



**CITY OF NEWPORT
COUNCIL WORKSHOP MEETING
NEWPORT CITY HALL
MARCH 17, 2016
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING**

MAYOR: Tim Geraghty
COUNCIL: Tom Ingemann
Bill Sumner
Tracy Rahm
Dan Lund

City Administrator:
Supt. of Public Works:
Fire Chief:
Asst. to the City Admin:

Deb Hill
Bruce Hanson
Steven Wiley
Renee Eisenbeisz

AGENDA

1. ROLL CALL
2. DISCUSSION REGARDING BASEBALL FIELD RESERVATIONS
3. CLOSE THE MEETING TO THE PUBLIC FOR DEB HILL'S PERFORMANCE REVIEW
4. ADJOURNMENT



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Assistant to the City Administrator

DATE: March 8, 2016

SUBJECT: Reservations for Baseball Fields

BACKGROUND

Since the 1970's, the Newport Athletic Association has been responsible for reserving the baseball fields at Loveland and Newport Elementary. As of 2015, the Newport Athletic Association only consists of one board member, Steve Bern. Mr. Bern took care of reserving the 90 foot baseball field at Loveland in 2015, but has requested that the City take over the reservations in 2016 and moving forward. Mr. Bern has already been in contact with two organizations regarding the fields at Loveland for 2016 and would like the City to issue a formal permit to them. The East Ridge Athletic Association would like to utilize the 90 foot field three times per week and the East Ridge / Woodbury recreational softball program would like to utilize the smaller field.

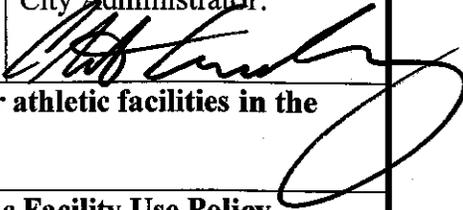
DISCUSSION

The City Council will need to discuss a couple items at the March 17, 2016 Workshop. The first item will be whether or not the City should take over the reservations for the fields in 2016 and beyond. If the City Council wants the City to take this over, a formal policy will need to be adopted on how reservations are handled (who gets first priority, when applications are due, etc.), what is needed for the reservation (insurance, application, etc.), what the City will provide, and what the applicant will provide. Attached for your review is the City of Woodbury's policy on facility reservations, application for reservations, and standards for fields.

The second item will be whether or not the City should issue permits for 2016 without a formal reservation policy or if the Newport Athletic Association should for 2016.

RECOMMENDATION

It's recommended that the City Council provide direction on the above discussion points.

 COUNCIL DIRECTIVE	Adopted: 12-9-09 Revised: 1-12-11, 6-8-11, 1-28-15	Number: CD-PKREC-7.3
	Mayor: 	City Administrator: 
	For: All Users of outdoor athletic facilities in the City of Woodbury	
	Subject: Outdoor Athletic Facility Use Policy	

PURPOSE

The purpose of this policy is to prioritize scheduled access use of the parks and shared school facilities in the City of Woodbury. It is also established to promote a use of taxpayer-supported facilities that is fairly distributed among the user groups enhancing opportunities for Woodbury residents as well as utilized in a manner that is aligned with the city’s mission.

This document outlines guidelines for youth athletic associations to ensure that program offerings are mindful of the public’s health, safety and welfare and are fair and equitable to all residents. Currently, all outdoor athletic facilities, within the City of Woodbury, are being allocated by the Parks and Recreation Department except for the Varsity Baseball fields and Football stadiums located at Woodbury High School (WHS) and East Ridge High School (ERHS).

It is the City of Woodbury’s view that the public is best served when there is only one In-house (recreational) offering per sport. The City of Woodbury does understand that at the Competitive (Traveling) level, a choice for programs is acceptable. The priority system is a listing from highest to lowest in terms of reserving specific times and facilities by organizations or groups.

The City of Woodbury will establish guidelines that must be met in order to be considered for Priority III recognition and allocation. All other requests will be taken in date order, processed as Priority IV or V status, and granted space if available once the recognized organizations needs are satisfied.

The City of Woodbury reserves the right to determine if an outdoor athletic facility shall be considered “a scheduled facility” or not. In other words, the City may decide that it is in the public’s best interest to periodically not schedule specific outdoor athletic fields. Examples would include the need to rest a field for maintenance or safety purposes, or make specific outdoor athletic facilities available to the public at large.

PRIORITIES

I. City of Woodbury Programs: Activities that are organized as part of the City's Parks and Recreation Department programs or directly sponsored by the City as a cooperative program. (Examples: City offered youth and adult programs daytime and evening programs and special events open to the entire community.)

- A. **Use** - Use will be based on the needs of the program. Needs will be established annually and communicated to the field coordinators at the field-scheduling meeting respective to the scheduling season.
- B. **Fees** - Fees will not be charged.

II. Public and Private Schools: Schools must be located within the City of Woodbury and there must be an agreement in place that provides the City with the reciprocal use of the school's athletic facilities. If no agreement is in place, the school shall be placed in Priority IV.

- A. **Use** - Use will be limited primarily to weekday activities and concluding prior to or at 6:00 p.m. The types of uses allowed will be for organized school programs and physical education classes, provided there is no disruption to the City's normal maintenance of the facilities. Limited use will be allowed for weekends, later weekday hours and tournaments provided there are no scheduling conflicts with Priority I or Priority III groups.
- B. **Fees** - Fees will be charged if the City is providing the field maintenance, including lining or field preparation outside of normal maintenance procedures. Requests for practices, scrimmages, or games outside Monday – Friday activity time from 3:00 –6:00 p.m., will only be allowed if time permits. Fees will also be charged to ERHS or WHS intramural programs or off season teams associated with those schools desiring field allocations outside of their season, school owned facilities, or times (after 6:00 p.m. Monday – Friday), shall be placed in Priority IV category. This would include teams meeting for captain's practice or club teams such as Rugby, Ultimate Frisbee, VFW, Legion or Amateur teams.

III. Recognized Youth Organizations: Youth organizations that provide athletic programs for participants 18 years of age and under, which are independently incorporated youth athletic associations and are recognized by the City of Woodbury as a Priority III organization. The City of Woodbury will only accept one request for use of fields and facilities from the following programs: In-house (recreational) baseball; In-house (recreational) softball; In-house (recreational) soccer; In-house (recreational) Flag/Tackle football; In-house (recreational) Lacrosse. Each organization (recreational or traveling) will be allowed one season of field use in which to carry out their recognized program. Any additional seasons will be assessed field fees if space allows. All organizations applying for Priority III status must include "Woodbury" or "East Ridge" into the name of the organizations and teams within.

- A. **Requirements** – Any Organization wishing to be evaluated for Priority III consideration must submit written descriptions of their program, including ages, goals/outcomes, and timeline of use, number of teams and proposed use of spaces. They must also describe how their organization serves a public purpose for the City of Woodbury. These required documents, including a memorandum signed by the organization's executive board or officers that states they are abiding by the Priority III requirements, would be submitted no later than November 15, of the year prior to the year the organization is requesting outdoor fields/facilities. Requests will only be considered one time per year. The City reserves the right to accept or deny the request.

The following items must be submitted along with application for Priority III consideration:

- a. The organization shall have liability insurance in place in an amount equal to the statutory maximum liability of a government unit with the State of Minnesota, as set forth in state law, naming the City of Woodbury as an additionally insured. An all-inclusive certificate of this insurance must be mailed directly from the agent to the City of Woodbury, Parks and Recreation Department at the time of annual priority status consideration. The current statutory limit is \$1,500,000 for each occurrence and \$2,000,000 general aggregate.
- b. The organization agrees to indemnify and defend the City from any claims brought or actions filed against the City for discrimination, injury or death to any third person or persons, or damage to property of third person, arising out of the negligent acts of the agents, employees, and representatives of either party as they relate to the shared use of the fields and facilities that are reserved under this policy.
- c. Must be a Woodbury-based, non-profit, 501(c)(3) organization as defined by the Internal Revenue Service (IRS). Proof of 501(c)(3) status (letter from IRS or Form 990) will be required by the City of Woodbury along with annual certification of status by an officer of the organization.
- d. Participation among the organization as a whole, shall be ninety percent (90%) Woodbury residents or attending school within South Washington County School District #833. Documentation of participation and residency will be required by the City of Woodbury prior to the scheduling meeting. Fields will be allocated based upon the number of Woodbury residents within a particular sport requesting outdoor athletic facilities as well as a maximum number of hours per week/team will be established by the City of Woodbury.

Sports within the organizations in which more than ten percent (10%) of the participants are non-residents of the City of Woodbury, must acquire field time proportionate to the percentage of non-residents that sport has. This information must be made available to staff upon request. (For example, if ABC Softball has fifteen percent (15%) non-Woodbury residents; then fifteen percent (15%) of total fields requested must be acquired from outside of Woodbury.) Any additional field time allocated above the proportionate percentage and be charged non-resident rates per our current fee ordinance, if availability exists.

- e. All teams within the organization and the organization name itself must include "Woodbury" or "East Ridge" as part of the organization and team name.

- f. Organizations offering In-house (recreational) programs must allow participation to all Woodbury residents, regardless of school affiliation, and avoid duplication of recreational programs offered by the City of Woodbury and School District.
- g. To avoid competition among recreational programs and other entities offering such programs, and to avoid the overuse of fields, fields for in-house Priority III programs provided by a recognized non-profit association will be allocated one season of use per year. Age/grade guidelines will be published yearly as well as within the Priority III application.
- h. To maintain equitable opportunities among recognized organizations, fields will not be allocated for competitive (traveling) teams younger than the established age/grade guideline that will be published yearly before the competitive team selection process. Organizations will be responsible for assuring teams meet the age groups and that the number of travelling teams does not exceed the field availability.
- i. Organizations must be members of the Woodbury Youth Resource Connection (WYRC) by attending meetings and actively participating.
- j. A copy of the organization's current board of directors and contacts shall be submitted to the City of Woodbury. It will be the responsibility of the organization and the sports to give updates to the City of Woodbury as they occur.
- k. The organization must submit what state association(s) they belong to and provide documentation that they have abided by all rules/regulations (bylaws), policies or procedures and have been accepted into that state association for the upcoming year. Teams, sports or organizations that are not part of a state association will be considered Priority IV or V and be assessed field fees if space allows.
- l. Each organization's executive board or officers applying for Priority III status must sign off and submit a Memorandum of Understanding provided by the City of Woodbury stating that the following items are in place within their organization, and where applicable, upon request will be made available for viewing:
 - (1) A copy of the current bylaws policies and procedures, which govern the operations, shall be made available to the City of Woodbury or any resident of the community upon request.
 - (2) The association may not discriminate based on race, ethnic background, religion or ability, however, may make team assignments based upon ability. There will be a written policy in place describing the formation of teams.
 - (3) The organization shall have and implement a national coach's certification training program for head coaches of all sports and it shall address sportsmanship

values, safety and liability. Documentation of all coach's certification/training is to be kept by each organization.

- (4) All board meetings shall be open to the public and publically advertised. The election of the governing body shall be a process, which is open to all members as defined by the bylaws of the organization.
- (5) The organization shall have a written policy in place for dealing with members that have special economic, physical and/or social needs.
- (6) For the health and well-being of all participants, organizations must complete background checks on coaches, board members and organization volunteers that have direct contact with participants on a regular basis.
- (7) The organizations shall maintain compliance with the terms and provisions of Minn. Stat. 121A.37 and 121A.38 affecting Youth Sports Programs. Organization shall assure that all coaches and officials are trained on the nature and risk of concussions and shall provide written proof of training to the City of Woodbury as requested. The organization shall disseminate informational materials on concussions to parents, volunteers, etc., so as to inform the organizations members on the subject.
- (8) Organizations agree to work cooperatively and in a timely manner on common issues, such as field/facility needs, coaching issues, coaching conduct, player and team selection, equipment sharing or situations that may arise during the uses of the facilities.

B. Use - Fields will be allocated based upon the number of City of Woodbury residents (participants residing within the City of Woodbury) in the sport requesting outdoor athletic facilities and shall not interfere with Priority I and II use. Allocations will be based upon availability, after Priority I and Priority II use, from 6:00 p.m. – dark Monday – Friday, all day Saturday and Sunday. The City will hold a sport specific field allocation meeting in which fields will be allocated to those within the Priority III category.

During the Spring/Summer (April – July) season, the following sports will take priority for field allocations: The City reserves the right to limit field use and/or which fields are available for allocation.

- In-house/Traveling Baseball
- In-house/Traveling Softball
- Spring Traveling Soccer
- Lacrosse

During the Fall (August – October) season the following sports/activities will take priority for field allocations:

- Flag/Tackle Football
- Recreational Soccer
- Fall Traveling Soccer

Other activities will be permitted field space if available and no conflicts with other programs are foreseen. Fields will be permitted for non-priority season sports for Priority III organizations before requests are taken from other **Priority IV and Priority V** organizations. However, Priority III organizations will be charged Priority IV rates for non-priority season programs.

- C. **Fees** - Fees will not be charged for daily use for practices and games during the time frame stated above. Fees will be charged for camps, clinics, tournament preparation, lights, times outside of the times stated above and concession use. Fees will also be charged for special layouts and maintenance, which is outside the scope of daily or weekly/maintenance, based on a time and material basis. Fees will be determined yearly and will be outlined within the City of Woodbury Fee Ordinance.

IV. Youth and Adult Woodbury Resident Groups: Youth or adult Woodbury organizations, businesses, teams, residents not meeting requirements of Priority III. The person or organization making request must have a Woodbury street address to be eligible for resident rates. Teams, organizations, and businesses will only be eligible for resident rates if the team, organization or business street address is within Woodbury.

- A. **Use** - Use shall be limited to availability of athletic facilities and shall not interfere with Priorities I - III. Requests will be filled after completion of field allocation of Priority I - III requests.
- B. **Fees** – Resident fees will be charged for use on an hourly basis, as well as any other applicable fees associated with set-up, maintenance, lights, etc. These fees will be determined annually by the City of Woodbury, Parks and Recreation Department and outlined within the City of Woodbury Fee Ordinance.

V. Non-Resident Groups: Youth or adult organizations, businesses, teams not residing within the City of Woodbury.

- A. **Use** - Use shall be limited to availability of athletic facilities and shall not interfere with Priorities I - IV use. Requests will be filled after completion of field allocation of Priority I-IV requests.
- B. **Fees** – Non-resident fees will be charged for use on an hourly basis as well as any other applicable fees associated with set-up, maintenance, lights, etc. These fees will be determined annually by the City of Woodbury, Parks and Recreation Department and outlined within the City of Woodbury Fee Ordinance.

PROCEDURES FOR PRIORITY RECOGNITION AND FIELD ALLOCATION

1. Organizations wishing to be evaluated for Priority III consideration must submit descriptions of their programs, as well as proposed schedules, number of teams and proposed uses of spaces. Any Organization wishing to be evaluated for Priority III consideration must submit written descriptions of their programs, including ages, goals/outcomes, schedules, number of teams and proposed use of spaces. They must also describe how their organization serves a public purpose for the City of Woodbury. These required documents, including a memorandum of understanding signed by the organizations executive board or officers that states they are abiding by the Priority III requirements would be submitted no later than November 15, of the year prior to the year the organization is requesting outdoor fields/facilities.
2. Any organization or group which fails to provide for and follow the guidelines set forth in this policy, or provides false information, will result in a reduction in their priority status for the sport season in which fields are requested.
3. The Parks and Recreation Department will, on a yearly basis, evaluate organizations to determine if the requirements are met and will issue a statement regarding the organizations priority standing.
4. If organizations or groups are at the same priority level, then the field time will be allocated proportionate to the number of Woodbury residents by sport for which the fields are being allocated, during the field allocation meeting.
5. The City will hold a sport specific field allocation meeting in which fields will be allocated to those within the Priority III category. Organizations will be required to provide sport specific participation information in the format that the City of Woodbury requires.
6. The City will only authorize reservations and changes throughout the reservation period with **one field coordinator per sport**.
7. The Parks and Recreation Department reserves the ability to limit the field time allocated to each organization.
8. No organization or group will be allowed to sublease or transfer their assigned use of athletic fields or facilities. The allocation of fields is for recognized Priority III organization use only. Scrimmages, games and practices are to include recognized Priority III organizations at all times.

9. Priority IV and V requests will be taken in date order, once the needs of the recognized organizations have been satisfied. Payment and Certificate of Insurance will be required at the time of permit.

TOURNAMENTS/CAMPS/CLINICS/TRYOUTS

Recognized organizations will receive first consideration for tournaments that they held the previous year. If that organization does not respond within the time frame identified by the City of Woodbury or chooses to forgo their previous tournament date, that date will be opened to the next organization.

I. Tournaments:

- A. Tournament set-up form is required two (2) weeks in advance for baseball/softball tournaments and four (4) weeks in advance for soccer/football/lacrosse tournaments.
- B. A detailed schedule for the tournament is required five (5) business days in advance of the tournament start date.
- C. Fees will be assessed to the organization for any tournament preparation outside the normal daily maintenance, including setting bases, lining fields or special layouts at direct time/materials charges as outlined within the City of Woodbury Fee Ordinance. Invoices will be sent to organization mailing address on file and are payable within thirty (30) days. Failure to pay by the due date may result in late fees being assessed and could affect future reservations.
- D. Organizations using a shelter or concessions area for their event are expected to work with the City of Woodbury staff and pay the fee for that space as outlined within the City of Woodbury Fee Ordinance.
- E. Organizations will be required to obtain a Washington County special event permit or seasonal license for each building or trailer/stand that is set-up during the tournament weekend. All products, materials, equipment that is brought in for the tournament, must be taken out by 5 p.m. on the last day of the event. A copy of the special event permit will need to be present in each building/stand/trailer throughout the entire event.
- F. Organizations using vendors in conjunction with their event are expected to ensure that proper documents are collected and vendor fees are paid to the City of Woodbury.
 1. Must have and provide Minnesota food license (if applicable)
 2. Must have and provide a valid Certificate of Insurance
 3. Must pay Special Event Vendor Fee as outlined within the City of Woodbury fee ordinance.

4. The City of Woodbury staff reserves the right to determine where the vendor can/cannot set-up at the facility.

II. Camps/Clinics: Camps/Clinics will be on a first come, first served basis for the recognized organizations beginning the first working day of the year. The City of Woodbury reserves the right to limit competition from its City of Woodbury programs or other local agencies.

- A. A Camp/Clinic will be defined by the City of Woodbury as a function that is outside of the normal day to day allocations to organizations; regardless if fees are charged or not to participants prior to 5:30 or 6:00 p.m., Monday – Friday.
- B. Camps/Clinics will be charged fees as outlined within the City of Woodbury Fee Ordinance.
- C. The City of Woodbury will not prepare special layouts for camps/clinics.

III Off season field requests: All field requests for off-season use will be conducted after the Priority III organization requests for that season are satisfied. At that time, requests will be taken from organizations with off season requests for a pre-determined time period as field space allows. Any field reservations conducted will be paid for at the time of permit.

III. Tryouts: Each organization will be allowed to hold tryouts which will be taken on a first come, first served basis for recognized organizations beginning the first working day of the year. The City of Woodbury reserves the right to limit the fields or hours that these are permitted. If two organizations request the same dates for tryouts, the fields available will be split proportionately to the percentage of residents that that organization served the year in which tryouts are being held. Tryouts and preparation for camps/clinics will be assessed camp/clinic fee as outlined within the City of Woodbury Fee Ordinance.

FIELD CLOSURES

Fields may be closed from time to time for maintenance or to prevent damage due to frost, snow-cover or saturated ground. The decision to close outdoor athletic facilities will be made by City of Woodbury, Parks and Recreation Department staff. The decision to close outdoor athletic facilities will be made as follows:

- A. City of Woodbury and South Washington County School District #833 personnel reserve the right to close outdoor athletic facilities under special circumstances.
- B. When outdoor athletic facilities are closed, the Parks and Recreation Department will send an email to the field scheduling coordinators and sport directors identified at the beginning of the season. It is the sport field scheduling coordinators and sport directors responsibility to contact all coaches involved with cancellation information.
- C. Weekdays: When possible, the decision to close outdoor athletic facilities will be made by 2:00 p.m.

- D. If inclement weather conditions develop after the office closes, the umpire/referee or the park maintenance staff on duty will make the decision to close fields.
1. Information in regards to outdoor athletic facility closings will also be sent out to sport directors and field scheduling coordinators through the City of Woodbury's "In Touch" system. Please encourage those wishing to receive these updates, to sign up through the City of Woodbury website at www.ci.woodbury.mn.us.
 2. The City of Woodbury will post field closure information on the City of Woodbury's Facebook page, and Twitter at the time an "InTouch" is sent out.
- E. If fees have been assessed, credits will be issued if fields are closed by the City of Woodbury. Fees will not be refunded if sport coaches cancel a practice without fields being closed due to weather or field conditions.
- F. Priority III organizations will get first opportunity to re-schedule games within the first two (2) days after the cancellation.

FIELD MAINTENANCE

Scheduling coordinators and their athletic associations will be held financially responsible for any turf or facility damage caused by the use of fields/facilities during inclement weather, by the use of fields with saturated ground or by the use of fields in a negligent or inappropriate manner at any time, (e.g. hitting balls into fences ((soft toss)), batting practice when not using mound or home plate). Damaged fields may be closed for extended periods to allow for turf repair and restoration.

Organizations are expected to communicate the field maintenance expectations to their coaches/teams prior to any use of the facilities. If expected field maintenance is not completed within the time frame of their allocated permit, the organization that the field was permitted to will be billed for time/materials that our staff incurs to make corrections to the playing area.

Adopted by the Woodbury City Council on December 9, 2009 – Resolution No. 09-228
Adopted by the Woodbury City Council on January 12, 2011 – Resolution No. 11-01
Adopted by the Woodbury City Council on June 8, 2011 – Resolution No. 11-79
Adopted by the Woodbury City Council on January 28, 2015 – Resolution No. 15-20



Outdoor Athletic Field Policy
 Priority III Application – Competitive Programs 2016
 Recreational Softball/Baseball/Lacrosse Application – Spring/Summer 2016
 Deadline: November 15, 2015

Organization Name _____

Contact _____ Title _____

Address _____ City _____

State _____ Zip _____ Phone _____

Email _____ Website _____

*To be considered for Priority III status all of the following must be provided with the application by **November 15, 2015**.*

SPORTS in which your organization is applying for Priority III status *(please check all that apply)*

<input type="checkbox"/>	Recreational Baseball	<input type="checkbox"/>	Competitive Baseball
<input type="checkbox"/>	Recreational Softball	<input type="checkbox"/>	Competitive Softball
<input type="checkbox"/>	Recreational Lacrosse	<input type="checkbox"/>	Competitive Soccer
<input type="checkbox"/>		<input type="checkbox"/>	Competitive Lacrosse

Each of these sports will be allowed “one season” of field use in which to carry out their recognized program.

All organizations applying for Priority III status must include “Woodbury” or “East Ridge” into the name of the organization as well as the teams within.

Recreational Programs

The City of Woodbury will grant only one Priority III status for “one (1) season” of use of fields at no cost for daily use within the following recreational programs: Recreational Baseball, Recreational Softball and Recreational Lacrosse.

Competitive Programs

The City of Woodbury will grant Priority III status for “one (1) season” of use of fields at no cost for daily use for the following competitive programs: Baseball, Softball, Soccer, Football and Lacrosse.

Applicant Requirements

- A complete description of Recreational and Competitive programs that will be requesting use of outdoor athletic fields. The description must include the following information.
 - Name of the organization and teams within.
 - Ages that the program(s) cover.
 - Goals/Outcomes of the program.
 - Timeline of estimated start dates, end dates and proposed numbers of participants
 - Description of how your programs serve a public purpose.
 - Description of the coach selection process including background checks, coaches training and evaluations.
 - Description of team selection process.
 - Description of how scholarship/special need requests are communicated and processed within your organization.
 - Description of how grievances/issues with coaches or parents are addressed
 - Anticipated participation for the 2015-2016 season using format shown.

Level	#'s of Teams	Participants within Dist 833 Boundaries	Participants outside of Dist 833 Boundaries	Woodbury Residents (55125,55129)	Non-Residents	Total Participants
Totals						

- Proof of liability insurance equal to the statutory maximum liability of a government unit with the State of Minnesota as set forth in state law, naming the City of Woodbury as an additionally insured. The current statutory limit is \$1,500,000 for each occurrence and \$2,000,000 general aggregate. The organization agrees to indemnify and defend the city from any claims brought or actions filed against the city for discrimination, injury or death to any third person or persons, or damage to property of third person, arising out of the negligent acts of the agents, employees and representatives of either party as they relate to the shared use of the fields and facilities that are reserved under the Outdoor Athletic Facility Use Policy.
- Certification of non-profit, 501 (c)(3) organization as defined by the Internal Revenue Service (IRS). Proof of 501(c)(3) status (letter from IRS or Form990) will be required to be submitted along with annual certification of status by an officer of the organization.

- Completed ST-3 form for your organization if not on file.
- Summary of participation amongst the organization as a whole. To be eligible for Priority III status, organization must have 90% or greater Woodbury residents and/attendance within South Washington County School District #833.
- If your organization has less than 89% or less Woodbury residents or attending school within the South Washington County School District #833, submission of time/space of other field assignments must be submitted as well.
- A listing of the organization's current board of directors and contact information, including sport specific contacts.

- Please also include the names of the WYRC representatives for the year.

Name _____ Email _____

Name _____ Email _____

- Documentation of what state association your organizations sport(s) belong to stating that you have followed all policies/procedures or rules/bylaws and have been accepted into that association for the year in which you are applying for Priority III status.

Sport _____ Association _____

Contact Information _____

Letter Attached _____ Yes _____ No

Sport _____ Association _____

Contact Information _____

Letter Attached _____ Yes _____ No

Sport _____ Association _____

Contact Information _____

Letter Attached _____ Yes _____ No

Sport _____ Association _____

Contact Information _____

Letter Attached _____ Yes _____ No

- A Memorandum of Understanding (attached) that is signed by the organizations executive officers. By signature they are stating that those items are in place within their organization, and where applicable upon request will be made available for viewing.

Priority III Determination:

A determination of Priority III “recognition” will be made by City of Woodbury staff using the following criteria:

- Completeness and timeliness of the application including all required documents
- Certificate of Insurance naming the City of Woodbury as additionally insured.
- Proof of 501(c)(3) status
- List of current Board of Directors with name, contact information and role.
- Representative for the WYRC
- Letter(s) from state association in which you belong stating that you are in good standing and have abided by all rules/regulations (bylaws), policies or procedures and have been accepted into that state association for the upcoming year.
- Completeness and timeliness of the Memorandum of Understanding
- Documentation submitted is verified to be accurate.
- Organization is in good financial standing with the City of Woodbury. All invoices have been paid and in, having done so within a timely manner.
- The organization has offerings that will enhance the City of Woodbury community and is aligned with the city’s mission.
 - Ages are in line with guidelines
 - Programs are not a duplication of others offered

The documents should be submitted in full by November 15, 2015:

Jodi Sauro
Recreation Supervisor
City of Woodbury Parks & Recreation
8301 Valley Creek Road
Woodbury, MN 55125



City of Woodbury
Age/Grade Guidelines for 2016

Recreational (in house) Programs

Baseball – must be at least entering Kindergarten in that calendar year

Softball – must be at least entering Kindergarten in that calendar year

Soccer – must be at least age 5 by August 31

Lacrosse – must be at least age 5 by August 31 in that calendar year.

Flag Football – must be at least entering grade 1 in that calendar year

Competitive (travelling) Programs

Baseball 10 year old – must be at least age 9 by May 1 in that calendar year to be eligible for 10 year old teams.

Softball 10 year old – must be at least age 9 by December 31 in that calendar year to be eligible for 10 year old teams.

Football Grade 3 – must be entering at least Grade 3 in that calendar year to be eligible for tackle football

Soccer U9 – must be at least age 8 by Aug. 31 in that calendar year to be eligible for under 9 travelling soccer

Lacrosse – Girls must be entering at least Grade 3 in that calendar year. Boys must be at least age 8 by Aug. 31 in that calendar year to be eligible for U9 Lacrosse.



Memorandum of Understanding -2016

Each organization's executive board (officers) applying for Priority III status must sign off and submit a Memorandum of Understanding stating that the following items are in place within their organization, and where applicable, upon request will be made available for viewing. It is the executive board (officers) responsibility of the organization to provide oversight and communication to its sport directors, coaches, volunteers and membership.

As officers of the _____ organization, we certify that all of the criteria as defined within the City of Woodbury Parks and Recreation Outdoor Athletic Use policy _____ has been submitted and applied within the _____ organization for the 2015 year. We also certify that _____ will make available and abide by not only the items within the CD 7.3 (Council Directive 7.3 – Outdoor Athletic Facility Use Policy) but the following items stated below as well. If at any time the City of Woodbury were to find that the following are not being practiced, or the information provided within the Priority III application to be false, the organization shall no longer qualify for Priority III standing as defined within the Outdoor Athletic Use Policy and will be charged for field usage in accordance with the current fee ordinance.

- A copy of the current bylaws policies and procedures, which govern the operations, shall be made available to the City of Woodbury or any resident of the community upon request.
- The association may not discriminate based on race, ethnic background, religion or ability, however, may make team assignments based upon ability. There will be a written policy in place describing the formation of teams.
- The organization shall have and implement a national coach's certification training program for head coaches of all sports and it shall address sportsmanship values, safety and liability. Documentation of all coach's certification/training is to be kept by each organization.
- All board meetings shall be open to the public and publically advertised. The election of the governing body shall be a process, which is open to all members as defined by the bylaws of the organization.
- The organization shall have a written policy in place for dealing with members that have special economic, physical and/or social needs.

- For the health and well-being of all participants, organizations must complete background checks on coaches, board members and organization volunteers that have direct contact with participants on a regular basis.
- The organizations shall maintain compliance with the terms and provisions of Minn. Stat. 121A.37 and 121A.38 affecting Youth Sports Programs. Organization shall assure that all coaches and officials are trained on the nature and risk of concussions and shall provide written proof of training to the City of Woodbury as requested. The organization shall disseminate informational materials on concussions to parents, volunteers, etc., so as to inform the organizations members on the subject.
- Organizations agree to work cooperatively and in a timely manner on common issues, such as field/facility needs, coaching issues, coaching conduct, player and team selection, equipment sharing or situations that may arise during the uses of the facilities.

Officer Printed Name

Signature

Title

Date

Officer Printed Name

Signature

Title

Date

Officer Printed Name

Signature

Title

Date

Officer Printed Name

Signature

Title

Date

CITY OF WOODBURY

Outdoor Field Operations & Standards

Revised Nov. 2015



A leading community in which to live, work and thrive.

Everyone wants to play



General - All Fields



- ❖ Fields will be mowed as needed. School district fields will be mowed by the district with the exception of BSC/ERHS.
- ❖ The city will operate and repair irrigation systems on city athletic fields and other areas with cooperative maintenance agreements
- ❖ The city will provide and empty trash receptacles (except WHS baseball field and WHS tennis courts)
- ❖ The city will provide portable restrooms near fields that do not have permanent structures (except WHS baseball stadium and BSC Gold 30)
- ❖ The city will maintain field lighting and turn lights on based upon scheduled use

General Baseball/Softball Tasks

The City will...



- ❖ Drag and groom during the week for scheduled use
- ❖ Maintain bases and anchors at city sites and areas with cooperative maintenance agreements
- ❖ Maintain and stock storage boxes with field supplies
- ❖ Paint foul lines on at Ojibway and BSC
- ❖ Maintain fences and signage



General Tasks for Turf Sports

The City will...

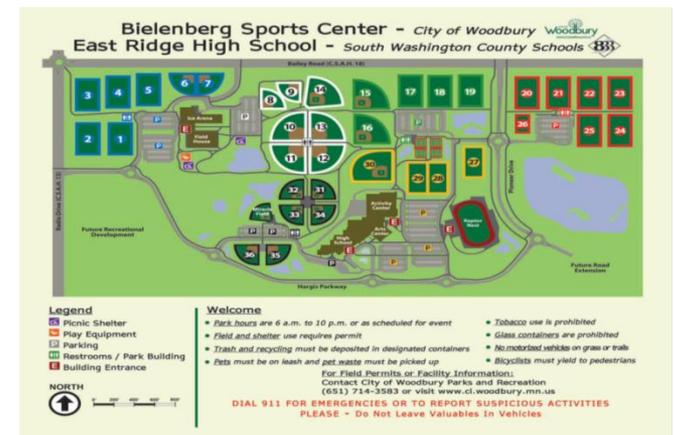


- ❖ Layout and paint foul lines for game fields of recognized youth organizations
- ❖ Paint partial lines for practice fields of recognized youth organizations
- ❖ Install and secure goals during playing season

User Group Responsibilities – All Fields



- ❖ Provide practice and game schedules as requested by date designated
- ❖ Practice and provide necessary field maintenance within permitted times and spaces
- ❖ Clean-up entire bench and spectator seating area after each use, including trash, and return all equipment to appropriate locations
- ❖ Inspect field maintenance box before and after use. Report missing or damaged equipment to your organization's sport director who will be responsible to communicate that to the city's Recreation Supervisor.
- ❖ Ensure that all users, coaches and volunteers understand the expectations/standards of field use and proper maintenance
- ❖ Abide by rules of the parks, fields and facilities
- ❖ Use city's online Citizen Service Request System to report problems
- ❖ Phone or email any safety issues that need immediate attention: (651) 714-3583 or jsauro@ci.woodbury.mn.us between (8 a.m.-4:30 p.m., Monday – Friday)



User Group Responsibilities – Baseball/Softball Fields



- ❖ Purchase install and maintain portable mounds, screens and any other training equipment where applicable. Properly store equipment when not in use.
- ❖ Install bases, pitching plates or mounds at correct distances
- ❖ Remove mound covers prior to use and then place them back upon conclusion of use where applicable
- ❖ Chalk infield lines for games (if desired)
- ❖ Rake out any additional material placed for transition between field and mound lips. Rake base/mound areas and home plate after each use. Fill in and tamp/pack any holes.
- ❖ Remove bases after each use and put into the dugout area
- ❖ If using L screens – remove from field after use and place next to job box

User Group Responsibilities



Turf Fields

- ❖ Purchase, install, maintain, remove and store nets, corner flags, markers, cones and equipment where applicable
- ❖ Set-up corner flags, markers, cones and remove upon the conclusion of use
- ❖ Rotate practice and warm up areas, especially in front of the goal areas or the middle of the field to reduce wear spots
- ❖ If turf areas are saturated, do not utilize. Communicate to participants.

Tournaments – City of Woodbury

Responsibilities



The city will...

- ❖ Provide emptied trash containers at the beginning of tournaments and order trash dumpster. *User group will be billed.*
- ❖ Provide additional building supplies including trash bags, toilet paper and cleaning supplies. Order additional portable restrooms. *User group will be billed.*
- ❖ Program field lights based upon tournament schedule (where applicable). *User group will be billed.*
- ❖ Clean and stock restrooms at the beginning of each day
- ❖ Staff will determine playability of fields and close if conditions warrant
- ❖ Supply additional staff as requested or deemed necessary. *User group will be billed.*
- ❖ Provide additional clean-up/repairs, if necessary, upon conclusion of the tournament. *User group will be billed.* (Examples include: broken or missing supplies, overflowing trash or ground litter, excessively dirty bathrooms and improper field maintenance techniques.)

Tournaments – City of Woodbury Responsibilities



Baseball/Softball

- ❖ The city will set-up fields as requested on field set-up form
- ❖ The city will drag and groom fields at the beginning of each day of the tournament. *User group will be billed.*
- ❖ The city will provide drag mats as requested on the field set-up form. *User group will be billed for any damage incurred.*
- ❖ The city will place additional field supplies on site. *User group will be billed for supplies and materials used.*
- ❖ The city will provide additional clean-up (if necessary) at the tournament's conclusion. *User group will be billed.*



Tournaments – City of Woodbury Responsibilities



Soccer/Lacrosse/Football/Rugby

- ❖ Layout and paint additional field/goal lines as requested on field set-up form. *User group will be billed for time and materials.*
- ❖ Move goals as requested. *User group will be billed.*
- ❖ Change set-up back to original set upon conclusion. *User group will be billed.*

Tournaments – User Group Responsibilities



All Fields

- ❖ Maintain cleanliness of the grounds and all facilities at all times during the event and upon the conclusion of the tournament. This includes restrooms, dugouts, player benches and parking areas.
- ❖ Keep restrooms stocked and trash receptacles empty for use at all times during and upon conclusion of the event
- ❖ Ensure that all outside vendors comply with the city vendor permit process
- ❖ Invoices billed to user groups upon the conclusion of the event are to be paid upon receipt
- ❖ Provide schedule and details of the event including field light schedules on the tournament set-up form provided by the city

Tournaments – User Group Responsibilities



All Fields - *Continued*

- ❖ Hand groom fields as needed during and upon conclusion of the event
- ❖ Return drag mats to pre-determined location by 8 a.m. the day after the conclusion of the event
- ❖ Mechanically drag, hand rake and re-set bases and set pitching rubber to correct distance for next users upon the conclusion of the event
- ❖ Remove pitching mounds and return to designated areas
- ❖ All equipment, lost and found and inventory are to be removed upon the conclusion of the event

Tournaments – User Group Responsibilities



Aglime Surfaces/Grass Infields

- ❖ Low spots/holes are to be filled in and tamped
- ❖ All equipment is to be stored properly within storage area provided on site
- ❖ When mechanically dragging fields, hand rake around bases, home plate and all grass edges to avoid lip build-up and base damage. Drag at slow speeds to provide smooth playable surfaces.
- ❖ Covers need to be placed on field and secured upon completion of play, including when adverse weather is approaching



Tournaments – User Group Responsibilities



Turf Fields

- ❖ Fields should be inspected for damage and to ensure all goals and nets are secure prior to play. Contact city staff with any concerns.
- ❖ Fields with standing water or areas of concern need to be evaluated for play by city staff
- ❖ All equipment is to be stored properly within the storage areas provided on site
- ❖ Tournament coordinator is responsible for weather related concerns and for following the city's lightning prediction procedures



Field Closures – Determining Playability



If there is standing water on the field such as shown above, it is **TOO WET** to play...

It is

Field Closures – Determining Field Playability



- ❖ The city will close fields from time to time for maintenance or to prevent damage due to frost, snow-cover or saturated ground
- ❖ All decisions to close fields are done for player safety and to preserve season-long playability of the fields



Field Closures – Determining Field Playability



❖ If your shoe leaves an impression like these, it is TOO WET for play!



Field Closure Process

How is a decision made?



- ❖ City staff look at the following when making a decision about fields:
 - Field Condition – conditions vary amongst fields and locations
 - Amount of precipitation received
 - Forecast/Radars
 - Moisture level within the fields
 - What activities are scheduled? (Pee Wee Soccer vs. Adult Soccer)
 - Time of the year – Spring turf is delicate

Field Closure Process

Weekdays



- ❖ Field closure decisions for high school play will be made by 12 noon Monday - Friday
- ❖ Field closure decisions for youth organizations will be made by 3 p.m. Monday - Friday
- ❖ If a closure is necessary, the city will ...
 - Email sports directors/high school athletic directors
 - Send out an "InTouch" message announcing the closure
 - Post the closure on the city's website – www.ci.woodbury.mn.us and social media outlets

Field Closure Process Weekends



- ❖ If a field or fields need to be closed on the weekend, the city's on-call supervisor will contact the tournament/sport director.
- ❖ If unexpected weather arises during tournament, the director shall contact the on-call supervisor.
- ❖ If the closure is necessary the city ...
 - Email sport director, and
 - Post the closure on the city's website – www.ci.woodbury.mn.us and social media outlets.

Lightening Prediction System



Lightening detection prediction system is operational at Bielenberg Sports Center

- ❖ If the horn sounds immediately stop play and seek shelter

Seek	Avoid
Automobiles/Trucks	Open areas
Shelter/restrooms	Water
Dense woods	Tall trees
Low Lying areas	Metal Fences
	Overhead wires/power lines

Lightening Prediction System

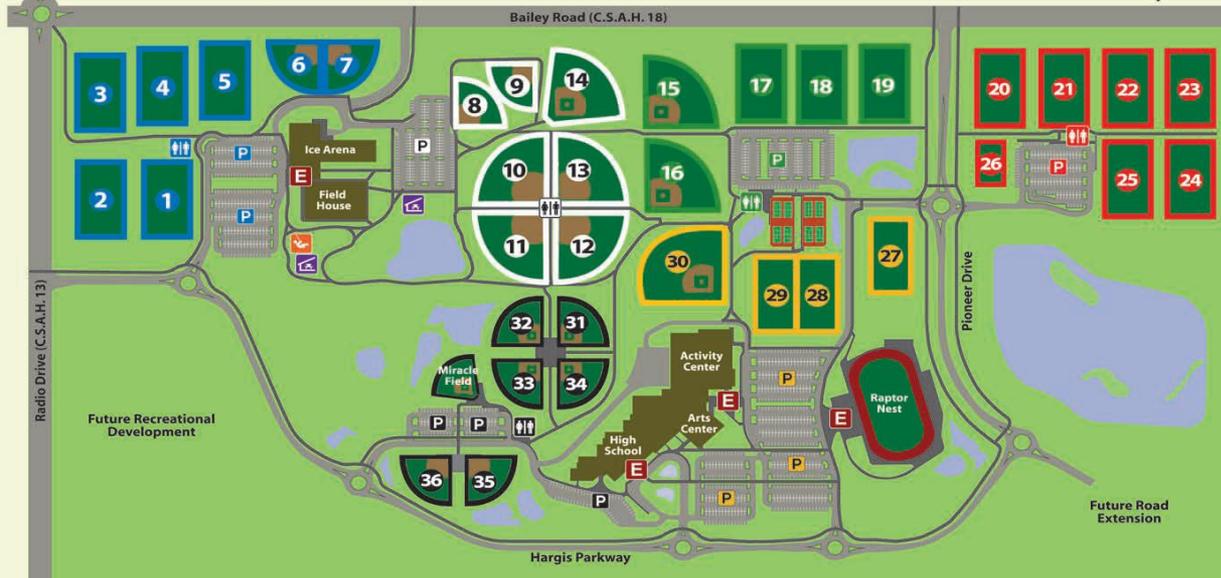


- ❖ Once the all clear is detected the horns will give three (3) short blasts signaling it is clear to resume use of the facility
- ❖ The sirens will only be active during use hours of the facility

Parks & Trail Rules



Bielenberg Sports Center - City of Woodbury East Ridge High School - South Washington County Schools



Legend

-  Picnic Shelter
-  Play Equipment
-  Parking
-  Restrooms / Park Building
-  Building Entrance

NORTH



0' 200' 400' 600' 800'

Welcome

- Park hours are 6 a.m. to 10 p.m. or as scheduled for event
- Field and shelter use requires permit
- Trash and recycling must be deposited in designated containers
- Pets must be on leash and pet waste must be picked up
- Tobacco use is prohibited
- Glass containers are prohibited
- No motorized vehicles on grass or trails
- Bicyclists must yield to pedestrians

For Field Permits or Facility Information:

Contact City of Woodbury Parks and Recreation
 (651) 714-3583 or visit www.ci.woodbury.mn.us

**DIAL 911 FOR EMERGENCIES OR TO REPORT SUSPICIOUS ACTIVITIES
 PLEASE - Do Not Leave Valuables In Vehicles**

City of Woodbury



*Thank you for
your cooperation
in doing your part
to help maintain
the fields for the
enjoyment of all!*

