

**PALM BEACH COUNTY**  
**PARKS AND RECREATION**  
**DEPARTMENT**



**Youth Sport Provider Handbook**  
**2007 – 2008**

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**Department Contacts.....[www.pbcparcs.com](http://www.pbcparcs.com)**

# **Palm Beach County Parks and Recreation Department**

## **Recreation Services Division**

### **Mission Statement**

**We are dedicated to complementing the unique recreational interests of people through relationships, services and venues, inspiring passionate, playful and meaningful lives.**

### **Athletics Section Mission Statement**

**To provide quality athletic programs through the provision of facilities and professional staff in order to promote health, well being and enrichment to participants.**

### **Recreation Centers Mission Statement**

**“We create community through people, parks and programs.”**

## **Purpose of Handbook**

This Handbook is a reference for any Youth Sport Provider permitted by the Palm Beach County Parks and Recreation Department to utilize the Department's athletic facilities. It supplements the requirements your group agreed to in the Acknowledgement signed by your Authorized Representative and your County Liaison.

The Palm Beach County Parks and Recreation Department is an equal opportunity agency and will not exclude or discriminate with regard to its services, programs and activities regardless of race, color, religion, sex, national origin, age, or disability. Youth Sport Providers of Palm Beach County facilities are also required to provide equal access and cannot have registration preferences and/or fee differences based upon municipal residency of the program participants.

If you have any questions regarding material in this handbook, please contact your County Liaison designated in your Acknowledgement.

## **Priorities of Facility Use**

To ensure that the needs of community-based organizations and groups (Sport Providers) are being met, the following priorities of use are in place for issuing athletic facility block permits:

1. Palm Beach County Parks and Recreation Department sponsored youth and adult programs
2. Youth Programs
  - a. Non-profit youth sports organizations that provide a variety of recreational sports
  - b. Municipal recreation programs providing direct programs
  - c. Public school programs
  - d. Non-profit recreational groups serving youth in one sport
  - e. Non-profit youth travel programs
  - f. Private schools
3. Adult Programs
  - a. Adult recreational leagues
  - b. Non-profit agencies
  - c. For profit groups

# Facility Use

## **Reserved Right of the Parks and Recreation Department**

The Palm Beach County Parks and Recreation Department may close or temporarily suspend activities on its athletic fields due to inclement weather, unsafe playing/field conditions or lack of compliance with Departmental policies regarding facility use or permitting requirements.

## **Facility Use Authorization, Penalty For Unauthorized Use**

All facility use is by permit only, unless an exception is made either by Recreation Services Division staff or by on-site Parks Division staff. Unauthorized use of facilities adversely impacts the integrity of playing surfaces, and may create safety hazards or other unsafe field conditions, therefore any damage to athletic facilities as a result of unauthorized use will be repaired at the Sport Provider's expense. Use of fields without authorization and proper permits may result in the reduction in the use of County fields, the loss of permits, and/or fines. Fines may include a per hour, per field charge to the Sport Provider.

## **Athletic Field Utilization**

Your adherence to the following standards will permit the Parks and Recreation Department staff to better serve the public by sustaining playable turf and field conditions:

- Athletic fields that are closed for renovation must not be used until opened and permitted for use by County staff.
- Athletic field weekday programming occurring between the hours of 7:00 am and 3:30 pm is by special request as renovation and routine maintenance are adversely affected. Exceptions to this policy will be made on an individual basis by Parks and Recreation Department staff and are subject to appropriate fees. In addition to other Sport Provider special event request requirements, the request for weekday daytime permitting must be submitted a minimum of 10 business days prior to the event. Failure to submit the request may be cause for denial and will result in fines per day per field, in addition to regular fees.
- Field preparation fees for single facility user is \$30, expenses are divided between multiple sport providers based on field use. Tournament service fees for a Maintenance Worker is \$20/hr.
- Tax exempt certificate must be on file with our department for exemption to apply.

## **Recreation Center Utilization**

Adherence to the following standards will permit the Recreation Services Division to better serve the public by sustaining playable facility conditions.

- The Recreation Center staff is responsible for the direct program component at each facility and may plan monthly events or special community programming which conflicts with the regular sustained use of a facility. Efforts will be made to provide regular sustained use of a facility, but in the case of a monthly event or community program the priority usage is given to the County sponsored program.

- Recreation Center facilities that are closed for renovation must not be used until opened and permitted for use by County staff.
- Recreation Center weekday use is permitted, provided the Sport Provider's programs do not conflict with the Recreation Center programs. In the case of a conflict, priority use is given to the County sponsored program.

### **Sport Providers**

A Palm Beach County Facility Request Application Form must be submitted in writing to your County Liaison no later than September 1<sup>st</sup> of each year. Notification of request receipt will be provided to requestor within 10 business days.

#### **Prior to issuance of the permit, the following requirements must be completed:**

- ❖ Conduct background screening and on all coaches, board members concession leaders and volunteers, including a formal background check using the list of DISQUALIFIERS found below:
  - Any sort of abuse or assault/battery – physical or sexual
  - Rape
  - Any crime of a sexual nature, including possession or dissemination of pornography
  - Homicide or manslaughter in any degree
  - Attempted murder
  - Domestic violence
  - Child neglect
  - Felony drug crimes
  - Animal cruelty
  - Theft/robbery
  - Forgery/fraud
  - Kidnapping
  - Arson
  - Weapons violations
  - Any crime, misdemeanor or felony, involving children as either an accomplice or victim
  - DUI within past 5 years if transporting children
- ❖ Provide proof of a current insurance policy including:
  1. **Commercial General Liability Insurance Policy** with limits of at least \$1,000,000 each occurrence
  2. **Participant Legal Liability** (this must be shown on the certificate)
  3. **Products Liability** coverage (required only if any products including food and beverages are to be sold)
  4. **Automobile Liability Insurance** with limits of at least \$1,000,000 each accident (required only if using a mobile concession vehicle or if using a vehicle to transport participants)
  5. Insurance company should have an **A.M Best's rating of B+VIII or higher**
  6. **Palm Beach County Board of County Commissioners** listed as an additional insured if using Palm Beach County Parks and Recreation facilities
  7. **Palm Beach County School Board** listed as an additional insured if using

public school facilities

**Certificate holder shall read:**

**Palm Beach County Board of County Commissioner  
c/o Parks and Recreation Department  
2700 6<sup>th</sup> Ave. South, Lake Worth, FL 33461  
Attn: Name of your County Liaison**

**OR**

**Palm Beach County School Board  
c/o Name of School  
School address  
Attn: Name of school Principal**

- ❖ Provide a current copy of the by-laws, playing rules and guidelines
- ❖ Require all administrators, parents, players, coaches, concession workers and all volunteers to successfully complete an orientation program and sign Code of Conduct Agreements
- ❖ Require all coaches to complete a training program and submit the names to your County Liaison
- ❖ Provide a copy of written job duties and job descriptions for all volunteers
- ❖ Provide a copy of disciplinary guidelines for players, administrators, parents, coaches, concession leader, board members and volunteers
- ❖ Maintain status as a non-profit corporation with the State of Florida Division of Corporations
- ❖ Provide a current copy of your Tax Exempt Certificate

**Athletic Field Maintenance**

It is the responsibility of the Parks Division to maintain all athletic fields in a manner that is conducive to the safe playing of athletic field sports. Any field maintenance that is required beyond the routine services provided by the Parks Division for any play, tournament, special event, or County holiday is considered a “billable” service to the Sport Provider.

Requests for “billable” services must be coordinated through your County Liaison, at the time of permitting or as soon as additional needs become known.

A minimum of 10 business days for written notification of request(s) for maintenance is required. Remittance of payment is due within 30 days of receipt of invoice.

At no time are Sport Providers permitted to use field grooming machines or other motorized equipment on County fields.

Sport Providers are permitted to use simple hand tools to rake and tamp infield surfaces in order to improve playing conditions. These tools must be provided by the Sport Provider and they must be removed from the field after each use. Digging or trenching is not permitted under any circumstances. Parks Division staff will not provide Sport Providers with tools for maintenance activities. Misuse of athletic field drying agents or use of inappropriate agents is not permitted.

Sport Providers are not permitted to move or change bases and/or pitching rubbers. If a change is required, submit a Facilities Request Form to your County Liaison as soon as needs become known. Please allow 10 business days for the work (if approved) to be completed.

### **Recreation Center Facility Maintenance**

It is the responsibility of the recreation centers to maintain all athletic facilities in a manner that is conducive to a safe and clean environment. Any facility maintenance that is required beyond the routine services provided by the recreation center for any play, tournament, special event, or County holiday is considered a “billable” service to the Sport Provider.

Requests for “billable” services must be coordinated through your County Liaison at the time of permitting or as soon as additional needs become known.

A minimum of 10 business days for written notification of needs is required as work orders must be processed and maintenance schedules must be modified to accommodate the requests. Remittance of payment if any, is due prior to issuing the facility permit.

Facility users are permitted to use dust mops or brooms in order to improve playing conditions. These tools will be made available at the centers and may not be removed from the facility. Other facility maintenance equipment will not be provided.

### **Athletic Field Lining**

Foul lines on baseball and softball fields will be painted and maintained by Parks Division staff on the outfield grass only. Infield foul lines and batter’s box lines are the responsibility of the Sport Providers. Lining of multi-purpose fields is the sole responsibility of the permitted Sport Provider, unless specifically requested on the field use permit as a service that will be billed to the Sport Provider. Field lining must be performed during permitted time. The permitted Sport Providers are responsible for supplying and storing their own paint, chalk and application devices.

Sport Providers are encouraged to monitor the lining of athletic fields. Excessive athletic field chalk on paver bricks, concrete, and areas around the pressbox should be avoided. Excessive problems of this nature will be billed to Sport Providers for cleanup. Only athletic field marking paint will be used for lining multi-purpose fields. Excessive amounts of paint should be avoided to prevent field turf damage. Any damage caused by inappropriate use of field paint will be billed to the Sport Provider.

### **Storage**

All Sport Providers must remove any equipment and supplies used in athletic activities from the fields after each use; goal nets must be removed after each season. Storage of these items is the responsibility of each Sport Provider or individual. On-site storage is very limited and requests to use existing storage space at the park must be coordinated and approved through your County Liaison. It may be possible for Sport Providers to store soccer goals and pitching nets in areas designated by Parks and Recreation Department staff, but it is the Sport Provider’s responsibility to ensure that they are adequately secured.

Indoor recreation center facility storage is not available.

## **Facility Improvements**

Any request for the construction of storage buildings, additional fields, concession stands, batting

cages or other structures or facility modifications must be submitted in writing to your County Liaison, who will route the request through the Parks and Recreation Department's Facility Operations Committee. The request must be approved by the Director of Parks and Recreation prior to obtaining permits or having any work done.

All approved construction projects must be permitted through the appropriate Palm Beach County departments prior to the start of construction. It is possible to enter into construction partnership projects with the Parks Division. As resources are available, assistance with materials and/or labor may be possible, but the requesting parties are responsible for securing all County permits and must complete all construction work within the time frame specified by the Parks Division.

All permitted batting cages, soft toss and pitching areas constructed by Sport Providers must comply with Palm Beach County standards, and will become the responsibility of the Sport Providers to maintain in a safe and quality condition. It is the responsibility of Sport Providers to ensure that all permitted batting cages comply with Palm Beach County standards: netting secured and without holes; interior ground kept free of debris; routinely mowed and edged. Sport Providers will be contacted if any facilities are determined by the Parks Division to be in an unsafe condition or in violation of Parks and Recreation Department standards. Failure to meet these standards are cause to apply penalties to the Sport Provider. The Parks Division and Recreation Division reserves the right to take immediate corrective action on cages/structures deemed hazardous for use, and any such actions may be billed to the Sport Provider.

Goals, pitching screens and other athletic field items must be inspected by Sport Providers and kept in a safe condition. Any damaged equipment must be immediately removed from the park and/or locked up to prevent access.

## **Sponsor Signs**

Sport Providers are not permitted to erect or affix any type of sponsor signs or advertising to press boxes or field fencing. A sponsor board may be installed by the Parks Division only after a written request has been submitted and approved by the Department.

## **Rainouts/Temporary Field Closure**

The Palm Beach County Parks and Recreation Department will allow athletic fields to be used only when field conditions are deemed safe and when use will not create unacceptable damage to the fields. Fields will be closed when one or more of the following occurs:

- Standing water is present on any portion of the turf grass or clay playing surface;
  - Turf grass or clay playing surface is saturated and water is displaced when walking; or
  - Any other existing condition that is deemed unsafe or would create unacceptable damage to athletic fields.
- ❖ Sport Providers are encouraged to close fields using the above guidelines when field conditions change

- ❖ Only individuals who have completed the Palm Beach County Parks and Recreation Department's "Squishy 101" training are permitted to re-open fields closed due to inclement weather
- ❖ Any field damage that occurs due to the Sport Provider's inappropriate use of fields may result in an assessment of charges to restore the facility, and is subject to further penalties

**On weekdays** - Parks Division staff will determine if fields will be open or closed at approximately 3:00 PM. They will contact the Athletics Section or Recreation Center staff who will notify Sport Providers of the closings.

**On weekends or holidays** – For facilities which have Parks and Recreation Department staff on duty, the staff will close athletic fields if necessary. The closed fields will be clearly marked.

### **Lightning**

Weather conditions change quickly in South Florida. Living and playing in a lightning prone area calls for an awareness of the swiftness with which thunderstorms can develop. Lightning is random and unpredictable. Prior to a thunderstorm being detected, Sport Providers should designate a chain of command as to who monitors threatening weather and who will make the decision to remove participants, parents, officials and volunteers from the activity area. Be aware of National Weather Service issued thunderstorm "watches" and "warnings" as well as the signs of thunderstorms developing nearby.

Once a thunderstorm is detected, Sport Providers should use the "Flash to Bang Count" to determine when to go to safety. If the flash to bang count is 30 seconds or less, all participants, parents, officials and volunteers should be advised to go to a safe structure such as a building normally occupied or frequently used by people, or a vehicle with a hard metal roof and rolled-up windows or low ground seeking cover in clumps of bushes. Unsafe shelter areas include, but are not limited to, metal objects like flag poles, fences, gates, light poles, metal bleachers, golf carts, open pavilions and areas with standing water.

If no safe structure or vehicle is available, Sport Providers should advise participants, parents, officials and volunteers to find a thick grove of bushes or dry gulch; assume a crouched position on the ground with only the balls of the feet touching the ground, wrap arms around knees and lower heads; minimize contact with the ground; avoid being the tallest object in the area and avoid all trees.

Consider resuming play after waiting at least 30 minutes after the last flash of lightning or sound of thunder. In the event a person is struck or affected by lightning, emergency (911) help must be sought immediately. Apply first aid immediately if qualified to do so until professional help arrives. Any person who has been struck by lightning does not carry an electrical charge. Report all lightning related accidents or injuries by noon the next business day to your County Liaison. Remember, "If you can see it, flee it; if you can hear it, clear it."

### **Hurricanes**

As soon as a hurricane watch is issued for Palm Beach County, Sports Providers will be responsible for the following:

- Removing all concession trailers from the park
- Removing all perishable goods from the facility
- Securing all buildings and permanent structures
- Removing all portable goals, nets, batting cage nets, pitching screens, etc.
- Notifying all coaches, volunteers and parents that the parks are closed until Recreation Services staff has informed the organization that the park is safe for play

### **Vending**

The sale of any items on County property without authorization is prohibited by County Ordinance. Sport Providers may be authorized to operate food concessions during permitted times for their activity. All requests must be directed through your County Liaison.

Anyone operating a concession must provide proof of a current Commercial General Liability Insurance Policy with limits of at least \$1,000,000 each occurrence and must also include Products Liability coverage.

Trailer concession use and placement is allowed only after a written request is made and permission is obtained from the County prior to arrival on site. Vehicles are not permitted to be parked at press boxes or mobile concessions. When a hurricane watch alert is issued by the National Weather Service, mobile concessions must be immediately removed from the park. Remove propane gas containers from the mobile concession when not in use. At NO time may propane gas containers be stored on County property.

It is the responsibility of the Sport Provider to maintain a clean and safe concession. This includes trailer concessions. Sport Providers must:

- provide the County three (3) copies of all keys to all non-County permanent structures for Parks Division and Fire Marshal inspections, and emergency use only;
- provide the County with any security system codes; and
- provide a copy of the report by the Palm Beach County Fire Marshal of the semi-annual inspections of hood extinguishing systems in concessions, if applicable.

Concession facilities are subject to inspection by the Parks Division to ensure standards of cleanliness and compliance with all Fire Marshal regulations.

Due to safety concerns, concession deliveries should occur during times when activity is not taking place. Access to playing fields must remain free of congestion to allow access for emergency service vehicles.

Concessionaires shall store all concession items inside storage areas. Outside storage of concession items is not permitted. Concessionaires are responsible for breaking down all cardboard boxes and bagging them in trash bags for disposal. Boxes shall not be left in trash cans or piled outside. Sport Providers using indoor recreation center facilities may request concession space; however, storage space will not be available and concession sales are limited to that which is pre-packaged.

Litter from concession items is a major concern. Concessionaires are responsible for removing

litter from the permitted area. Organizations should encourage participants and spectators to dispose of trash in proper containers.

Sport Providers may request authorization for an additional vendor(s). The request must be made in writing and submitted with a field request to your County Liaison a minimum of 10 business days prior to the starting/requested date. The written request will contain the name of the vendor, date(s) and time(s) products will be offered, a list of specific products to be offered for sale, and a copy of the vendor's \$1 million general and product liability insurance certificate with Palm Beach County Board of County Commissioners listed as additional insured. A site meeting with Parks and Recreation staff will determine the vendor location.

### **Facility and Participant Safety**

Prior to all play, coaches are responsible for inspecting fields to ensure the area is free of debris and is safe for play. If unsafe conditions exist, it is the responsibility of the coaches to cancel play and to report the conditions to your County Liaison the next business day.

For the safety of others in the area, the use of bicycles, scooters and skateboards are prohibited around pressboxes.

Smoking is prohibited at athletic fields and their surrounding areas including spectator and concession areas. All Sport Providers will be required to monitor and inform their respective participants of this department policy.

The possession or consumption of alcoholic beverages is expressly prohibited in parking areas and within 200 feet of athletic fields/courts/facilities.

Palm Beach County Ordinance 04-022 (Section 16) states that, "Except in specified areas, domesticated animals are permitted within Park property. Said animals must be restrained at all times at a distance not greater than six (6) feet in length from their handler." Those areas within park property where dogs are **prohibited** include athletic fields and their surrounding areas, including spectator and concession areas.

Dogs are not permitted indoors at recreation centers unless the dog is clearly wearing "working dog" identification.

### **Facility Care and Concern**

Use the facilities with due care and diligence to help reduce the expense of cleaning, maintenance repairs and renovation.

Maintain batting cages to County standards: netting secured and without holes; interior grounds kept free of debris; routinely mowed and edged.

We ask the coaches to be mindful of and instruct players to not overplay or dig into the grass, and to not throw or bat into the field fencing. Similarly, we ask that players refrain from using facility walls to bounce balls and refrain from unnecessarily hanging from back board nets or safety mats behind the basketball goal. Each team is responsible for cleaning out their dugout at

game's end and advising parents and spectators to throw trash in the available receptacles. Similarly, each team is responsible for cleaning the gymnasium and removing trash from under the bleachers and disposing of it in the available trash receptacles.

We urge all league administrators to be mindful of utility rates and to ensure that lights are turned on at the appropriate time and turned off when the fields are not in use.

Utilize storage cabinets in the pressboxes that are equipped with locks, to store scoreboard control panels. Repair and replace controls when necessary.

Provide all maintenance, upkeep and replacement of permanent structures constructed by the Youth Sport Provider.

Distribute advertising or flyers, only after permit approvals have been obtained from the County.

### **Pressboxes**

Pressboxes are the property of the Palm Beach County Parks and Recreation Department and are to be kept neat, clean and well maintained by the Sport Providers. Only authorized personnel is allowed in the pressbox(es). At no time is smoking permitted in any pressbox. Remove food and debris prior to leaving. Floors and stairs are to be swept and counter tops wiped after each use. Floors are to be wet mopped monthly. Report any graffiti or maintenance concerns to the County. Turn off all lights and air conditioners prior to leaving. Secure all windows and doors. Periodic pressbox inspections will be made to ensure compliance with the County standard. Non compliance may result in the organization being billed for required work and/or loss of pressbox privileges.

### **Keys**

Keys are the property of the Palm Beach County Parks and Recreation Department. They are provided to Sport Providers as needed to allow entrance into secure areas and to provide sport lighting. Keys are not to be duplicated or given to unauthorized users. Keys are not issued for recreation center indoor facilities; however, a staff member will be made available to allow for entrance into the facility and remain at the facility during usage. A recreation center staff member will be responsible for securing the building upon completion of usage. Sports Providers are asked to respect permit times and promptly begin and conclude activity per the agreed upon permit times.

### **Electrical Repair Hotline**

Report non-emergency burned out bulbs by calling: 561-963-6786 and leaving your name, contact number, contact phone number, park name, type of facility, the problem and location.

### **Accident/Incident Reporting**

Your County Liaison must be notified by 12:00 Noon the next business day of all accidents/incidents requiring medical attention or when public safety personnel were called to assist with the situation. Please complete a County Accident/Incident Report in its entirety and fax or e-mail it to your County Liaison.

### **Camps, Clinics, Tournaments or Special Events**

Special Events are activities on County property that include but are not limited to tournaments, clinics, camps, opening/closing ceremonies, picnics, parties or any activity other than regular season league practices and games. **These activities require separate permits and should be requested on a Special Block Permit Request.**

In addition to other permitting requirement timelines, it is of utmost importance that a written request for any of these activities be submitted prior to advertising or bidding/contracting for the event. Failure to submit the request in time may be cause for denial and will be subject to penalties and fines, which will include a per day per field fine in addition to regular fees.

Permits on Monday through Friday prior to 3:30 PM will be billable at the rate of \$10/hr/field.

### **Emergency Contact Numbers**

**Electrical Repair Hotline: 963-6786** ( For reporting athletic field sports lights that are out)

**Parks Dispatch: 966-6655** (7:30 AM-3:30 PM, general maintenance problems)

**Emergency Operations Center: 712-6428** (After 3:30 PM and weekends; electrical / plumbing problems)

**Non-Emergency Park Enforcement: 561-252-1714**

**Emergency: 911**