



**Beth Stasuk**

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Division of Community Services

# GALLOWAY TOWNSHIP

Public Works, Division of Community Services  
Recreation Parks Planning & Acquisition Community Events  
Senior Services Social Services  
Community Education GTV Recycling

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## Procedures for Use of Township Fields

### ◆ Field Condition & Rotation:

- \* An analysis and evaluation of all athletic fields owned and or maintained by the Township will be done after each season and prior to the beginning of the next season to determine allowable usage.
- \* The Public Works Department will perform the evaluation and will submit a written report to the Director of Community Services and the Township Manager. Based on their recommendation, a list of available fields will be created and in addition those fields being taken out of rotation will be so posted.
- \* Anyone wishing to utilize Township fields must complete our new application process at least 30 days prior to field usage. Please note, the application includes both field usage and special events as required by our insurance provider. Field usage applicants need to fill out the applicant and/or organization information and include the required attachments. If an organization is filing the application, it must be signed by the president of that organization.
- \* After all documentation has been submitted, the individual or organization will be required to fill out a field usage request form.
- \* Once a field is deemed out of rotation, NO organization can play on these fields. Failure to comply will result in loss of privileges for that organization.
- \* Once it has been determined what fields are available and what the demand is from each organization, a master schedule will be prepared by the Director of Community Services. Each organization will receive their approved request forms which will indicate the date, time, and field assigned to their team. If they are not authorized, they should not be on the field.
- \* Once the schedule is set, any changes and additional requests must be submitted through the individual designated by each organization. The request must then be submitted to the Director of Community Services for approval. An authorization form will be given to the coach once approved.
- \* Authorization Forms must be brought to each practice or game. If a conflict arises as to who has authorization to be on a field - the only proof will be the authorization form. Any Coach caught abusing the system will lose their privileges.
- \* It is the responsibility of each organization to properly educate their coaches on these procedures.

### ◆ Youth Protection Background Check Program Compliance:

- \* All volunteers involved with youth programs on Township fields must comply with Galloway Ordinance #1620, which requires Criminal History Record Background Checks for all Volunteers involved with Township programs or services for minors. No One can step onto the field of play including the dugout area without having participated in our Youth Protection Program.
- \* Each organization will be responsible to turn in a list of coaches, assistants and volunteers per season per sport to the Department of Community Services.
- \* It is the responsibility of each organization to properly educate their coaches on this ordinance requirement.

◆ **Insurance Requirements:**

- \* Any organization utilizing Township property must submit proof of insurance listing the Township of Galloway as additional insured and listing the properties covered. No organization will be authorized to play on any Township Property until this insurance certificate has been submitted to the Director of Community Services.
- \* Any outside company offering training on Township property must submit proof of insurance listing the Township of Galloway as additional insured and listing the properties covered and also must comply with Township Ordinance #1620, Galloway's Youth Protection Program.

◆ **Field Assignment:**

- \* Once the field assignment is complete, additional use will be on a first come first serve basis.
- \* Approval will be at the discretion of the Director of Community Services after conferring with Public Works on field conditions.
- \* No preference will be given to any organization over another.
- \* The Township reserves the right to alter its usage if demand necessitates. However, no change will be allowed that would conflict with any scheduled game, clinic, or camp. Before any change would be recommended, a review from Public Works must be done to insure the integrity of the field conditions.

◆ **Property:**

- \* No organization is to move equipment, cut a field, alter or repair any Township owned Property *AT ANY TIME*.
- \* No sprinkler systems are to be touched.
- \* No bleachers are to be moved around or off Township Property.
- \* If adjustments need to be done, all organizations must submit a request to Community Services and arrangements will be made with Public Works if approved.