



Policy: Athletic Field Allocation and Usage for Seasonal Activities	Effective Date: June 1, 2010
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TOWN OF SUMMERFIELD
Athletic Field Allocation and Usage
for Seasonal Activities
Policy

Adopted
May 11, 2010
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June 1, 2010

Town of Summerfield

Athletic Field Allocation and Usage for Season Activities Policy

I. Purpose

A) The Purpose of this Policy is to establish a standard method of determining athletic field usage by various youth and adult athletic leagues that ensure that the following goals are met:

1. Ensure that the greatest number of Summerfield residents, youth and adult, are afforded the opportunity to use facilities;
2. Provide for a systematic process for leagues to apply for field usage; and
3. Provide funding or other support to maintain facilities at the level deemed appropriate by the Town of Summerfield.

II. Definitions

A) Non Profit Organization: An organization that does not operate to make a profit.

B) For Profit Organization: Any organization or business that operates with the intent to make a profit.

C) League: an association of sports clubs or teams that compete with each other. An organization may field teams that play in different leagues. A league may be part of a non-profit or for-profit organization.

III. Allocation Process

A) Applicants: The use of the athletic fields shall be open to any league or organization within or outside the municipal limits of Summerfield.

B) Priority: The following categories of priority are established to meet the purpose of this policy: Non profit organizations shall have priority over for profit businesses; youth organizations or leagues will have priority over adult organizations or leagues. The following additional criteria shall be utilized to determine priority:

- 1) The percentage of players who live within corporate limits of Summerfield. Confirmation of residence may be required by Summerfield-Residency can be checked through Guilford County tax records or by contacting the Town of Summerfield.

2) The percentage of players who live outside the corporate limits of Summerfield but reside in the following zip codes: 27358, 27357, 27310, 27410, 27455.

3) For organizations, leagues and/or teams that draw from a geographical area larger than Northwest Guilford County, priority will be determined by how many players reside in Summerfield and will utilize the facilities.

4) Leagues or organizations that can provide financial or in-kind support to the maintenance or operations of the respective fields and/or facilities may be considered a higher priority dependent upon type of support, other league/organizational needs, and other criteria determined by the Town Manager that meet the purpose and intent of this policy.

5) The availability of other facilities in the area to host the activity.

6) Prior negative history as described herein may be reason for denial of field usage. Negative history includes, but is not limited to, complaints of litter, profanity, fighting and other forms of unruly behavior, and non-compliance with park rules by members of the team, league, or organization or spectators of the activity as determined by Town representatives.

C) Approval: The Town Manager or their designee shall determine which leagues, teams, or organizations are approved based on the above criteria. Any appeal of the decision shall be made within 15 days of notification of the decision. Appeals will first be reviewed by staff and then submitted to Town Council for determination. Any decision by Town Council shall be final.

IV. Usage

A) Every effort shall be made to meet the needs of the various leagues/organizations that may want to utilize the facilities within the policies established here and within the general operational requirements of the facilities.

B) Field usage approval may be dependent upon the condition of the facility and/or potential wear and tear to the facility from the proposed use(s).

C) After a league, team, or organization is approved for use, a separate User Agreement shall be drafted establishing the roles and responsibilities of the Town and the user. Any violation of this agreement may result in termination of the agreement and possible denial of use in future years.

IV. Process

- A) The Town will publish application dates for each season at least 90 days before the season start date. Season start dates shall be established based on local standards of major sports leagues in Guilford County.
- B) All applicants must file the approved application (see attachment A) by the deadlines established by the Town Manager or designee. The Town Manager shall establish a reasonable application and late fee. An organization or league may apply for more than one season by applying for both before the first season's deadline. Late applications will incur an additional fee and will be considered last in their respective priority category.
- C) The Town will review and prioritize the applications. The Town has the right to deny, approve, or partially-approve any request based on the policy standards established by this policy.
- D) All organizations shall be notified within 30 days after the application deadline of the status of their proposed usage allowance. Organizations shall have 15 days to accept the usage allowance with a written User Agreement approved by the Town and the organization before the start of the respective season.
- E) Town staff will resolve any disputes arising between organizations or leagues regarding usage during the season. Staff decisions are final.