

**City and Borough of Sitka
Parks and Recreation Division
Sport Field Use Permit**

In May of 2010 the City and Borough of Sitka Assembly set fees for organized team use of CBS ballfields by youth club sports teams, community schools soccer and adult softball. Sports fields are available for use by the general public on a first-come, first-served basis when not in use for scheduled league or club activities.

The fee charged is \$5 per player for Community Schools sports (youth club soccer, youth football and adult baseball), Little League and other organized recreational activities that regularly use a CBS sports field. Adult softball is \$250 per team. All fees are due after league registration is complete or before the first game of the season whichever comes first. Specific maintenance requests must be made at least two weeks in advance of the scheduled event.

Field scheduling is the responsibility of each league, sport or recreational user group. **Player fees and field use schedules (practices and games) must be submitted prior to each league's first game for fields to be "reserved".** Copies of the field use schedules must be submitted to the Public Works office on the second floor of City Hall. Sport Field use fees can be paid at the Utilities Counter, located on the first floor of the Municipal Building (100 Lincoln Street) during regular business hours, Monday through Friday, 10:00 am to 4:00 pm.

Thank you for adhering to this policy.

Field Use Fee Policy

*******NO REFUNDS for Player Fees*******

General Stipulations for Sports Field Use

The field use policies establish guidelines for organized team/group use of City and Borough of Sitka ballfields. Municipal Parks and Recreation staff will fairly and consistently enforce this policy. Tournament deposits will be forfeited if fields are not left in a litter free condition.

I. General Policies

- A. All municipal parks are open from 6 AM to 10 PM daily. Walk-on use is permitted on City and Borough of Sitka fields. Teams who have scheduled field time should post a game and practice schedule at each ball field as well as any schedule amendments to avoid conflicts with other players and teams. The field must be vacated if a scheduled team arrives to use the field. The City reserves the right to limit or prohibit an organized group from using a field if permit or schedule has not been submitted to the City.
- B. Fields are available for organized team use March 1 through October 31. Fields are closed to scheduled game play as of October 31 each year. Some fields may be closed if conditions dictate.
- C. All coaches must be notified of field use policies, game and practice schedules by league officials.
- D. **Fields must be left in a litter free condition. Please do your part and leave the parks cleaner than you found them.** Teams that have repeated violations of this field use requirement may be asked to forfeit use of fields for a portion of or the remainder of the season. **No refunds.**

II. Field Assignment

- A. Each league is requested to submit a field use schedule for practices and games **no later than one week prior** to the commencement of practices. Copies should be sent electronically to the Parks and Recreation parks@cityofsitka.org or the Parks Supervisor, shawn.mcleod@cityofsitka.org. Time slots can be blocked out for league use and don't need to denote specific team use.
- B. Each league needs to include an estimate of the number of participants.
- C. FIELD USE PRIORITY
 - 1. Team, Field and Use for Ballfields – School, youth teams and organizations as follows:
 - a. Little League: Vilandre and Moller field: April 1 - July 31; KGH North: April 1 - June 30.
 - b. Mt. Edgecumbe High School: Mt. Edgecumbe field through May 31.
 - c. Little League JO: KGH South: April 1 - June 30.
 - d. Sitka High School Girls' Fast Pitch: Kimsham 4: March 1 - June 1.
 - e. Sitka High School baseball: Moller field: March 1 –June 1. Scheduling to be coordinated with Little League schedule, April 1 through June 1.
 - f. High School Soccer, Youth Soccer and Blatchley Soccer: Sean Krueger field: March 1 – October 31.
 - g. Youth Football, Blatchley and Sitka High Football: Lower Moller- July 1 – October 15.
 - h. Adult Baseball: Moller on Sundays, March 1 –Sept. 15.
 - i. Adult Softball: Kimsham Complex March 1 - Sept 7.

- j. Ultimate Frisbee and Adult Soccer – Krueger or KGH year-round
- 2. General Use and User Group Priority:
 - a. Sitka youth organizations (i.e. Sitka youth soccer, Sitka Little League) with scheduling coordination and allowances for Sitka School District teams.
 - b. Youth club sports, community schools, MEHS, and youth special camps and events like Hershey's
 - c. Adult softball and baseball organizations (i.e. Men's, Women's, Coed softball)
 - d. Adult sport and recreational activities that regularly use CBS sports fields
 - e. Other organized groups (i.e. Forest Service, USGC)
- 3. Other scheduling considerations:
 - a. Current community needs or interest
 - b. Past field use by the organization
 - c. Impact of use on the field and the surrounding neighborhood
 - d. Construction and/or other park improvements or turf repairs.

II. Tournaments, Camps, Special Events

All requests for tournaments, camps and special events that use the fields must be submitted separately **two weeks prior to the event**. The request should include a prediction for the total number of out-of-town players who will be in attendance. Any additional facilities, maintenance or supplies should be requested at this time.

III. Maintenance Requests

Any **ball field maintenance requests** need to be made **ten days in advance** of the projected date that maintenance needs to be completed. Maintenance requests should be emailed to shawn.mcleod@cityofsitka.org or phoned into 747-7630. Call outs during afterhours can no longer be responded to.