

**2012
ATHLETIC FIELD USE
GUIDE**



Foothills
Park & Recreation District

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FOOTHILLS AREA SPORTS ASSOCIATIONS

The following is a list of independent organizations that provide sports leagues and activities for youth in the southern part of Jefferson County.

Boys Baseball

Bear Creek Junior Sports Association (Junior) (www.bcjsa.com)	Troy Robberson	303-489-9085
Bear Creek Junior Sports Association (Midget) (www.bcjsa.com)	Claude Vigil	
Bear Creek Junior Sports Association (Fall) (www.bcjsa.com)	Jeff Pigati	303-564-5854
South Jeffco Sports Association (www.office@southjeff.org)	Rebecca Schloegl	303-979-9239
Dakota Ridge Baseball Association (www.dakotaridgebaseball.org)	Vee Magestro	720-407-4359

Girls Softball

Bear Creek Junior Sports Association	Mike Day	303-229-6879
South Jeffco Sports Association	Rebecca Schloegl	303-979-9239

Tackle Football

Bear Creek Junior Sports Association	Ken Franek	720-385-6018
South Jeffco Sports Association	Rebecca Schloegl	303-979-9239

Flag Football

South Jeffco Sports Association	Rebecca Schloegl	303-979-9239
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Lacrosse

Coyote Lacrosse (www.mcrower@coyotelax.com)	Mark Crower	303-514-3798
Bear Creek Junior Sports Association	Chuck Phillips	303-929-6310

Soccer

Bear Creek Junior Sports Association	Marie Brown	303-668-5448
Colorado Rush Soccer Association (www.rushsoccer.com)	Donna Vossbrink	303-986-5200

ATHLETIC FIELD ASSIGNMENT PRIORITY

Foothills Park & Recreation District will issues field permits based on the following priority:

1. Foothills Park & Recreation District's own programs and activities.
2. Recognized Youth Sports Associations. For a complete listing of these organizations, please see page 3 of this manual.
3. All other user groups.

APPLYING FOR ATHLETIC FIELD USE

1. Organizations, groups or individuals must submit a written field application. Field use request application can be found on pages 15 & 16 of this manual or on the Foothills web site at www.foothills.org
2. Applications will be reviewed by the Athletics Supervisor. If Foothills Park & Recreation District can accommodate the request a permit will be issued at that time. Youth Sports Association permits will only be issued to field administrators or office managers, not individual directors or coaches.
3. Permit dates have been set for the 2012 season. (See below). If you are requesting field usage outside of these parameters please call Kevin Brown at 303-409-2610 to discuss your request.

FIELD USE REQUEST DEADLINES

Sport	Season Length	Requests Accepted	Permits Issued
Lacrosse	Mar 1-Jun 1	Jan 23-Feb 6	Feb 22
Spring Soccer	Mar 1-Jun 1	Jan 23-Feb 6	Feb 22
Rugby	Mar 1-Jun 1	Jan 23-Feb 6	Feb 22
Summer Baseball	Mar 1-Jun 30	Jan 23-Feb 6	Feb 22
Softball	Mar 12-Jul 12	Jan 23-Feb 15	Mar 1
Football	Aug 1-Nov 1	Jun 4-Jun 18	Jul 19
Fall Soccer	Aug 1-Nov 1	Jun 4-Jun 18	Jul 19
Fall Baseball	Aug 1-Nov 1	Jun 4-Jun 18	Jul 19

FIELD USE FEES

Each field allocated to a Youth Sports Organization for the designated season is a flat fee of \$3,745.11 (multi-purpose) and \$4,270.00 (baseball/softball) per season based on a 7 day a week use for the length of the season. Partial use requests will be prorated.

Foothills may block certain dates to accommodate special events. Your organization will be compensated for dates that Foothills has blocked use of the fields. Please see the fee breakdown for the daily field use. ***You will not be compensated for weather related field closures.***

FEE BREAKDOWN

MULTI-USE FIELDS

(Football, Soccer, Lacrosse & Rugby)

\$3,745.11/SEASON

\$40.27/DAY

Spring – March 1 – June 1

Fall – August 1 – November 1

BASEBALL/SOFTBALL

\$4,270.00/SEASON

\$35.00/DAY

Spring/Summer – March 1 – June 30

Fall – August 1 – November 1

ADDITIONAL FIELD USE

Organizations requesting additional field use for pre and post season use may purchase additional permits at the following rates:

\$25.00/hour or \$190.00/day

Field use for the designated seasons is for practice and scheduled league games only...not camps, clinics, tournaments and any other special event. ***The subletting of fields to other parties is not permitted.***

Any organization that wants to schedule try-outs, tournaments, camps, clinics or any other special event during the designated season, or outside of the designated season, will be required to complete and submit a separate field request application a minimum of 30 days prior to the scheduled event. Additional permits for these purposes must be purchased at the following rates:

\$25.00/hour or \$190.00/day

If an organization decides to hold a special event after obtaining a field permit for normal field use, a separate field request must be submitted as above. Fees will be prorated to account for the amount already paid.

When completing the Field Request for additional use, the request must include:

- Dates and hours of usage and the field(s) requested and setup.
- Additional portable toilet or portable toilet service may be required for organizations that are offering tournaments or special event. The decision will be made by the Athletic Supervisor and Park Staff based on the size and scope of the event.

- Additional structures, bleacher, tents, concessions* and area fences. These structures may result in an additional charge. Foothills Park & Recreation District does not provide or service these structures in any way.
- Additional maintenance: Painting of lines, field dragging, mowing, etc.

The organization is required to pay in full the hourly field rental fees and other related fees associated with the additional services required to conduct a tournament or other special event prior to the event being held.

Failure to submit a field request, gain approval, and pay for additional use permits for tournaments, camps, clinics or special events may result in cancellation of any or all permits allocated to that organization. No refunds on permits will be given in these cases.

*Easton Regional Park, Schaefer Athletic Complex, Clement Park and Columbine Hills Park/Columbine Sports Park **prohibit** the sale of concession items. Concessions will be provided by a District vendor.

ADDITIONAL STRUCTURES/PORTABLE RESTROOMS

Any additional structures desired must be part of a field request. These may include, but are not limited to, bleachers, tents, concessions, area fences, inflatable devices, portable toilets etc.

There may be an additional charge by Foothills for any or all requested additional structures. Foothills will not provide or maintain in any way these additional structures. Structures must be erected, maintained and removed by the organization requesting them.

Foothills staff will conduct a walk through with the requesting organization and designate acceptable areas for additional structure placement. Structures must be placed according to direction provided by Foothills.

Additional portable toilet or portable toilet service will be charged to the organization at the rate of \$4.00 per day. Organizations will be charged for portable toilet service for everyday of field use designated on the field use permit. Portable toilets can only be placed by Foothills Park & Recreation District. Portable toilets will be placed at the following park sites: **Woodmar Square Park, West Laurel Park, Powderhorn Park, Weaver Hollow Park, Valley View Park, Peak Athletic Fields, Sgt. Mossbrucker Park, Columbine Sports Park, Christensen Meadows Park, Governor Grant Park, Lilley Gulch Park, Trappers Glen Park, Hoida Park and the Schaefer Athletic Complex.**

LIGHT USAGE FEES

\$45.00 per hour per field

Organizations requiring the use of fields with lights for practice or games will be required to submit a schedule indicating light usage required before the season starts. During the course of the season a 72-hour advance notice will be required for additional light use needed. There will be an hourly charge for lights at a rate established annually although the fee is subject to change upon notification. The Foothills Park & Recreation District will collect fees for light usage at the Schaefer Athletic Complex and Clement Park.

No portable lights are permitted on any Foothills Park & Recreation District fields without written permission from Foothills Park & Recreation District.

LINE AND DRAG AND PAINTING SERVICE

Baseball/Softball:

Those organizations with Baseball/Softball Field permits for Clement Park or Schaefer Athletic Complex will be assessed a \$25.00 per field line and drag fee for field set-up. Parks staff offers no line & drag services of outlying fields. Associations that hold permits for outlying field are responsible for their own line and drag. All line and drag methods must be approved through the Foothills Park & Recreation Parks Division.

Soccer/Football/Lacrosse/Rugby:

Organizations using Easton Regional Park, Schaefer Athletic Complex and Clement Park for football, soccer, lacrosse and rugby need to contract painting services directly through CJ's Field Marking at 303-594-5035.

TRASH SERVICE

User Groups: Please be respectful of the parks and the surrounding community by placing trash in the proper receptacle. Organizations/Coaches will be responsible for placing trash in the proper receptacle provided at each athletic field after each practice, game, camp or clinic. Failure to do so will result in:

First Offense: Warning from Foothills Park & Recreation District.

Second Offense: Organizations will be charged \$24.00 per hour for trash pickup by Foothills Park & Recreation District for each offense.

Jake Snakenberg Youth Concussion Act

In order to best safeguard its constituents, particularly its young public, the District is in compliance with the Jake Snakenberg Youth Concussion Act that becomes effective on January 1, 2012. While the organization/renter is a private entity, by contracting with the District, it shares the same responsibility for compliance with this Act. As such, the organization/renter must employ its own means and methods to adhere to the Jake Snakenberg Youth Concussion Act, and provide the District with evidence of such compliance.

RULES AND REGULATIONS

- All refuse must be collected and placed in the proper receptacles before leaving the reserved area. Example: dugout, parking lot, playing field, picnic shelters.
- No glass bottles are permitted in any park operated by Foothills Park & Recreation District.
- Individuals shall NOT use any violent, obscene or profane language while on the park grounds nor shall anyone conduct him or herself in a disorderly manner or commit any nuisance that interrupts the normal operations.
- Individuals shall NOT solicit the sale of any merchandise or solicit contributions whether public, private profit or non-profit, without written authorization from Foothills Park & Recreation District.
- Field renting organizations shall provide general liability insurance, listing Foothills Parks & Recreational District as additional insured. The limits of this coverage shall be up to those imposed by the State of Colorado.
- Fields may NOT be sublet to other users/agencies/organizations for practices, tournaments, clinics or any other special event without written authorization of Foothills Park & Recreation District.
- Any violation of park rules or regulations will be cause for revocation of field permits without warning.
- Practices and games are not to exceed time specified on the permit.
- Failure to use fields as scheduled without notifying the Foothills Staff may result in loss of time slots and forfeiture of payment. The field may also be rented out to another party for use.
- Field use at Clement Park and Easton Regional Park are subject to the rules and regulations of Jefferson County Open Space.
- Snow plows, snow blowers and the shoveling of snow is not permitted on fields or turf areas.
- Vehicles of any kind are not permitted on fields.
- All vehicles must park in designated marked space. Vehicles will be ticketed and/or towed if parked in non-designated parking areas.

FIELD USE GUIDELINES

Field Maintenance and Field Closure Practices:

The purpose and intent of these field use guidelines is to ensure that District fields remain in a safe and well maintained condition. It is our intent to protect and enhance playing conditions through proper field maintenance and rotation practices so that turf conditions are given time to heal after a season or more of constant use.

- **Field Maintenance:**

1. Open Fields:

- Open fields will receive regular weekly mowing along with agreed upon lining schedule if applicable.
- Open fields will receive regular application of irrigation in accord with weather, soil conditions, and evapotranspiration rates.
- Open fields will receive aeration and fertilizer based upon field use, soil conditions and weather conditions to allow for adequate air and water penetration.

2. Closed Fields:

- Closed fields will have goal posts removed, along with placement of “field closed” signs and fencing to clearly identify closure for the season; baseball field gates will be locked along with placement of “field closed” signs.
- Closed fields will receive continued aeration and/or aervation to ensure adequate water, air and soil conditioner penetration.
- Closed fields will be renovated through use of aeration, fertilizer, top dressing, placement of seed, sod or other soil conditioners dependent upon field conditions and when the next season is scheduled to begin.

- **Field Closure Cycles:**

- The opening and closing of fields will be established one calendar year ahead of the scheduled season to ensure that adequate notice and program scheduling may occur (staff typically closes 6-8 multipurpose fields each season, although this schedule depends upon weather conditions and intensity of field use).
- Foothills Park & Recreation District has the authority to temporarily close fields due to inclement weather, player safety issues, or maintenance related issues.

Field use, Length of Season, Field Rotation:

Field Use/Length of season:

- Field use shall be restricted to permitted areas (lined areas) due to concern of field destruction outside of the permitted areas, i.e. no practice or games shall occur outside the boundaries of lined field areas. This practice shall ensure that field rotation from a north/south to an east/west axis can occur on a seasonal basis.
- Field permits will be issued based upon field availability and age group. For soccer teams ages 11 and older, permits will be issued for 2 teams per lined field area and for ages 10 and under, permits will be issued for up to 4 teams per lined field. For all age groups playing baseball, football, lacrosse, and rugby, permits will be issued for 2 teams per field. Practice or play outside of the lined field areas is prohibited.
- Field use during the spring season shall be March 1st through June 1st for multipurpose fields and March 3rd through July 3rd for baseball fields.
- Field use for the fall season shall be August 1st through November 1st. Dependent upon field conditions, special permits may be issued for practices and/or tournaments played between November 1st and November 30th. There is no guarantee that field conditions will allow the issuance of temporary permits after November 1st.
- At the beginning of each season, field permits will be issued to allow play 7 days per week. However, in cases where deteriorating turf results in unsafe conditions, Foothills may reduce the number of days any particular field is open.
- Within one week of the end of each season, goal posts and other associated field accessories will be removed and appropriate fencing and field closure signs will be installed.

Field Rotation:

- Where appropriate, multipurpose fields shall be rotated between a north-south and east-west orientation each season. Generally, the north-south orientation will occur during the spring season and the east-west orientation will occur during the fall season. This allows staff to renovate areas around soccer goal mouths and the middle of field deterioration that occurs on multipurpose fields.

Field Use Standards:

- Each field permit will include a clause stating that Foothills has the sole authority to close any field at any time due to unsafe field conditions or abuse of field permits, and further, that Foothills is not obligated to provide any replacement fields if such action is taken.
- Weather related issues such as severe drought, excessive moisture, or frost conditions will be taken into consideration when determining the number of fields available and the length of season for field use.
- Foothills staff will patrol all permitted field sites on a daily basis to enforce field use permits.
- Each field permit will include a clause stating that field permits shall be revoked (with no reimbursement to the organization) in cases of field abuse, use of field or play areas outside of the limits of the permit, use of fields or play areas on days other than listed in the permit, or use of fields before or after the season dates placed on the permit.
- Teams or associations that violate the adopted guidelines shall be subject to the following;
 - o The first field permit violation results in a warning from Foothills Park & Recreation.
 - o The second field permit violation results in a \$150.00 fine to the sports association, coach or user group.
 - o A third field permit violation results in termination of the team field permit for the remainder of the existing season, (teams may continue participating in scheduled games, but are not permitted to use fields for practice.

FIELD MAINTENANCE NEEDED TELEPHONE DIRECTORY

Park Site	Contact Person	Phone Number
Christensen Meadows	Stan Davis	303-409-2307
Clement Park	Ed Martinez	303-409-2604
Columbine Hills Park	Stan Davis	303-409-2307
Columbine Sports Park	Stan Davis	303-409-2307
Easton Regional Park	Rich Bobenhouse	303-409-2319
Governor Grant Park	Bill Kieck	303-409-2311
Governor Grant Elem.	Bill Kieck	303-409-2311
Hoida Park	Bill Kieck	303-409-2311
Lilley Gulch Park	Bill Kieck	303-409-2311
Powderhorn Park	Stan Davis	303-409-2307
Schaefer Athletic Complex	Rich Bobenhouse	303-409-2319
Sgt. Mossbrucker Park	Bill Kieck	303-409-2311
Trappers Glen Park	Bill Kieck	303-409-2311
Valley View Park	Stan Davis	303-409-2307
Weaver Hollow Park	Bill Kieck	303-409-2311
W. Laurel Ave. Park	Stan Davis	303-409-2307
Woodmar Square Park	Stan Davis	303-409-2307

ICLEMENT WEATHER HOTLINES

Location	Phone Number
Clement Park	303-409-2620
Schaefer Athletic Complex	303-409-2310
Easton Regional Park	303-409-2310
All Urban Park Sites	303-409-2310

FIELD PERMITTING AND SCHEDULING

Call Kevin Brown at 303- 409-2610 regarding field use permitting/scheduling for all Foothills Park & Recreation District Park sites.

Mailing Address: Clement Park Athletic Office
Attn: Kevin Brown
7306 W. Bowles Ave.
Littleton, CO 80123
Fax: 303-409-2630

FOOTHILLS PARK LOCATIONS AND DIAGRAMS

<u>PARKS AND LOCATIONS</u>	<u>FIELD #</u>	<u>FIELDS</u>	<u>MISC. INFO.</u>
Christensen Meadows Park 9701 W. Columbine Dr.	CM1	Soccer	(120 x 60 yd)
Clement Park 7306 W. Bowles Ave	C1	Softball	(lights) (Fenced 300')
	C2	Softball	(lights) (Fenced 300')
	C3	Softball	(lights) (Fenced 300')
	C4	Baseball/Softball	(lights) (Fenced 340')
	C5	Soccer	(120 x 60 yd)
	C6	Soccer	(120 x 60 yd)
	C7	Football/Soccer	(100 x 50 yd)
	C8	Football/Soccer	(100 x 50 yd)
	C9	Multi-Use	(100 x 50 yd)
	C10	Multi-Use	(100 x 50 yd)
	C11	Multi-Use	(80 x 40 yd)
Dave Sanders Memorial Field	C12	Softball/Baseball	Fenced (275')
Jodi Reeves Memorial Field	C13	Softball/Baseball	Fenced (300')
Columbine Hills Park 6001 W. Elmhurst	CH1	Baseball/Softball	Sleeves 45,50,55,60,70
	CH2	Baseball/Softball	Sleeves 45,50,55,60,70
	CH3	Baseball/Softball	Sleeves 45,50,55,60,70
	CH4	Football	(80 x 40 yd)
	CH5	Football	(80 x 40 yd)
	CH6	Football	(80 x 40 yd)
Columbine Sports Park 6001 W. Elmhurst	CS1	T-Ball	
	CS2	Football	(80 x 40 yd)
	CS3	Baseball/Softball	C-310', R-265', L-265'
Easton Regional Park 12819 W. Coal Mine Ave	E-1	Baseball	
	E-2	Baseball/Softball	
	E-3	Baseball/Softball	Planned
	E-4	Soccer	(120 x 70 yd)
	E-5	Soccer	(120 x 70 yd)
	E-6	Soccer	(120 x 70 yd)
	E-7	Soccer	(120 x 70 yd)
	E-8	Soccer	(120 x 70 yd)
	E-9	Soccer	(120 x 70 yd)
	E-10	Soccer	(120 x 70 yd)
	E-11	Soccer	(120 x 70 yd)
Easton Regional Park Peak Fields 6612 S. Ward St.	E12	Soccer	(120 x 70 yd)
	E-13	Baseball/Softball	C-344', R-336', L-350'
	E-14	Baseball/Softball	C-348', R-363', L-340'
Governor Grant Park 5400 S. Field St.	GG1	Soccer	(120 x 60 yd)

<u>PARKS AND LOCATIONS</u>	<u>FIELD #</u>	<u>FIELDS</u>	<u>MISC. INFO.</u>
Jim Hoida Park 11500 W. Texas Ave.	JH1 JH2	Football Baseball	Sleeves 50,60,65,70
Lilley Gulch Park 6147 S. Holland Way Dante Bichette Field	LG1 LG2 LG3 LG4	Soccer Soccer Baseball/Softball Baseball	(120 x 60 yd) (120 x 60 yd) Sleeves 50,60,65,70,80,90 Fenced (Right – 310') (Center – 330') (Left – 300')
Powderhorn Park 11501 W. Coal Mine Ave.	PP1 PP2	Soccer Soccer	(120 x 60 yd) (120 x 60 yd)
Schaefer Athletic Complex 9750 W. Hampden Ave.	SAC1 SAC2 SAC3 SAC4 SAC5 SAC6 SAC7 SAC8 SAC9 SAC10 SAC11 SAC12 SAC13 SAC14 SAC15	Baseball/Softball Baseball/Softball Baseball/Softball Baseball/Softball Baseball/Softball Football/Soccer Football/Soccer Football/Soccer Football/Soccer Football/Soccer Football/Soccer Football/Soccer Football/Soccer Soccer Soccer	(Fence)(lights)(300') (Fence)(lights)(325') (Fence)(lights)(325') (Fence)(lights)(300') (Fence)(lights)(350') (Fence)(lights)(350') (80 x 40 yd) (80 x 40 yd) (80 x 40 yd) (120 x 75 yd) (100 x 50 yd football) (120 x 60 yd soccer) (100 x 50 yd soccer) (120 x 60 yd soccer) (100 x 50 yd football) (120 x 60 yd) (120 x 60 yd)
Sgt. Mossbrucker Park W. Cross Ave. & S. Xenon St.	SM1	Soccer/Rugby	(120 x 60 yd)
Trappers Glen Park 12000 W. Chenango Dr.	TG1	Baseball/Softball	Sleeves 60,65,70,80
Valley View 9600 W. Columbine	VV1 VV2	Soccer Soccer	(80 x 40 yd) (120 x 60 yd)
Weaver Hollow Park 12700 W. Stanford Ave.	WH1 WH2 WH3	Soccer Soccer Baseball/Softball	(100 x 50 yd) (practice only) Sleeves 65,70,80,90
West Laurel Avenue Park 7650 W. Laurel Ave.	WL1 WL2	Soccer Soccer	(80 x 40 yd) (80 x 40 yd)
Woodmar Square Park	WSP1 WSP2 WSP3 WSP4	Soccer Soccer Soccer Baseball	(80 x 45 yd) (100 x 60 yd) (100 x 60 yd) Sleeves 45,50,55,60



**FOOTHILLS PARK & RECREATION DISTRICT
2012 FIELD USE REQUEST APPLICATION**

Date: _____

Organization Name: _____

Applicant's Name: _____

Street Address: _____

City and Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax Number: _____

Email Address _____

What type of fields are you requesting? Baseball Softball Football

Lacrosse Soccer Rugby Special Use

If baseball/softball what maximum base distance are you requesting? _____ft.

If baseball/softball how many fields are you requesting? _____

What size soccer, football, lacrosse or rugby fields are you requesting?
(Please check)

Small (80yds x 40yds)

Medium (100yds x 50yds)

Large (120yds x 60yds)

How many of each size are you requesting? Small____ Medium____ Large____

Please indicate below what fields you are requesting...utilizing the designated field numbers found in the Foothills Field Use Manuel:

Field #	Days	Start Time	Finish Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What date are you requesting your permit to Begin? _____ End? _____

How many participants in total will be utilizing the fields?

What percentage of increase *or* decrease in the number of participants do you expect for this year compared to last year, if any?

_____ % Increase _____ % Decrease

How many teams for each division do you anticipate for this upcoming season?
(Please explain in detail by age group and field size needed below)

Please list any additional structures or portable toilets you plan to have.

In consideration of the Foothills Park & Recreation District accepting my sports association field use request, I hereby waive and release the Foothills Park & Recreation District and its representatives from claims and damages and/or injuries while participating in or as a spectator at any and all Foothills facilities.

Sports Association Representative

Date

Please mail request to:
Clement Park Athletic Office
Attn: Kevin Brown
7306 W. Bowles Avenue
Littleton, CO 80123

Office Telephone (303) 409-2610
Fax Number (303) 409-2630
Email: kevinb@fhprd.org



Creating Community, Enhancing Health, Inspiring Play

Jake Snakenberg Youth Concussion Act:

In order to best safeguard its constituents, particularly its young public, the District is in compliance with the **Jake Snakenberg Youth Concussion Act** that becomes effective on January 1, 2012. While the organization/renter is a private entity, by contracting with the District, it shares the same responsibility for compliance with this Act. As such, the organization/renter must employ its own means and methods to adhere to the Jake Snakenberg Youth Concussion Act, and by signing below the organization/renter state you are in compliance.

Printed Name

Signature