VIRGINIA BEACH
PARKS AND RECREATION

FIELD ALLOCATION
POLICIES AND PROCEDURES

Experience the Fun!
Virginia Beach Parks and Recreation

REVISED JANUARY 2019
I. Summary

The purpose of this policy is to:

- Outline allocation procedures for authorized use of athletic fields in the City of Virginia Beach
- Ensure that fields are used for recreational functions that meet the needs of the community
- Set clear policies, rules, and regulations for field use by community-based youth sports leagues

Due to the limited number of available facilities, the Department of Parks and Recreation has established criteria for field use and will monitor proper use of allocations and authorizations. Increased demand on fields creates an increased strain on the City's financial resources. Therefore, the City may charge fees in order to recover public costs to operate, maintain, repair, improve, supervise, and administer the use of athletic fields.

Virginia Beach Public Elementary Schools and municipal parks that have athletic field space are available for use. Parks and Recreation reserves the right to make any decisions regarding sports programming and facilities that are in its best interests, and the best interests of the residents of the City.

II. Tiers of Service

Community youth sports leagues will be placed into the following tiers, prioritizing use:

Tier 1 – Recreational City-Sponsored

- Includes all use scheduled by Virginia Beach Parks and Recreation, and all use requested/scheduled by the city co-sponsored Community Recreation Associations.
- Tier 1 will not pay a fee for use of fields or use of lights.

Tier 2 – Recreational Non-City Sponsored

- Includes recreational leagues not co-sponsored by the city, but still serving a specific geographic area of the city
- Must field a minimum of 10 organized teams with established team rosters
- Registration is open regardless of skill level or ability to pay, no one is turned away, there is a no-cut policy, and everyone plays
- Examples: Little Leagues, Pony Leagues, Pop Warner/AYF Football, Recreational Soccer Leagues, Recreational Lacrosse Leagues, etc.
- Tier 2 will not pay a fee for use of fields, but will pay a fee for use of lights. Please refer to Section VIII – Lighting Fees, for charges and payment process.

Tier 3 – Advanced/Elite

- Includes leagues offering above-recreation level play, serving an area larger than one neighborhood, and/or competing for state/region/national/world championships.
- Also includes individual independent teams that participate in tournaments only (not leagues).
- Examples: Teams/leagues formed based on skill level and not all players can participate, travel/AAU/select/independent teams, for-profit organizations, camps, clinics, etc.
- Tier 3 will pay a fee for all use of fields and lights. Please refer to the Field Rental Policies and Procedures available at [www.VBgov.com/PAAC](http://www.VBgov.com/PAAC).
III. Eligibility Requirements

In order to be recognized by Parks and Recreation for Tier 1 or Tier 2 field allocation, community youth sports leagues must meet all of the following criteria. League President or Area Chair must complete and sign a Verification of Field Allocation Eligibility form (provided by the City) confirming that his/her organization meets and complies with all of the requirements as set forth below. This form will be submitted with the organization’s seasonal field request (see Section IV).

1. Organization is recognized as a nonprofit by the Commonwealth of Virginia and/or receives a tax exemption from the Internal Revenue Service under Section 501(c)(3)
2. Organization has an established, all-volunteer Board of Directors
3. Organization has a single point of contact (name, mailing address, phone number, and e-mail address) for all field use – preferably the Area Chair or League President – that will verify all rules and regulations concerning field use are distributed to and clearly understood by all teams/coaches
4. Organization serves a specific geographic area/neighborhood, organizes teams via a neighborhood/community concept, and/or has league boundaries approved by a parent organization
5. Organization accepts all players regardless of playing ability, forms teams via an equitable draft process (no “cuts”), and has established Mandatory Play rules for all participants
6. Organization is financially solvent, has an annual operating budget, and is able to provide financial statement(s) summarizing the previous year’s activity upon request
7. Organization operates under an established Constitution, Bylaws, and member Codes of Conduct
8. Organization verifies that nationwide background checks (with established standard disqualifiers) are completed and passed a minimum of every three years by all coaches, officers and board members
9. Organization verifies that all coaches comply with Section 63.2-1509, Item 16 of the Code of Virginia, by completing the Virginia Department of Social Services Mandated Reporter Course #CWS 5692: Recognizing & Reporting Child Abuse & Neglect
10. Organization verifies that all coaches comply with Section 22.1-271.5, Item C of the Code of Virginia, by completing a Concussion Awareness training program
11. Organization must provide proof of liability insurance in an amount no less than $1,000,000 per occurrence, with the City of Virginia Beach and Virginia Beach City Public Schools named as additionally insured
12. Organization verifies that a minimum of 80% of all registered players are Virginia Beach residents
13. Organization must be represented by one board member, officer or designee at the annual field allocation meeting

Parks and Recreation, Sports Management reserves the right to audit all of the required information, and upon request all information must be provided to Sports Management/Athletics (4001 Dam Neck Road) within 5 business days. Failure to meet the above criteria or supply requested information may result in loss of allocated fields.
IV. Allocation Process

The allocation of fields will follow the guidelines stated below:

1. All recognized sports organizations will be contacted by Sports Management/Athletics in January (spring season) and May (fall season). An organization must first be recognized by meeting the Eligibility Requirements in Section III and providing appropriate documentation.

2. The organization’s Area Chair or League President will submit the following to be received by February 1 (spring season), June 15 (fall season), or no later than four weeks prior to the requested start date of field use:
   a. An Application For Field Use Form (provided by the City)
   b. A Verification of Field Allocation Eligibility Form (provided by the City)
   c. Proof of liability insurance in an amount no less than $1,000,000 per occurrence, with the City of Virginia Beach and Virginia Beach City Public Schools named as additionally insured

3. Requests for additional use, programs or facilities not covered by this document should be submitted with the organization's original request. Additional fees may apply.

4. After the specified deadline to receive requests, Sports Management staff will begin the process of assigning fields, dates and times to the various organizations based on the priorities in this policy.

5. Fields will be allocated in a fair and equitable manner, and in the best interest of the City. Allocations will be conducted using a consistent set of criteria including but not limited to:
   a. All groups will be assigned a Tier of Service as outlined on Page 2.
   b. Space/time will be allocated using the Sports Participation Guidelines on Page 5.
   c. Parks and Recreation administered programs have first priority of field use.
   d. Traditional sports seasons have priority:
      i. Spring (March 1 through July 15) – baseball, softball, soccer, lacrosse.
      ii. Fall (July 15 through November 30) – football. Any non-football Fall field use may start no earlier than August 1.
      iii. Requests for out-of-season play will be reviewed after allocations for traditional season sports. Additional charges may apply for out-of-season allocations.
   e. No elementary school field will be allocated before 4pm (Monday through Friday).
   f. It may not be possible to grant all requests.
   g. No field use is assigned during the Winter months (December, January and February), as these are designated field recovery periods. Any approved field use during this time will incur rental fees and other charges.
   h. Past history, previous allocation/use of fields, payment history, prompt return of requests for information, and compliance with established Conditions of Use, will be taken into consideration.
   i. Per the joint Facility Use and Maintenance Agreement, Virginia Beach City Public Schools (VBCPS) events always have first priority on all school fields. When a school notifies us of closure dates not listed on the authorization documents, assigned user group(s) will be notified.
   j. Parks and Recreation reserves the right to cancel an allocation to accommodate the needs of any VBCPS or City-sponsored event.

6. Once the allocation process is completed, field authorization documents will be distributed to each organization’s Authorized Agent.
7. Immediately following registration, any deviation to the projected teams/age groups (noted on the Application For Field Use) will be communicated to Sports Management/Athletics.

8. Organizations must submit complete practice schedules to the City-Wide Athletic Office on forms provided (broken down by fields/days/times/teams), no later than 14 days after the first authorized date of field use.

9. Game schedules must be submitted to Sports Management/Athletics at least 10 days before the first scheduled game.

10. Assigned field use will be verified by Sports Management staff. If an allocated field(s) is not used as assigned three times by the designated organization, Parks and Recreation reserves the right to reassign and adjust field allocations accordingly. Organizations will be notified prior to reassignment.

11. Parks and Recreation reserves the right to make adjustments to the field allocation process as needed to address recognized needs or resolve conflicts.

V. Sports Participation Guidelines

For field allocation purposes and as part of a basic level of service to be provided to the community, Parks and Recreation will use the National Standards for Youth Sports. The Standards were established by the 2007 International Youth Sports Congress sponsored by the National Alliance for Youth Sports (NAYS), and revised in 2017.

The standard participation guidelines below provide a level of physical activity that promotes an interest in sports and exercise, ensure equitable space/time for each team, and provide consistency between teams and associations. They also create a balance of play time with academic and/or other extracurricular activities, while still providing skill development and a positive youth sports experience.

1. Each age group is allocated a set number of practices and games per week. The week runs Sunday through Saturday. The following matrix indicates the maximum participation and allocation guidelines. Practice schedules will be compared to Participation Guidelines (and assignments may be adjusted) to ensure equitable distribution of field inventory.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Practices + Games per week, per team</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time per day</td>
</tr>
<tr>
<td>6 and under (Developmental)</td>
<td>1 hour</td>
</tr>
<tr>
<td>7-8 (Instructional)</td>
<td>1 hour</td>
</tr>
<tr>
<td>9-10 (Organizational)</td>
<td>1 hour</td>
</tr>
<tr>
<td>11 and up (Skill Enhancement)</td>
<td>1.5 hours</td>
</tr>
</tbody>
</table>

2. When school is not in session (i.e. Spring Break, Summer vacation, etc.), additional practice time may be permitted up to 150% of the above table.
VI. Conditions of Field Use

Each assigned user group will be held responsible for compliance with the following policies. Misuse of a park or school field, or the failure by any user group or individual user group member to comply with these regulations, is cause for revocation or denial of existing authorizations and/or future applications.

1. **All official use of elementary school and park fields is by Authorization only.** Users without authorization, or that cannot produce their organization’s field authorization documents, will be asked to vacate the premises.

2. Coaches must have a copy of their organization’s field authorization documents with them at all times. The field authorization documents must be available for inspection at any time at the request of School and City staff, School Security, or Police.

3. The organization’s president or designated liaison is responsible for ensuring that coaches receive their organization’s field authorization documents and understand the documents must be on site and presentable during field use.

4. The organization’s president or designated liaison is responsible to enforce the rules and regulations regarding the conduct of teams while using authorized facilities.

5. No subleasing of fields is allowed under any circumstance. Subleasing of fields will result in revocation of all authorizations indefinitely.

6. Any use of fields without authorization or interfering with another authorized user will result in the revocation of all authorizations indefinitely.

7. Parks and Recreation must be notified immediately if an allocated field is no longer needed, or if there is a change in the organization’s schedule.

8. Per School Board Policy 7-57: Parking at schools is permitted only in designated parking areas. Animals (except service animals) are prohibited on school grounds.

9. Parking in grassy areas at schools and municipal parks is prohibited. Vehicles are restricted to paved roads and parking lots.

10. Per School Board Regulation 7-54.1 and Section 22.1-79.5 of the Code of Virginia: Smoking, use of tobacco products, all types of e-cigarettes, drugs and alcoholic beverages are prohibited on school property (including parking lots).

11. No alcohol or drugs permitted on park system fields.

12. Teams must police grounds for trash daily after use.

13. Field authorization documents give approval for use of outdoor areas only. Participants are not permitted inside school buildings for any reason. This is a school security issue.

14. Please adhere to all closure dates listed in the Notes section of field authorization documents.

15. Multi Purpose Field users must stay at least 250 feet from home plate of Ball Diamonds.

16. Organizations are responsible for adhering to Field Maintenance Guidelines (Section VII).

17. Area Chairman/League President must submit a specific schedule (and fee, if applicable) to Sports Management/Athletics for any field lights to be programmed. Please refer to Lighting Fees (Section VIII, page 8) for charges and payment process.

18. While Spring field allocations may begin in March, fields will not be regularly maintained prior to April 1. In Fall, fields will be regularly maintained beginning August 1.

19. Replace turf divots at the end of each day to help re-root grass.

20. No tarps or material that may damage the grass may be placed on the turf.
21. Do not use fields during or after a heavy rain, or when wet or muddy.
22. Do not overcrowd fields by scheduling multiple practices or games in reserved areas. Allow a distance between fields for safe passage of spectators and participants.
23. Multi Purpose Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive damage in one area. Rotate use, and when possible, stay off fringe or bare areas to limit erosion and further damage.
24. All vendor and food sales on City Property require prior approval from Parks and Recreation. All sales on School Property require prior approval of VBCPS Administration. Additionally, all food sales and food vending operations require a valid Food Service Permit approved and issued by the Virginia Department of Health (Virginia Beach Office).
25. Any equipment left on site must have prior authorization of Parks and Recreation/VBCPS and must be safely stored or secured. The City of Virginia Beach and Virginia Beach City Public Schools are not responsible for any equipment that may be damaged or cause damage/injury.

VII. Field Maintenance Guidelines
Each assigned user group will be held responsible for complying with the following Field Maintenance Guidelines:

1. Holes and uneven areas on ball fields may be filled/leveled with appropriate approved material. This includes batter boxes, pitching rubber areas, and any other area needing attention.
2. Fields may be groomed with appropriate method of dragging or groomer. **NO** vehicles except Z mower type or small utility carts allowed. **NO** private vehicles allowed on school grounds (per School Board Policy 7-57), or on park property.
3. Working on school fields is prohibited during school operating hours.
4. Mowing of school fields is not permitted. Mowing of park system fields requires prior approval from Parks and Recreation.
5. All trash and debris must be removed from the field, dugout, infield, outfield, and fence areas.
6. Damages discovered to City property **MUST** be reported in a timely manner to Parks and Recreation. This includes fences, player benches, bleachers, trash cans, or anything else needing attention.
7. Structures or improvements of any kind **CANNOT** be built or installed without prior approval from Parks and Recreation.
8. School programs and events take priority – organizations will be notified.
9. If the City cancels a program or event due to inclement weather, it is recommended that each organization and its members refrain from using the fields.
10. Pushing/spreading water is only allowed within the infields. Do not push water into the outfield.
11. Appropriate bases and base pins may be placed as needed for that day’s events.
12. Field liner for foul lines may be applied within the infield. Do not use on grass.
13. Paint may be applied to mark the outfield lines beginning at the turf area and continuing to the outfield foul poles, fence, or designated length; whichever one comes first. Painted football and soccer field lines are allowed, if applicable. **Paint used must cause no harm to grass or its growth.**
14. All field improvements must be approved in advance by Parks and Recreation. This includes home plate, Hollywood bases, temporary fencing, fill material, sheds/equipment storage units,
in ground base anchors, etc. Stockpiling material onsite is prohibited unless pre-approved by Parks and Recreation.

15. **NO** chemical applications allowed. This includes all pesticides.

16. All goals must be secured to the ground or some type of pre-approved structure at all times to prevent tipping and must maintain a safe working condition.

17. User groups are responsible for excessive use or damage to City or VBCPS fields, equipment, and property. If additional maintenance is required after an activity (in excess of routine services/time), the assigned user group may be charged accordingly. Failure to pay for additional maintenance caused by excessive use or damage may result in the immediate loss of existing field allocations/permits, and/or the refusal of future allocation requests.

**VIII. Lighting Fees**

Tier 2 organizations will be charged a fee of $10 per hour for use of field lights. Prior to any lights being programmed, League President must submit a formal schedule (form provided by the City) and payment to Sports Management/Athletics. Light schedules and payments must be received no later than the 15th of each month for the next month’s lighting needs.

- Example: schedule/payment for May light needs will be due by April 15
- Example: schedule/payment for September light needs will be due by August 15

**NOTE:** Field lights are not available on weekends or City Holidays.

**IX. Inclement Weather Policy**

The City reserves the right to cancel or suspend field authorizations when field conditions could result in injury to players or cause damage to fields. Authorizations may also be cancelled when the health and safety of participants is threatened due to impending conditions, including but not limited to: heavy rain, poor air quality, high winds, excessive heat, lightning, tornadoes, tropical storms, hurricanes, or winter storms.

During inclement weather, Parks and Recreation staff will assess the playability of all City-owned and joint-use VBCPS fields to determine if use will occur. Sports Management or designated representative has the authority to close any/all fields. In addition, Parks and Natural Areas has the authority to close municipal park fields as needed.

With regards to evaluating playing conditions, groups should employ the playability criteria used by City staff and take into consideration the current and future quality of the turf.

Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact Virginia Beach Sports Management/Athletics at 385-0458.

**X. Violations**

Violations of this policy may result in the immediate loss/revocation of existing field allocations, the refusal of future allocation requests, charges for the cost of any modification/repair to a field or facility related to the violation, and other actions as warranted. Parks and Recreation will provide written notice of any violation and the action taken as a result of the violation.
XI. Cancellation
Parks and Recreation reserves the right to cancel any Authorization for Field Use due to the following:
- Conflict with a City-sponsored or VBCPS-sponsored league, program, activity, or event
- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions
- Violations of these Policies and Procedures per Section IX above
- Failure to supply necessary information during a Field Allocation audit request

All attempts will be made to provide advance notice and reschedule at an alternate location. In the event of an emergency, or when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of privileges. The City is not obligated to provide alternate fields.

XII. Additional Supervision/Security
The City has the right to require a field user to provide additional park personnel, security, medical, or police protection when deemed necessary. Any resulting expenses/costs will be the responsibility of the field user.

XIII. Traffic and Parking
It is the organization’s responsibility to alleviate parking and traffic issues. The assigned user group may be requested to provide volunteers to direct participants and spectators to designated parking areas. Please note that some neighborhood streets adjacent to park property are parking by permit only.

XIV. Questions
For any questions regarding this policy, please contact Sports Management/Athletics at 385-0458.

XV. List of Facilities
A list of the Elementary School and park fields covered by this policy is below. * = lighted fields

**SCHOOLS ALLOCATED BY SPORTS MANAGEMENT/ATHLETICS (385-0458)**
*ALANTON ELEMENTARY SCHOOL - 1441 Stephens Road 23454
*ARROWHEAD ELEMENTARY SCHOOL - 5549 Susquehanna Drive 23462
BAYSIDE ELEMENTARY SCHOOL - 5649 Bayside Road 23455
*BIRDNECK ELEMENTARY SCHOOL - 957 S. Birdneck Road 23451
BROOKWOOD ELEMENTARY SCHOOL - 601 S. Lynnhaven Road 23452
CENTERVILLE ELEMENTARY SCHOOL - 2201 Centerville Turnpike 23464
CHRISTOPHER FARMS ELEMENTARY SCHOOL - 2828 Pleasant Acres Drive 23453
COLLEGE PARK ELEMENTARY SCHOOL - 1110 Bennington Road 23464
 Cooke ELEMENTARY SCHOOL - 1501 Mediterranean Avenue 23451
CORPORATE LANDING ELEMENTARY SCHOOL - 1590 Corporate Landing Pkwy 23454
*COURTHOUSE FIELD - 2473 North Landing Road 23456 (formerly Courthouse Elementary)
*CREEDS ELEMENTARY SCHOOL - 920 Princess Anne Road 23457
DEY ELEMENTARY SCHOOL - 1900 North Great Neck Road 23454
*DIAMOND SPRINGS ELEMENTARY SCHOOL - 5225 Learning Circle 23462
FAIRFIELD ELEMENTARY SCHOOL - 5428 Providence Road 23464
GLENWOOD ELEMENTARY SCHOOL - 2213 Round Hill Drive 23464
MIDDLE SCHOOL AND HIGH SCHOOL FIELDS
Middle School and High School fields are not allocated by Parks and Recreation.

- Tier 1 organizations will submit Middle School or High School field use needs with their seasonal facility requests. Sports Management/Athletics will submit a field request to the school on the Association’s behalf, and communicate approval/disapproval to the Area Chair.
- Tier 2 and Tier 3 organizations wishing to use Middle School or High School fields must contact the school directly. President submits the request to the Student Activities Coordinator of the individual school. Questions can be directed to VBCPS, School Rentals Office at 263-1190.
PARKS ALLOCATED BY SPORTS MANAGEMENT/ATHLETICS (385-0458)
*BLACKWATER PARK - 3390 Head River Road 23457
BRIGADOON WOODS NEIGHBORHOOD PARK - 1717 Ashton Drive 23464
BRILL FIELD - 3500 Kings Grant Road 23452
*CREEDS NEIGHBORHOOD PARK (CAMPBELL’S LANDING) - 1585 Campbells Landing Road 23457
CHARLESTOWN ATHLETIC COMPLEX - 5592 Lynnhaven Parkway 23464
CHARLESTOWN LAKES NEIGHBORHOOD PARK - 1052 Kinderly Lane 23464
LARK DOWNS NEIGHBORHOOD PARK (AT KEMPSVILLE REC CENTER) - 800 Monmouth Lane 23462
LEVEL GREEN PARK - 1520 Level Green Boulevard 23464
LONDON BRIDGE NEIGHBORHOOD PARK - 520 Old Great Neck Road 23454
MUNDEN POINT PARK - 2001 Pefley Lane 23457
*NEWLIGHT PARK - 1111 Thompkins Lane 23464
*ROSEMONT FOREST BALLFIELD - 2300 Lynnhaven Parkway 23464
SALEM WOODS PARK - 1525 Salem Road 23464
STRATFORD CHASE NEIGHBORHOOD PARK - 900 Minden Road 23464
WILLIAMS FARM PARK - 5269 Learning Circle 23462
WYNDAMERE PARK - 4076 Ware Neck Drive 23456

PARK FIELDS AVAILABLE FOR RENTAL VIA PRINCESS ANNE ATHLETIC COMPLEX (385-0478)
(Rental Policies and Procedures available at www.vbgov.com/PAAC)
*BAYVILLE FARMS PARK - 4132 First Court Road 23455
*CITY VIEW PARK - 2073 Kempsville Road 23464
*LYNNAHAVEN PARK - 1246 Bayne Drive 23454
*OCEANA PARK - 229 First Colonial Road 23454
*PRINCESS ANNE ATHLETIC COMPLEX - 4001 Dam Neck Road 23456
*RED MILL FARMS PARK - 1900 Sandbridge Road 23456