



## **Policy for the Use of City Soccer Field**

(Adopted May 19, 2014)

### **Introduction**

The City of Oak Point has established this Policy to coordinate and regulate the use of the City's soccer field. Field use shall be by reservation only. The City will monitor the proper use of the field. Priority use of the field will be given to Oak Point residents. The City Manager or his/her designee will administer the Policy. A decision of the City Manager may be appealed to the City Council. An appeal and justification for overturning the decision must be submitted in writing to City Hall within ten (10) working days from the date of the City Manager's decision. The City Council's decision shall be final.

### **City Soccer Field**

The City of Oak Point's soccer field is located at Jake's Place at 100 Naylor Road in the City of Oak Point, Texas.

### **Priority Use**

Priority use of the field will be provided to teams as follows:

1. Resident teams
2. Non-resident teams

Resident teams are those teams coached by a City of Oak Point resident or teams whose roster includes a City of Oak Point resident. Team rosters and copies of utility bills or photo ID may be required by City staff to verify residency status.

### **Process for Reserving Fields**

The field may not be used until a completed Soccer Field Reservation Form has been submitted to *and approved* by Oak Point City Hall at 100 Naylor Road. The Soccer Field Reservation Form must be accompanied by Release of Liability forms for all of the players and coaches affiliated with the team. Reservations will be processed at City Hall on a first come-first serve basis.

### **Spring Soccer Season**

For the purposes of this Policy, the spring soccer season extends from the first week of February until the beginning of the fall soccer season. Beginning the first Monday in February, teams coached by a City of Oak Point resident or teams whose roster includes a City of Oak Point resident shall be eligible to reserve up to one (1) weekday and one (1) weekend time for the use of the soccer field. Beginning the first Monday in March, any unassigned days and times will be made available to all teams regardless of residency.

### **Fall Soccer Season**

For the purposes of this Policy, the fall soccer season extends from the first week of July until the first week of November. Beginning the first Monday in July, teams coached by a City of Oak

Point resident or teams whose roster includes a City of Oak Point resident shall be eligible to reserve up to one (1) weekday and one (1) weekend time for the use of the soccer field. Beginning the first Monday in August, any unassigned days and times will be made available to all teams regardless of residency.

### **User Fees**

No user fees will be charged for teams coached by a City of Oak Point resident or teams whose roster includes a City of Oak Point resident. The Field Reservation Form for a team not coached by a City of Oak Point resident or whose team roster does not include a City of Oak Point resident shall be accompanied by a soccer field user fee of \$40 per hour or \$400 per day subject to field availability.

### **Days and Times of Field Availability**

Teams may reserve the City of Oak Point's soccer field during the following days and times.

- Monday through Friday 4:30 p.m. – 6:30 p.m. and 6:30 p.m. – 8:30 p.m.
- Saturday 9:00 a.m. - 11:00 a.m., 11:00 a.m. – 1:00 p.m., 1:00 p.m. – 3:00 p.m., 3:00 p.m. – 5:00 p.m., and 5:00 p.m. – 7:00 p.m.
- Sunday 9:00 a.m. - 11:00 a.m., 11:00 a.m. – 1:00 p.m., 1:00 p.m. – 3:00 p.m., 3:00 p.m. – 5:00 p.m., and 5:00 p.m. – 7:00 p.m.

The soccer field is closed for maintenance purposes at all times not listed above.

### **Posting of Reservation Times**

A current reservation schedule will be posted in the public notice cabinet adjacent to the public restrooms at 100 Naylor Road. The posted schedule shall govern the use of the soccer field. Any alleged errors in the posted schedule shall immediately be brought to the attention of the City Manager.

### **Use Policies**

The following policies shall apply to the use of the City of Oak Point's soccer field. Coaches, players, and spectators that do not adhere to these policies may cause their team to forfeit their use of the fields.

Use of the fields is subject to the City's Park Rules and Regulations (see Article 1.600 of the City of Oak Point Code of Ordinances). These rules and regulations include:

- Parks shall be open daily and available for public use from 6:00 a.m. until 10:00 p.m., unless otherwise authorized in writing by the City Manager. In the case of an exception, excessive noise which unreasonably disturbs persons is prohibited.
- It shall be unlawful for any person to park any vehicle in the park, except in such places as designated by the City. It shall be unlawful to park or permit to remain parked any vehicle on park property between the hours of 10:00 p.m. and 6:00 a.m., unless participating in an activity which is scheduled by or with approval of the City.
- The City may establish and post a schedule of operating hours and/or restrictions on the public use of the park. The police chief may close or restrict the use of the park when necessitated by reason of public safety, maintenance or other reasons in the public interest. Entering or using the park in a manner which is contrary to the schedule of visiting hours, closure, or restrictions is strictly prohibited.

- No vehicle shall be driven at a speed in excess of ten (10) miles per hour while inside the park.
- With the exception of vehicles operated by City employees in the course of their regular duties, it shall be unlawful for any person to ride, operate or drive any horse, automobile, motorcycle, or other vehicle through the park, except along or in park streets, driveways, or designated parking areas.
- Bicyclists or persons using skates, scooters, or skateboards on sidewalks or trails shall yield the right-of-way to pedestrians.
- The consumption or possession of alcoholic beverages, as defined in V.T.C.A., Alcoholic Beverage Code, section 1.04, as it may be amended from time to time, are strictly prohibited at or in a park.
- No person shall use a tobacco product at or in a park.
- Picnickers shall keep their sites free of trash and litter during the period of occupancy. All park users that generate garbage, trash, rubbish, litter or any other waste shall either remove such waste from the park or deposit such waste in receptacles provided at the park.
- Refuse containers at parks are reserved for garbage, trash, rubbish, litter or any other waste generated at parks. Dumping or disposal of garbage, trash, rubbish, litter or any other waste generated outside of a park is prohibited.
- Fires shall be permitted only in grills, except with written permission of the City Manager. Park users shall extinguish their fire prior to leaving the park.
- It shall be unlawful to offer any goods, food, drinks, confections, merchandise or services for sale within parks unless authorized in writing by the City Manager.
- Dogs must be kept on a leash at all times. Persons responsible for pets are required to immediately dispose of their pet's waste.
- It shall be unlawful to carry or discharge firearms, fireworks, bb guns, air guns, bows and arrows, slingshots, blowgun, rockets or paint-ball guns unless a person is duly licensed by the state to carry a concealed handgun in accordance with the provisions of the Texas Concealed Weapons act, as amended.
- It shall be unlawful for any person to possess any glass container within the park.
- Destruction, injury, defacement, removal or any alteration of public property, including, but not limited to buildings, structures, restrooms, signs, bulletin boards, fences, playground equipment, playing fields, trees, turf, and other vegetative growth, is prohibited. Any such destruction, removal or alteration of public property shall be performed by city employees or through written authorization from the City Manager.
- The City shall not be held liable for any loss or damage claimed by reason of a loss or damage to personal property or be held liable for any personal injury or death of any person or animal entering a park.
- The City will assume no responsibility for any damage to any adjoining properties.
- Any person violating any of the provisions of this division shall be deemed guilty of a misdemeanor and upon conviction thereof shall be subject to a fine not to exceed \$500.00 for each offense. Each day a violation of any provision of this division shall continue it shall constitute a separate offense.

The following rules shall also govern the use of the soccer field.

1. Balls and any other equipment that are thrown, batted, kicked, or otherwise placed on private property must not be retrieved without the property owner's permission.
2. Property boundary walls and fences may not be used as backstops at any time.
3. Coaches, players, and spectators shall park in designated parking areas. Parking on Opal Drive is prohibited.

4. After their use of a field, each team is responsible for picking up trash and debris from the fields and restroom facilities and depositing it into available trash receptacles or removing the trash from the premises if trash receptacles are not available or full. Adjoining areas must be clear of all trash resulting from use of the fields.
5. No smoking, gambling, fireworks or flammable material, narcotics or drugs are allowed on City property.
6. Teams may not play on fields closed due to wet field conditions or maintenance (see Field Closures Due to Inclement Weather and Maintenance).
7. Coaches are responsible for informing their coaches, players, and spectators of the Field Rules.

### **Starting and Ending Times**

Each team's use of the field, including setup and clean up, begins and ends at the times stated on the posted reservation schedule. Teams are not allowed on the field prior to the start time on the posted reservation schedule and are required to have the field clean, picked up and be off the field at the ending time indicated on the posted reservation schedule.

### **Non-use of Fields**

Any organization that has reserved a field and does not intend to use it according to the posted reservation schedule is encouraged to notify City Hall so that the field may be reallocated.

### **Notice of Field Exchange**

Teams may "give up or exchange" their reservation with a team of equal priority only when both teams notify City Hall in writing and the reservation times are revised on the posted reservation schedule. Teams may not sublease the field under any circumstance. Subleasing of the field may result in a team forfeiting its use of the field.

### **Field Closures Due to Inclement Weather and Maintenance**

The City's soccer field was designed and is maintained primarily for the enjoyment and use of Oak Point residents. The purpose of this policy is to guide the use of the field and to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe and quality fields.

The City of Oak Point reserves the right to cancel or suspend field use whenever field conditions could result in damage to the fields or injury to players. In cases of inclement weather or when field conditions are questionable, it is the responsibility of groups to access field closure information by phoning City Hall at (972) 294-2312 after 3:00 p.m. Monday through Friday. Use of the field on weekends will be self-regulated. However, coaches are expected to protect their players and the field during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play. The field may be closed at the discretion of the City Manager, Public Works Superintendent, or their designated representatives.

### **Liability Release and Liability Insurance**

All coaches and parents or guardians' of players that desire to use the City's soccer field must submit an executed Release of Liability, in a form prescribed by the City of Oak Point, agreeing to hold the City of Oak Point harmless and free from any liability of any nature arising out of the use of the field, including include reimbursement of any legal costs and fees incurred in defense of such claims.

### **Failure to Abide by Use Policies (Three Strikes Policy)**

The City of Oak Point reserves the right to cancel or suspend a team's use of the City's soccer field if a team's coaches, players, or spectators violate the City of Oak Point's Policy for the Use of the City Soccer Field. The Three Strikes Policy is a systematic method of enforcing the City of Oak Point's Policy for the Use of the City Soccer Field. A documented violation of the Policy will constitute a "strike" against the team.

#### ***STRIKE ONE***

Strike One is a documented activity in direct violation of the City's Policy for the Use of City Soccer Field.

**Penalty:** The City Manager, Public Works Superintendent, or their designee will call the team contact to discuss the violation. The discussion will be noted in the team's file.

#### ***STRIKE TWO***

Strike Two is a second documented violation of the same or similar violation within one year of the first strike.

**Penalty:** The City will send a letter to inform the team contact of the second violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the team's file. The violation may be appealed to the City Manager.

#### ***STRIKE THREE***

Strike Three is a third documented violation of the same or similar violation within a one year (365 days) time frame from the first violation.

**Penalty:** The City Manager will revoke the team's use of the City's soccer field for the remainder of the season and possibly longer depending on the severity of the violation. The City Manager's decision may be appealed to the City Council whose decision shall be final.