

**Elinor Klapp Phipps Park
Meadows Soccer Complex
Facility User Guidelines, Procedures and Fees**

Schedule facility times and booking dates

- (1) Facility times
During the year, the facilities are available by reservation; during the week from 2pm to dusk Monday through Thursday. Fields will only be open when there are active field reservations.
- (2) Lighted fields
Five lighted fields are available with block scheduling from 5:30-7pm, 7-8:30pm, 8:30-10pm
*The four grass fields with lights will be scheduled for games only with a limited schedule for practices to minimize damage to the fields particularly during the non-growth period from October 30 to February 28th
- (3) Weekend Usage
Saturday: fields are available for games starting at 8am through to dusk
Sunday: 12pm through dusk (unless there is tournament play or rescheduled league play which may require starting earlier on Sunday)
- (4) Friday Usage
The facility will be closed for maintenance unless special permission is granted from the Facility Manager.
- (5) Holiday Usage
The facility will be closed during holiday periods.
- (6) Block booking requirement from Coalition users
For Fall Usage: Coalition members should submit their requests no later than July 15th
For Winter Usage: No later than October 15th
For Spring/Summer Usage: No later than February 28th

All members are encouraged to submit their requests at the earliest opportunity, however all requests received by the deadline date will be considered equally regardless of when they were submitted.

Booking confirmations, cancellations, and payment information

- (1) Organizations which block book facilities for multiple teams/leagues assume responsibility for the cancellation and payment for facility usage. The facility has three primary playing seasons. A preliminary facility schedule for each season will be completed by the Facility Manager and presented to the Soccer Coalition for consideration and the City for final approval along with original reservation requests.
- (2) Organizations which indicate they require individual team bookings must have each team complete the field/facility request form and ensure that the team contact person is clearly identified and the name and contact address of the person to be invoiced by the City of Tallahassee.
- (3) Cancellation Policy: Cancellations must be received at least 72 hours prior to the scheduled activity and all cancellations must be made in writing via mail or email. No voice mail or verbal messages will be accepted. If a practice or game field is not cancelled prior to activity or cancellations are not received in a timely manner,

- field usage charges will still be charged. Once the season field schedule is posted and approved, user groups have 48 hours to release fields that have been blocked booked. Fields released after the grace period will be subject to 50% of rental fees based on original booking.
- (4) No-Show Policy: Any team which misses two bookings without cancellation or notification may have the remainder of their block field reservation released for other user groups based on other user needs during the time of the scheduled activity.
 - (5) All users will be billed on a monthly cycle directly from the City of Tallahassee and are subject to the payment policies listed on their invoices.
 - (6) Non-timely payments or no payment can result in the cancellation of all future bookings until the account is brought up-to-date.

Confirmation of Bookings

All users will be notified in writing as to the status of their booking regarding time and date. Every attempt will be made to identify field designations in advance, however, the Facility Manager reserves the right to re-schedule field assignments up to and including the day of game/practice based on field conditions, weather conditions, and/or potential conflicts.

Day of Game/Practice

- (1) All users are required to check-in at the main building for field designation. A facility manager/supervisor will be available on-site if users have immediate questions.
- (2) The daily schedule lists games and practices and is used to confirm usage, fields, and times and is used in the billing process for the City of Tallahassee.
- (3) All coaches should be instructed to start and finish on-time.

Insurance Requirements

All user groups must provide a certificate of general liability with limits no less than \$1,000,000 (combined single limit) per occurrence and keep in force for the duration of the playing/practice season. The insurance must list the City of Tallahassee and Warner Sports Promotions, Inc. as an additional insured with a notice of cancellation clause of not less than 30 days. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance. This certificate must be received no less than fifteen days prior to the start of scheduled usage.

Facility Closures and Cancellations

After severe weather or large amounts of rain, the Facility Manager may close or restrict use of the grass facilities. The Manager will inspect the facilities and make a decision at least one hour prior to the scheduled activity. In the event of closure, the Manager will initiate the following:

- (1) Immediately place a facility closed message on the City's website (www.talgov.com/parks.com)
- (2) Place a voice mail on the facility hotline 893-8989 which will indicate the date, times, and program cancellations
- (3) Contact a designated contact person (for Coalition members) and City representative
- (4) Close the gate access to the facility

Rescheduling of Games

All users are encouraged to reschedule games at their earliest convenience or plan a rain make-up program during the week at their normal practice times.

Lightening Strike Alert

Facility Staff will follow the 30/30 rule for lightening safety. The criteria for suspension of activities is that by the time the flash-to-bang count approaches 30 seconds, all individuals should already be inside a safe shelter. If activity has been suspended due to lightening, the Facility Supervisor should wait at least 30 minutes after the last lightening flash or sound of thunder prior to resuming activity. Each time additional lightening is observed or thunder is heard, the minimum 30-minute period should be reset. Please see the attached City of Tallahassee Parks and Recreation Department Lightening-Safety Policy for more information.

Hot Weather Restrictions

Organizations, teams, coaches, and parents must be alert to hot weather conditions and ensure all participants have access to regular water breaks and observe participants closely.

Scheduling Priorities and Preferences

When scheduling the use of The Meadows and Tom Brown Park soccer fields, the scheduling priorities are as follows:

- (1) All City of Tallahassee sponsored or endorsed programs given highest priority
- (2) Main user groups who are part of the "Soccer Coalition," including Capital Soccer Association, Top of Florida Soccer Club, Tallahassee United Futbol Club, Tallahassee Soccer Association and Warner Soccer Programs
- (3) Recreational youth programs not sponsored by the City
- (4) Competitive youth programs not sponsored by the City
- (5) Other programs outside the regularly scheduled users (proof of insurance required)

* New users will be placed in one of the existing priorities.

Facility Maintenance and Upkeep

The City of Tallahassee Parks and Recreation maintenance staff is responsible for the upkeep and preparation of the soccer facilities.

Facility concerns and issues can be reported by completing a Field Maintenance Issue form. A Facility Maintenance Log is kept in the office by the field manager; all reports will be logged in and communicated to TPRD via email. All issues and concerns should be reported to the field supervisor immediately. A follow up phone call will be made by the facility manager if warranted.

Parking

There are three basic parking areas available to parents and coaches at the Meadows. They are:

- a) The Back parking area servicing fields 6, 9, & 10 which is accessible using the service road behind field 8.
- b) The Front parking area servicing fields 1, 7, & 8. Drivers are asked not to park between the trees immediately in front of the entrance way and observe the signs.
- c) The Side (East) parking area servicing fields 2, 3 & 5.

Fee Schedule

Games (Per Game)	Current
Full Field (11 v 11)	\$33.25
U-12 field (8 v 8)	\$24.75
U-10 field (6 v 6)	\$16.50
U-8 field (4 v 4)	\$ 7.50

Practices (Per hour)

Full field (11 v 11)	\$29.00
Half field (11 v 11)	\$14.50
U12 full field	\$22.00
U12 half field	\$11.50
U10 full field	\$14.50
U10 half field	\$ 7.50
U8 full field	\$ 7.50
U8 half field	\$ 6.00

An additional charge may be applicable, if other programs outside the regularly scheduled user groups request the fields to be opened for a specific event.

Sales tax will be charged to all user groups, if applicable. All tax exempt users must file and maintain a current Tax Exemption Certificate with the Facility Manager.

Coaches, Parent and Player Guidelines

Drug, Tobacco, and Alcohol Free (recommended that User groups include the following in their policies and procedures)

Sports participation has long been characterized as a means of developing character and positive values. Parents involved as fans or coaches because of the influence they have are encouraged to be mindful and refrain from substance use including smoking, alcohol consumption, chewing tobacco and illegal drugs during games, practices, or other youth events.

Leagues and associations are encouraged to develop an enforcement plan to remove coaches, parents, and spectators who are under the influence of alcohol or illegal substances.

Field Care and Field Safety

- (1) Coaches and parents are asked to ensure that the bench areas are cleaned following a practice or game and trash thrown into the receptacles.
- (2) Coaches are asked to instruct players not to overplay in goal areas or dig into the turf or play with the goals or corner flags.
- (3) Prior to all practices and games, coaches are asked to inspect all fields they are participating on to ensure the area is free from debris and safe for play.
- (4) Coaches must check that all goals are securely anchored via mechanical or sand bag weights.
- (5) If unsafe conditions exist, coaches are instructed not to start practice or a game and immediately seek the Facility Manager to either relocate practice or remedy the condition.
- (6) Parents and coaches are asked not to move benches within the facility and position themselves across the field from the teams during game play.
- (7) No pets of any kind are allowed at the Meadows. Users who bring pets will be asked to leave.

Accident/Incident Reporting

The Facility Manager must be notified of all accident or incidents that require medical attention or when public safety personnel were called to assist with a situation. Copies of both accident and incident reports are available from the Facility Manager.

Drop-Off and Pick-Up of Children

- (1) It is recommended that parents do not drop off children without identifying their coach at the facility.
- (2) Coaches do not leave any of their players at the facility unsupervised prior to parent pick-up.
- (3) In the event there is a no-show parent, coaches, participants and parents can use the facility phone to locate parents directly.
- (4) If child is not picked up within a reasonable time frame (30 minutes at the latest), a parent or a representative of the team / user group can not be contacted, the Facility Supervisor will contact the Tallahassee Police Department to take charge of the child.

Acknowledgement of Receipt

I have received a copy of the “Meadows Soccer Complex Facility User Guidelines, Procedures and Fees” document.

I understand it is my responsibility to read and adhere to the contents of this document prepared by the Facility Manager on behalf of the City of Tallahassee.

The Facility Manager, through the City of Tallahassee, reserves the right to amend or revise said document and will notify recipients to any effective amendments or revisions.

Signature

Date