

# City and Borough of Sitka

## ATHLETIC FIELD USE POLICY & GUIDELINES

Organized recreational activities, such as sport clubs and leagues, must submit an Athletic Field Use Permit Application (“Application”) to reserve a CBS field for regular use. The fee schedule is available on the Parks and Recreation page <https://www.cityofsitka.com/departments/ParksRecreation>. Fees will be waived for Sitka School District, but applications are still required. Applications including requested days of the week, time slots, & date range, must be submitted to the Parks and Recreation Office at Blatchley Middle School, or [recreation@cityofsitka.org](mailto:recreation@cityofsitka.org), in order to be considered for the CBS Athletic Field Calendar. All fees are due after league registration is complete or before the first game of the season, whichever comes first. NO REFUNDS will be issued.

Athletic field use fees can be paid through the Parks and Recreation Office, online or at Blatchley Middle School. Checks can be mailed to: Parks and Recreation, City of Sitka, 100 Lincoln St, Sitka, AK 99835.

## GENERAL GUIDELINES FOR ATHLETIC FIELD USE

The field use policies establish guidelines for organized team or group use of City and Borough of Sitka athletic fields. Parks and Recreation Committee will fairly and consistently enforce this policy.

### I. General Policies

- A. All municipal parks are open daily from 6am to 10pm, unless requested otherwise. Walk-on use is permitted by the general public on City and Borough of Sitka fields, on a first come, first serve basis. The field must be vacated if a scheduled team arrives to use the field. The City reserves the right to limit or prohibit an organized group from using a field.
- B. Fields may be closed, if conditions dictate.
- C. All coaches must be notified of field use policies and reserved time slots by league officials.
- D. Fields must be left in a litter free condition. User groups are required to empty trash in dugouts, concessions and clubhouse areas after use of the field and put in the large 300-gallon trash can outside. Trash bags, trash cans, and other components can be provided by CBS with adequate notice. No food or drinks (other than water) on Upper Moller turf field. Teams that have repeated violations of this field use requirement may be asked to forfeit use of fields for a portion of or the remainder of the season. Please do your part and leave the parks cleaner than you found them.
- E. Field rules shall be followed by all.

## II. Field Assignment

- A. Fields will be assigned using the online CBS Parks and Recreation calendar as applications are submitted, with the exception of Upper Moller Field. Non-priority groups will not be assigned before 45 days in advance of their requested dates, unless agreed to in the subcommittee meetings with stakeholders as described in section B(i) below.
- B. Each sports club or league shall submit a field use schedule for practices and games to the Public Works office, at least 45 days prior to the commencement of practice.
  - i. For Upper Moller, coordinated by the Parks and Recreation Manager, the Subcommittee on Upper Moller Field Use shall meet with stakeholders at least three times a year in January, May, and August and shall notify all stakeholders of the time and place for the meeting to update the field use schedule for Upper Moller taking into account all field use requests in deference to the priority of use policy.
  - ii. The Parks and Recreation Manager shall submit a schedule to the Parks and Recreation Division calendar within 10 days of the Subcommittee meetings (in January, May, and August). Completed calendars will be presented to the Parks and Recreation Committee at a public meeting immediately following a subcommittee meeting.
  - iii. Non-priority users may apply directly with the City Parks and Recreation division within 45 days of their scheduled activity, but they are encouraged to coordinate schedules with priority users to avoid conflicts. The point of contact for the period between January 1 and June 15, shall be the acting President of Little League. The point of contact for the period between June 15 and December 31 shall be the acting President for Sitka Baseball Club. Names and Contact information for the acting points of contact shall be posted on the City Website and will be available at the Parks and Recreation office.
  - iv. Applications shall be submitted to the staff at the Parks and Recreation Division for consideration by the Manager or the Manager's designee. The Parks and Recreation Manager or their designee shall be responsible for approval of Upper Moller field use applications and shall be responsible for updating the calendar and notifying the applicant within 7 business days. Any denial/disapproval may be appealed to the Administrator within 7 days of receipt of the denial.
  - v. Each sports club or league shall remain responsible for submitting their Application and fees each year prior to using the field.
- C. Time slots can be blocked out for league use and do not need to denote specific team use.
- D. Each league needs to include an estimate of the number of participants.

### III. Field Use Priority

- A. Youth Baseball and softball user groups have priority use of the Upper Moller Field with allowance for Sitka School District teams, classes, and activities during the school day.
- B. In order for non-priority groups to plan accordingly, baseball and softball groups must submit a field use schedule for practices and games no later than 45 days prior to the start of practices and have it posted on the online field calendar and shall refresh these calendars as provided above.
- C. After that 45-day window, non-priority users can reserve field time. In the event a conflict with priority users arises after a non-priority user has scheduled time on Upper Moller, the user groups agree to work in good faith to try and find an amicable resolution to the conflict between the user groups' prospective field use.
- D. To view field calendars, go to: <https://sitka.recdesk.com/Community/Calendar>
- E. If there are special events or user groups that can bring business or support to the community, the priority groups agree to work together to do what is best for the community.

### IV. Tournaments, Camps, Special Events

- A. All requests for tournaments, camps and special events that use the fields shall be submitted 45 days prior to the event, if possible. Given that some camps and tournaments become available on a shorter time, non-priority user groups agree to work in good faith to try and find an amicable resolution. The request should include a prediction for the total number of participants. Any additional maintenance or supplies should be requested at this time.

### V. Maintenance or Work Requests

- A. Any athletic field maintenance or work request needs to be made 2 weeks in advance of the projected date that maintenance needs to be completed. Maintenance requests should be emailed to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org) or (907) 747-1804. Calls after 5pm will not be received until the next day.
- B. User groups are responsible for all field marking and delineation of the specific play area required for their event, including applying chalk and setup of markers, cones, temporary fencing, flagging, etc.
- C. User groups are responsible for set up and breakdown of all event-specific equipment necessary for their activities, including but not limited to portable goals, hurdles, distance markers, netting (unless permanently installed by CBS), and portable pitching mounds/plates.
- D. User groups are expected to securely stow all User-owned equipment in designated and approved storage sheds or areas or remove it entirely from CBS property outside of their established season of use.
- E. The spaces need to be left SECURED, clean, and organized (trash picked up and placed in receptacle).

- F. If you find damage done to the facility, please notify your league official and/or [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Photos help!
- G. Items within the facilities may belong to someone else's organization and should be treated with respect and/or used per manufacturer's recommendations. If you notice issues with misuse of any equipment or items, please notify the Parks and Recreation Office and CBS will bring it up with the appropriate party.

#### VI. Moller Field Alterations

Temporary lines for a soccer field boundary may be painted, in a color to be agreed upon after consultation with the priority user groups, and in consultation with the Parks and Recreation Division, beginning August 1 of each year (after the baseball season concludes) through February 28 when the lines shall be washed off of the field (no later than the day before the first day of high school baseball practice). A red color to most closely match the infield rust color will be used, unless a different color is agreed to. No other painted field boundary lines, except those lines required for softball regulation play, shall be permitted on upper Moller.

Any other field alterations shall be discussed in Upper Moller Subcommittee meetings and agreed to using consensus decision making and referred to the Parks and Rec Committee for approval.