

**City of Southlake
Policies and Procedures**

Policy: Policy for the Provision of Athletic Facilities

Source: City Council

Category: Community Services Department

I. Guiding Principles

The City of Southlake provides municipal services that support the highest quality of life for our residents, businesses, and visitors. We do this by being an exemplary model of balancing efficiency, fiscal responsibility, transparency, and sustainability.

We do this by adhering to the City's Strategy Map which focuses on Safety & Security, Infrastructure, Mobility, Quality Development, Partnerships & Volunteerism, and Performance Management & Service Delivery.

The Southlake City Council has adopted this Policy for the Provision of Athletic Facilities to ensure the most appropriate and operationally sustainable allocation of the City owned athletic facility assets.

The policy will guide the management and provision of the City's athletic facilities (excluding those at The Marq Southlake and the Southlake Tennis Center).

II. Management

The Department of Community Services is charged with overseeing all aspects of the City's Park and Recreation system, including the management and allocation of all athletic facilities as per this policy to ensure we are Serving Our Customers, Managing the Business and Providing Financial Stewardship of these City owned assets.

The Department has developed the following objectives to guide its business operations related to the management of the park and recreation system.

- Ensure a safe and secure parks and recreation system for customers
- Develop and maintain outstanding parks, community facilities & public spaces
- Provide meaningful opportunities for volunteer involvement
- Deliver exceptional customer service
- Promote lifelong learning & active lifestyles through high quality facilities, programs & events
- Enhance customer engagement by providing strategic messaging for community facilities, programs & events
- Collaborate with select partners to implement service solutions
- Partner with community stakeholders to identify & implement needs of the community
- Enhance resident quality of life & business vitality through tourism
- Enhance service delivery through process development and continual process improvement
- Provide high value services through efficient management of resources

- Provide and maintain high quality parks and community facilities within budget
- Ensure the cost effective and efficient investment of taxpayer dollars on infrastructure
- Improve quality of life through progressive implementation of Southlake's Comprehensive Plan recommendations.

III. Athletic Field Allocations

With the ongoing development of the park system, the City Council has made it a priority to ensure a full range of athletic opportunities are available to Southlake citizens.

The City directly manages several year-round athletic programs in-house, but also partners with local, volunteer managed athletic associations to offer several other year-round athletic programs. These partnerships are authorized by the City Council through a Parks Facility Utilization Agreement (FUA).

An FUA is an agreement between the City and an athletic association that desires to lease the City's athletic facilities to provide an athletic program for the recreation, use, benefit, and enjoyment of Southlake residents and the general public.

The City Council determines who the City will lease its athletic facilities to, and will make final decisions on the authorization and termination of all FUA's at their discretion.

The following is a guideline and list of criteria developed by the City Council to assist them in making their determination when considering the eligibility of a potential FUA partner.

- The City will authorize only one FUA per sport except in the case where there is a gender specific designation with the sport.
- The program must prioritize Southlake residents.
- The program must make recreational level play a priority.
- Clubs, academies, select programs, independent teams, etc., will not be considered.
- The program must be recognized by and affiliated with a regional, state or national sanctioning body organization.
- The program must provide and maintain liability insurance coverage naming the City as additionally insured.
- The program must prove and maintain 501c3 status.
- The program's board must be representative of all ages and genders.
- The program's board must have procedures in place for handling program concerns.
- The program's board must have an adequate method for selecting coaches and evaluating coaches background checks.
- By signing the FUA, the program certifies that it meets these qualifications.

The City's goal is to provide outstanding athletic fields, which meet the Southlake standard, for the uses detailed below in priority order:

1. Recreational level league games, practices and league tournaments offered by the City and approved athletic associations, where the teams are primarily made up of Southlake residents (Seasonal field allocations will be prioritized based on the primary season for each sport – see below)
2. Non-organized field/court usage (i.e., open play) on a first-come, first-served basis by Southlake residents (on fields that are not locked or closed for maintenance)

3. Higher level (i.e., select level) league games and practices offered by the City, approved athletic associations and the CISD, once the needs at the recreational level are met. Priority will be given to higher level teams primarily made up of Southlake residents over teams that are not (Seasonal field allocations will be prioritized based on the primary season for each sport – see below)
4. Field/court rentals by Southlake residents for exclusive personal use (no organized team use)
5. Field/court rentals by Southlake businesses & non-profits for infrequent use (such as for a corporate or church event, fee based sports clinics, etc.)
6. Tournament play (see Tournament section below)
7. Field/court rentals by non-Southlake residents for exclusive personal use (no organized team use)
8. Field/court rentals by non-Southlake businesses & non-profits for infrequent use (such as for a corporate or church event, fee based sports clinics, etc.)

To ensure athletic fields are maintained to the Southlake standard, the City designates fields as either Game Fields or Practice Fields. Game Fields are designated for City managed or approved athletic association league games and tournament play. Practice Fields are designated for City managed or approved athletic association league practices and scrimmages.

Seasonal field allocations will be prioritized based on the primary season (i.e., when sanctioned league games are played) for each sport. Primary seasons for each sport are as follows:

Spring	Baseball, City Flag Football, Lacrosse, Soccer and Softball
Summer	Softball
Fall	Baseball, City Flag Football, Football, Soccer and Softball

The City reserves the right to allocate the usage of all City owned fields for City programs and for approved athletic association programs as deemed appropriate by the Director of Community Services. The City will have priority for any City event.

The City does not allocate, nor rent athletic fields or athletic courts for organized team use; unless the team is officially registered in either a City managed athletic program or an approved athletic association program.

In addition to the game fields the City allocates for approved athletic association league games, the City also allocates the required number of practice fields to meet the athletic association’s program needs for practices each season.

The athletic association may distribute the total hours of practice space allocated as they see fit to meet the needs of their program (i.e., the athletic association determines how many hours per week their participants practice, not the City).

To maximize the use of each athletic facility, the total hours of practice space allocated is based on the number of teams registered per season the previous year. The allocation may be adjusted to accommodate any increase or decrease in league participation for the current season.

To develop the total number of practices hours allocated, the City, in utilizing the recent field requirements of the approved athletic associations as a guide, has developed the following formula to calculate the total hours of practice space allocated to each association seasonally. The formula is consistent with the *National Standards for Youth Sports* as recommended by the

National Alliance for Youth Sports organization. Three (3) hours of practice space, per team, per week for youth (10 & under), and six (6) hours of practice space, per team, per week for middle school aged (11 & up). The City will allocate an additional 10% of practice space, beyond the number of hours of practice space per team, per week, to account for potential field closures related to inclement weather.

The City will make the allocations no less than thirty (30) days prior to the start of practices for each season. The allocations will be specific to the park, complex, field, day and time.

The athletic association will only have access to the specific fields allocated and only on the days and times allocated.

Athletic facilities may only be used by the approved athletic associations during the following days and times for season practices and games.

DAY	BEGIN	END
Sunday	12:00PM	10:00PM
Mon – Thurs	4:00PM	10:00PM
Friday	4:00PM	11:00PM
Saturday	8:00AM	11:00PM

Exception: Field use at North Park shall cease by 9:00PM daily (Sunday – Saturday)

The athletic association is responsible for turning off all field lights when no longer in use each day. The City will set field lights to automatically turn off thirty (30) minutes after each day's end time.

IV. Communication

In working with the City's approved athletic association programs, the Department of Community Services shall:

- Provide board member orientation on an annual basis for all athletic association board members/representatives
- Meet with key athletic association board members/representatives at least one month prior to each season to discuss the details and logistics for the upcoming season
- Meet with key athletic association board members/representatives as needed throughout the year
- Provide, manage and monitor the City's athleticfields@ci.southlake.tx.us email for all communications related to field scheduling

In working with the City, the City's approved athletic association programs shall:

- Designate one (1) person as the association's field manager that will serve as the one (1) point of contact for all day-to-day communications related to field usage, scheduling and maintenance requests
- Submit season start and end dates no less than one (1) month prior to the beginning of each season to the City via email athleticfields@ci.southlake.tx.us

- Submit a complete schedule for practices/scrimmages and games (field number, age group, dates, times) no less than one (1) week prior to the beginning of the season to the City via email athleticfields@ci.southlake.tx.us in the format designated by the City
- Submit requests to reschedule games no less than one (1) business day in advance to the City via email athleticfields@ci.southlake.tx.us (Note: All requests to reschedule games must be approved by the City). Requests not received prior to one (1) business day will not be honored
- Submit requests to reschedule games that require the reconfiguration/restriping of fields at least three (3) business days in advance to the City via email athleticfields@ci.southlake.tx.us
- Schedule all necessary sports field lights for practices/scrimmages and games by using the Musco Control-Link password assigned to the field manager
- Submit the names, addresses, e-mail addresses and phone numbers of all officers and board members no less than two (2) weeks after election or appointment
- Submit field maintenance fee payment with rosters of all participants including name, age, gender, residency, league played in (Recreational or Select), and all other information requested to complete seasonal report no less than two (2) weeks after the season
- The athletic association president or board representative shall attend one Parks & Recreation Board meeting annually for the purpose of making a presentation addressing the state of the athletic association and to discuss any other items related to the program

V. Field Care & Maintenance

In maintaining and preparing fields for play, the City shall:

- Ensure all parks and athletic facilities are safe, available and ready for play based on the approved schedules submitted by the associations
- Provide & maintain all area and athletic field/court lighting systems
- Maintain the restrooms in a safe and sanitary condition
- Be responsible for the operation and maintenance of the irrigation system
- Provide electrical power for the operation of the scoreboards
- Maintain/repair the scoreboards
- Perform all turf maintenance
 - Mowing
 - Fertilization
 - weed control/herbicide spraying
 - may require up to 24 hours field closure
 - City will give a 48 hour notice
 - City will not close a field with a scheduled game
- Prepare game fields for games Monday through Friday; including painting/chalking all field lines, as necessary for regularly scheduled and properly rescheduled games. (Note: Fields will not be prepared for any game(s) that are not on the City approved schedule.)
- Provide contract porter services on weekends. The porter service schedule will be set as deemed appropriate by the Parks Manager or designee. The porter service will be limited to cleaning restrooms and the removal of full trash bags from the trash receptacles as needed.
- Provide litter collection
- Perform all clay and turf maintenance to include adding clay, clay renovation, and cutting infield arcs and base paths
- Provide clay, sand, soil, etc. to be used in leveling or backfilling low areas when deemed necessary

- Maintain all back-stops, fences, gates, dugouts and bleachers in a safe and secure condition
- Provide and install field equipment (bases, pitching rubbers, goals, etc.)

Authorized users shall:

- Be responsible for daily policing of all litter at the facility to include playing areas, dugouts, fences, backstops, bleachers, concession stands and adjacent grounds
- Place all litter in the bins, cans, and receptacles provided by the City. Note: If within the City's judgment, the authorized user does not comply with litter collection, a notification letter will be issued by the City requesting immediate compliance. Further non-compliance will result in a fee of \$35.00 per hour/per staff member for litter clean up
- Be prohibited from performing any maintenance to any City property
- Secure the facility when leaving (lock storage rooms, lock concession stands, secure scoreboard controllers, lock all field gates and building doors, turn off all field lights, interior building lights, and pavilion lights)
- Be appropriately trained by City staff on the use of any field prep supplies and hand equipment if the association desires to prep fields more frequently than what is provided by the City

VI. Field Closures

Athletic fields will be closed to allow for the ongoing maintenance required to provide athletic fields that meet the Southlake standard.

- All athletic fields are closed during the months of December & January
- All athletic fields will be closed for twelve (12) consecutive days during the City's maintenance periods in June
 - The City will attempt to rotate fields and split maintenance on fields in an effort to keep half of the fields open for practices
 - Maintenance during this period includes:
 - Mowing/Verti-cutting as necessary (if heavy buildup of thatch)
 - Aeration / Top dressing / Fertilization of fields
 - Over-seeding/sod replacement in heavy wear spots (City to determine which fields one (1) month prior. Requires 10-20 days for seed germination or time for sod to take root)
 - Watering time needed to water in fertilizer and keep any seed or sod moist to allow for germination and to take root
 - Infield and complex maintenance
- Heavy use rectangular athletic fields (football/lacrosse/soccer) will be closed for two (2) weeks in September/October to allow for overseeding with rye grass
 - Depending on the weather, the City will make every possible effort to work with authorized users to schedule the overseeding around game schedules

Athletic fields may also be closed due to inclement weather and/or safety concerns. Field closures due to inclement weather may be necessary if it is raining at game/practice time, if the fields/courts are too wet, and/or in the interest of participant safety and/or preservation of good playing surfaces. The procedures for inclement weather field closures are as follows:

- Weekdays
 - Inspect athletic fields by 3:00PM

- Make a decision based upon field condition or weather
 - List any closings on the City Field Closure Line (817) 748-8028 by 4:00PM
 - The website www.teamsideline.com/southlake is updated Monday through Friday by 4:00PM
 - The Parks Manager or designee will have the final responsibility for canceling games with regards to field conditions for weekday games
 - If the conditions are marginal, the field information may include a notice that such conditions are subject to change with an updated notification by 4:00PM
 - After games have begun and inclement weather becomes a factor, association officials shall follow the same guidelines as City staff for deciding cancellation or postponement
- Weekends
 - If a final decision for the weekend is not possible at 3:00PM Friday, the Parks Manager or designee familiar with the athletic fields will monitor the weather and field conditions throughout the weekend and make decisions on field closure as needed
 - Inspect Athletic Fields by 7:00AM on Saturday and Sunday (Note: Every effort will be made to ensure all fields are inspected by 7:00AM, however, due to the number of fields it may take longer depending on the specific situation)
 - The City Field Closure Line (817) 748-8028 will also be updated by 8:00AM for Saturday and Sunday games. (Note: The website is only updated Monday – Friday)
 - Status for Saturday & Sunday afternoon/evening games may be reevaluated at the discretion of the Parks Manager or designee at 11:00AM and the field decision will be made prior to Noon that day
 - The decision of the Parks Manager or designee shall be final

VII. Tournaments

The City realizes the importance of athletic tournaments. These events have a major impact on the local economy, as well as provide a revenue source for the City and the City's approved athletic association programs. The City may provide athletic facilities for organizations requesting to host a tournament in Southlake.

All tournament requests must be submitted to the City and shall only be authorized by the City through its Tournament Facilities Utilization Agreement.

Tournament approvals are based on field availability, and will not interfere with previously approved, scheduled City or approved athletic association program usage.

VIII. Concessions

All food/beverage related concession operations are provided either by the approved athletic association programs or by the City as per the City's Concessions Stand Agreement.

IX. Vendors

All potential vendors must be pre-approved by the City along with a list of merchandise offered. No vendor will be allowed to sell any merchandise without the approval of the City and may not be in competition with items sold by the concessionaire. Vendor fees apply. Vendor trailers will be restricted to designated areas located within the parking lot.

X. Building Access & Vehicle Permits

The City will work with the association to determine the appropriate number of key fobs and vehicle permits to be issued.

The City will issue key fobs to authorized approved athletic association program representatives for access to concession stands and storage rooms.

The association may request permission in writing to utilize a golf cart or workman type utility vehicle on City property. If approved, a permit will be issued by the City to the association on a per vehicle basis. Misuse of the vehicle, as determined by the City, may result in the cancellation of the permit and ability of the association to use these vehicles.

The association may request permission in writing to allow specific association representatives to drive their automobiles into the complex on the pedestrian pathways. The permit will only be issued by the City to association representatives responsible for the delivery of concession and building supplies to the concession/restroom/storage facilities. The permit allows for the drop-off and pick-up of concession and building supplies. At no time, may an automobile be parked inside the complex, as these areas are reserved for pedestrians only. All automobiles must be parked in the parking lot. The association must contact the Department of Community Services for a permit. Violators may be ticketed by Southlake Police.

XI. Lighting Prediction System

The City has implemented the **THOR GUARD** Lightning Prediction System or the **Perry Weather** Lightning Prediction System in its community parks.

Lightning is a severe hazard that must be viewed seriously. Everyone should seek shelter any time they believe lightning threatens them, even if a signal has **NOT** been sounded.

You will be warned by the lightning prediction system, which sounds one solid tone blast of the horn signaling suspension of **ALL** activities, the strobe light will begin flashing and remain flashing until safe conditions return. You should seek immediate shelter.

Activities may resume after horn sounds intermittent tone and the strobe light stops flashing.

XII. Park Regulations

The following regulations and restrictions are prescribed for the use of City parks:

- (1) Alcoholic beverages prohibited. It shall be unlawful for any person to possess or consume any alcoholic beverage in any City park.
- (2) Riding, driving or walking horses in any City park. Except on designated horse trails, it shall be unlawful for any person to walk, drive or ride a horse or horses within any City park.
- (3) Riding or driving off-road motorized vehicles in City any park. Except on designated off-road trails, it shall be unlawful for any person to drive or ride an off-road vehicle within any City park. For the purposes of this section, an off-road vehicle is a motorized vehicle designed and equipped for use off any paved roadway with such definition to specifically

include off-road motor bikes, go-carts, and dune buggies.

- (4) Vehicular traffic prohibited in certain areas. Except in designated overflow parking areas, it shall be unlawful for any motor vehicle to stand, stop, and park or cross onto or into any portion of a City park other than upon a roadway or parking area so designated for such purposes.
- (5) Time limitations on public use of park. Except for a City sponsored event, it shall be unlawful for any person to use, enter into or be within a City park during any posted hours which the park is closed.
- (6) Littering. Littering is hereby prohibited in any City park. Littering shall include leaving trash or other items by persons picnicking within a City park and not placing trash and other items in appropriate trash receptacles provided in such park.
- (7) Firearms prohibited. It shall be unlawful for any person to carry on or about himself or to discharge a gun, pistol, rifle, or other firearm within any City park except that a person duly licensed by the state to carry a concealed handgun may carry a concealed handgun in accordance with state law.
- (8) Bicycles, skates, etc. It shall be unlawful for any person to ride a bicycle, scooter, skate board, in-line skates, or roller skates on any tennis court or basketball court owned or leased by the City, or in any other public areas posted by the City.
- (9) Hitting golf balls prohibited. Except in designated areas, it shall be unlawful for any person to hit golf balls in City parks.
- (10) Smoking prohibited except in designated areas. It shall be unlawful to smoke in bleachers, dugouts, or other congested outdoor areas at City parks.
- (11) Glass containers prohibited in City parks. It shall be unlawful for any person to possess a glass container in a City park.
- (12) Defacing public property.
 - a. No person shall remove, destroy, mutilate, or deface any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, building or other property located in any public park.
 - b. No person shall cut, break, deface, injure, or remove the trees, shrubs, plants, grasses, or turf within any public park.
- (13) Wild animals. It shall be unlawful to catch, injure, kill, strike, or attempt to strike with any object or weapon any animals within a public park, excluding fish, which may be obtained in designated fishing areas following the rules and regulations established by the state.
- (14) Climbing, etc., prohibited. It shall be unlawful to climb any trees or walk, stand or sit upon monuments, vases, fountains, walls, fences, railings, vehicles, or any other property not designated or customarily used for such purposes in any public park.
- (15) Pollution of waters. It shall be unlawful to throw, discharge to, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, or other body of water in or adjacent to any park or any tributary, stream, storm sewer, or drain flowing

into such waters any substance, matter, or anything liquid or solid, which will or may result in the pollution of said waters.

- (16) Boating and swimming. It shall be unlawful to swim, wade, boat, or canoe in any area unless such area is designated for that purpose; provided, however, the Director of Community Services may permit the temporary occurrence of such activities for special programs and events.
- (17) Closing of game fields. The Director of Community Services or his designated representative is authorized to assign any game field owned or leased by the City as a closed field for maintenance or to protect the surface of the game field from damage. It shall be unlawful for non-City employees to go upon a game field which has been designated as a closed field and has posted a sign indicating that "Field is closed. Trespassing on a closed field could result in a \$250.00 - \$500.00 fine."
- (18) Erecting structures prohibited.
 - a. No person shall place or erect any structure, sign, bulletin board, post, pole, or advertising of any kind in a public park, and no stakes may be driven into the ground.
 - b. No person shall attach to any tree, shrub, fence, railing, post, or structure within any public park, any sign, bulletin board, or other advertising device of any kind.
 - c. The prohibitions contained in subsections a. and b. of this section shall not be applicable to persons acting pursuant to and with the written authorization of the Director of Community Services or his designee.
- (19) Projectile devices. No person shall possess, fire, or discharge a device capable of propelling a projectile, including without limitation, any air gun, pistol, bow and arrow, cross bow, or sling shot in a public park; provided, however, the Director of Community Services may permit the temporary occurrence of such activities in a public park for special programs and events.
- (20) Sale of merchandise. It shall be unlawful for any person to sell or offer for sale any food, drinks, confections, merchandise, or services in any park or playground unless such person has a written agreement or permit issued by the City permitting the sale of such items in such park or playground. This section shall have no application to sports organizations or social organizations selling items to their own members, or at functions sanctioned by the City.
- (21) Sound amplification. It shall be unlawful to use any type of sound amplification system in a public park without the written consent of the Director of Community Services.

XIII. City Ordinance

Leashing or chaining. It shall be unlawful for an owner to allow any animal to run at large and not be restrained by means of a leash or chain of sufficient strength and length to control the actions of such animal while on public property or on property other than that of the owner of the animal. (Note: Does not apply to Dog Park)

Original Approval Date:	<i>June 21, 2016</i>	Approved by:	<i>City Council</i>
Recommendation Date:	<i>June 6, 2016</i>	Recommended by:	<i>Parks & Recreation Board</i>
Recommendation Date:	<i>June 1, 2016</i>	Recommended by:	<i>City Council/Parks & Recreation Board Athletics Task Force</i>

Use of fire pits are allowed in designated areas. Fires may be prohibited entirely if a fire ban is in effect.