

City of Amery and Amery Softball Association

Amery Community Softball Field Use Policy and Procedures

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A. Purpose

Manage Amery area softball facilities, Soldiers and Jorgenson Memorial fields, in a manner to assure equitable distribution of softball facilities to the public.

B. Definitions and Priority Type

Definitions

Activity Representative – Person of contact for an organization requesting field or facility use.

Association – Amery Softball Association

Board of Supervisors – Advisors of the Association. Including Association President, Vice President, Treasurer, Secretary, two league representatives and one City of Amery Park and Rec. Committee representative. A City of Amery Parks and Rec. committee will be invited to all Amery Softball Association meetings.

City – City of Amery administration

Field Use Policy manual – includes field use policies and procedures, field use permit application, all appropriate picnic license applications, and Amery Softball Association contact information.

Organization – Any entity reserving the fields for play following the completion of a field use permit and payment of appropriate user fees.

Priority Types – Priority types will determine scheduling and user fees.

I. Programs and activities of the Amery Softball Association and the City of Amery will receive priority use of any and all facilities. This includes, but is not limited to meetings, weekend tournaments, leagues, maintenance and facility additions by Amery Softball Association members or teams.

II. Tournaments scheduled through the Amery Softball Association by local and non-resident teams not belonging to the Amery Softball Association.

III. Amery area recreational programs such as; area church leagues, youth softball booster programs, and all activities associated with those leagues including but not limited to, banquets, picnics, meetings, practices.

IV. Amery School Districts varsity and junior varsity girls fast pitch for practice and scheduled league games and tournaments.

V. Organizations not related to area recreational softball

C. Athletic Fields

Park Athletic Fields:

Sports Field Location Field Size Seasons* (Approximate)

Soldiers Field 65' base path 275' fence
Jorgenson Memorial Field 65' base path 300' fence

*** Fields may be available on a limited basis based upon maintenance and field conditions.**

Amery Softball Association reserves the right to suspend field availability during periods of inclement weather, poor playing conditions due to damage (which would cause hazardous conditions) and opportunities for necessary field maintenance. It is the organization's responsibility to obtain field closure information. Call the Amery city hall at (715) 268-7486 or email at amerysoftball@gmail.com for an up to date report on field closures. Fees will be waived for events cancelled by Amery Softball Association.

D. Scheduling Procedure and Requirements (league, games & practices)

1. Amery Softball Association reserves the right to limit the amount of scheduled and non-scheduled play on fields or field facilities during any given season to prevent excessive damage to field or facilities or for facility maintenance or updates.

2. **Use Availability** – The Amery Softball Association will determine the days of availability for league play. Sundays until 6:00 pm, Holidays and Wednesdays will be open for public use and not be available for scheduled league play. Sundays may be closed to the public if tournaments have been scheduled through the Association. Wednesdays may be used for rescheduling league rainouts that occurred on listed fields when playtime is lost.

3. **Steps for Scheduling** - All organizations requesting field reservations must contact an Amery Softball Association representative to evaluate field availability. A list of Association contacts is attached to the end of this document. The Association will direct the organization to obtain a field use policy manual and permit from the Amery city hall or Amery Softball Association website at www.amerysoftballassociation.com.

4. Interested organizations must obtain a field use policy manual which includes a permit application, appropriate licenses and contact information. Activity representative must complete all application information. In addition, game and practice schedule must be provided to the City of Amery and the Association.

5. If the organization wishes to apply for a picnic license to sell alcoholic concessions, the permit application must be submitted 45 days in advance. This will allow time for Amery City Council approval at regularly scheduled meetings the 1st Wednesday of each month. If there will be no picnic license application the above listed materials shall be submitted to City Hall or mailed to the Association with the appropriate user fee (**payable to: Amery Softball Association**) at least fourteen days before the use of the fields or facilities. Game and practice schedule must be mailed to the association at:

Amery Softball Association
C/O Eric Wojchik
871 110th St
Amery, WI 54001
(715) 222-4154
ericwojchik@yahoo.com

Or submitted to:

Amery City Hall (715) 268-7486 8:00 am – 4:30 pm Monday - Friday
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6. When reservation fee is received a concession stand key may be obtained from Amery city hall if the concession stand use is requested.

7. Amery Softball Association will review game and practice dates and times, and recreational softball tournaments. Users must meet requirements as outlined within this document. Allocations for games and practices are based on the total number of requests received, availability and priority outlines. A schedule including assigned game dates and times will be posted on the Association website at amerysoftballassociation.com as they are scheduled.

8. **Requirements** - Scheduled Association league games shall have priority for use of the facility over any other organization or event.

9. Team or organization schedulers are required to give notice when requesting in-season changes in a request for field usage time. Requests for deletion of scheduled games/events must be made within a time frame of 48 hrs allowing for others to have an opportunity to book the field. If the event is cancelled within 48 hrs of the event the user fee may not be refunded.

10. Upon completion of the permitted organizations event use, all base paths must be returned to a distance of 65' and pitching rubber must be returned back to a distance of 50'. Infields should also be left in a well kept condition. Concession stand shall be cleaned and all trash picked up and deposited in appropriate trash receptacles. Any field or facility damages observed or created by permitted field use must be reported to the Association immediately. If damages require costs for repair, charges to the permitted organization may apply.

E. Reservation Fees and Charges for Applicable Softball Facilities

Softball facility reservation fees are outlined below. Activities requiring additional field preparation may be assessed a maintenance fee. The Board of Supervisors of Amery Softball Association will specify fees for facility use in the Fee Schedule to be adopted annually.

Priority Type	Type 1	Type 2	Type 3	Type 4	Type 5
Weekend Use	N/A	\$100	\$25	N/A	\$25
Season	\$200(c)	\$250	\$200	\$500(a)	\$200
Concession Stand Only	N/A	\$50	\$50	N/A	\$50
Other Use	N/A	TBD(b)	TBD(b)	TBD(b)	TBD(b)

All fees are payable to: Amery Softball Association

- (a) Fee per individual league for different age groups (Varsity, JV, Earlier ages would all pay separate fees)
- (b) Board of Supervisors must determine fee based on requested use.
- (c) Entry fee per league team

NOTE: Association Board of Supervisors may waive fees based on organizations cooperation with the Association or Amery area community services (example – area church leagues).

F. Responsibilities of Organizations Using Facilities

a.) Observe all park rules as outlined in Section G. When driving through the park parking lots, please be especially watchful for children.

b.) Application of all appropriate city licenses and payment of any appropriate field user fees. If alcoholic beverages are to be sold at the event the appropriate alcoholic beverage license must be obtained per Title 7-2. A temporary Class B (picnic) license will suffice for three day softball tournaments. All provisions listed in Title 12-1-6(k) will apply to this license. Beverage license fees are listed in Section 1-3-1 City of Amery fees schedule. In addition, for all events where alcoholic concessions are sold, two licensed bartenders are recommended. One licensed bartender must be on the premises at all times.

- c.) Pre-game preparation of field, including lining, raking, etc. All groups must use non-toxic Sportsfield Whiting (CaCo₃) or sports lining paint. Spray paint should not be used on “skinned” areas such as base paths, home plate area.
- d.) Clean up all trash in and around field and parking lot areas after use (including under bleachers) and place in appropriate trash receptacles or remove entirely from the park. Maintenance fees will be assessed if deemed necessary.
- e.) Maintain and set appropriate expectations of behavior from participants, spectators and League representatives. The designated activity representative on the Field Use Permit will be responsible to communicate the terms of this policy and the attached Parks Rules. (See section G)
- f.) Park only in designated parking areas and prohibit driving of any vehicles except on park entrance drive. Stay off the grass. Vehicles improperly parked may be subject to towing.
- g.) Be a good neighbor. Keep sound levels to a minimum. No bullhorns, sound amplification devices are allowed.
- h.) Applicants/Users are responsible for any damage done to the field.
- i.) Field Closure Rescheduling – It is the organization’s responsibility to contact the Amery Softball Association scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.
- j.) Activity representative/Managers/Coaches are required to carry their approved field usage permits and applicable licenses to the field.
- k.) No sales are permitted on park property without the proper vendor permit and authorization.
- l.) Any organization with a Field Use Agreement with the City of Amery and the Association must honor any stipulations in that agreement, including submission of a schedule of games, practices, tournaments as per the Use Agreement.

For further assistance and field reservation information see the attached Association contact list
24 - Hour Field Closure information may be viewed online at the Softball Association website. If there is no message the fields are open.

G. Parks and Recreation Rules and Regulations

NOTE – The City of Amery and the Amery Softball Association is not responsible for any accidents. All players and spectators participate at their own risk.

1. Hours - The parks shall be closed between the hours of 11:00 pm and 5:00 am (except for those activities specially permitted by the Association).
2. Facilities - The reserved use of athletic fields and other facilities by organized groups or individuals shall be scheduled at the discretion of the Association, a permit shall be issued by the city and association specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed there under by the city and association.
3. Personal Conduct – No individual or group shall engage in improper conduct within the parks so as to annoy or risk injury to any other person using the parks or occupying adjacent property.
4. Disposal of Waste - All waste and garbage shall be disposed of in receptacles designated for this purpose. The burning of trash or garbage is prohibited. It is unlawful to transport trash, garbage or any other matter to any park for the purpose of disposal.
5. City or Association Property - No person shall damage, deface, destroy or remove any park property, including but not limited to: signs, structures, equipment, natural growth or other material.

6. Motor Vehicles –No person shall operate, stop or park any motor vehicle except on park roads, parking areas or other areas so designated for such use. Nor shall any person operate any motor vehicle in a reckless or negligent manner, in excess of the posted speed limit, or in such a manner as to become a nuisance to other park users or persons occupying adjacent property. For additional information regarding this item see Parks and Navigable Waters ordinance 12-1-1(10).

7. Firearms - No person other than an officer of the law shall possess or discharge any firearm within the limits of the parks.

8. Building of Fires - No person shall set or maintain any fire in the parks except in stoves or grills or fireplaces maintained for the purpose and located by authority of the City or Association. See 12-1-1(8).

9. Pets/Animals - Pets/animals are not allowed in the fields of play. Pet owners must clean any waste up after their pets.

10. Notices - No person shall deface or destroy any notice, or sign posted at any place within the parks or open space areas by authority of the City, nor shall any person post any notice or placard at any place within the parks other than by authority of the City or the Association. See 12-1-1(4).

11. Protection of Park Property- No person shall kill, injure, or disturb or attempt to injure any flora or fauna wild or domestic within any park. See 12-1-1(9).

12. Sound Equipment - No person shall use any sound amplification equipment in a City park.

13. Explosives and Fireworks - No person shall have in his/her possession or ignite any fireworks (fireworks shall be defined by the National Fire Protection Association standards).

14. Golf - The playing or practicing of golf is prohibited.

15. Skateboards - The use of skateboards is prohibited.

16. All terrain vehicles (ATV's), mini-bikes, dirt bikes, (except those being utilized for infield care) are prohibited. If ATVs are used as a mode of transportation to scheduled activities at the fields they must be parked in designated parking areas.

Please refer to Title 12 Chapter 1 for additional city park system rules online at:
<http://www.amerywisconsin.org/>

Any violations of the Park Regulations in this section or in Title 12 Chapter 1 will result in additional penalties specified in Section 1-1-7 of the City of Amery Code of Ordinances.

SOFTBALL FIELD USE PERMIT APPLICATION

Name of Applicant: _____

Name of Group/Organization: _____

Organization President or Authorized Representative: _____

(If this changes, please notify City of Amery or Softball Association immediately with new representative)
Address: _____

Street, City, Zip _____

Phone: Home: _____ Work: _____

Cell: _____

Email: _____ Website: _____

Field(s) Requested: (Mark with X)

Jorgenson Memorial field West (1) _____

Jorgenson Memorial field East (2) _____

Soldiers field _____

Anticipated number of Teams: _____

Please provide the following information about your organization:

A. General Information: Check Type (please refer to "schedule of fees" in park facility packet)

Type I ____ Type II ____ Type III ____ Type IV ____ Type V ____

B. Is this a Amery Softball Association sponsored event (Yes or No) _____

C. Will you be requesting weekend or season/league use? _____

D. Attach dates and times you are requesting or attach season schedule of events.

E. If approved a valid picnic license must be obtained from Amery City Hall and posted at the facility during use if alcoholic concessions are sold.

Will you be applying for a picnic license? (yes or no) _____

Please Note: Picnic License must be submitted 45 days before event to ensure license approval.

Please review Field Use Policy and Checklist and submit required information with this form.

I, the undersigned, have read and understand the policies and procedures for Amery Softball Association Ball Field Use Policy and Procedures. I agree to comply with all ordinances, statutes and regulations of all Local, State and Federal Authorities and Agencies: and I and all users I represent hereby indemnify City of Amery and Amery Softball Association, it's officials, employees, and agents and agree to save said City, it's officials, employees, and agents harmless from all penalties, fines, costs, and damages and expenses resulting from failure to comply.

I, the undersign also agree to indemnify and save City of Amery and Amery Softball Association, it's officials, employees, and agents harmless from all loss, damage, liability, claims and demands whether involving intentional misconduct, negligence or otherwise, arising out of or resulting from such use of facility. I have provided truthful and correct information about the aforementioned organization. I understand that this application may not be approved if incorrect information is provided to the City of Amery and Amery Softball Association. I also understand that approval may be revoked if incorrect information is provided or at the discretion of the Amery Softball Association.

Representative Signature/Title: _____ Date: _____

APPROVED BY: _____ Date: _____

Authorized Representative of Amery Softball Association

Amery Softball Association Contact List

President - Phil Russo, (715) 529-6473

Vice President – Troy Elmer, (715) 557-1360

Treasurer – Eric Wojchik, (715) 222-4154

Secretary – Vacant

Amery Softball Association email, amerysoftball@gmail.com

Men's Softball League Representatives

Mike Ellwood

Mitchell Lee

City of Amery Contact List

Amery City Hall, 715-268-7486

Amery City Hall email, amerycity5@amerytel.net

City of Amery Streets and Utilities, 715-268-7427