



**City of Rye**  
**Recreation Department**  
**Youth Sports Policies, Guidelines & Fees**

**I. POLICY AND INTENT**

**A. Eligibility**

Every child who is a resident in the City of Rye [The City] is eligible to participate in any athletic program sponsored or recognized by The City, regardless of gender, ethnicity or ability to pay. For some leagues, those enrolled in the Rye City School District (including Resurrection and Rye Country Day School) may also be considered eligible.

For Travel, Clubs and Elite groups playing on Rye Recreation fields, no more than 25% of any one team may be comprised of non-residents. All Rye Residents must be given the opportunity to tryout on these teams if desired.

Leagues may be required to provide rosters of teams upon request.

**“Sponsored”** programs are those directly administered by The City Recreation Staff. Sponsored programs shall receive first priority for Recreation Staff services and for fields and facilities. (i.e., Rye Recreation Adult Softball, Flag Football, Recreation Youth Baseball)

**“Recognized”** programs are those administered by volunteer boards or other independent organizations; and recognized by the Rye Recreation Department & Recreation Commission. (i.e., Rye City School District Athletics, Rye Little League, Rye Babe Ruth, Rye Youth Lacrosse, Rye Rugby and Rye Youth Soccer) It shall be the responsibility of the head(s) of each recognized program to allocate their field time to individual teams within their program.

- No one user group “owns” the fields. It is the responsibility of the Recreation department to distribute field space.
- Fees: All community based programs will pay the Recreation department a surcharge of \$15 per player registered for all programs and activities that take place on City of Rye fields. This fee is due 2-weeks after the opening of the season. Failure to submit the Surcharge could mean revocation of the field permit.
- If league play takes place on a holiday and the league requests a field prep on that day, a staff maintenance fee of \$40/hour (minimum 2-hours) would be charged. Holidays would include Easter, Memorial Day, July 4<sup>th</sup> (Observed and July 4) and Labor Day.
- All leagues shall provide a timeframe with dates for all games and practices prior to the beginning of their season. Any league failing to do so will lose their right to field time.
- Leagues shall give 24 hour notice to the Recreation Department if scheduled games are cancelled.

**“Other”** programs are those administered by other organizations (semi private or private) that pre-select or limit participation either through lack of general registration, tryouts or closed tryouts. Other programs would also include field rentals. (i.e., company softball games, baseball camps, etc.) Tournament play

would be considered in this category. Rye Little League District 20 Games are the only “recognized” tournament at this time. “Other” requests are limited due to availability of field space and will be granted under the condition that “Sponsored and Recognized” programs have not requested the same field space (within 30 days). A fee will be charged for tournament play and rentals.

- Fees: Rental of fields is \$200/2-hour rental which includes field surcharge, prep and lining for the initial game (exception: District 20 games)

### **Special Fee Programs & Training:**

Leagues must request permission and receive separate permits/permission for camps and clinics that are not part of the registration/fee to join the league.

Any clinics/camps held where additional fees are required to participate will need to pay the Recreation Department. The current fee is \$15 per player field surcharge plus 20% of revenue generated.

- There are no private/semi private lessons allowed on City fields without permission/scheduled time in advance as well as proof of registration for the current season for any participants. This includes pitching areas that may be maintained by the individual leagues. Leagues should not engage with staff to provide such programs without notification and approval from the recreation department.

## **II. NEW PROGRAMMING**

In the event that members of the community desire to create a new athletic program for a sport not currently offered, The Commission shall determine whether there is:

- Sufficient demand and/or need; *and*
- Facilities to support the creation of such a new program.

If approved, these organizations would need to follow the criteria for “recognition”.

## **III. CRITERIA FOR “RECOGNITION”**

- A. The Commission allows organizations, composed of residents of The City, to become “recognized” if the organization meets the following criteria:
  1. The organization must be recognized as an incorporated 501C-3, with the power to conduct its affairs (in New York State).
  2. The organization shall provide The Commission with a statement of “mission” or “purpose”.
  3. The organization shall provide The City with proof of liability insurance coverage of a minimum of \$1,000,000 General Liability and \$2,000,000 Aggregate, naming The City and Rye City School District as an additional insured (separate policies).
  4. The organization must be governed by a Board of Directors (or similar body). A list of board members must be supplied yearly to the Commission upon request.
  5. The Board of Directors (or similar body) should have at least one meeting per season.

6. The Board of Directors (or similar body) shall be held responsible for the actions of officers, instructors, managers, coaches, clinicians, etc.
  7. The organization shall agree to provide the Commission with a Code of Conduct. The Code of Conduct must be provided to The Commission at the time of application and should be consistent with the standards of nationally recognized athletic programs.
  8. Background Checks are required by all leagues. At a minimum, these checks should be done every two years for all coaches, administrators and officials.
  9. The organization must be able to provide a roster of participants including their home address, gender and age upon request. Organization must declare employees and salaries upon request.
  10. All organizations should strive to assure that at least one adult with such training is present at each game and practice. When it is not possible to have at least one adult with formal first aid and safety training present, procedures should be in place to assure that qualified help is rapidly accessible.
  11. All organizations shall develop and distribute an emergency action plan establishing clear procedures for dealing with injuries, illness, fighting, threats and other emergency or security situations. At least one adult with knowledge of the procedures should be present at each game and practice.
- B. Guidelines for Program Acceptance and Renewal.
1. Each organization may be required to meet with The Commission once a year or as requested.
  2. “Recognition” may be conferred on an organization by the Commission at a regularly scheduled meeting. The Commission may, at its discretion, discontinue or modify such recognition.

#### **IV. SUPPORT FOR RECOGNIZED PROGRAMS**

The Rye Recreation Department & Recreation Commission [The Commission] will provide:

1. All “Recognized” programs shall be included in Rye Recreation’s Brochure (Youth Sports Directory) and on the Recreation web site. All youth programs shall be provided with space to display banners on the fence ONLY at Rye Recreation Park.
2. Field and Facility Assignment: City & Rye City School District (The School District) athletic fields are available, on a seasonal basis. Recreation Staff will submit permits for use each year for School District fields.
  - a. Neither The City nor The Commission is responsible if the School District makes unavailable any field or facility, which the School District previously had made available.

3. Field Maintenance. The Recreation Department and The School District shall maintain City and School athletic fields.
- The Recreation will prep and line all baseball fields
  - The School district will line all soccer and lacrosse fields
  - There is a shared responsibility for purchasing of supplies

**Dugouts:** The cost for repairing and maintaining dugouts will be paid by the organizations which use them, not the recreation department. See improvements to fields below.

**Sprinklers:** sprinkler systems will be operated and maintained by the recreation department. Currently, Recreation Park, Disbrow Park Fields and Nursery Field all have sprinkler systems. Gagliardo Park does not. School district will maintain any sprinkler systems on their properties.

**Shared maintenance:** At Disbrow Park, Recreation and DPW share maintenance of the fields and park areas. Currently due to staffing levels, Rye Recreation maintains the Fields (inside fences); City of Rye DPW maintains the area outside the fenced areas in the park.

**Permits for use:** All field use requires permission from the city. The field schedule distributed weekly is a valid permit and any use of the field must appear on the field schedule or be cleared with a recreation staff member.

4. Bathroom facilities
- Fields that do not have access to bathrooms (school or recreation fields), the league shall be required to provide port a johns at those sites for their participants.
  - Recreation will be responsible for ordering the units for each of the site and coordinate with the school district, but the cost will be the responsibility of the league. In the case of shared used (Ex. Osborn School in the spring is shared by Rye Youth Soccer & Lacrosse), the fee would be shared.
  - When a Rye High School sport is in season the School District will be responsible of providing and that cost would be share among users.
  - All fees would be payable to the Rye Recreation Department
    - Osborn School (Rye Youth Soccer, Lacrosse, Rye Little League)
    - Sterling Field (Rye Youth Soccer, Lacrosse, Youth Rugby)
    - Feeley Field (Babe Ruth, Rye Recreation Field Hockey)
    - Milton Field (Rye Girls Softball, Rye Little League)

## V. IMPROVEMENTS TO CITY FIELDS

The Recreation Department is the only organization in the city that has the right to conduct work on city fields in regards to field prepping, adding material, and repairing fields.

Any improvements that a specific recognized user group may want to do at a field must be submitted in writing to the Superintendent. Projects will be reviewed and when necessary, commission approval may also be needed.

- A written request must be submitted to the Superintendent

- A drawing (not necessarily to scale) should be submitted showing the concept of the project
- A meeting may be requested with the league president and the contractor on site to discuss plans and alterations. The City Engineer and Foreman of DPW may also be present at these meetings.

If approved, the vendor doing the improvement must:

- Provide the City of Rye with a certificate of insurance naming the City of Rye as the Certificate Holder/Additional Insured
- Provide the City of Rye with proof of Workers Compensation
- Provide the Recreation Department a work schedule to be approved
- Submit a Conflict of Interest Statement
- File for a Permit as required by the Building Department depending on scope of work

## **VI. Field Closure Policy and Fines for Damage**

The City of Rye Recreation Department reserves the right to, at ANY time, close its Playing Fields or other Facilities. Reasons for closure are usually the result of inclement weather, the operation of alternate activities, or maintenance procedures to be performed on the fields.

Any agent of the Recreation Department designated as the decision maker on closures for the day has the authority to make such determinations. All User Groups (Rye Little League, Rye Babe Ruth, Rye Girls Sports, Rye Youth Soccer, Rye Youth Lacrosse, and Rye City School District etc.) are expected to adhere to the determinations made by the City of Rye Recreation Department in regards to field playability. At times where no designated individual is present or available, it is up to the User Group to appoint such an individual to make an appropriate decision as to field playability.

In the event that damage is caused to a field/facility as the direct result of play despite the closing of that field by the Recreation Department, the User Group responsible will be held accountable for the damage. This includes instances of failure of the group to make appropriate judgments during inclement weather. Costs associated with repairing damage will be assessed and the User Group fined based on time and materials. A statement of these charges will be sent to the User Group and must be paid IN FULL within 1 week of the date of the statement or field privileges shall be suspended until payment has been received.

Fines will be assessed as follows:

- First Offense: \$200 fine + Cost of repairs + possible loss of time for repairs
- Second Offense: \$500 fine + Cost of repairs + cancellation of next scheduled game
- Third / Final Offense: \$800 fine + Cost of repairs + revocation of field permits

Any group whose permits are revoked may apply for reinstatement the next season for consideration by the Recreation Department.

It should be the goal of all User Groups to operate with the best interests of our field resources in mind. Mistreatment of those resources can result in the loss or damage of them, which is NOT in the best interest of the community we serve.