



City of Gresham
Field Policy Manual
Parks & Recreation Division



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City of Gresham
Field Policy Manual
Parks & Recreation Division
Creating Community through People, Parks & Programs

The purpose of the field policy manual is:

To provide local sports organizations and individuals a safe and enjoyable sports experience.

To establish a fee structure and cost recovery method that will make our fields and services available to all.

To assist local organizations to promote sportsmanship, character development, fun, respect for one another, for the sport they play, and for the neighborhoods they play in.

To establish management practices and procedures that will maximize our efficiency and effectiveness with a taxpayer resource.

To create a fair and equitable sport field and facility allocation process.

To promote diversity, inclusion, and participation for everyone.

To promote teamwork, fitness, and the benefits of regular exercise.

To develop and promote community pride, environmental awareness, and stewardship for all participants.

To always work towards balancing the greatest community good with customer service and needs.

FIRST COME FIRST SERVE:

Like most cities in Oregon the City Of Gresham recognizes the principle of first come first served. We encourage residents to use our sport fields on a pick up basis; to enjoy a soccer or baseball game with one another, as a family or as group on a non-permitted basis. However, you are required to yield the field to a permit holder for the dates and times the permit is registered for. If you have a group of 10 or more you are required to obtain a field reservation permit. If you wish to register to become a permit holder to ensure your field times and dates, please contact Gresham Parks & Recreation Division at 503.618.3000.

PRIORITY SPORT FIELD ALLOCATIONS:

Gresham Parks & Recreation Division recognizes the following user groups in the following priority:

1. City of Gresham programs and activities
 2. Resident youth non profit organizations, returning users
 3. Resident adult non profit organizations
 4. Resident youth and adult tournaments
 5. Adult league play
 6. Non resident user groups
- A team is considered to be a resident team if 66% of its players are Gresham residents.
 - All teams and leagues are required to submit team rosters upon request from Gresham Parks & Recreation Division indicating the name of individual players, addresses and telephone numbers for each player.
 - A youth is recognized to be a person 18 years of age and younger.
 - An organization is considered to be a Non Profit Organization when it has a tax-exempt registration number with the state and federal government.

RESERVATION PROCEDURES:

Fields can be reserved in person, or over the phone by calling 503.618.2626, with the Department of Environmental Services, Parks & Recreation Division, Monday to Friday, from 9 am to 4 pm.

All outdoor sport field permit applications for the spring season, March 1 to July 31, must be submitted by the end of the first week in March and a deposit paid by the end of the last week of March. Reservations totaling \$500 or less will be required to be paid in full at the time of reservation. For all other reservations a deposit of 25% is due at time of reservation with the remaining balance due the end of the first week of June.

All outdoor sport field permit application for fall season, August 1 to November 30, must be submitted by the end of the first week of June. Reservations totaling \$500 or less will be required to be paid in full at the time of reservation. For all other reservations a deposit of 25% is due at time of reservation with the remaining balance due the end of the first week of November.

The following is a brief description of the reservation process:

1. Contact the City of Gresham Parks & Recreation Division to inquire about reserving fields for your sports group.
2. For new inquires, the Parks & Recreation Division will send you out the field policy manual and a permit application.
3. Fill out permit
4. Mail or bring in application to the City of Gresham
City of Gresham Parks & Recreation Division
Attn: Field Reservations
2123 SE Hogan, Gresham OR 97080
5. Upon submission of your application a Division representative will input the dates and times in to the reservation system and call you to resolve any conflicts if they arise.
6. After the reservation has been confirmed and before a permit is issued the applicant is required to pay a deposit and/or the balance in full and provide a certificate of insurance with the City of Gresham listed as a third party insured.
7. After receiving payment and proof of insurance, a Division representative will send you your permit with the dates, times and remaining balance due on the account.
8. After you have received your permit you may begin play.

The Recreation Manager or Sport Field Allocations Coordinator must approve all sport field reservations in writing.

14-day notice is required for reservations. At times it may be possible to accommodate groups and individuals with less notice; however, for best results allow for a minimum of 14 days.

The Parks & Recreation Division reserves the right to place you on the next best field if your submitted permit is in conflict with an existing permit.

The field permit must only be used for the stated purpose on the permit; failure to do so will cancel your right to reserve sport fields with the City.

Sport fields are reserved on an 'As Is' basis. There can be no changes, modifications, or maintenance to a field without a thorough discussion and agreement, with Parks & Recreation staff, at least 14 days in advance.

The Parks & Recreation Division reserves the right to cancel reservations at any time; appropriate refunds or credits will be made.

The Division recommends that all sport organizations, utilizing Gresham sport fields, adopt the ORPA Oregon Alliance for Youth Sports, Minimum Standards For Youth Sports in Oregon principles in the governance of their sports organization.

All sport field permit holders must abide by Gresham revised codes and State laws.

SPORTS FIELD USER FEES

Youth Resident	\$7
Adult Resident	\$12
Youth Non-Resident	\$14
Adult Non-Resident	\$18
Tournaments	\$18
For Profit	\$18

***Non-irrigated fields will be charged at a half rate due to the conditions of the fields**

After 2009 the field fees will be indexed in using the wages and salary indexed approved by Gresham City Council.

SPORTS FIELD MAINTENANCE CREDITS

The sports field maintenance credits are a way for user groups to offset a portion of their field user fees up to the amount owed for each calendar year. In order to receive maintenance credits a joint use agreement will be adopted outlining each party’s responsibilities for the field(s) and facilities that will be maintained.

<u>Provide</u>	<u>Task</u>	<u>City’s Cost To</u>
1. BASEBALL / SOFTBALL FIELD (skin infield)		
	o Mow (31-times)	\$4,617
2. SOCCER		
	o Mow (31-times)	\$6,445
	o Repair Goal Mouths	\$574

Note: Costs are per field and include labor, equipment, materials, and mobilization

SPORTS FIELD MAINTENANCE CONSIDERATIONS

- Use bungee-cords or Velcro-strips to attach soccer nets to goals (tape pulls off paint / exposes metal to rust)
- Avoid use of nails, erosion curtain staples, or other hard-to-see items to secure net-slack behind goal (damages mower / act as projectile from under mower)
- Discourage soccer players from “rutting” out toe-holds in turf for traction (potential trip hazard; requires additional restoration-time / costs)
- Do not dispose of partially used paints in trash receptacles (used by vandals for graffiti); hence, take it home or secure in locked storage boxes on site.
- Lock-up field “drag” apparatus; otherwise, it’s pulled around park by vandals...causing damage and/or a trip hazards

INCLEMENT WEATHER/ WET FIELD CONDITION POLICY

Although field sports can be played in all sorts of weather conditions, the durability of natural grass turf is significantly diminished when play occurs on saturated playing surfaces. Soil and grass are pushed and displaced, which results in such things as; new and recurring bare spots; and uneven field surface. This can lead to unsafe playing surfaces for all users. In order to ensure consistent playing surfaces, the City of Gresham ask that user groups comply with the following guidelines for play.

1. First check the Field Hotline at 503.618.2926 to hear if the fields are “open” for play.
2. If the Field Hotline has not been updated with in the last 24 hours, use the following guidelines to determine playability. If any of the following conditions exist the Division requests that you cease play in order to preserve the field playing surface and for the safety of all users.
 - a. When stepping or playing on the field, users experience a squishing sound and their shoe sinks into the field surface.
 - b. Steady, moderate to heavy rainfall for the previous 24 hours with forecasted rain to continue.
 - c. Inability of participants to run, stop and cut effectively, i.e. having to tip-toe in order to maintain balance.

SPORTS FIELD USER REGULATIONS:

The following rules and regulations can be found in the Gresham Administrative Rules, Gresham Revised Code and Park Rules.

- A copy of the field reservation permit must be onsite, at each practice and game, for confirmation by park staff and/or law enforcement officials, in the event the field is in use during your team’s scheduled time
- Vending (selling) of food, beverages, and/or non-food/sundries, etc., without permission—and a permit—from the City of Gresham, is prohibited
- Vending vehicles must park / operate within adjacent parking lot and/or street, only
- Moving / relocating of soccer goals without permission is prohibited

- Parking in front of / blocking park gates, fire lanes, and/or bollards is prohibited (must be remain accessible for City maintenance and emergency vehicles)
- Opening of Gates or bollards without permission from the City of Gresham is prohibited
- Adult soccer play on youth-designated fields is prohibited unless permission is granted by the Sports Field Coordinator
- Trespassing onto private property, adjacent to park(s)—without permission of property owner—is prohibited
- (Re: Baseball / softball infields) Dirt will be dampened prior to dragging; this prevents dust clouds blowing / carrying over onto, both, adjacent private property, as well as park components / amenities / other park users
- Garbage and litter generated from sports events must be containerized and/or removed from the site (including athletic tape)
- Garbage and litter generated from vending services must be removed from the site at vendor's expense

It is the permit holder's responsibility to read and enforce these rules and regulations with their team and league members. Failure to enforce the rules and regulations will result in the cancellation of the existing permit. It will also call for a review, by the Sport Field Coordinator and/or Parks & Recreation Manager, of the applicant before future permits will be issued.

CITY OF GRESHAM PARK RULES

- Parks, trails and greenways are closed from 10:00 p.m. to 5:00 a.m. April 1 to September 30, and between 8:00 p.m. to 6:00 a.m. October 1 to March 31.
- Parks, trails and greenways are Drug-Free Zones. Possession or use of drugs is unlawful and will not be tolerated.
- Keep vehicles, bicycles and horses in designated areas and on designated trails. Unauthorized vehicles are prohibited.
- Keep dogs on a leash at all times and dispose of their waste.
- Plants, trees, animals and birds are for viewing. Do not harm or collect plants; do not harm or hunt wildlife.
- Fishing is allowed in ponds and creeks, but do not clean fish in parks or on greenways.
- For your safety, do not swim, dive or ice skate on ponds and creeks.
- For public safety, golfing practice is only allowed with plastic balls.
- Carrying or use of fireworks, firearms or explosives of any kind is prohibited.
- Do not dump trash or other waste, do not vandalize or deface property.
- The use of loudspeakers, public address systems or amplified music must be approved by the City.
- Alcohol consumption is not allowed except by permit from the City at sanctioned events.
- Camping or the use of any tent, lean-to or structure of any kind is prohibited.