

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
ADMINISTRATION OFFICE – ROOM 6  
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**POLICY COMMITTEE  
AGENDA**

**Thursday, October 27, 2022  
2:30 P.M.**

Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.

This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) et seq. (AB 361). Members of the public can participate in the meeting by choosing one of the following options:

1. Attend in person or
2. Join via Zoom -

**Meeting Link: <https://us06web.zoom.us/j/82904644488>**

**Webinar ID: 829 0464 4488**

**Phone Number: 1-669-444-9171**

- a. Cell Phone/Computer with Microphone: Click on the Zoom link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
- b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call in to the listed phone number above and when prompted, enter the Webinar ID. You will then be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing \*9. Then, follow the speaking instructions below.

**Speaking Instructions**

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted and the next speaker will be invited to speak.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. SPORTS TURF POLICY**
- 5. ORAL DISCUSSION**
- 6. ADJOURNMENT**

**Note:** Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

**Announcement:** Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Bob Cerasuolo, Park Services Manager**

**DATE: October 27, 2022**

**SUBJECT: DISCUSSION AND GUIDANCE FOR DEVELOPING A  
SPORTS TURF POLICY**

**SUMMARY**

The Pleasant Valley Recreation & Park District (“District”) coordinates and issues permits for the use of District parks, open space, sports fields, an aquatic center, and other facilities, to organizations and the public for recreational activities including but not limited to sports. The District develops, manages, and maintains over 50 acres of sports turf. A Sports Turf Policy will provide direction and guidance for Staff to accomplish a primary District goal of delivering safe athletic fields that are maintained at the highest standards possible for all users including participants, officials, and spectators.

**BACKGROUND**

Recreational turf provides for both healthy activities and an important entertainment value for the community. Unlike ornamental turfgrass on residential and commercial properties, recreational surfaces are exposed to different stresses and provide a uniquely different function. While recreational turf has always existed in District parks, the function and usage has evolved over the last two decades to meet the changing trends in sports and turf management. Instead of strictly passive, leisure usage and recreational sports, competitive level sports play for all ages has become a standard category of activity the community not only desires but has come to expect.

In order to meet that expectation, within our system of 28 parks, the District has four (4) defined ‘Sports Parks’: Freedom Park, Pleasant Valley Fields, Bob Kildee Community Park, and Mission Oaks Park. These parks serve as a location to host activities which through casual or organized participation provide competition. Each of these locations have unique turf species, soil types, drainage concerns as well as usage, and wear patterns.

The growth of sports turf management for the District took a noticeable expansion and progression with the opening of Pleasant Valley Fields in 2010. The parks superintendent at that time recommended a *maximum* of 800 hours of use per year for the turf at the complex. At the time, 800 hours per year was the national average used to prevent overuse and costly damage to the turf, and to reduce injuries due to poor turf conditions. Since then, turf field management and associated research has drastically increased and improved. Research has shown the exact number of hours is extremely fluid as there is a variety of factors and conditions that dictate the health of the turf and the desired level of service that can be provided.

Starting in 2011, the District began to close the [Pleasant Valley Fields] fields three (3) times a year for five (5) weeks, periodically throughout the year, for rest and maintenance periods. In 2017, District staff worked with various Community Service Organizations to implement Winter Rules from late November – early March with the intention to preserve turf which currently remains in place. The District recognizes the following Winter Rules from late November—early March:

- 1) Turf/tennis shoes must be worn for all practices for ages of U11 and above at Pleasant Valley Fields soccer fields.
- 2) Tournaments take precedence over practice in terms of playability during the winter period.
- 3) Tournaments take precedence over league play in terms of scheduling.

Other turf related items also in the current agreements are as follows:

- 1) Throughout the year referees shall wear turf or athletic shoes and shall pinch or widen the field lines during fall and secondary seasons.
- 2) Paint that is made specifically for field marking is required.

While the initial changes were focused on all field zones at Pleasant Valley Fields, the expansion of organized and competitive sports moving from a seasonal/rotational sport schedule to year-round play has affected the turf conditions at all of our sports parks. As staff strives to maintain our sports fields in a safe, usable, and attractive condition, it has required staff to close fields throughout the year. Over the past years, staff has focused on turf closures and the winter months schedule due to the fact that fields dry much more slowly during winter than they would in other seasons. Below is the District’s current practice as it relates to sports field closures which is just one avenue to assist with turf preservation:

Freedom Park Fields:	2nd week in July – Early September; 3rd week of December – 1st week of January
Pleasant Valley Fields:	Mid-November– January 2nd,
Bob Kildee Community Park:	3rd week in December to 1st week of January
Mission Oaks Park:	4th week of November until January 2nd

Unfortunately, due to the shortage of field resources, the District is unable to shut down a zone or an entire field for multiple months at a time. Therefore, overuse will result in rapid deterioration increasing the likelihood of injuries to the player(s) and the need for more intensive repair of the turf.

**ANALYSIS**

~~It's no secret that it isn't easy to~~ Properly maintaining a natural grass athletic field is not an easy task. Athletic turf managers not only have the usual challenges faced by any turf professional such as adverse weather conditions and tight budgets, but also face unique difficulties such as coordinating turf maintenance with busy practice and game schedules dealing with multiple users. Overused sports fields often lose turf cover and degrade to a bare soil surface within the high play zones of fields. Without successful maintenance and rest, the lifecycle is relatively short.

Unfortunately, there is not an exact answer to the question of how many events (practices, games, clinics, tournaments, scrimmages, etc.) a sports field can tolerate per year. There are numerous

factors that affect the ability of natural turf to tolerate traffic including the sport(s) being played, age of the athletes, time of play, wetness during play, soil type, variety of turfgrass, weather during recovery, and regime of maintenance practices. If traffic is not managed carefully, footsteps and vehicle (carts) tires can leave wet playing surfaces rutted and bumpy. A sudden stop or slip may also shear the grass away from its roots, causing damage that will be visible.

Effective and properly managed natural turf can withstand a significant amount of play without wearing out turf. Abuse, however, can cause permanent damage that cannot be overcome by regular maintenance. Maintaining dense turf is essential to producing high-quality play surfaces on intensively used sports fields. While the District can take various steps to help with winter play, nothing changes the fact that less sunlight and cooler temperatures limit how well grass will recover during the warmer seasons.

### **A District-wide Policy**

Currently, there is no existing District-wide guideline or set of protocols used to formally govern or regulate the use of sports field turf areas to reduce excessive and detrimental wear and tear thus prompting the need for a district-wide sports turf policy. Staff has researched, networked, and talked with other districts about their sports turf policies, and no one has a specific policy rather it is imbedded in their ordinances, maintenance best practices, and field requirements. The District would be the first in the area to have a sports turf policy to address these issues and concerns in a formal and centralized policy.

The purpose of this policy is to outline the guidelines and procedures for the permitted use of District sports fields and turf areas to ensure the District is accomplishing our goal of safe and quality sports fields for all users including but not limited to League, Practices, and Tournament users. Staff has developed a draft of a Sports Turf Policy consisting of the following sections for review:

- Definition of Terms
- General Policy
- Footwear/ Turf Shoes
- Turf Preservation & Field Maintenance
- Sports Field Lining/Marking
- Turf Recovery & Field Closures
- Field and/or Facility Modifications
- Inclement Weather Procedures
- Turf Policy Violations

Since the last Policy meeting, staff have made updates to be outlined below:

1. New layout to match previously approved policies
2. Only turf or athletic shoes permitted for all practices
3. Visual example of acceptable shoes
4. Turf Policy Violations

### **FISCAL IMPACT**

There is no fiscal impact to this Policy.

### **RECOMMENDATION**

It is recommended the Policy Committee provide guidance and direction on the current Draft of the Sports Turf Policy. Should the Policy Committee have no further changes it's recommended this policy advance to the full board for further action.

### **ATTACHMENTS**

- 1) Sports Turf Policy CLEANLINE (9 pages)
- 2) Sport Turf Policy Redline (9 pages)



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### SPORTS TURF POLICY

#### Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, aquatic center, and other facilities, to organizations and the public for recreational activities including but not limited to sports.

The District issues permits for sports field use through an allocation system with priority given in the following order: District programming, Community Service Organizations, Resident Organizations or 501(c)3 Non-profit Organizations, In-District Residents, and all other requests.

Reservable fields can be reserved at any time based on the availability of the field(s) or up to six (6) months in advance and a minimum of 30 days prior to the requested date. The District closes fields periodically throughout the year for rest and maintenance periods.

#### Purpose

The purpose of the District Sports Turf Policy (“Policy”) is to establish policies and procedures governing the use of District owned and managed sports fields and turf areas to ensure ~~we are~~ the District is accomplishing our goal of safe and quality sports fields. The District’s primary role in providing athletic opportunities is to make certain its fields remain safe and are maintained in the highest standards possible for participants, spectators, and officials.

The District takes great pride in maintaining its sports fields and has an overriding interest and expectation in providing quality playing surfaces. This is accomplished through the implementation of athletic turf field preservation and management to maintain wear tolerance and provide quality sports fields. This Policy establishes the following guidelines for anyone who interacts with the District through District-managed sports turf maintenance.

#### Definition of Terms

**Cleats** – shall mean a shoe with a rigid outsole. Cleats feature spikes or studs (fixed/molded or detachable) spread even over the outsole of the shoe. There are three main types of studs: bladed, hard round and round/conical. The studs may be made of plastic, rubber or metal tipped.

**Community Park** – shall mean a park that generally ranges in size from 10 acres to larger that serves as a recreational point for the community. Many include: playgrounds, pavilions, restrooms, sports fields, and offer active and passive space.

**District** – shall mean the Pleasant Valley Recreation & Park District, its officers, staff, and agents of the District.

**General Use Policy** – shall mean the procedures used in the application of approved District policies.

**Neighborhood Park** – shall mean a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and cultural characteristics of surrounding neighborhoods. Neighborhood parks are largely accessible by foot, bicycle, within at least a quarter-mile radius from residences, providing easy access especially for children and senior adults.

**Sports Fields/Facilities** – shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields (collectively “Sports Parks”) or other fields as may be designated by the District.

**Turf Tarps** – shall mean an artificial covering to be placed on the field to protect and promote healthy turf development

**Turf Shoes** – shall mean a durable rubber outsole. Turf shoes feature dozens of small rubber studs or patterns on the outsole of the shoe with very little spacing between each stud. They have a somewhat flexible bottom resembling that of a tennis shoe and not of than a spike.

**Turf Wear Tolerance** – shall mean Athletic field turf should be able to tolerate the weight of people running and jumping, and the tearing associated with sports.

**User Group** – shall refer to the users of the field, including Community Service Organizations, resident organizations, in-district residents, and out-of-district residents.

**Vendor** - a person or company offering food, snacks, merchandise, or services for sale.

**Winter rules** – shall refer to the following rules during the dates of **November 1-March 15:**

- Turf/athletic shoes must be worn for all practices at PV Fields.



- Tournaments take precedence over practice in terms of playability during the winter period and tournaments take precedence over league play in terms of schedule during the wintertime period (November 1 – March 15).
- This shall also apply to any practices on the infields at Bob Kildee Community Park and Freedom Park Fields.

## General Policy

1. Field use, especially sports practices, should be conducted in a manner so that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.
2. Rotate use of areas (e.g. use middle of turf area for drills one day and sides of the field the following day, move older players to less impacted zones, areas), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
3. Ladder training drills shall not be conducted on Turf in order to prevent excessive wear and tear on the turf.
4. Overcrowding fields by scheduling multiple practices and games in a reserved areas is prohibited. Allow a safe distance between fields for safe passage of spectators and participants.
5. Use of any equipment must be stated on the permit application/CSO FFAU. Removal of all equipment daily is required unless prior District approval is granted.
6. Assistant/Referee (A/R) lines shall pinch or widen the field lines during any season to help eliminate excessive turf wear as well as moving teams seating areas.
7. Turf Tarps may only be placed on the turf with prior written approval (6 weeks in advance) and at the direction of General Manager or Designee. Turf tarps must be made of a breathable material if approved.
8. Vendors are prohibited from preparing food on turf without authorization by the General Manager or Designee.
9. Community Service Organizations are required to hold annual trainings with coaches, and volunteers to review the District Policy.
10. Groups witnessing misuse of fields by other scheduled or unscheduled users are encouraged to contact the Parks Department [805-482-5396](tel:805-482-5396) who will inform the appropriate personnel.

11. Report maintenance and hazard emergencies (e.g., broken water lines, pressurized sprinkler heads, restroom facilities, etc.) promptly to the Parks Department **805-482-5396** who will inform appropriate personnel. Please be prepared to fully identify yourself, your location and the specific nature of the emergency or hazard when you make the call.
12. Games being played during the Winter months will start at **9:00 am** or later. This will assist with excess moisture and cooler temperatures typically seen during the mornings of the winter season. The limited sunlight in the winter months or season means the fields dry much more slowly compared to the other months of the year.

## Approved Footwear

### 1. Pleasant Valley Fields ("PV Fields"):

- a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
- b. **Metal cleats or spikes are prohibited.** With exception of on the softball fields, for softball related activities only.
- c. Turf shoes are mandatory for all practices. When turf shoes are not available, athletic shoes are acceptable.
- d. Referees shall wear turf or athletic shoes only.
- e. Plastic cleats no longer than 1/2" are acceptable as footwear during games.
- f. Turf shoes are mandatory for year around practices. Cleats are not permitted during Winter months.
- g. League games should not begin sooner than 9:00 am during winter months.
- h. When fields are wet, practices should not occur in goal boxes.

### Approved Footwear Examples:



### 2. Freedom Park:

- a. U13 and U14 and above may use Veterans Field and Fields 3-4 will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

### 3. Bob Kildee Park:

- a. U13 and U14 and above may use Hibbits Field and will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

### 4. Mission Oaks Park:

- a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
- b. Metal cleats or spikes are prohibited unless approved by the General Manager or designee.

## Turf Preservation & Field Maintenance

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf are as follows:

1. The District reserves the right to cancel or suspend field use permits when conditions could result in injury and/or cause damage to the District property. This includes during a game that has already started. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightening, earthquakes, or other reasons as decided by the District.
2. If it has rained within the preceding 24 hours, groups using the fields must call the Parks Department's Field Condition Hotline at **805-947-5125** to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. **The Hotline message will be updated by 1:00 pm on weekdays and by 7:00 am on weekends.** Please do not inquire earlier or about future days as the determination of field conditions are made at that time each day. Determination of field conditions will be made by District personnel, and determinations/decisions are not negotiable.
  - a. Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District:
    - i. If it rains any more than .25" (quarter inch) the District has the right to close down the fields for safety and for the turf management.
    - ii. If water rises when turf is stepped on, the field is too wet to be played on.
    - iii. If the infield becomes muddy and the dirt is not loose, or prevents participants from sliding, the field is not playable.
    - iv. Standing water (puddles) within the playing areas.
    - v. Player footprints fill with water in most of a single playing position.
3. Soccer practices may not take place on the infield area of a softball or baseball diamond.

4. No personal vehicles are allowed on District property, other than parking lots, without prior written permission notated on the field use permit issued by District.

## Sports Field Lining/Marking

1. Lining of District fields is prohibited without prior written approval on the field use permit.
2. Line colors must be approved by the District. White, Blue or Green Paint is acceptable, any other color must obtain the General Manager or designee's approval. **NO CHALK ON TURF.**
3. Burning lines on the District fields is prohibited. If this happens the parties responsible will pay to have the turf replaced at their sole expense.
4. Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

## Turf Recovery and Field Closures

One component of a comprehensive turf management program is limiting field use by seasonal/temporary field closures or restricting permits for field use. District maintained sports fields and park sites receive a great deal of play throughout the year. The District and maintenance staff of the Parks Division strives to maintain them in a safe, usable, and attractive condition; therefore, most fields are closed every winter from Thanksgiving through the New Year and temporarily throughout the year as weather and/or site conditions dictate.

The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

### 1. Pleasant Valley Fields ("PV Fields"):

- a. Fields and zones usage will not exceed a maximum of 1,100 hours of use. This does not include lining and league/tournament prep unless authorized by the General Manager or designee.
- b. Required mandatory rest period of one (1) week after all tournaments that host more than 90 teams only at PV Fields and for Zones 1-4.
- c. Lining the fields for the next weeks games will be permitted.
- d. Closes the fields three (3) times annually for five (5) week blocks (or more as necessary) for scheduled maintenance and rest-

- i. Approximate Dates:
  - 1. November 1<sup>st</sup> -January 2<sup>nd</sup>
  - 2. April—May
  - 3. June—July

- 2. **Freedom Park Fields:** Second week of July—Early September; Third week of December to the first week of January
- 3. **Bob Kildee Community Park:** Third week of December to first week of January
- 4. **Mission Oaks Park:** Thanksgiving week to January 1

## Field and/or Facility Modifications

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks depending upon the request of the project. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

## Inclement Weather Procedures

While using fields remain aware and alert for incoming weather. This is a large open area and subject to lightening and other weather-related hazards:

### **Thunder/Lightning Storms**

Following guidance from the National Weather Service regarding thunder/lightning storms, if you see lightning, hear thunder or if the skies look threatening play, should be stopped immediately. User groups should not resume outdoor activities until 30 minutes after the storm has passed. For a full list of details regarding thunder/lightning storms including how to be prepared, where people go for safe shelter, and what should be done if someone is struck by lightning please visit: <https://www-mo.weather.gov/safety/lightning-sports>.

## Turf Policy Violations

The District recognizes that from time-to-time, customers may find themselves in situations that may violate District Ordinance 8, General Use Policy, or more specifically, the terms of their reservation. The District will work with customers to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Should violations occur, District staff will follow Ordinance 8 and the General Use Policy to address the

issues which may include but are not limited to the prevention of future use and collecting reimbursement due to field or facility damage.

\*It is the responsibility of the Permittee to ensure all participants, vendors, spectators, volunteers, and staff under their supervision understand and abide by this process. The District reserves the right to skip steps in this process at the discretion of District Staff if egregious violations occur at the outset or if malicious intent is perceived that suggests earlier punitive action is necessary. Egregious violations for annual permits will be subject to further District review and permits may be denied for the following year at the discretion of the General Manager or designee.

Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

All customer violations and their frequency will be recorded by District Staff. Any violation could result in a first, second or third offense and multiple violations do not need to be the same in nature to be issued a second or third violation.

**I. First Violation**

District Staff will provide a written notice of violation to the customer evaluating remedies to ensure the violation does not reoccur. District Staff will make written note of this warning being as such for the violation in question and will include notification of the loss of the reservation deposit or addition charge for damages. Such warning shall also be indicated in writing to the facility user and saved for record. District Staff will indicate the consequences of a second offense should the customer reach that stage.

**II. Second Violation**

Depending on the nature of the violation and the response of the customer to the repeated warning and District Staff assistance at preventing subsequent violations, the District may issue a third warning or may cancel reservation. Receipt of paid funds from a cancelled reservations due to policy violations may be prohibited at the discretion of the General Manager.

**III. Third Violation**

Depending on the nature of the violation, customer may be denied future access to District facilities for reservation in question and/or customer may be suspended from access to additional District facility reservations for an undetermined amount of time. Note that such restrictions would apply to reservations in which violating customer is involved regardless of reservation name changes or customer leadership changes for the reservation in question.

Violation examples include but are not limited to:

1. Use of facility or field without a permit.
2. Use of facility or field that has been closed due to inclement weather.
3. Use of facility or field prior to or beyond permit time.
4. Use of additional areas of a facility or field(s) without proper permitting.
5. Subletting, loaning, or trading a facility or field reservation with another customer.
6. Driving a personal vehicle(s) on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.
8. Intentionally misleading District Staff as to the likely attendance of the reservation resulting in major attendance discrepancies.
9. Intentionally leaving trash, damaging District property, or vandalizing District property.

\*This process does not include parking violations set forth in the General Use Policy and enforced by Park Rangers, as such violations may warrant altogether separate forms of ticketing and/or towing of vehicles.



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### SPORTS TURF POLICY

#### Introduction

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The District issues permits for sports field use through an allocation system with priority given in the following order: District programming, Community Service Organizations, ~~R~~resident ~~O~~rganizations or 501(c)3 Non-profit Organizations, ~~i~~n-District ~~R~~esidents, and all other requests.

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**Winter rules** – shall refer to the following rules during the dates of November 1-March 15:

- Turf/athletic shoes must be worn for all practices at PV Fields.
- Tournaments take precedence over practice in terms of playability during the winter period and tournaments take precedence over league play in terms of schedule during the wintertime period (~~which shall mean dates of~~ November 1 – March 15).
- This shall also apply to any practices on the infields at Bob Kildee Community Park and Freedom Park Fields.

## General Policy

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1. Field use, especially sports practices, should be conducted in a manner so that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.
2. Rotate use of areas (e.g. use middle of turf area for drills one day and sides of the field the following day, move older players to less impacted zones, areas), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
3. Ladder training drills shall ~~not~~ be conducted on Turf in order to prevent excessive wear and tear on the turf.
4. Overcrowding fields by scheduling multiple practices and games in a reserved areas is prohibited. Allow a safe distance between fields for safe passage of spectators and participants.
5. Use of any equipment must be stated on the permit application/CSO FFAU— Removal of all equipment daily is required unless prior District approval is granted.
6. Assistant/Referee (A/R) lines shall pinch or widen the field lines during ~~the~~ any season to help eliminate excessive turf wear as well as moving teams seating areas.
7. Turf Tarps may only be placed on the turf with prior written approval (6 weeks in advance) and at the direction of General Manager or Designee— Turf tarps must be made of a breathable material if approved.

8. Vendors are prohibited from preparing food on turf without authorization by the General Manager or Designee.
9. Community Service Organizations are required to hold annual trainings with coaches, and volunteers to review the District Policy.
10. Groups witnessing misuse of fields by other scheduled or unscheduled users are encouraged to contact [the Parks Department XXXXXX-805-482-5396](tel:805-482-5396) who will inform the appropriate personnel.
11. Report maintenance and hazard emergencies (e.g.e.g., broken water lines, pressurized sprinkler heads, restroom facilities, etc.) promptly to [the Parks Department XXXXXX-805-482-5396](tel:805-482-5396) who will inform the appropriate personnel. ~~When you make the call~~ Please be prepared to fully identify yourself, your location and the specific nature of the emergency or hazard when you make the call.
12. Games being played during the Winter months will start at 9:00 am or later. ~~This will help assist with the excess moisture and cooler temperatures typically seen during the mornings of the winter season. as there is~~ The limited sunlight in the winter months or season that means means that the fields dry much more slowly compared to the other months of the year during the winter season. of the fields to dry out.

## Approved Footwear

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1. **Pleasant Valley Fields ("PV Fields"):**
  - a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
  - b. **Metal cleats or spikes are prohibited.** With exception of on the softball fields, for softball related activities only.
  - c. Turf shoes are mandatory for all practices. When turf shoes are not available, athletic shoes are acceptable.
  - d. Referees shall wear turf or athletic shoes only.
  - e. Plastic cleats no longer than 1/2" are acceptable as footwear during games.
  - f. Turf shoes are mandatory for ~~any Winter month~~ year around practices ~~and/or games~~. Cleats are not permitted during Winter months.
  - g. League games should not begin sooner than 9:00 am during winter months.
  - g-h. When fields are wet, practices should not occur in goal boxes.

Approved Footwear Examples:



**2. Freedom Park:**

- a. U13 and U14 and above may use Veterans Field and Fields 3-4 will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

**3. Bob Kildee Park:**

- a. U13 and U14 and above may use Hibbits Field and will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

**4. Mission Oaks Park:**

- a. [Footwear is restricted to molded plastic cleats \(max 1/2"\), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.](#)
- b. [Metal cleats or spikes are prohibited unless approved by the General Manager or designee.](#)

## Turf Preservation & Field Maintenance

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It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf are as follows:

1. The District reserves the right to cancel or suspend field use permits when conditions could result in injury and/or cause damage to the District property. This includes during a game that has already started. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightening, earthquakes, or other reasons as decided by the District.
2. If it has rained within the preceding 24 hours, groups using the fields must call the Parks Department's [Turf Field Condition Hotline](#) at **805-947-5125** to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. **The Hotline message will be updated by 21:00 pm on weekdays and by 7:00 am on weekends.**

Please do not inquire earlier or about future days as the determination of field conditions are made at that time each day. Determination of field conditions will be made by District personnel, and determinations/decisions are not negotiable.

- a. Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District:
  - i. If it rains any more than .25" (quarter inch) the District has the right to close down the fields for safety and for the turf management.
  - ii. If water rises when turf is stepped on, the field is too wet to be played on.
  - iii. If the infield becomes muddy and the dirt is not loose, or prevents participants from sliding, the field is not playable.
  - iv. Standing water (puddles) within the playing areas.
  - v. Player footprints fill with water in most of a single playing position.
3. Soccer practices may not take place on the infield area of a softball or baseball diamond.
4. No personal vehicles are allowed on District property, other than parking lots, without prior written permission notated on the field use permit issued by District.

### Sports Field Lining/Marking

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1. Lining of District fields is prohibited without prior written approval on the field use permit.
2. Line colors must be approved by the District. White, Blue or Green Paint is acceptable, any other color must obtain the General Manager or designee's approval. **NO CHALK ON TURF.**
3. Burning lines on the District fields is prohibited. If this happens the parties ~~that did this~~ responsible will pay to have the turf replaced at their sole expense.
4. Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

### Turf Recovery and Field Closures

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One component of a comprehensive turf management program is limiting field use by seasonal/temporary field closures or restricting permits for field use. District maintained sports fields and park sites receive a great deal of play throughout the year. The District and maintenance staff of the Parks Division strives to maintain them in a safe, usable, and attractive

~~condition, condition~~; therefore, most fields are closed every winter from Thanksgiving through the New Year and temporarily throughout the year as weather and/or site conditions dictate.

The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

**1. Pleasant Valley Fields ("PV Fields"):**

- a. Fields and zones usage will not exceed a maximum of 1,100 hours of use. This does not include lining and league/tournament prep unless authorized by the General Manager or designee.
- b. Required mandatory rest period of one (1) week after all tournaments that host more than 90 teams only at PV Fields and for Zones 1-4.
- c. Lining the fields for the next weeks games will be permitted.
- d. Closes the fields three (3) times annually for five (5) week blocks (or more as necessary) for scheduled maintenance and rest-
  - i. Approximate Dates:
    - 1. November 1<sup>st</sup> -January 2<sup>nd</sup>
    - 2. April—May
    - 3. June—July

**2. Freedom Park Fields:** Second week of July—Early September; Third week of December to the first week of January

**3. Bob Kildee Community Park:** Third week of December to first week of January

**4. Mission Oaks Park:** Thanksgiving week to January 1

## Field and/or Facility Modifications

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All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks depending upon the request of the project. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

## Inclement Weather Procedures

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While using fields remain aware and alert for incoming weather. This is a large open area and subject to lightening and other weather-related hazards:

### Thunder/Lightning Storms

Following guidance from the National Weather Service regarding thunder/lightning storms, if you see lightning, hear thunder or if the skies look threatening play, should be stopped immediately—\_User groups should not resume outdoor activities until 30 minutes after the storm has passed—\_ For a full list of details regarding thunder/lightning storms including how to be prepared, where people go for safe shelter, and what should be done if someone is struck by lightning please visit: <https://www-mo.weather.gov/safety/lightning-sports>.

## Turf Policy Violations

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The District recognizes that from time--to--time, customers may find themselves in situations that may violate District Ordinance 8, General Use Policy, or more specifically, the terms of their reservation. The District will work with customers to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Should violations occur, District staff will follow Ordinance 8 and the General Use Policy to address the issues which may include but are not limited to the: prevention of future use and collecting reimbursement due to field or facility damage.

\*It is the responsibility of the Permittee to ensure all participants, vendors, spectators, volunteers, and staff under their supervision understand and abide by this process. The District reserves the right to skip steps in this process at the discretion of District Staff if egregious violations occur at the outset or if malicious intent is perceived that suggests earlier punitive action is necessary. Egregious violations for annual permits will be subject to further District review and permits may be denied for the following year at the discretion of the General Manager or designee.

Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

All customer violations and their frequency will be recorded by District Staff. Any violation could result in a first, second or third offense and multiple violations do not need to be the same in nature to be issued a second or third violation.

### I. First Violation

District Staff will provide a written notice of violation to the customer evaluating remedies to ensure the violation does not reoccur. District Staff will make written note of this warning being as such for the violation in question and will include notification of the loss of the reservation deposit or addition charge for damages. Such warning shall also be indicated in writing to the facility user and saved for record. District Staff will indicate the consequences of a second offense should the customer reach that stage.

## **II. Second Violation**

Depending on the nature of the violation and the response of the customer to the repeated warning and District Staff assistance at preventing subsequent violations, the District may issue a third warning or may cancel reservation. Receipt of paid funds from a cancelled reservations due to policy violations may be prohibited at the discretion of the General Manager.

## **III. Third Violation**

Depending on the nature of the violation, customer may be denied future access to District facilities for reservation in question and/or customer may be suspended from access to additional District facility reservations for an undetermined amount of time. Note that such restrictions would apply to reservations in which violating customer is involved regardless of reservation name changes or customer leadership changes for the reservation in question.

Violation examples include but are not limited to:

1. Use of facility or field without a permit.
2. Use of facility or field that has been closed due to inclement weather.
3. Use of facility or field prior to or beyond permit time.
4. Use of additional areas of a facility or field(s) without proper permitting.
5. Subletting, loaning, or trading a facility or field reservation with another customer.
6. Driving a personal vehicles(s) on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.

Intentionally misleading District Staff as to the likely attendance of the reservation resulting in major attendance discrepancies.

~~1-8.~~

9. Intentionally leaving trash, damaging District property, or vandalizing District property.

\*This process does not include parking violations set forth in the General Use Policy and enforced by Park Rangers, as such violations may warrant altogether separate forms of ticketing and/or towing of vehicles.