owned by the Pflugerville Independent School District (the "District") but leased by the City are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, and that permitted users are fully informed as to the City's guidelines that govern their use of the park and athletic field facilities.

Purpose:

- To strive to provide all Pflugerville residents with an opportunity to participate in their activity of choice.
- To establish policies and procedures governing the use of City parks and fields and District playing fields managed by the City of Pflugerville.
- To ensure Pflugerville residents have priority access to parks and playing fields.
- To provide for a variety of activities reflecting the athletic preferences of Pflugerville residents.
- To contribute a proportionate amount of field use time to regional organizations that Pflugerville residents participate in.
- To collect fees for the use of fields, in support of their ongoing maintenance.
- To ensure that decisions regarding the use of City parks and athletic complexes and District sites are used in the best interests of the neighborhoods, sports organizations and residents of Pflugerville.
- To ensure that appropriate sports are permitted on appropriate fields.

Field use permits are required for exclusive field use or for any on-going seasonal, organized use of athletic fields maintained or managed by the City. The exclusive use of a field or an athletic field requires the making of an advance reservation and is subject to fee and security deposit requirements.

For a list of available Facilities, see
Appendix A.

For a list of park amenities, see
Appendix B.

For a list of different Facility Types, see Appendix C.

I. Field Use Permitting:

Field space usage requests are considered at three different time periods per fiscal year. Field space usage is awarded on a priority basis at the beginning of each of the fall, winter/spring and summer periods. After the original requests are processed on a priority basis, the fields are available for use to other non-priority requests. To apply for an Athletic Field Use Permit, an applicant must submit a field request form to the Aquatics/Athletics Coordinator. Field request forms can be found online at www.pflugervilletx.gov, at the Pflugerville Recreation Center, or by requesting a form from the Aquatics/Athletics Coordinator, who may be contacted at (512) 990-6355.

A field use reservation can be made not less than ten (10) calendar days prior to the desired date(s) of use. The three seasonal brokering periods are, as follows:

- Fall -**The** first day of school (late August) through December 31.
- Winter/Spring--January 1 through the last day of school (mid-June).
- Summer-- mid-June through late August.

II. Field Request Form Deadlines:

- For Fall seasonal use dates, request forms must be submitted by May 1.
- For Winter/Spring seasonal use dates, request forms must be submitted by November 1.
- For Summer seasonal use dates, request forms must be submitted by March 1.

III. Seasonal Use Priority:

- Pflugerville resident youth non-profit soccer and football organizations have field use priority on soccer/baseball/football joint use practice fields during the Fall use period.
- Pflugerville resident youth non-profit baseball and softball organizations have field priority on the baseball-softball/soccer joint use practice fields during the Spring use period.

IV. Exceptions to Seasonal Priority:

- City of Pflugerville Parks & Recreation-administered programs have annual use priority on all fields.

V. Eligibility:

The following are the field use priority guidelines for awarding field use at the start of each seasonal brokering period (in order of priority):

1. City of Pflugerville activities and programs;
2. Pflugerville resident, youth, non-selective membership, non-profit organizations or leagues (at least 75% residents);
3. Pflugerville resident, youth, non-profit organizations or leagues (at least 51% residents)
4. Pflugerville resident, adult, non-selective membership, non-profit organizations or leagues (at least 51% residents);

5. Pflugerville resident, adult, non-profit organizations or leagues (at least 51% residents);
6. Non-resident, non-profit organizations;
7. For-profit youth sports events;
8. For-profit adult sports events; and
9. Organizations that have previously violated the terms of the field use policy.

To qualify for non-profit rates, organizations must provide a proof of their non-profit status from the Internal Revenue Service (IRS) with their non-profit ID number indicated thereon, Payment with an organization's check or charge card is required.

An adult group is any group whose membership is limited to persons 18 years of age and older. Non-selective membership allows all applicants to participant regardless of ability.

VI. Field Allocations: Fields will be permitted for the activities that the field(s) are intended for, designed for, classified as, or for activities conducted in a manner that does not compromise public safety or field quality and integrity.

- Youth soccer organizations or leagues that qualify for categories referred to in V.2 and V.3 above will be allocated fields as follows:
 1. Two (2) practice slots* per team per week
 2. One (1) game slot* per team every other week
- At the Wells Point Fields, the 7:00-10:00 pm weekday slots will be reserved for adult league play on Mondays, Wednesdays and Fridays. In addition, the 8:30-10:00 pm slot will be reserved for adult league play on Tuesdays and Thursdays.
- Sunday mornings from 8:00am to 1:15pm, [at some] Type "A", Type "B" and Type "C" facilities will be reserved for adult league play. See Appendix C for Facility Types.

*Slots will vary in length by facility type and season.

VII. Residency:

A resident is a person residing within the city limits of the City of Pflugerville. Any person owning and paying taxes on real property in Pflugerville, but who is not living in the City, and any person having only a Pflugerville business address, are NOT considered a resident for field use application purposes. Children attending Pflugerville Independent School District schools are considered residents for enrollment purposes. The City will require identification or documentation of residency to be considered for priority brokering. In the event proof of residency cannot be established, the person will be charged the non-resident rates or will be limited by restrictions applicable only to non-residents.

VIII. Residency Verification:

The City of Pflugerville requires a master league roster complete with players' first and last names alphabetized, address, phone number, City of Pflugerville Utility account numbers and property owner's name(s). Renters may submit an alternative utility bill, such as a cell phone bill, addressed to the residence or a copy of their driver's license with a Pflugerville address.

Any group or organization found to be misrepresenting its residency status will have its permit revoked for the season and will be assigned the last (or lowest) priority for field use scheduling for the immediately following season. In addition, any group or organization found to be reserving field use for any time period time for another organization (that would otherwise have a lower priority for field scheduling) will be penalized by the revocation of its permit for the season for which the permit is issued and that group or organization will be assigned the last (or lowest) priority for field use scheduling for the immediately following season.

IX. Fees (As of Spring 2014)

All fees are due and payable prior to the issuance of any approved field use permit. The fees and charges for any field use permit are established by the City Council in the Municipal Fee Schedule and are not negotiable; only the Council has the authority to waive fees and charges by amendment to the Municipal Fee Schedule. The following is a summary of the fees and charges; in the event of a conflict between the fees set forth below and the fees and charges established by the Municipal Fee Schedule, the fees and charges established in the then current Municipal Fee Schedule shall apply. Actual fees for each season will be referenced on the field request form.

1. Pflugerville based youth non-profit organizations who qualify for eligibility priority V.2 and V.3 above will be charged between \$1.00 - \$20.00 per hour, per field, depending on the type of field
2. Grass field fees are, as follows:
 - Resident fee: \$7.50-\$75.00 per hour;
 - Resident non-profit fee: \$7.50-\$75.00 per hour; and
 - Non-resident fee: \$10.00-\$150.00 per hour.

3. Lights: Lights usage is charged at the rate of \$20 per use at softball and baseball fields where there are lights.
5. The concession stand at the Wells Point Soccer Complex can be rented for \$25/day.

X. Deposits

1. A refundable deposit of one hundred dollars (\$100.00) is required for *all* single athletic field use reservations. Long term renters are required to provide a \$750 refundable security deposit.
2. The City reserves the right to deduct from the security deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that are required as a result of the field use.
3. A security deposit may be fully or partially refunded for any of the following reasons:
 - a. Damage to facility;
 - b. Misuse of the facility;
 - c. Inadequate cleanup by the permit holder, requiring additional custodial/staff time following the permit holder's use;
 - d. Violation of field use rules
4. If the additional fees due and payable exceed the amount of the security deposit, the permit holder will be billed for the balance due. Payment will be due and payable within thirty (30) days of the date of invoice. Fees that are not paid will be assigned for collection to a collections agency and the user group will be ineligible to apply for field use until the unpaid amount is settled in full.

XI. Insurance Liability

A valid insurance certificate is required for use of any City or District field. The insurance certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per occurrence and contain the following information:

- *General/liability coverage (property and bodily injury) as evidenced by an insurance certificate with an endorsement naming the City of Pflugerville (CoP) AND the Pflugerville Unified School District (PISD) as ADDITIONAL INSURED, and guaranteeing 30 days prior notice to change or cancellation of the policy.*

Use of fields will not be permitted unless a valid insurance certificate has been received by not later than two (2) business days prior to the schedule date of use of the field or other facility.

1. The permit holder shall be responsible for any and all damage to the City's or the District's premises, turf, equipment and/or property. If additional maintenance is deemed required (in excess of normal

- services/time) to restore the premises, turf, equipment and/or property to reasonable use by others,. the permit holder shall be charged accordingly.
2. The City and the District disclaims responsibility for any accident, injury, liability, loss or damage to person or property as a result of unauthorized field use.
 3. The permit holder will be responsible for all actions and omissions that result in damages that are caused by their attendees.

XIII. Permit Rules & Regulations

1. Permits cannot be transferred or assigned to any other person, group or organization for any reason.
2. Users must pick up and remove any trash generated by their activity.
3. The misuse of City or District facilities or the failure to conform to facility regulations, established policies (including the Wet Field Policy) and procedures or any other Federal, State, or local law, rule regulation or ordinance shall be sufficient grounds for the immediate revocation of the permit and/or the denial of any future applications. No refund will be granted.
4. Permit holders shall restrict their use to only those fields or courts specifically reserved and paid for, as designated in their permit. Other fields or courts may be scheduled by other groups and may not be available. Permit holders must be in possession of their Field Use Permit in case there is a need to address the question of who has priority use or reservation for the field or court in question. If the permit holder cannot use a field or court due to unauthorized use by another party, the permit holder should contact the Pflugerville Police Department at 512-xxx-xxxx.
5. Complaints from surrounding neighborhood residents as to the permittee's activity noise level, litter and debris, and/or disregard of parking regulations could lead to the cancellation of the permit or reservation, the forfeiture of the security deposit, and the denial of facility use in the future. (See **Good Neighbor Policy**)

XIV. General Rules & Regulations

All City of Pflugerville Municipal Codes/Regulations apply to all City and PISD fields.

1. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to a conflict with a City or District event. In these cases, all attempts will be made to provide a minimum of 15 days advance notice and to provide an alternate location for the group's scheduled practice, game or activity. In the event of an emergency, when only short or no notice can be provided, groups must cooperate with the request to not use the facility or risk loss of current permit and denial of future use. If there are no alternate facilities available, the City is not obligated to provide an alternate facility. In case of such event, a full refund will be given.

2. No person shall use an athletic field which is posted as being closed, whether the closure is for excess rainfall or for field maintenance or other reason.
3. All motor vehicles must park in marked stalls in the parking lots or legally on side streets, or be subject to citation. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways.
4. All dogs must be on a leash and owners must clean up after their dogs.
5. For facility hours of operations, see Appendix C.
6. No portable BBQ's are permitted at any time in any facility.
7. No golf is permitted at any park or sports complex.
9. X is closed on Mondays for maintenance.
10. No alcohol or tobacco products are allowed on any District property at any time.
11. Athletic fields may be lined prior to a group use. Water soluble spray paint is the only permitted means of lining a field. No fields are permitted to be lined by means of Round Up, Dolomite or other herbicide, which can permanently burn lines into the field. Different color lines should be used for different sports. Soccer shall use white, rugby shall use blue and lacrosse shall use yellow.
12. Vending at a field is permitted only if the vendor is associated with the activity and has received the prior approval of the City's representative.
13. Gambling is prohibited at all City and District property.
14. Soccer goals must be anchored at all times when they are located on the playing fields. When goals are not being utilized for play, they must be secured off the playing fields in a manner which will not permit tipping or create any hazardous condition that could cause injury to any person. The City of Pflugerville and District are not liable for accidents, injuries or loss of or damage to individuals or property. Should any goal left on site be found not secured and locked up properly, the permittee will be subject to a fine of \$250.00. A subsequent violation will result in revocation of the current field user's permit.
15. The City of Pflugerville encourages partnerships and volunteerism to improve field quality and maintenance; however, in the absence of a written agreement, donations and/or contributions of time does not give any organization priority at any facility. Groups wishing to make alterations to facilities must submit these improvement requests in advance to the City. No groups will be allowed to make any alteration to any facility without first obtaining the City's approval.

XV.

Cancellations

Cancellations must be made, in writing, and submitted to and received by the Fields Coordinator at least seven (7) business days in advance of the scheduled use date in order to be entitled to receive a refund. If it rains on the date of reservation, a full refund will be available. Any field allocations

that will not be used must be released no later than the second week of the start of the permit. No refunds will be given to fields released after that time.

XVI. Wet Field

Policy

Athletic use of wet or saturated fields may cause extensive damage resulting in field closure and costly renovations. Groups shall abide by the Wet Field Policy and preserve the life and condition of the fields by not playing on them in wet conditions. The following policy applies to a period of rainfall, over-watered fields and/or irrigation breaks. The "rainout" condition hotline is 512-xxx-xxxx.

- All grass fields are deemed closed to use at any time during a rainfall. Play will be allowed during a light mist if the ground is hard and relatively dry at the time field use is considered.
- In the event of rainfall (any precipitation that is greater than a light drizzle on a dry field), the fields will be deemed closed after the cessation of precipitation.

A failure to abide by this policy may result in the revocation of the permit and/or the assignment of last (or lower) priority status for field use scheduling for the following season. Individuals who violate this provision may also be subject to a \$100 fine in accordance with the City of Pflugerville Municipal Code.

XVII. Turf

Preservation:

Your cooperation is needed to preserve the turf on City and District fields by following these guidelines:

1. Field use, especially sports practices, should be conducted in a manner that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area. Rotate use of areas (i.e.: use middle of turf area for drills one day and sides of the field the following day), and when possible, stay off of the fringe or bare areas to limit erosion and further damage.
2. Replace turf divots at the end of each day to help re-root the grass.
3. Do NOT use the fields during or after heavy rain, or when wet or muddy, for at least 48 hours etc..
4. Soccer practices shall NOT be held on the infield area of a softball or baseball diamond.
5. Softball, baseball, and T-ball practices shall be held only on designated ball fields in order to prevent injuries to other park users.
6. Remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment shall be allowed to be left unattended on City or District property without the prior approval of the Fields Coordinator.
7. Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a safe distance between fields for safe passage of

- spectators and participants.
8. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
 9. Report hazards on City property to the Parks & Recreation office at 512-990-6355.
 10. Report emergencies (e.g., broken water lines, gushing sprinkler heads, etc.) promptly to Pflugerville Utility Department at 512-xxx-xxxx who will summons the appropriate personnel. When you make the call, be prepared to fully identify yourself, your location, and the specific nature of the emergency.
 11. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.

XVIII. Good Neighbor Policy

The purpose of this policy is to ensure that decisions regarding the use of City fields, parks and athletics complexes and District sites are used in the best interests of the neighborhoods, sports organizations, and citizens of Pflugerville. The City has established the following rules and regulations to govern the use of the City's and the District's facilities for the safe and pleasant enjoyment of participants and neighbors. Every person is expected to abide by these rules or be subject to forfeiture of the security deposit and/or loss of the privilege of future use of the facilities.

1. All litter and debris that may occur as a result of your event must be picked up and deposited into trash receptacles, where provided, or removed from the premises.
2. All groups are responsible for the condition in which they leave the facility. Any excessive clean-up required by City or District crews following your use will be cause for forfeiture of all or part of your damage deposit.
3. No amplified music, use of musical instruments, radios, or Public Address System testing or use allowed before 9:00a.m. or after 8:00p.m. and is allowed by permit only. In all parks, care shall be taken so that speakers are not directed at residences.
4. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation, forfeiture of security deposit, and denial of future facility use.
5. No person shall park a motor vehicle in such a place or manner as would block or obstruct any gate, entrance, or exit or resident driveway.

Appendix (A) FACILITIES

