

# Team/League Regulations for Field Use



## **Allocation & Schedule Use \_\_\_\_\_ (initial)**

Existing Concord-based leagues in good standing will be given priority in field allocation. Leagues must submit their specific requests for field use, including dates/times/locations in writing, to be received no later than February 1. All other Concord based teams (not Concord League based) may apply for a permit beginning February 15. *In order to be considered "Concord based", team coaches must reside in Concord Township, and the team roster must be comprised of a minimum of 75% Concord Township residents.*

Fields will be allocated in a fair and equitable manner, and in the best interest of Concord Township and its residents. Established leagues are given priority as they have the largest representation of players. Field Allocations will be announced by February 28. Please request only what you intend to fully use. If an allocated field is not used by the designated organization on a consistent basis, Concord Township reserves the right to reassign and adjust field allocations accordingly.

## **Required Information \_\_\_\_\_ (initial)**

Each team or league must submit a game schedule to the Recreation Department no later than May 1. Fields will be prepped and suitable for practice April 1 – May 15 weather permitting. After May 15, fields will be prepped, including lining, dragging, trash removal, etc, according to the submitted game schedule and through July 20 unless otherwise requested. The team or league will provide the township with base dimensions for each field used. If a field change is needed, the team or league must inform the township of base dimensions required on the new field for that game.

## **Payment of Fees \_\_\_\_\_ (initial)**

Invoices will be generated according to the finalized Field Permit by March 15. Field use fees shall be paid to Concord Township no later than April 1. Teams and leagues may not practice until all field use fees have been paid. Each team or league will submit, in addition to the Field Use Fee, a Certificate of Liability naming Concord Township as an additional insured for one million dollars (\$1,000,000).

## **Agreed Policies \_\_\_\_\_ (initial)**

Teams and leagues may not move bases or pitching rubbers. No painting, dragging or altering of the fields will be allowed without permission of Concord Township.

Team and league representatives will inform the township of any damaged or hazardous conditions as soon as possible. The township will address all concerns on township property immediately.

If regularly scheduled play cannot take place on a scheduled field and a game will be moved to another field, the township must be informed no later than 8am that day so that a maintenance crew can be assigned to prep the field.

Teams and leagues must remove all trash and debris from the field, dugout, infield, outfield and fence areas after each use.

Alcoholic beverages are not permitted on township property. Fireworks and incendiary devices of any type, including sparklers, are prohibited without prior approval of the Concord Township Fire Chief. Use of fireworks and/or incendiary devices must be done by a licensed pyro technician. It may be necessary for the permit holder to provide port-o-pots, pay for security provided by Lake County Sherriff Department, and/or pay for services of the Concord Township Fire Department (to be determined on an individual basis). The permit holder agrees to promptly vacate the field at the designated end time or when asked to do so by a township representative due to an emergency or other appropriate reason.

**To Report a Problem \_\_\_\_\_ (initial)**

Teams and leagues may contact the Concord Township Service Department at (440) 350-3225 to report field changes, damage or hazardous conditions and/or field concerns. This phone number is only to be used by team and league managers and coaches.

Concord Township reserves the right to make adjustments to the field allocation process as needed to address recognized needs, underutilized fields or to resolve conflicts. The township reserves the right to cancel or suspend authorization for field uses when field conditions could result in injury to players or cause damage to fields including but not limited to: heavy rain, high winds, lightning, tornadoes, severe storms. The township retains the right to revoke permits at any time for reasons deemed appropriate by township staff, including, but not limited to, non-payment of fees, abuse of facilities, sportsmanship issues, lack of supervision, disregard of policy, or action that is inappropriate or inconsistent with Concord Township's purpose.

In accepting this agreement, the teams, league, it's coaches, managers, volunteers and board members, agree to the guidelines, terms and conditions of the Field Use Permit. Permission to use the fields has been made possible by the Concord Township Board of Trustees. Any usage is subject to all rules and all applicable state and local laws. The permit holder agrees and covenants that they will hold the Township Trustees and employees harmless from any liability which may be incurred by them under this permit, and from any claim of any of the guests of the permit holder. I have read the policies and fully understand my responsibilities and hereby agree to abide by all rules and regulations. By signing this document, I hereby agree to the policies and take full responsibility for members/guests while using the field. I also agree to compensate the Township for any damages to the grounds/building that occur during my use of the field and resulting cleaning expense and repairs resulting from my use of the field.

Team/League Name: \_\_\_\_\_

Team/League Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Tournament Regulations for Field Use



## **Allocation & Schedule Use \_\_\_\_\_ (initial)**

Existing Concord-based leagues in good standing will be given priority in field allocation. Leagues must submit their specific requests for field use, including dates/times/locations in writing, to be received no later than February 1. All other Concord based teams (not Concord League based) may apply for a permit beginning February 15. *In order to be considered "Concord based", team coaches must reside in Concord Township, and the team roster must be comprised of a minimum of 75% Concord Township residents.*

Fields will be allocated in a fair and equitable manner, and in the best interest of Concord Township and its residents. Established leagues are given priority as they have the largest representation of players. Field Allocations will be announced by February 28. Please request only what you intend to fully use. If an allocated field is not used by the designated organization on a consistent basis, Concord Township reserves the right to reassign and adjust field allocations accordingly.

## **Required Information \_\_\_\_\_ (initial)**

The tournament director must submit a list of participating teams, anticipated game schedules and base dimensions for each field to the Recreation Department no later than two weeks prior to the start of the tournament so that staff can be properly scheduled. Fields will be prepped and suitable for play for each game as listed on the schedule. On site staff will work with the tournament director in the event game schedule changes or field changes occur.

## **Payment of Fees \_\_\_\_\_ (initial)**

Field use fees must be paid upon permit pick-up.

A review of additional services and products (line marker, drying agent, staff) will be provided to the tournament director at the conclusion of the tournament. Additional fees will be invoiced to the tournament director at that time and are due within 30 days.

Labor will be assigned as the township deems necessary to best provide services to the tournament and park visitors. An estimate of required labor can be provided to the tournament director upon receipt of the game schedule.

Each tournament will submit with the field use fee a certificate of liability naming Concord Township as an additional insured for three million dollars (\$3,000,000).

## **Agreed Policies \_\_\_\_\_ (initial)**

Concord Township staff will manage field maintenance during the duration of the tournament.

Tournament staff may not move bases or pitching rubbers. No painting, dragging or altering of the fields will be allowed.

Tournament representatives will inform the township of any damaged or hazardous conditions as soon as possible. The township will address all concerns on township property immediately.

Tournament teams must remove all trash and debris from the field, dugout, infield, outfield, and fence areas after each use.

Tournament director may not contract with or stage outside vendors on township property without permission from the township (port-o-pots, dumpsters, concessions, vendors). Permission will be granted on a case-by-case basis. Vendors may be required to provide a certificate of liability naming Concord Township as an additional insured for up to one million dollars (\$1,000,000).

Alcoholic beverages are not permitted on township property. Fireworks and incendiary devices of any type, including sparklers, are prohibited without prior approval of the Concord Township Fire Chief. Use of fireworks and/or incendiary devices must be done by a licensed pyro technician. It may be necessary for the permit holder to provide port-o-pots, pay for security provided by Lake County Sherriff Department, and/or pay for services of the Concord Township Fire Department (to be determined on an individual basis). The permit holder agrees to promptly vacate the field at the designated end time or when asked to do so by a township representative due to an emergency or other appropriate reason.

**To Report a Problem \_\_\_\_\_ (initial)**

The tournament director may contact the Concord Township Service Department at (440) 350-3225 to report field changes, damage or hazardous conditions and/or field concerns. This phone number is only to be used by the tournament director.

Concord Township reserves the right to cancel or suspend authorization for field uses when field conditions could result in injury to players or cause damage to fields including but not limited to: heavy rain, high winds, lightning, tornadoes, severe storms. The township retains the right to revoke permits at any time for reasons deemed appropriate by township staff, including, but not limited to, non-payment of fees, abuse of facilities, sportsmanship issues, lack of supervision, disregard of policy, or action that is inappropriate or inconsistent with Concord Township's purpose.

In accepting this agreement, the teams, league, it's coaches, managers, volunteers and board members, agree to the guidelines, terms and conditions of the Field Use Permit. Permission to use the fields has been made possible by the Concord Township Board of Trustees. Any usage is subject to all rules and all applicable state and local laws. The permit holder agrees and covenants that they will hold the Township Trustees and employees harmless from any liability which may be incurred by them under this permit, and from any claim of any of the guests of the permit holder. I have read the policies and fully understand my responsibilities and hereby agree to abide by all rules and regulations. By signing this document, I hereby agree to the policies and take full responsibility for members/guests while using the field. I also agree to compensate the Township for any damages to the grounds/building that occur during my use of the field and resulting cleaning expense and repairs resulting from my use of the field.

Tournament Name: \_\_\_\_\_

Website: \_\_\_\_\_

Tournament Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

# One Day Use Regulations for Field Use



## **Allocation & Schedule Use \_\_\_\_\_ (initial)**

Concord residents may request a field permit for one-day use beginning March 1. Please note that while residents are given priority for single field use, field availability is very limited in May, June and July and requested fields may not be available during those months.

## **Required Information \_\_\_\_\_ (initial)**

Individuals or teams must indicate their start and end times on the Request for Field Use Permit form. Fields will be prepped one time only prior to the start time indicated. No additional field work will be performed. If specific base dimensions are required, they must be indicated on the Request for Field Use Permit form.

## **Payment of Fees \_\_\_\_\_ (initial)**

Field use fees shall be paid to Concord Township when the permit is approved and picked up. Cash, credit card and checks are accepted.

## **Agreed Policies \_\_\_\_\_ (initial)**

Field users may not move bases or pitching rubbers. No painting, dragging or altering of fields in any way will be allowed. If scheduled use cannot take place due to poor weather conditions, the township will work with the individual to reschedule to an available date or refund the permit fee. Users must remove all trash and debris from the field, dugout, infield, outfield and fence areas after use.

Alcoholic beverages are not permitted on township property. Fireworks and incendiary devices of any type, including sparklers, are prohibited without prior approval of the Concord Township Fire Chief.

Use of fireworks and/or incendiary devices must be done by a licensed pyro technician. It may be necessary for the permit holder to provide port-o-pots, pay for security provided by Lake County Sheriff Department, and/or pay for services of the Concord Township Fire Department (to be determined on an individual basis). The permit holder agrees to promptly vacate the field at the designated end time or when asked to do so by a township representative due to an emergency or other appropriate reason.

## **To Report a Problem \_\_\_\_\_ (initial)**

Concord Township reserves the right to make adjustments to the field allocation process as needed to address recognized needs, underutilized fields or to resolve conflicts. The township reserves the right to cancel or suspend authorization for field uses when field conditions could result in injury to players or cause damage to fields including but not limited to: heavy rain, high winds, lightning, tornadoes, severe storms. The township retains the right to revoke permits at any time for reasons deemed appropriate by township staff, including, but not limited to, non-payment of fees, abuse of facilities, sportsmanship issues, lack of supervision, disregard of policy, or action that is inappropriate or inconsistent with Concord Township's purpose.

In accepting this agreement, the individual, team, league, coaches, managers, volunteers and board members, agree to the guidelines, terms and conditions of the Field Use Permit. Permission to use the fields has been made possible by the Concord Township Board of Trustees. Any usage is subject to all rules and all applicable state and local laws. The permit holder agrees and covenants that they will hold the Township Trustees and employees harmless from any liability which may be incurred by them under this permit, and from any claim of any of the guests of the permit holder. I have read the policies and fully understand my responsibilities and hereby agree to abide by all rules and regulations. By signing this document, I hereby agree to the policies and take full responsibility for members/guests while using the field. I also agree to compensate the Township for any damages to the grounds/building that occur during my use of the field and resulting cleaning expense and repairs resulting from my use of the field.

Team/League Name (if applicable): \_\_\_\_\_

Individual Team/League Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_