

RACINE COUNTY PUBLIC WORKS & DEVELOPMENT SERVICES	NUMBER:
PARK STANDARDS AND OPERATING PROCEDURES	INITIAL DATE: 7/26/04 REVISED DATE: 8/09/12
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The purpose of this policy is to designate specific athletic fields in the Racine County Park System and to provide rules and operating procedures to allow for managed use. The goal of the policy is to provide athletic fields for the leisure activities and sports practice of our youth and citizens, while managing and providing protection and stewardship of our resources.

This policy applies to the following athletic fields:

- Case Eagle Park (North)
- Case Eagle Park (South)
- Cliffside Park (East)
- Cliffside Park (West)
- Pritchard Park (Roosevelt Street)

1. Each designated athletic field shall be reserved individually by written permit. Permits are available at the Racine County Public Works & Development Services office only. Athletic fields may be used on a first come basis by youth sports if fields have not been reserved.
2. Adult soccer shall require a written permit at all times. Organized full contact adult football is not permitted on any designated athletic field.
3. Written permit must be present at the athletic field during the reservation period. A reservation will not be enforced without a copy of the permit being available at the field.
4. Reservation preference shall be given for youth sports. Youth sports is defined as all players under 18 years of age or associated with an elementary or secondary school up to and including grade 12.

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5. Youth sport reservations for spring and early summer (April 1 - July 31) shall begin ten (10) working days before the first working day of April. All other requests shall not be considered until after that date. Youth sport reservations for late summer and fall (August 1 - November 15) shall begin ten (10) working days before the first working day of August. All other requests shall not be considered until after that date.
  
6. Reservation requests for adult soccer (18 years of age and older) shall be made in person, by telephone, fax, and electronic mail (with charge card) or in writing between two (2) and five (5) working days of the requested date.
  
7. A fee and deposit is required for each athletic field reservation. Youth sports by Racine County Policy do not pay fees or deposits.
  
8. Fees are established yearly by the Racine County Board of Supervisors. All fees and deposits must be paid in full at the time the reservation is made.
  
9. Deposit will be refunded when satisfactory clean up is determined by the Park Manager or designated staff.
  
10. Reservations for the athletic fields may be made in person, by telephone, fax, and electronic mail (with charge card) or in writing. Reservations shall not be accepted less than two (2) working days of the requested date.
  
11. All requests shall state which athletic field, date and time to be reserved. Requests also include the name of the responsible person (over 18 years of age), address and telephone number.

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12. The County shall not be responsible for athletic field marking. With prior County approval, user groups may layout and mark an athletic field, within the limits of a designated athletic field, with paint specifically manufactured for athletic field marking purposes. Marking of fields with chalk is not permitted.
13. No game officials are provided by the County.
14. The Racine County Public Works & Development Services Department is authorized to restrict the use of the athletic fields to insure proper field conditions. Fields may be closed to public use for routine maintenance and refurbishing.
15. The Racine County Public Works Department & Development Services is authorized to cancel reservations due to rain/weather conditions for the purpose of protecting the athletic fields from damage.
16. Reservations cancelled by the Department because of inclement weather may be rescheduled as available or a refund may be requested without payment of an administrative charge.
17. A cancellation of a reservation that involves a fee and deposit must be submitted on a Refund/Cancellation Request form and received in the Public Works & Development Services Office prior to the date of the reservation. The person who made the original reservation must sign the Refund/Cancellation Request form. A refund for the fee, less a set administrative charge, which is authorized through the annual fee schedule, will be made by check and mailed to the address specified.
18. Racine County shall not discriminate based on race, religion, gender or ethnic background.

By Order of the Racine County Public Works, Parks and Facilities Committee dated  
August 9, 2012