

**City of Bothell  
Parks & Recreation Division**

**Priorities, Policies & Procedures  
Regarding Scheduling and Use of Sportsfields**

Adopted by the Bothell Park Board December 9, 1986  
Amended November 9, 2004

**PURPOSE**

The purpose of this document is as follows:

1. Establish scheduling priorities.
2. Outline facility scheduling policies.
3. Define fees and charges for use of the facilities.
4. Define rules and regulations regarding use.
5. To assure equitable distribution and maximum use of the facilities by the public.
6. Manage the limited number of city sportsfields.

**PRIORITIES**

1. City sponsored programs will be given priority.
2. Priority for field rental will be granted to leagues, organizations, clubs and groups<sup>1</sup> with 51% of the participants residing or working in the city limits of Bothell.
3. Second priority for field rental will be granted to leagues, organizations, clubs and groups with 51% of the participants residing or working within the boundaries of Northshore School District, #417.
4. For 2004, youth softball groups will have priority from March 1 through June 5 and June 7, 10, 11, 12, 14, 17, 18 & 19. City sponsored adult<sup>2</sup> softball groups (18 yrs. and over) will have priority on June 6, 8, 9, 13, 15, & 16 as well as from June 20 through August 31. Non-city sponsored adult use will be scheduled after City-sponsored use beginning June 20 through August 31.
5. Youth soccer has priority from September 1 through November 30.
6. Synthetic turf fields may be scheduled for soccer, rugby and other youth or adult field sports from December 1 through February 28.

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<sup>1</sup> An organization, club, group or league is defined as having 8 or more teams playing in a round robin or competitive format. Tournaments are defined in Priority #10.

<sup>2</sup> Adult defined as being 18 years or older and no longer in high school.

7. Adult sports may be scheduled in the evening hours during the youth seasons if the youth groups choose to not use the fields after a time certain.
8. If two groups are equal in the above, that group with the longest consecutive use would be given time equal to that of the previously scheduled year. Weekday and weekend use will be divided equally between the groups.
9. Tournaments will be scheduled based on the same priorities as leagues and teams. Tournament dates will be considered separate from leagues and dates and will be set prior to scheduling play for leagues and individual teams. A tournament is described as a request for a minimum of three fields for no less than 18 events on one day with an ultimate "winner". .

## **SCHEDULING POLICIES**

1. All requests for field use must be submitted in writing to the Parks and Recreation division. Requests are available at the Dawson Building (9654 NE 182<sup>nd</sup> St., Bothell) or online at [www.ci.bothell.wa.us](http://www.ci.bothell.wa.us). Completed forms may be mailed or delivered to 9654 NE 182<sup>nd</sup> St., Bothell, WA 98011 or faxed to 425-486-2489, Attn: Recreation Coordinator. Incomplete or unsigned forms will be returned to sender. The League or Organization requesting field use must be in good standing with the City of Bothell and not have any outstanding balances.
2. All requests for field use shall be submitted at least three business days in advance, except for dates requiring field preparation or lights, which must be submitted at least five business days in advance.
3. Each user group shall appoint one contact person for communication purposes. Informal communications between members of the Parks and Recreation Staff and members of the user organization other than the designated representative shall be regarded as informal discussions and are not to be thought of as binding for agreements.
4. Facilities are scheduled for two periods each year:
  - **Spring/Summer** (March, April, May, June, July and August)

Requests for this period will be accepted as follows:

### **Youth**

Tournaments—beginning December 1; ending January 16  
 League Play—beginning December 1; ending January 16  
 Assignments will be available no later than January 31.

### **Adult**

Tournaments--beginning January 1; ending January 31  
 League Play--beginning January 1; ending January 31  
 Assignments will be available no later than February 28.

- **Fall/Winter** (September, October, November, and December)

Requests for this period will be accepted as follows:  
Tournaments—beginning June 15; ending July 15  
League Play—beginning June 15; ending July 15  
Assignments will be available no later than July 31.

All natural turf fields are closed December through February except by special permission of the Parks & Recreation Division. Requests must be submitted in writing at least two weeks prior to the event. The playing time will be divided equally between men/boys' and women/girls' leagues. One third of all playing time will be set aside for men/boys'; one third for women/girls'; and the remaining third will be for mixed teams and overflow from the men/boys<sup>3</sup> and women/girls' teams.

5. On multi-use fields only softball will be allowed during the spring/summer season and during the fall/winter season use will be limited to sports using the grass/synthetic turf and/or outfield such as soccer or rugby except with special permission from the Parks and Recreation Division.
6. Westhill Sportsfields #1 and #2 may be scheduled for other activities such as t-ball and volleyball from March 1 through August 15.
7. Practice is not permitted on the North Creek Sportsfields in-fields or grass fields. Practice may be scheduled subject to field availability on synthetic turf. Priority is given to games vs. practice.
8. It is the City's policy to schedule three fields at North Creek allowing the fourth field to be rotated out for maintenance. At the City's discretion, four fields may be scheduled. All four fields may be scheduled for tournament play.
9. Individual games may be scheduled as space permits.
10. Unscheduled usage is not permitted on City of Bothell Sportsfields, however, incidental uses on the North Creek Sportsfields, including football and soccer, may occur between the hours of 12:00 noon and 2:00 p.m., Monday through Friday, as long as such use does not interfere with scheduled uses or field maintenance or require parking (see #16). During softball season, incidental use is limited to grass or synthetic turf areas. Incidental use is defined as, but not limited to, non-organized, non-league use such as playing catch with balls or Frisbees, informal volleyball games and kite flying or pick-up games of soccer, football and softball. Participants shall not be in uniforms and participants shall not collect a fee or charge dues to participate.
11. Incidental uses are permitted on Westhill Sportsfields as long as such use does not interfere with scheduled uses or field maintenance. Participants shall not be in uniforms and participants shall not collect a fee or charge dues to participate.
12. User groups may be required to submit a roster, showing residency and address of employer at the end of the season if the league wishes to be considered under the residency priority the following season.

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<sup>3</sup> Mixed teams are defined as teams having a minimum of five men and five women on a team. A mixed league is defined as a league requiring five men and five women on the field at one time.

13. The City reserves the right to limit the amount of play permitted on the fields during any program period.
14. Field use for softball games may not begin before 9:00 am to allow sufficient time for initial preps. Exceptions may be made for tournaments subject to approval by the Public Works Superintendent. All use must be completed by 11:00 pm.
15. Field use not requiring use of the infield may begin at 8:00 am. All use must be completed by 11:00 pm.
16. Due to parking arrangements with the Bothell Business Park, parking is not available until 5:30 p.m., Monday through Friday. Therefore, use of the North Creek Fields is limited to starting at 5:30 p.m., Monday through Friday unless special parking arrangements are made by the user and provided to the Division in writing from the parking lot owner.
17. Baseball is not permitted on the North Creek Sportsfields as the fields do not provide adequate outfield space. T-Ball or minor league baseball (under 12 year of age) may be scheduled during the same period as Softball.
18. A pre-season meeting will be scheduled by the City to discuss field maintenance, rainout policies and other group or staff needs. It will be mandatory that the designated contact person or representative as defined in Scheduling Policy 2, attend this meeting. Failure to attend the meeting may result in a delay of permits being issued.
19. City of Bothell field lights will be turned on according to Field Lighting Schedule (Attachment B) A minimum 1 hour fee will be charged for use of lights.
20. The city has electronic scoreboards available for use. Keypads may be checked out at the Parks and Recreation Office. Users must pay a \$100 deposit per keypad or \$250 for three or more keypads at time of check-out. Those wishing to use the scoreboards need to notify the field scheduler at least 2 days in advance.
21. Groups reserving more field time than actually needed, may receive reduced field time the following year, regardless of priority. This is to insure that during peak times, fields are used to the optimum.

## **TOURNAMENTS**

1. Any group scheduling a tournament must submit a tournament bracket 10 days prior to the event. Failure to submit bracket on time will result in a billing for all fields originally requested regardless of use.
2. Tournaments may provide on-site concessions subject to a special use permit and payment of appropriate fees issued by the Parks & Recreation Division. A refundable damage deposit in the amount of \$100 shall be paid prior to the event. Concession permits must be requested 30 days prior to the event. All concessions must meet County health requirements and appropriate health permits must be obtained.

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3. For large events/tournaments, applicant may request that the City put forth every effort to assist in the success of the event. Any additional equipment, materials or staffing requested by applicant and provided by the City shall be at the expense of the applicant. Contingency plans for weather and or field conditions should be discussed with the Park Superintendent at least 30 days prior to the event.
4. Tournament requests must be accompanied with a \$50 non-refundable deposit. Tournaments must pay in full 1 week prior to the first game.

## **CLINICS/CAMPS**

1. One field is required for every 50 participants anticipated at a clinic/camp. This may be adjusted if the clinic/camp is demonstrative rather than participatory.
2. Clinic/camp staff is responsible for assuring all litter is picked up and site is left in the condition it was found in. Failure to do so may result in loss of future use of fields. Clinics/camps will be required to pay a \$100.00 clean-up deposit that will be refunded following use if fields are left in clean condition after each use.

## **FEES**

1. Fees are assessed for use of the facilities to partially offset administration and operation maintenance. The fields will be maintained to provide for reasonable appearance; reasonable health and vigor of turf areas and to provide that buildings and recreational facilities located on the site are maintained to that degree which will render them reasonably safe for public use in reasonably neat and clean condition.
2. Initial field preparation for softball includes dragging the fields; application of lines; provision of bases; and watering as needed. Every third game, every effort will be made to provide a mini-prep which may include leveling the surface around home plate and other bases as needed; relining batter's box, reseating bases and watering. It is the applicant's responsibility to provide adequate and staggered prep time between events (at least 15 minutes per field). Additional prep may be requested, but such a request must be submitted at least two weeks prior to the event. Cost for additional prep is rate shown on Fee Schedule.
3. Groups requesting individual events must pay in full at time of request.
4. Fees are established in Attachment A - Fee Schedule.
5. Billing statements for facility usage will be included with the approved Facility Use Permits and must be paid four (4) weeks prior to start of scheduled usage. Leagues must pay in full. Failure to make payment will result in termination of the approved permit.
6. Rainouts

The City will determine if fields are playable no later than 2:30 p.m., Monday through Friday. On weekends and holidays, the first call will be made no later than 8:00 am. Staff will re-evaluate the fields and make a second determination by 1:00 p.m. Coaches and players may call the City's Rainout Line after 2:30 p.m. Monday through Friday and for weekend and holiday games after 8:00 am for morning

games and at 1:00 p.m. for afternoon and evening games. Rainout line is 425-489-3388. **Individual coaches/players should not call the Parks & Recreation office for rainout information.**

7. Refunds/Cancellations

- a. Field reservations are non-refundable except as stated in 7.c.
- b. Refunds will not be granted due to weather if the user decides not to play.
- c. The City reserves the right to limit the amount of play permitted on the facilities and reserves the right to cancel permits in the event of poor weather conditions or field maintenance. If the City closes a field, every attempt will be made to reschedule subject to agreement by the user. If the event cannot be rescheduled, the City will issue a full refund.
- d. If an organization's league or game official or sanctioned umpire/referee determines that the fields are unsafe for play (due to weather conditions) and a written determination signed by the league/game official is submitted to the City, the City will make every attempt to reschedule the event subject to field availability.

## **CERTIFICATE OF INSURANCE**

Proof of liability insurance for leagues and tournaments shall be provided to the City 30 days prior to use. This requirement is satisfied by providing the City with a certificate naming the City as an additional insured. The policy shall include:

- A. \$1,000,000 combined single limit bodily injury and property damage liability coverage;
- B. thirty (30) day cancellation notice provided to the City;
- C. an "occurrence based" policy form.

Failure to provide acceptable insurance coverage will result in loss of use.

## **NON-SPORTING EVENTS**

- 1. Based on availability, fields may be reserved for non-sportsfield events. Applications for non-sporting will be accepted beginning March 1.
- 2. Groups requesting non-sportsfield events must submit to the Division a written plan, including site layout, 30 days prior to event. Staff will review plan and either approve, modify or deny plan. In the event the plan is modified or denied, staff will meet with a group representative and work towards meeting the group's needs. First priority is preserving and protecting the sportsfield resource.