

Queen Anne's County Parks and Recreation Guidelines and Policies

ATHLETIC FIELD USE POLICY

- **Field Usage Rules**

- No league or tournament play may start before 8 AM
- Open space areas are designed for open recreation and are not to be reserved, except for department-sponsored events.
- A responsible adult (21 years of age) must be present at all times. The permit holder is responsible for supervision and control of all participants and spectators, and for any property damages during field use.
- Interference with employee and volunteer duties is prohibited.
- Inappropriate or indecent language, conduct and/or harassment are prohibited.
- Full compliance with rules and regulations for Queen Anne's County is required.
- Fields cannot be modified, improved, wrongly used, or altered in any way without prior written approval from the Department.

- **Light Usage Regulations**

- A number of the park fields have lights. In order to have lights on for your field request, please provide an "On/Off" schedule to the Department ahead of time. For leagues, a bill will be sent to you upon the completion of your season. All other users must pay the hourly fee for the number of hours requested prior to their event.
- Lights are \$25 per hour. Light bills more than 30 days overdue are subject to 20% per month interest.

Queen Anne's County Parks and Recreation Guidelines and Policies

- **Priority Order for Athletic Field Reservations**

- Queen Anne's County Parks and Recreation sponsored or co-sponsored activities and programs
- Queen Anne's County Government Affiliate programs, organizations, or events
- Queen Anne's County Public School programs
- In-county Non-Affiliate Youth Groups or Leagues
 - i. Recreational groups
 - ii. Travel/Specialized groups
- In- county Non-Affiliate Adult Groups or Leagues (In-season)
- In-county Out-of-Season sports groups
- All other programs, organizations, event

The Department will try to accommodate field usage requests for out-of-season sports, but in-season sports will have field priority.

Regardless of priority status, the department reserves the right to restrict field use at any time based on field conditions due to weather, maintenance activity, or previous use performance of league or organization on any department-managed athletic field.

- **Field Status Updates**

Fields may be closed at the discretion of the Parks Superintendent, Recreation League Coordinator, and/or their designated representatives. The Department gives priority to participant safety and maintenance of the fields, including rest and renovation periods for all fields.

Field status updates will be made by 3 p.m. on weekdays and 8 a.m. on weekends. If there is a request for a certain park/field status to be made earlier or later to accommodate users, that decision will be made on a case-by-case basis.

Queen Anne's County Parks and Recreation Guidelines and Policies

Permit holders and field users must check www.rainoutline.com and search for “Queen Anne’s County Parks & Recreation Department” or subscribe to notifications via the mobile app under “QAC Parks”. A First Time Users Guide for Rainout Line can be found at: <http://www.qac.org/DocumentCenter/View/11308/Rainout-Line-First-Time-User-Guide?bidId=>

Please always remember that playing on a field under any of the conditions listed below can damage the field and make it unplayable, for everyone, for the rest of the season. All play on any park athletic field is prohibited whenever:

- The field is closed for renovation or repair
- Water is standing on the field
- One half inch of rain or more has fallen within the previous 24 hours
- Soil is frozen
- Soil is wet and “spongy”
- The ground is muddy and soil clumps or clings to shoes
- Steady rain is falling
- A lightning/electrical storm is occurring
 - No one will be allowed to resume play until 30 minutes after the last sound of thunder or the last sighting of lightning.
- The field is deemed unplayable by Park staff

Permit holders will be held financially responsible for any damages due to failure to suspend play when conditions worsen.

- **Permit Cancellation**

Any permit holders reported to the Department for improper field use, inconsistent with the policies listed herein, will have permits suspended indefinitely until reviewed by the Board of Conduct.

Queen Anne's County Parks and Recreation Guidelines and Policies

Queen Anne's County reserves the right to deny, place on probation, or cancel any permit for reasonable cause or violation of the policies and procedures listed herein. Every attempt will be made to communicate any actions and provide sufficient notice of suspension or cancellation to the permit holder

An organization shall notify the Department if they do not intend on using the space that has been allocated to them according to their permit.

At no point are permit holders allowed to transfer dates and times to other organizations without getting prior written approval from the Department.

- **Field Rest and Renovation**

The Department will incorporate a rest and renovation program for the athletic fields. The Department will do its best to accommodate all field users and their requests but the health and safety of the user as well as the playability of the fields will take priority. This may require a seasonal or yearly closure of a field to ensure they meet the proper standards.

- **Field/Facility Reservation Procedures**

The demand for Queen Anne's County fields is growing greater every year. It is imperative that each "APPLICANT" request fields that are needed to accommodate their programs. The Department will review and approve or deny the request. After reviewing the initial request, applicants may return field, dates, and /or times that will not be used. Once the final permit is issued, the permit holder will be required to pay for the fields, regardless of their future use.

Refunds or credits will only be issued if individuals or groups give prior notice of returning fields, dates, and/or times before the event or program occurs.

- **Seasonal & League Applicants**

Seasonal Applicants must submit a Use of Facility/Field request to permit a field, which is due by the following dates:

Queen Anne's County Parks and Recreation Guidelines and Policies

- Spring Season- due by February 1st
- Fall Season- due by July 1st

All natural fields will be closed December 1st – February 28th.

**Artificial turf fields are available to use all year-round*

- Submit the field reservation requests by the deadline stated in the submission deadlines.
- The department will review the request and either approve or deny. If approved, an approved request will be sent to the organization.
- The applicant should review the approved request and contact the department with any additional, deletions or changes by the adjustment deadline.
- Rosters for leagues are due to the department within two weeks of that seasonal deadline for submitting a field reservation request. Rosters must include participant's name, contact info for parent or guardian, and an address to verify in-county or out-of-county status.
- The applicant must submit payment by the payment deadlines or the applicant forfeits the rights to the fields.
- All fees are due before any use of the field(s) is permitted.
- The final permit will not be issued until all fees have been paid and all documents have been submitted.
- **Tournaments**
 - All prospective tournaments must submit a Tournament Application form.
 - Tournament requests must include:
 - i. Applications must be submitted by December 15th for all tournaments to be conducted during the following calendar year. Applications received after the deadline will be processed based on availability.

Queen Anne's County Parks and Recreation Guidelines and Policies

- ii. Applications must be submitted separate from a Use of Facility/Field Request.
- iii. If the applicant is submitting a request for multiple tournaments, the applicant must prioritize the tournaments.
- iv. Tournament requests will be reviewed and approved by the Director of the Department.
- v. Organizations receiving approval must enter into a Tournament Agreement with the Department. The agreement will include any event fees and special conditions regarding the use of athletic fields or facilities. This agreement will be finalized by the Director of the Department.

- **One-Time User Applicants**

- Submit the field reservation request by the deadline stated in the submission deadlines.
- The department will contact the applicant or will send the initial permit to the applicant for review.
- Once the Department approves the request, payment is due.
- The permit will be issued once payment has been received; an initial permit with payment dues does not qualify as final permit.

- **Fee Schedule**

All Applicants permitted field space by the department will be charged usage fees. The fees recover some cost associated with the additional benefits provided to the Applicant, including maintenance, utilities, facility preparation and the reservation process.

All fees are due to the department prior to the issuing of a final permit.

All fee amounts are listed on the corresponding Use of Facility/Field Request forms (Seasonal/Leagues, Tournaments, Camps/Clinics, and General Field Use)

Additional fees may apply for extra services provided by the Department (extra lining/maintenance, etc.)

Queen Anne's County Parks and Recreation Guidelines and Policies

Contact Information

All field usage requests must be submitted to the department (via, email, fax, mail, or in-person):

1945 4H Park Road,

Centreville, MD 21617

410-758-0835 (Phone)

410-758-0566 (Fax)

jmiller@qac.org

Approved by PRAB 3-10-14

Revised March 25, 2020