

Racine County Public Works	NUMBER:
PARK STANDARDS AND OPERATING PROCEDURES	INITIAL DATE: 11-30-00 REVISED DATE:
TITLE: POLICIES – BASEBALL/SOFTBALL FIELDS	PAGE 1 OF 3

The purpose of this policy is to identify major baseball/softball 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 baseball/softball fields for the leisure activities of our youth and citizens, while managing and providing protection and stewardship of our resources.

This policy applies to the following baseball/softball fields:

- Pritchard Park (east and west)
- Cliffside Park (northeast, northwest, southeast, southwest)

This policy does not apply to the baseball/softball fields located at Bushnell Park. Racine County has entered into a maintenance and operation agreement with the City of Burlington for the field located there. Operation and scheduling of those diamonds are under the authority of City of Burlington.

1. Requests for baseball/softball league games will be received from leagues that participated at the respective park the prior year. Such requests will be received until the first Tuesday in February. The request shall be submitted on a League Information Form. The form must be signed by a responsible person over 18 years of age. This form may be obtained at the Public Works Department Office. A tentative schedule of the league games shall be submitted with the League Information form. The schedule shall state which park, fields, dates and times are requested to be scheduled. Baseball games are scheduled in 1.5-hour increments and softball games are scheduled in one-hour increments.

2. Any open scheduled time remaining after the first Tuesday in February may be requested until the first Monday in March. The request shall be submitted on a League Information Form. The form must be signed by a responsible person over 18 years of age. This form may be obtained at the Public Works Department Office. A tentative schedule of the league games shall be submitted with the League Information form. The schedule shall state which park, fields, dates and times are requested to be scheduled. Baseball games are scheduled in 1.5-hour increments and softball games are scheduled in one-hour increments.

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3. Preference in scheduling leagues and games shall be given for youth baseball/softball. Youth is defined as: all players under 18 years of age or associated with an elementary or secondary school up to and including grade 12. Youth baseball/softball by Racine County Policy do not pay diamond fees.

4. The Public Works Department shall schedule an evening meeting the third week of February. All parties who completed and submitted a League Information form and a tentative schedule of league games are required to attend or send a representative. The purpose of this meeting is to review a final schedule for the season, present rules, policies and procedures, address questions, make any necessary adjustments. The Public Works office will send a letter to the person listed on the League Information form providing the place and time of the meeting.

5. Each league shall submit their completed detailed league schedule to the Department at least two (2) weeks prior to the first scheduled game. The detailed schedule shall include the league name, game times, diamond location, team names, and base line lengths for proper set-up.

6. Requests for individual (non-league) ball diamond reservations can be made on or after the first Monday in March. The request may be made in person, by telephone (with charge card), or in writing at Racine County Public Works Office. Reservations will not be accepted less than two (2) working days prior to the requested game date. All fees must be paid at the time of the reservation.

7. A fee is required for each hour of use at each diamond. A fee is established yearly by the Racine County Board of Supervisors. Payment is due for all scheduled league games at least two (2) weeks in advance of the first league game. Those teams not making payment of fees will be removed from the schedule.

8. A fee is required for each hour of use of lights at each diamond. A fee is established yearly by the Racine County Board of Supervisors. Payment for light usage shall be invoiced to the person completing the League Information form. Payment is due 30 days from the date of the invoice.

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9. No game officials are provided by the County.

10. The Racine County Public Works Department is authorized to restrict the use of the fields to insure proper field conditions. Fields may be closed to public use for routine maintenance and refurbishing.

11. The Racine County Public Works Department is authorized to cancel games due to rain/weather conditions for the purpose of protecting the playing fields from damage.

12. The Public Works Department shall develop a procedure to notify leagues of game cancellations.

13. Games cancelled by the Department because of inclement weather may be rescheduled as available or credit given toward light fees or a refund may be requested without payment of an administrative charge.

14. All make-up games shall be scheduled through the Racine County Public Works Office at least one (1) week in advance of the game date.

15. For properly reserved and scheduled games, the department will prepare the fields for use. For requests not submitted in the proper manner or time frame, fields will not be prepared.

16. A cancellation of a reservation must be submitted on a Refund/Cancellation Request form and received in the Public Works Office by mail, fax or in person 10 days prior to the date of the game. 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.

By Order of the Racine County Public Works Committee, November 30, 2000