



2023
Sports Field
Rules & Procedures

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Scheduling Staff / Phone Numbers

Please direct any questions or concerns on any of the guidelines, procedures, or fees to one of the following:

Rob Crabb, Manager of Parks (970) 416-2063 Office

Carol Rankin, Office Supervisor (970) 221-6261 Office

Parks Office: (970) 221-6660

Tamara Lindenstien – Scheduling Staff

Jen Scott – Scheduling Staff

**Parks On-Call (after hours: past 3:00pm M-F/ weekends ONLY): (970) 219-3450
(For field condition issues or conflicts)**

For Emergencies, call 911

Overview

These Rules & Procedures are expected to be adhered to by customers reserving sports fields.

It is the intent of Staff to see that sports fields are used to their full potential while maintaining a safe, quality environment.

The Parks scheduling team works with multiple user groups to accommodate customers' sports field needs and can typically find an available field ***if teams are flexible***.

Requested sports fields are not guaranteed regardless of past use. Sports Field use should **not** be advertised on a team/club website until a **confirmation has been received** by the scheduling staff.

City-owned sports fields are not intended to be utilized for commercial gain, but rather to provide a quality recreational activity for the community.

The scheduling priorities are followed to the best of our ability during the first phase of scheduling sports fields for games.

BE MINDFUL

As the City grows, so does the number of sport teams that are requesting sports fields . Having a field designated for one sport and/or team/club specifically is no longer an option. (Exception: CSU-City Park South due to IGA).

Parks Front Office staff are to be treated respectfully.

- Front Office staff will provide teams with information on field availability and schedule fields as available.
- Front Office staff are not arbitrators for coaches that cannot get along.
- Front Office staff do not have control over field availability other than to state if a field is available for use or not. If a requested field is not available other options are provided and the coach can choose to reserve or not.
- Coaches need to be flexible and understanding when their field of choice is not available.

<https://www.fcgov.com/parks/park-rentals#cb-43638-6448> which will provide them with aerial views and locations of the parks.

The form to reserve practice fields must be completed in order to reserve sports fields for practice at the start of the season. NO EXCEPTIONS

Fees did increase for 2023 and will increase in 2024.

Fees are collected at time of reservation for practices.

After the initial confirmation is received, please refer to the reservation number when calling in to make any updates.

There should only be **ONE (i.e., the SAME) contact per team**, this is the person that needs to call in with any changes/updates to the reservation. It is not helpful to have other coaches or parents calling in to make updates/changes to an existing reservation.

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Ballfields and Turf Sports Practice Reservations

INITIAL (Spring/Summer) practice field requests **MUST** be made via email at parkshop@fcgov.com on the designated date (Diamond / Turf) determined each year, available at:

Field requests made after the initial date can be made by contacting the Parks Office via phone, in person or email.

Practices for turf sports can be scheduled for a max of 2 time per week (**depending on field availability**) for 1.5 hours. Practices for diamond sports can be scheduled for a max of 1 time per week (**depending on field availability**) for 1.5 hours. Scheduled practices Monday-Friday must take place within the time slots.

4:00pm - 5:30pm
5:30pm - 7:00pm
7:00pm - 8:30pm

Weekends (Saturday-Sunday) can be scheduled for any time of day starting 9:00am.

Ballfields are NOT prepped, and lights are NOT scheduled for practices, scrimmage, or tryouts.

Confirmations of reserved fields for practices are provided to the requester after payment has been received: **PLEASE review this confirmation carefully**. If holidays have been requested/scheduled or dates need to be changed/cancelled, these changes should be addressed as soon as possible.

Dropping In

Teams are welcome to drop into fields for practices on a first-come basis, but if another team shows up with a confirmation from Parks showing they have the field reserved, the drop-in team must leave the field. PLEASE be respectful of other teams.

For Diamond Sports - If the field being dropped into has been chalked/prepped for a game, teams are asked to kindly use the **outfield only** for their practice.

If Park Staff arrive to prep the field, teams that have dropped into the field will be asked to leave the field for safety purposes. PLEASE, be respectful and find another location to practice.

Changes/Additions to Existing Reservations throughout the year

Once the initial reservation for practice fields is in place, if any changes/additional field needs are required, **ONLY the contact named on the reservation** may make updates by calling the Parks scheduling staff at 970-221-6660 or emailing the request to parkshop@fcgov.com – **PLEASE PROVIDE THE RESERVATION NUMBER**. Updates to the field, or adding a practice, should be made at least 2 days prior to the need.

Do NOT email Park scheduling staff individually.

Fees

The fee total for schedule practice fields (including scrimmages and tryouts) are due at the time of the request. **If the fee cannot be paid at time of request, fields will not be reserved.**

Field Cancellation

If practice is canceled due to weather related issues, a refund request must be received within 24 hours by calling (970) 221-6660 or emailing parkshop@fcgov.com

NO refund will be given to non-weather-related cancellations.

A \$5.00 fee will be assessed to each booking when a change is made to the location, time or date.

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*(PLEASE remember – Flexibility is Key!
Front Office Staff will Contact Coach with any Questions)*

- 1) Practice Field Requests will only be accepted via email at parkshop@fcgov.com on the designated dates (determined yearly and posted online) **at 8:00am** with an attached **Practice Field Request Form**.

Any Practice Field Request submitted prior to 8:00am on the designated date will be time-stamped as 9:00am, meaning they will be processed after all requests received in the 8:00am hour.

Example: If a request is received at 7:59:59am it will be moved to the end of the list that exists at 9:00am whether that's 1 request or 50 requests.

EXCEPTION 2023 Season Diamond Sports Only: *Although we will take emails in order based on how they come into the parkshop email; we will make an exception for older teams (12yr and older) to have first option for Stew Case and Warren ball fields as they are the only 2 large fields available Mon-Fri. If there are dates/times available on these fields after the older teams have been scheduled, Parks will schedule other teams on these fields based on order of email and availability.*

- 2) Any email received without the **Practice Field Request Form** attached will be emailed back to the coach to include the form and resubmit.
- 3) An individual email must be sent for **each individual** Team's Practice. Multiple request forms attached in one email will not be accepted.

Example: If one coach has three teams, three emails should be sent – one per team.

If more than one request is attached to a single email – one request will be processed, and the others will go to the end of the list.

- 4) Practice Times are 1.5 hours in length.
- 5) Once the request has been entered into the reservation system by Front Office Staff:
 - a. The Front Office Staff will contact the Coach via phone (as provided on the **Practice Field Request Form**) confirming the requested dates/times.
 - b. Front Office Staff will collect payment **via credit card**.

If an Organization Director is paying for multiple practices, the Coach will inform the Front Office Staff and the Org Dir will be contacted after all requests have been entered and provided a total to be paid via Credit Card over the phone.
 - c. Coach will be sent the field confirmation via email **after** payment has been received.

SPECIAL NOTE:

Any party bringing privately owned items onto any City owned park facility, including but not limited to the equipment listed above, agrees that any items placed and/or left in any city park shall not be in or cause a dangerous condition; the party providing such items assumes all risk of injury to any persons using any privately provided equipment. Portable goals are not to be left at the park.