

Naperville
Park District

Athletic Field/Facility Allocation and Usage Guide

Updated April 2018

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INTRODUCTION

This manual contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this manual has been prepared as a general reference guide. The Park District reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or procedures described in this manual. Nothing in this manual is intended, either expressly or impliedly to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish or impose any legal duty to a third party.

The Naperville Park District issues permits for the use of athletic fields and facilities to organizations and the general public for recreational activities and programs. The purpose of this guide is to outline the procedures, regulations and allocation priority for the permitted use of athletic facilities. Due to the demand for use of Park District facilities it is imperative that all user groups abide by the policies and procedures set forth in this guide.

Athletic facilities are allocated and permitted in three time periods, April through mid-August, mid-August through November, and December through March. The Recreation Department will monitor proper use of facility allocation and permits. Priority will be given to Naperville Park District activities and programs, Naperville School District groups, Affiliate organizations, Naperville youth and adult non-profit organizations and Naperville Park District residents. The Park District will charge fees to recover costs to operate, maintain and administer the use of facilities.

The Director of Recreation and Facilities will make interpretation of language in the Athletic Field/Facility Allocation and Usage Guide. An appeal of the Director's decision may be made to the Executive Director and must be submitted in writing with justification within ten (10) working days from the decision. The Executive Director's decision is final.

DEFINITION OF TERMS

Resident Status - Resident status is defined as groups or organizations with at least 90% or more Naperville Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Park District staff to verify residency status. For the purpose of determining residency percentages, groups or organizations may include School District Residents (SDR's) in their residency total.

School District Resident (SDR) - A School District Resident (SDR) is a person who lives within the boundaries of School Districts 203 and 204 and pays taxes to either school district, but may not contribute to Naperville Park District taxes. This includes those who live in a bordering community or those who reside in unincorporated areas of Naperville.

Youth Status - Youth status is defined as persons under the age of **18** years old.

Non-Profit Status - To qualify as a Non-Profit user, the organization must meet all the criteria below.

The organization must be registered as a not-for-profit corporation with the State of Illinois, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.

The organization Board must be comprised of volunteers, with at least 90% or more Naperville Park District residents. The organization must submit the following:



1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. A summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
3. A roster of Officers with addresses.
4. Contact information for the Athletic Representative authorized to make reservations for the organization.

Affiliate Status - To qualify as an affiliate with the Naperville Park District the organization must meet the following qualifications and have a signed Affiliate Agreement with the Park District.

Affiliate Qualifications

1. The group shall have its own volunteer board with a set of bylaws adopted to guide the board in policy-making decisions and:
 - A. Be registered as an Illinois not-for-profit corporation, and provide a copy of your Annual Report to the Secretary of State and any required Annual Reports to the Internal Revenue Service, Illinois Department of Revenue, Illinois Attorney General; (*Note: Federal law requires most tax-exempt nonprofit organizations to allow public inspection of their recent federal annual information returns (e.g. IRS Form 990 and Form 990 Schedule A) and their application for tax-exempt status (e.g. IRS Form 1023 or 1024)*)
 - B. Provide a summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
2. The group and its bylaws must be compatible with the Park District's philosophy.
3. All fees, charges, monies and expenditures shall be handled by the group, with bank accounts in the group's own name. The group shall have a written policy regarding refunds. All requests for refunds shall be handled in a timely manner.
4. The group shall require signed and dated waivers be completed by all participants (in the case of minors, by their parent or legal guardian) carrying language as specified by the park district. *"In consideration of the permission extended to the undersigned to participate in _____, and for other good and valuable consideration, the undersigned voluntarily, knowingly, and expressly assumes the risk and liability and fully and forever release, discharge, indemnify, defend and hold harmless the Naperville Park District, its Board, officers, employees, volunteers, successors and assigns, from and against any and all claims, causes of action, bodily or personal injury claims, causes of action, bodily or personal injury claims, property damages, liability, costs, expenses including but not limited to attorneys' fees, the undersigned now has or which may hereafter accrue, on account of, arising out of or in any manner relating to the undersigned's participation in _____."*
5. The group shall appoint one Representative to serve as the liaison between the group and Park District for purpose of scheduling, planning, and dealing with problems and issues that may arise. The groups' Representative is expected to attend athletic organization meetings hosted by the Park District. All correspondence between the organization and Park District shall be communicated through the Recreation Department.
6. The group shall certify that it does not discriminate on the basis of race, color, religion, sex, national origin, handicap, political affiliation, belief, age, marital status, ancestry, or military status, or any other characteristic protected by law. The group shall comply with the Americans with Disabilities Act (ADA) which requires that each program, service and activity offered, when viewed in its entirety, to be readily accessible and usable by individuals with disabilities.



7. The group shall conduct criminal background checks on Managers, Coaches, Board of Directors and any other persons, volunteers or hired workers, who provide regular service to the organization and/or have repetitive access to, or contact with, players or teams. Anyone convicted of a crime involving moral turpitude shall not be allowed to work or volunteer with the organization.
8. The group must understand and agree that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any group position and/or activity and that the Park District is not responsible for any hiring or retention decision.
9. The group agrees and understands that neither the group nor its officials, officers, members, employees or volunteers (collectively “group”) are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The group will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers’ compensation insurance of the Park District and that any injury or property damage arising out of any group activity will be the group’s sole responsibility and not the Park District’s. Also, it is understood that the group is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the group will be solely responsible for its own actions. The Park District will in no way defend the group in matters of liability.
10. The group must comply with the Abused and Neglected Child Reporting Act (325ILCS5/let seq 1) as required by the statute.
11. The group shall provide a roster listing addresses of all participants prior to the start of each season.
12. At least 90% of the participants must reside within the Naperville Park District boundaries.
13. Organization’s board must endorse the Naperville Park District’s “Guidelines for Youth Sports Conflicts”.
14. Organization shall recognize the Naperville Park District as a partner in all publicity. In return, the Park District will recognize the organization as an affiliate and provide web links and/or contact information.
15. Organizations shall provide a copy of their game schedules to the Park District prior to the start of the season.
16. Organizations shall pay all invoices for facility use, lights, and or other services in a timely manner.
17. Organizations shall adhere to all Athletic Field/Facility Rules & Regulations included within the Athletic Field/Facility Allocation and Usage Guide, and all pertinent Park District and City ordinances.
18. Each organization’s affiliate status will be reviewed on an annual basis by the Naperville Park District.
19. The number of affiliate organizations may be limited based upon available Park District resources.



ATHLETIC FIELD USE POLICY

Due to the limited number of fields available, the Naperville Park District Board of Commissioners has established the following Athletic Field Use Policy for the allocation and use of athletic fields.

Athletic Field Use Policy – 5.3.5

The Naperville Park District recognizes the necessity to afford District residents the opportunity to rent athletic fields either owned or leased by the Park District. Priority will be given to Naperville Park District activities and programs, Naperville School District groups, Affiliate organizations, Naperville youth and adult non-profit organizations and Naperville Park District residents. The Park District will charge fees to recover costs to operate, maintain and administer the use of athletic fields.

The Naperville Park District has established the following priority use.

Priority Group Qualification: Groups 1 – 8

Priority use of athletic fields/facilities will be allocated as follows:

Group 1: Naperville Park District sponsored or co-sponsored activities and programs.

Group 2: Naperville Community Unit School District 203 or Indian Prairie School District 204 programs.

Group 3: Affiliate programs, organizations or events.

Group 4: Non-profit youth programs, organizations or events with at least 90% Naperville Park District residency status.

Group 5: Non-profit adult programs, organizations or events with at least 90% Naperville Park District residency status.

Group 6: Non-profit youth programs, organizations or events with less than 90% Naperville Park District residency.

Group 7: Non-profit adult programs, organizations or events with less than 90% Naperville Park District residency.

Group 8: All other programs, organizations or events.

Fields/facilities will be allocated to organizations within each priority group based on the percentage and number of verifiable total Naperville Park District residents participating in that organization.

The Executive Director shall develop and publish procedures which define the terms and implement the allocation of athletic fields in accordance with this policy.



PROCESS FOR OBTAINING PERMITS

Disclaimer

The Park District makes no representations whatsoever that any of its fields/facilities are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any field/facility is safe and appropriate for any intended use. Permit holders are expected to inspect any field/facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Park District in writing of any perceived unsafe or dangerous condition.

Application

Athletic facilities are permitted and allocated in three time periods. This allocation schedule is not intended to interrupt assignments for teams and/or organizations during the course of a season that has already started. Each organization is required to sign and submit an Athletic Field/Facility Use Rules and Regulations form (*see page 16*), Hold Harmless and Indemnity Agreement form (*see page 17*), Application for Use of Naperville Park District Fields/Facilities form (*see page 18*), and provide a certificate of insurance naming the “Naperville Park District” as an “Additional Insured” prior to the issuance of a permit (*see insurance requirements on page 9*). **Roster information may be required for verification of residency status.**

Multiple-use reservations may be made for more than one date or with reoccurring weekly use. Any person or organization missing the scheduling deadlines will have access to any remaining facilities on a first-come, first-served basis after the allocation process is finalized. Submission of a request does not constitute approval. Approval is given according to the allocation policy, after a deposit is paid and when a permit is issued. Every effort will be made to accommodate the group’s use of facilities.

Permit Procedures

Requests to permit the use of Naperville Park District fields and facilities are made through the Recreation Department at the Fort Hill Activity Center, 20 Fort Hill Drive in Naperville, (630) 848-5000. Groups wishing to utilize a facility for a game must complete the appropriate application forms. Each group must assign an Athletic Representative who will be the main contact with the Park District for facility scheduling.

Pre-season Scheduling Permit Requests

An Application for Use of Naperville Park District Fields/Facilities is required and must be submitted according to the dates listed in *Table 1*.

Table 1

Applications Due	Events/Dates
September 1	-all tournaments for the following calendar year.*
January 1	-all April through mid-August rentals.
May 1	-all mid-August through November rentals.
September 1	-all December through March rentals

*Tournament requests must be submitted using the “Tournament Application” form. (*see page 19*)

Block permits may be issued to organizations for league scheduling purposes. Game schedules must be submitted to the Park District at least 10 business days prior to the start of the season and will be used by Park District staff to reallocate non-game times to other users.



Permit Changes, Reschedules, New Requests

Any permit changes, reschedules or new requests for use of Naperville Park District facilities must be submitted in writing **by the group's Athletic Representative a minimum of 5 business days prior to the requested use date.** Scheduling requests received less than 5 business days prior to the requested use date will be processed as resources allow. Scheduling of facilities will be based on availability.

“3 Strikes Rule” Deposit (\$250)

A deposit is required on permit reservations for athletic group rentals. Each athletic organization is required to submit a deposit. The deposit will be applied to the balance owed to the Park District for facility use at the end of the season if the group abides by all Athletic Field/Facility Use Rules and Regulations and all pertinent Naperville Park District and City policies and ordinances. If a deposit is forfeited, the group must submit a new deposit payment prior to use of previously issued permits or continuance of reservation privileges. **The \$250 “3 Strikes Rule” deposit is due in full for each group at the time the permit application is submitted.** A Three Strikes Rule deposit is not required for tournament applications.

Fee Payment

Payment for facility use will be invoiced to the organization at the conclusion of each season. Invoices must be paid within 30 days of issuance. A finance charge of 1.5% per month or an annual percentage rate of 18%, will be computed on all past due balances. Single date renters will be required to pay in advance of the rental date.

Permit Cancellation

Permits may be cancelled and/or rescheduled. Permits cancelled by the Naperville Park District or due to inclement weather may be rescheduled as availability allows. Any organization that has been allocated space and does not intend to use the space according to the permit shall notify the Recreation Department so that the facilities may be reallocated or otherwise used to their maximum. Permits cancelled by the user at least 5 days prior to the event will not be charged to the user. Permits cancelled with fewer than 5 days notice may be charged to the user, except if the cancellation is due to inclement weather or unplayable field conditions.

Facilities may be closed at the discretion of the Director of Recreation and Facilities, and/or Director of Parks or their designated representatives. Closures are kept to a minimum when facilities remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all facilities. The Naperville Park District may cancel use of Park District maintained facilities for reasons including, but not limited to:

- Field/Facility renovations
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, pesticide applications, etc.
- When “poor or unsafe” field conditions exist (*see definition on page 13*)
- Non-adherence to Athletic Field/Facility Allocation and Use Guidelines, Park District or City ordinances
- At all other times when deemed to be in the best interest of the Naperville Park District

Athletic Field Rest and Renovation

A rest and renovation program is scheduled for Naperville Park District athletic fields. Only the Park District may contract outside contractors to perform field renovations. The Park District does attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.



Athletic Facility Lining/Marking

- Lining of athletic fields on Park District property is prohibited unless noted on the permit.
- Burning lines on Park District property is not permitted.
- Utilizing tape or other materials to mark indoor floors is not permitted unless approved by the Park District.
- Only the Naperville Park District may mow grass and apply chemicals/fertilizers to Park District property.
- Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the field/facility and the termination of the use permit.

Field/Facility Modifications

Requests to modify or improve any Park District facility shall be submitted in writing to the Naperville Park District Recreation Department for consideration. No permanent structures or equipment shall be erected on any Park District facility unless approved by the Park District and is dedicated for community use. All permanent field/facility improvements shall become the property of the Naperville Park District.

Requests to modify field/court size for multiple-use shall be submitted in writing to the Naperville Park District Recreation Department for consideration. Users may not modify a facility without approval noted on the permit.

Traffic/Parking

The Naperville Park District strives to be good neighbors with residents near parks and facilities. Groups are expected to cooperate with the Park District to minimize problems due to parking/traffic. This may require groups to stagger game times, increase the time between scheduled games, direct participants/spectators to use specific parking areas, reduce the number of teams playing or practicing at a particular site, etc.

Tournaments/Special Events

The Naperville Park District has a strong interest in developing and attracting tournaments to the community. Tournaments are a unique opportunity to showcase facilities and the community, provide enhanced levels of play, and provide revenue for the Park District and local economy. As such, tournaments will be evaluated on a case by case basis with a goal to balance local play with attracting out of town visitors and revenue. Initial requests for tournaments are due September 1st for the following calendar year. Tournaments will not be part of the athletic field priority group allocation process and will be considered and developed through a separate agreement.

All organizations wishing to host a tournament using Park District maintained fields/facilities must complete and submit a Tournament Application form. (*see page 19*) Tournament request requirements include:

- Tournament Applications must be submitted by September 1st for all tournaments to be conducted during the following calendar year. Applications received after the deadline will be processed based on availability.
- Tournament requests must be submitted separately from regular game requests.
- The applicant completing the Tournament Request Form must prioritize the tournaments, if requesting more than one tournament.
- Organizations that receive approval for a tournament must enter into a Tournament Agreement with the Park District. The Tournament Agreement will include event fees and special conditions regarding the use of the athletic fields/facilities.

Liability Insurance Requirements

Athletic Facility Users shall secure and maintain throughout the period of use general liability insurance with policy limits of not less than \$1,000,000 per occurrence. The Naperville Park District shall be named as additional insured by endorsement. (Note: Groups using School District-owned facilities scheduled by the Park District must also include “Naperville Community Unit School District # 203” and/or “Indian Prairie Community Unit School District # 204” as



additional insured prior to being scheduled at those locations). The types and limits of insurance may be changed from time to time as determined by the Naperville Park District.

The Athletic Field/Facility User agrees to hold the Naperville Park District harmless and free from any liability of any nature arising out of the use of Park District Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Errant Shots

Athletic field/facility users will reimburse any third party for uninsured and/or out-of-pocket expense arising out of third party property damage caused by errant balls or other means; provided that the third party is an intended and permitted user of any Park District or adjacent property. This provision is intended solely for the contracting parties and is not intended to acknowledge, recognize or impose any duty to any third party.

Investigations – Cooperation with the Park District and PDRMA

Athletic facility users shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of permit agreement and in the sole discretion of the Park District, may result in revocation or suspension of any facility use privileges.



ATHLETIC FIELD/FACILITY ALLOCATION PROCEDURES

Allocation of athletic fields and facilities will follow the Athletic Field/Facility Allocation and Usage Guidelines. The following procedures will be followed.

- Fields/facilities will be allocated by priority use.
- Fields/facilities will be allocated to organizations based on the percentage and number of **verifiable total Naperville Park District residents participating in that organization.**
- Verification of Naperville Park District residency will be established by providing such documentation as Park District staff deems necessary, up to and including team rosters and player addresses.
- Permits will not be issued for practices on natural turf game fields. Permits shall only be issued for games and in-house organization training camps/clinics. Permitting of designated practice areas will be allocated by priority use. Permitted games shall have priority over practices. Lit practice areas will be allocated by priority use. *Note: The synthetic turf fields located at Nike Sports Complex and Commissioners Park may be rented for practices, in addition to indoor gymnasium space at the Fort Hill Activity Center. Requests for game use of the synthetic turf fields or gyms will take priority over practice requests.*
- Fields/facilities will be allocated without regard to competitive level or skill.
- Organization representatives must provide game schedules to the Park District at least 10 business days prior to the start of each season.
- Tournaments and Special Events may be hosted at Park District facilities throughout the year. The Park District reserves the right to re-assign facility assignments to accommodate the needs for these tournaments and/or special events.
- After all requirements for application of facility use are met, a formal permit will be issued authorizing use of Park District maintained facilities.
- A copy of the permit must be available at each site approved for use.

Requests for additional use or programs not covered by the Athletic Field/Facility Allocation and Usage Guidelines should be addressed in writing to the Recreation Department.



ATHLETIC FACILITY USE RULES & REGULATIONS

In addition to the Application for Use of Naperville Park District Fields/Facilities form, a completed copy of the Athletic Facility Use Rules and Regulations form is required each season. (*see page 16*) Applicants are required to abide by the specific rules of the application as well as other Park District and City ordinances. Failure to comply may result in a strike, retention of a group's deposit, and/or cancellation of any current or future permits. The Athletic Facility Use Rules and Regulations include, but are not limited to:

- Groups wishing to utilize a facility for a game must acquire a permit from the Naperville Park District. The facility use permit must be available during use and presented to any Park District representative upon request. It is the responsibility of the organization's Athletic Representative to make sure coaches receive and understand that permits must be on site during use. Permits may also be issued for the use of lighted practice areas.
- It is the responsibility of the organization's Athletic Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities, including posted rules.
- Facility use begins and ends at the times stated on the permit, including set-up and clean up. Groups are not allowed use prior to the start time on the permit and are required to exit the facilities and have adjacent areas cleaned up at the ending time indicated on the permit. Check your permit for specific times you may access the facilities. All litter must be picked up and placed in trash cans after each use.
- Park District facilities may be permitted as available beginning at 8 a.m. for outdoor facilities. Use will end at dusk on unlighted fields and at the pre-determined permit time on lighted fields and at indoor facilities. Variances to these times must be approved by the Park District and noted on your use permit.
- Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility without Park District approval.
- Practices are not allowed on lined soccer, lacrosse or football game fields or on softball and baseball fields that have been prepped for games (i.e. dragged and chalked). A permit may be issued for practice on the synthetic turf fields.
- Parking is allowed in designated areas only. Vehicles are not allowed on Park District fields or property, other than parking lots, without written permission noted on the permit issued by the Naperville Park District. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Alcoholic beverages are not allowed in Park District parks, fields, or facilities, or in schools or adjacent areas.
- Selling food or other items is not allowed without Park District approval. A Commercial Use License must be obtained from the Park District for all sales. (*see pages 20-22*)
- The display or distribution of handbills, pamphlets, flyers, signs or any other printed material containing advertising matter, information or announcements is prohibited on Park District property.
- Amplified sound is not allowed at any facility without Park District approval and must be noted on the permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise that land on private property must not be retrieved without the property owner's permission.
- Property boundary walls, buildings, signs and fences are not to be used as backstops at any time.
- No hitting or kicking balls into backstops, fences, or walls ("pepper").
- Portable goals and/or markers are allowed, but must be removed daily.
- Permit holders shall inspect the field/facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the field/facility is safe and appropriate for any contemplated activity. Permit holders shall promptly advise the Park District of any perceived dangerous or unsafe condition.
- Groups shall adhere to the Naperville Park District's Moveable Soccer Goal Safety Policy. (*see page 23-24*)



ATHLETIC FIELDS/FACILITIES **INCLEMENT WEATHER CLOSURE POLICY**

Purpose

The purpose of this policy is to guide the use of Park District athletic fields, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sports complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use Park District athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play.

Policy

The Naperville Park District reserves the right to cancel or suspend approved outdoor facility or field use permits for games and other uses whenever it is anticipated that weather or field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions.

Procedure

The Director of Recreation and Facilities and/or Director of Parks or their designated representatives shall have the authority to close any or all athletic facilities whenever weather or facility conditions dictate.

It is the user group's responsibility to check the "Weather Cancellations" webpage at www.napervilleparks.org after 3:00 p.m. Monday through Friday or after 7:30 a.m. Saturday and Sunday to verify closures. Groups cannot play on fields/facilities that have been closed.

Under usual and ordinary circumstances, parks maintenance staff shall be responsible for assessing field conditions from 7:30 a.m. to 3:00 p.m., Monday through Friday. Recreation staff will be responsible for these functions after 3:00 p.m., Monday through Friday and on Saturdays and Sundays. Should weather conditions improve, maintenance staff will reassess field playability and reopen fields if conditions dictate. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of users/players; existing and forecasted weather conditions for the day; and potential damage to the field due to use.

Groups who use Park District athletic facilities are responsible for cancelling games and/or practices on-site if "poor or unsafe field conditions" exist. The Park District's definition of "poor or unsafe field conditions" includes:

1. presence of lightning or thunder
2. standing water in an area of at least 3 feet in diameter on the field
3. water surfacing or bubbling up when walking on turf
4. field is muddy to the point that footing becomes unstable (players slipping and sliding)
5. sharp or other dangerous objects on field (i.e. broken glass, large unmovable rocks, broken base pegs, holes, etc.)
6. unsecured goals
7. broken athletic equipment

Facility users shall inspect all facilities prior to and subsequent to each use to determine the suitability of the facilities for any contemplated use and to identify any safety hazards. Facility users shall take reasonable measures to protect participants and spectators from known safety hazards. Facility users shall promptly advise the Park District of any known safety hazards.

Lightning Warning Systems

Lightning systems are installed at several Park District locations. Facility users must adhere to system warnings and take shelter when a warning signal has sounded. Play may not resume until the system has sounded an all-clear signal. Groups must recognize that lightning systems are not failsafe and therefore, common sense and independent judgment must also be used in determining whether play should be suspended in the absence of a system warning or resumed subsequent to an all-clear signal.



“THREE STRIKES RULE”

POLICY FOR PERMITTED USE OF ATHLETIC FIELDS/FACILITIES

Purpose

The purpose of this policy is to implement a systematic method of enforcing the Athletic Field/Facility Use Rules and Regulations. Notwithstanding the Park District’s option to use the “three strikes rule”, the Park District is not required to do so and may, in its sole discretion, proceed immediately with permit suspension or cancellation.

Policy

The Naperville Park District reserves the right to cancel or suspend field/facility permits for games and other usages based upon user groups violating Park District or City ordinances or the established Athletic Field/Facility Allocation and Usage Guidelines, or when it is in the best interests of the Park District.

Examples

In the event of inclement weather, wet fields may be closed. It is the user group’s responsibility to check the “Weather Cancellations” webpage at www.napervilleparks.org to verify closures. Groups cannot play on facilities that have been closed. If play does take place the Park District may bill the user group for damage to the facility(s). Violations may constitute a strike against the organization.

Practices are not allowed on lined natural turf soccer, lacrosse or football game fields or on softball and baseball fields that have been prepped for games (i.e. dragged and chalked). Violations may constitute a strike against the organization.

If facilities are not used as requested or authorized, permits may be rescinded. Organizations not using facilities as stated on the permit may lose facility and/or priority allocation consideration for future allocations. Violations may constitute a strike against the organization.

Any organization that has been allocated space and does not intend to use it shall notify the Recreation Department so facilities may be re-allocated or otherwise used at their maximum. Violations may constitute a strike against the organization.

Lightning systems are installed at several Park District facilities. Park users must suspend activities and seek shelter when a warning signal is given. Violations may constitute a strike against the organization.

Organizations are responsible for picking up trash from the use area and any adjacent areas affected by the groups use and depositing it into available trash cans. Excessive trash at a facility may constitute a strike against the organization.

Additional violations to Park District or City ordinances or the Athletic Field/Facility Allocation and Usage Guidelines may constitute a strike against the organization.

STRIKE ONE

Strike one consists of documented activity in direct violation of the Park District or City ordinance or the Athletic Field/Facility Allocation and Usage Guidelines.

Penalty. A letter will be written to the user group’s president and Athletic Representative documenting the violation. A report and/or pictures of the violation may be included for reference. The letter will be placed in the group’s file.



“Three Strikes Rule” Continued

STRIKE TWO

Strike two occurs after a second documented violation within the permit period.

Penalty. A letter will be written to the user group’s president and Athletic Representative documenting the violation. A report and/or pictures of the violation may be included for reference. The letter will be placed in the group’s file. In addition, the user group’s president and/or Athletic Representative will be required to meet with the Director of Recreation and Facilities or designee to discuss previous violations and remedies to avoid future violations.

STRIKE THREE

Strike three occurs after the third documented violation within the permit period.

Penalty. Upon an organization reaching a 3rd strike the \$250 deposit will be forfeited to the Naperville Park District. Another \$250 deposit must be provided prior to continuance of reservation privileges or use of previously issued permits. Each subsequent violation (4th, 5th, 6th Strike...etc.) during the remainder of the permit will cause the organization to forfeit the \$250 deposit per occurrence. Documentation of each occurrence will be placed in the group’s file. Subsequent violations beyond the 3rd strike may also result in the cancellation of all future permits.

At any time groups or organizations will be responsible for all costs associated with field/facility damage caused by their group.



Appendix A



ATHLETIC FIELD/FACILITY USE RULES AND REGULATIONS

Athletic groups must submit a signed copy of this form each season with their Application for Use of Athletic Fields/Facilities.

1. Groups wishing to utilize a field/facility for a game must acquire a permit from the Naperville Park District.
2. It is the responsibility of the Athletic Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities. These rules include, but are not limited to:
 - Facility use begins and ends at the times stated on the permit, including inspections, set-up and clean-up. Groups are not allowed use of facilities prior to the start time on the permit and are required to exit the facilities and have adjacent areas cleaned up at the ending time indicated on the permit.
 - Facility use will begin no earlier than 8:00 a.m. at outdoor locations. Use will end at dusk on non-lighted fields and by the time designated on the permit for all other facilities and lighted fields. Variances to these times must be approved by the Park District and noted on your use permit.
 - Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field/facility without Park District approval.
 - Practices are not allowed on lined soccer, lacrosse or football game fields or softball and baseball fields that have been prepped for games (i.e. dragged and chalked). Practice permits may be issued for the synthetic turf fields.
 - Parking is allowed in designated areas only.
 - An approved Use Permit must be available during use and presented to any Park District representative upon request.
 - Alcoholic beverages are not allowed in Park District parks, fields, facilities, or in schools or adjacent areas.
 - Selling of food or other items is not allowed without Park District approval and will be noted on a separate permit.
 - The display or distribution of handbills, pamphlets, flyers or any other printed material containing advertising matter, information or announcements is prohibited on Park District property.
 - Amplified sound is not allowed without Park District approval and will be noted on your permit.
 - Balls and any other equipment thrown, batted, kicked, or otherwise that land on private property must not be retrieved without the property owner's permission.
 - Property boundary walls, facility walls, and fences are not to be used as backstops at any time.
 - Portable goals and/or markers are allowed but must be removed daily.
 - All litter must be picked up and placed in trash cans after each use.
 - Groups shall inspect the field/facility prior to and subsequent to each use to determine whether conditions are safe and/or appropriate for any intended use. Groups shall promptly advise the Park District of any unsafe/dangerous condition.
 - Groups shall adhere to the Naperville Park District's Moveable Soccer Goal Safety Policy.

3. Inclement Weather Closure Policy: Groups may not play on fields closed due to wet field conditions. It is the user group's responsibility to check the "Weather Cancellations" webpage at www.napervilleparks.org after 3:00 p.m. Monday through Friday or after 7:30 a.m. Saturday and Sunday to verify facility closures. Users are responsible for on-site cancellation of games and/or practices if "poor or unsafe field conditions" exist. Facility users must also adhere to lightning system warnings and take shelter when a warning signal has sounded. Play may not resume until the system has sounded an all-clear signal. Users must recognize that lightning systems are not failsafe and therefore, users must exercise common sense and independent judgment in determining whether play should be suspended in the absence of a lightning system warning and/or whether play should be resumed subsequent to the system sounding an all-clear signal.

4. Non-adherence to any part of the Athletic Field/Facility Use and Allocation Guidelines or Park District or City ordinances may result in the retention of a portion or all of the organization's deposit and/or result in the cancellation of permits and/or prohibition of future use.

Applicant Name: _____
(Signature) (Group or Organization) (Date)



Appendix B

Hold Harmless and Indemnity Agreement

The Naperville Park District does not assume responsibility of liability for claims, damages, or injuries, of whatever nature, which may arise from use of the facilities.

The Field/Facility User shall protect, indemnify, hold, and save harmless and defend the Park District, its officers, directors, elected officials, employees, volunteers, representatives, and agents against any and all claims, costs, causes, actions and expenses, damages, liabilities, including, but not limited to, attorney fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, and other form of financial detriment based upon or arising out of any act of Field/Facility User relating to any use of park district property. By way of illustration, and not of limitation, they may include, but are not limited to, indemnity on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance of the Field/Facility User, whether such loss, damage, injury, or liability is contributed to by the negligence of the Park District or the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Field/Facility User shall have no liability for damages or the costs incident thereto caused by the sole negligence of the Park District.


I, _____ the authorized representative of _____, do hereby acknowledge that I have read the terms and conditions of the Athletic Field/Facility Allocation and Usage Guide and the Hold Harmless and Indemnity Agreement; that the terms and conditions are acceptable and Field/Facility User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.

Dated this _____ day of _____, 20_____.

By: _____, Authorized Representative



Appendix C

	<p>Naperville Park District</p> <p>Application for Use of Athletic Fields/Facilities</p>	<p>Office Use Only</p>
		<p>Date Received: _____ Initials: _____</p>
		<p>Priority Group & Permit #: _____</p>

Please complete and return to the Park District's Recreation Department. Submission of an Application does not constitute approval. Approval is given according to the Athletic Field Use policy, field/facility availability, and when a permit is issued.

Name of organization: _____

Type of organization (not-for-profit, church, for profit, etc.): _____

Organization's address: _____ Daytime number: _____

Name of main contact: _____ Date of birth: _____ Evening number: _____

Home Address: _____ Fax Number: _____

Email address: _____ Cell Phone: _____

Field/Facility Sport, Type & Size requested: _____

Description of Activity: _____

_____ % of participants within the applicant's organization who are Naperville Park District residents.

Age range of expected participants: _____

Number of participants expected: Players: _____ Spectators: _____

Day of Week Requested	Date(s) or Span of Dates	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____


I verify that the information on this Application for Use of Athletic Fields/Facilities form is correct as defined in the Athletic Field Use Policy and understand the possible consequences if the information is incorrect or misleading as described in the Athletic Field/Facility Allocation and Usage Guide. I have read the Application and agree to all provisions listed in the Athletic Field/Facility Allocation and Usage Guide, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

Name of representative (printed): _____

Signature of representative: _____ Date: _____



Appendix D

 <p>Naperville Park District</p>	<p>Naperville Park District</p> <p>Tournament Application</p>	<p>Office Use Only</p>
		<p>Date _____</p> <p>Received: _____ Initials: _____</p> <p>Priority Group: _____</p>

Please complete one form for each requested event and return to the Park District's Recreation Department. Submission of an Application does not constitute approval.

Name of host organization: _____

Type of organization (not-for-profit, church, for profit, etc.): _____

Organization's address: _____ Daytime number: _____

Name of main contact: _____ Date of birth: _____ Evening number: _____

Home Address: _____ Fax Number: _____

Email address: _____ Cell Phone: _____

Description of event/sport/activity: _____

_____ % of participants within the applicant's organization who are Naperville Park District residents.

Is this event sanctioned by a governing body? No Yes, specify _____

Age range of expected participants: _____ Number of teams expected: _____

Number of participants expected: _____ Players: _____ Spectators: _____

Facility(s) requested: _____

Event date(s): _____ Event time(s): _____

Please list your requested field requirements (type, number of fields needed, size of fields, lights, etc.): _____

Please check all that you will require for your event. (Additional permits may be required for these items.)


- | | | | |
|--|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Tents | <input type="checkbox"/> Amplification | <input type="checkbox"/> Vendors | <input type="checkbox"/> Hotels |
| <input type="checkbox"/> Show Wagon (stage) | <input type="checkbox"/> Port-O-Lets | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Golf Carts |
| <input type="checkbox"/> Other (please list) _____ | | | |

Name of representative (printed): _____

Signature of representative: _____ Date: _____



Appendix E

 <p align="center">Naperville Park District™</p>	<h1>Commercial Use of Parks License Application</h1>	Office Use Only
		Date Received: _____ Initials: _____

All licenses are subject to compliance with all applicable Park District ordinances, conditions and requirements (copies available at www.napervilleparks.org or at Naperville Park District registration desks). Commercial Use License requests must be made a minimum of 30 days in advance of the first requested park use date. The District shall have at least 10 business day after receiving a license request to review the application. The District reserves the right to take additional time to review any application. The District also reserves the right to approve or deny applications based on capacity and scheduling priorities, and may not approve applications if the intended use competes or otherwise conflicts with District offerings. Submission of an application does not constitute license approval.

Name of Organization/Individual (“Applicant” or “Commercial User”): _____

Main Contact Name: _____ Email: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Business Address: _____

Park(s) Requested: _____ Location(s) within Park Requested: _____

Commercial Use Date(s) : _____

Commercial Use Start Time (includes set up): _____ a.m./p.m. End Time (includes take down): _____ a.m./p.m.

Describe in detail the type of Commercial Use that will occur (instruction, product/merchandise sales, etc.)

Describe in detail how the park space, park equipment, and/or trail will be used.

The following attachments must be submitted to the Naperville Park District at the time of application.

- Copy of County Health Department Permit from the County where the commercial use will occur. (*Health Department Permit is required for food and beverage sales only.*)
- Certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Naperville Park District as an additional insured by endorsement and specifying the date(s) of the coverage.



Commercial Use Rules & Regulations

1. The Naperville Park District reserves the right to approve or deny applications based on capacity and scheduling priorities, and may not approve applications if the intended use competes or otherwise conflicts with District offerings.
2. Commercial Use Licenses for instruction are limited to a maximum of 3 days per week, for up to 2 hours each day.
3. Group instruction/classes may not exceed 20 participants at one time without prior written approval from the District. Team use of parks by athletic organizations for practices and games are subject to the policies and procedures within the Naperville Park District Athletic Field/Facility Allocation & Usage Guide, and does not require submittal of an application for a Commercial Use License.
4. Group or private instruction on District tennis, basketball, or volleyball courts is prohibited and no license will be issued for the same.
5. Licenses allow use of a designated area of a specified park to conduct commercial business. If the intended use of the park is for photography, the applicant must submit a Photography Permit Application. Use of areas not specified in the license is prohibited.
6. Commercial Use may only occur during the dates and times specified in the license. Applicant may not use parks that have been closed by the District.
7. Park equipment shall be used in accordance with its intended purpose. Any damage caused as a result of misuse will be charged to the Commercial User. **Note:** playground equipment, picnic tables, fences, trees, signs, public art, light poles, etc. are not within the scope of any permit and shall not be used by the Commercial User.
8. The Commercial User may not bring equipment to park(s) that could damage the park, trail, or pose a hazard to the general public. These items include, but are not limited to, the following: tractor tires, kettle bells, cables or railroad ties or other heavy equipment which may impact or damage the park or trail, or Martial art weapons or targets of any kind. Special use of any of these items requires prior written approval from the District. Where the Commercial User is permitted to use amplification equipment, the Commercial User shall nevertheless not use amplification so as to cause a nuisance. Commercial User shall also leave the licensed area in as good a condition as existed prior to commencement of the use.
9. Commercial User may not store equipment within any park without prior written approval from the District.
10. Commercial User must have an approved Naperville Park District Commercial Use License prior to using a park. Commercial Users with an approved license are required to have the license with them at all times when conducting business on District property. Inability to provide a current and valid license will result in a fine and loss of commercial use privileges.
11. Motor vehicles may only be operated on roadways and in parking areas. Vehicles are not allowed on lawns or park interiors. An approved license does not exempt Commercial User from this policy.
12. Commercial User must obtain a County Health Department Permit from the County where food & beverage sales will occur. A copy of the Health Department Permit must be submitted to the District at the time of application. *(Required for food and beverage sales only.)*
13. Commercial Users approved to serve an event/rental may only serve the event/rental that the Commercial User was hired to support.
14. Commercial User is responsible for cleanup of any trash or debris generated by the operation.
15. Sale of products in glass containers is prohibited.
16. Commercial User must obtain insurance for the limits outlined below. A certificate of insurance verifying coverage and naming the Naperville Park District as additional insured must be submitted to the District at the time of application.
17. Commercial User will adhere to all Federal, State, County, City and Park District rules, regulations, and ordinances. Commercial User shall be responsible for the Commercial User's employees, agents, customers, and/or clients use of the park pursuant to the license issued and shall advise same of the applicable rules, regulations, and ordinances.
18. If the Commercial Use requires reserved use of a District Athletic Field, all applicable field rental and light fees apply in addition to the Commercial Use license fee.
19. Approved Commercial Users will be required to pay a monthly or annual license fee and enter into a License Agreement for Commercial Use of a park.
20. License fees are non-refundable.

Indemnification and Hold Harmless: Commercial User agrees to protect, indemnify, save, defend and hold harmless the Park District, its officers, officials, volunteers, employees, and agents (hereafter collectively referred to as "District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the District may become obligated by reason of any accident, injury or death of persons or loss of or damage to property arising indirectly or directly in connection with or under or as a result of this agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Park District or by the premises themselves



or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims, damages, penalties, caused of action, costs and expenses arising solely by virtue of any negligent act or omission of the District.

Insurance Requirements: Commercial Users shall secure and maintain throughout the period of use general liability and property damage, to include Products/Completed Operations insurance, with policy limits of not less than \$1,000,000 per occurrence. The Naperville Park District shall be named as additional insured by endorsement. The types and limits of insurance may be changed from time to time as determined by the Naperville Park District. If applicable, business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. If applicable, Commercial User shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Alcohol: If alcoholic beverages are being served or consumed, the Commercial User also must provide proof of Liquor Liability insurance and a copy of the Commercial User’s Liquor License. The insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. This insurance requirement may be modified upon written approval by the Park District. Security provided by or approved by Park District Police is required at any time that alcoholic beverages are being served or consumed. One security officer is required for every 70 people. Any person consuming or in the possession of alcohol must have a valid picture ID with them. The serving of alcohol must cease one hour prior to the end of the rental or event.

Approval Process: The District shall have at least 10 business days after receiving a license request to review the application to approve or deny. The District reserves the right to take additional time to review any application. The District reserves the right to terminate the license at anytime based on the interest of public safety without refund of any fees. The District reserves the right to amend the rules and regulations as needed to serve the best interests of the District. The District reserves the right to relocate any commercial use location/event based on unforeseen circumstances. The District does not assume any liability for lost or stolen property on the park district premises, or for personal injuries sustained on the premises during Commercial User’s use. Commercial User may not enter the park prior to the agreed upon commercial use period. Commercial User must leave park in the same condition in which it was found. The cost associated with damage or cleanup caused by the Commercial User’s use of a park is the responsibility of the Commercial User. The District reserves the right to pursue any and all legal options against the Commercial User for expenses incurred by the District as a result of the Commercial Users use of a park.

Equipment, Tents and Amplification: Commercial Users may not bring to a District Park any equipment (other than equipment needed for the activity), such as personal pop-up tents, free standing banners, and personal audio or amplification equipment without the written permission of the District and then only upon such conditions as the District may impose. This prohibition includes, but is not limited to, constructing, building, erecting, or otherwise placing any building, tent, stand, scaffold, platform or other structure of whatever kind, and constructing, running, stringing, or otherwise placing any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property.

I have read and fully understand the above requirements.

Signature of Applicant: _____

Date: _____

Office Use Only	
License Approved on: _____	By: _____
Commercial Use Location: _____	Dates: _____



Appendix F
Naperville Park District
Risk Management Policy

MOVEABLE SOCCER GOAL SAFETY POLICY

Section 02: Risk Policies & Responsibilities

Policy No. 02-05
Adopted 9-8-2011

INTRODUCTION

This policy presents guidelines for the use and storage of full-size or nearly full-size movable soccer goals. The Naperville Park District (Park District) believes these guidelines can help prevent deaths and serious injuries resulting from soccer goal tipover. Publication of the policy is intended to promote greater safety awareness among those who use and maintain movable soccer goals on fields owned or operated by the Naperville Park District.

These guidelines are intended to educate the public and reduce the risk of movable soccer goal tipover. They are not a Park District standard, nor are they mandatory requirements and the Park District will not supervise compliance. Therefore, the Park District does not endorse or recognize them as the sole method to minimize injuries associated with movable soccer goals.

RULES OF SOCCER

The guidelines contained in this policy are intended to be compatible with the recommendations for the design and construction of soccer goals, published by the Federation of International Football Associations (FIFA) and the National Federation of State High School Associations.

DESIGN/CONSTRUCTION GUIDELINES

While a movable soccer goal appears to be a simple structure, a movable soccer goal should be constructed with counterbalancing measures incorporated into the product. The stability of a movable soccer goal depends on several factors. One effective strategy for supplementing the counterbalancing measures incorporated into the product is lengthening the overall depth of the goal to effectively place more weight further from the goal's front posts (more weight at the back of the goal). A second design selects lightweight materials for the goal's front posts and crossbar and provides much heavier materials for the rear ground bar and frame members. This tends to counterbalance the forces working to tip the goal forward. Another option uses a heavy rear framework and folds flat when not in use, making the goal much less likely to tip over.

Manufacturers of soccer goals can signify that elements designed to reduce the risk of tipover injuries have been incorporated into the product by indicating the goal is compliant with American Society for Testing and Materials (ASTM) standard F2673-08, or any successive standard, for tip-resistant movable soccer goals.

Following the adoption of this policy, the Park District will purchase only those movable soccer goals that are consistent with these guidelines; however, the Park District will continue to use those goals in its existing inventory until the end of their lifecycle in a manner consistent with this policy.

ANCHORING/SECURING/COUNTERWEIGHING GUIDELINES

A properly anchored/counterweighted movable soccer goal is much less likely to tip over. There are several different ways to anchor a movable soccer goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The types of anchors recognized by the Park District to



increase the safety of moveable soccer goals include but are not limited to: augers, peg or stake style anchors, J-hook style anchors and sandbags or other counterweights. Net pegs, by themselves, are not recognized as a means to effectively anchor or counterbalance a moveable soccer goal. The Naperville Park District encourages coaches/referees/league officials affiliated with each game to inspect the anchoring/securing/counterweighting measures used for each movable soccer goal and to immediately report any issues to the Park District. Coaches/referees/league officials are not to move or altar goals in any manner except in case of emergency or with the permission of the Park District.

GUIDELINES FOR GOAL STORAGE OR SECURING WHEN NOT IN USE

The majority of soccer goal tipover incidents occur when the goals are unattended. Therefore, when goals are stored in a safe manner it reduces the risk of tipover when not being used. When goals are not being used steps should be taken to secure the goals, such as locking goal frames face to face or chaining the face of goal frames to a permanent and fixed structure, including a fence. If it is a collapsible goal, fold the face of the goal down and lock it to its base. The Naperville Park District will move and/or store the soccer goals. The Naperville Park District does not permit coaches/referees/league officials to move the soccer goals and coaches/referees/league officials should not attempt to do so.

SAFETY TIPS

Even well designed and counterbalanced goals are subject to tipover incidents. Additional steps may be taken to further reduce the risk of injury. The Naperville Park District encourages coaches/referees/league officials affiliated with each game to:

1. Check for structural integrity and proper connecting hardware before every use.
2. Report damaged or missing parts or fasteners immediately and do not use damaged or improperly anchored goals.
3. Not allow anyone to climb on the net or goal framework.
4. Instruct players on the safe handling of and potential dangers associated with movable soccer goals.

The Park District shall place safety/warning labels in clearly visible locations (placed under the crossbar and on the sides of the down-posts at eye level).

The Park District will deliver a copy of this policy to the representative of any leagues or teams permitted to use Naperville Park District parks and facilities for soccer purposes and encourage such league to distribute additional copies to each coach, referee and parent/guardian.

Any organization which is granted permission by the Park District, whether by permit, license or other agreement, to use the Park District's facilities for soccer purposes, shall be required to adopt a movable soccer goal safety policy and place it on file with the Park District.

DEFINITIONS

For the purpose of this policy, the following terms shall have the meaning ascribed thereto:

Movable soccer goal: A freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed, intended and permitted: (1) to be used by adults or children for the purposes of a soccer goal; (2) to be used without any other form of support or restraint (other than temporary anchoring devices); and (3) to be moved to different locations.



Appendix G



Synthetic Turf Field Rules

Please help to protect this community asset by observing the following rules.

- A permit is required for organized team activities. Field use by groups of 10 or more participants requires a permit. Permit-holders have priority use at all times. See below for field rental information.
- Water only. No other food or drinks, including but not limited to soda, sport drinks, sunflower seeds, gum, or chewing tobacco is allowed on the synthetic turf. Glass containers are prohibited.
- Smoking inside the fenced area (field and bleachers) is prohibited.
- Metal spiked shoes are not allowed on the synthetic turf. Clean athletic shoes (free of mud) and plastic cleats are permissible.
- Only freestanding field markers and sports equipment may be used on the synthetic turf. No stakes, posts, poles or markers of any kind may be driven into the field.
- Tables and chairs are not allowed on the synthetic turf.
- Portable soccer goals may be moved by Park District personnel only.
- Golfing, shot putting, javelin or discus throwing is prohibited on the synthetic turf.
- During athletic competitions all spectators shall remain in designated spectator areas.
- Whenever the Lightning Warning siren and strobe light activates all activity must be suspended and all persons should move to a place of safety until the all-clear signal sounds.
- Wheeled devices, including but not limited to motorized vehicles, bicycles, wagons, inline skates, scooters and skateboards are not allowed on the synthetic turf.
- Pets are not allowed within the fenced areas.



The synthetic turf field is under video surveillance. Report any damage or vandalism to the Naperville Park District by calling Park Watch at (630) 848-5050.

Synthetic Turf Field Rentals

The synthetic turf field and the field lighting are available for rental. A permit is required for organized team activities. Groups of 10 or more wishing to use the synthetic turf field must obtain a permit to use the field. Please contact the Naperville Park District at (630) 848-5000 for fees and availability.

Thank you for your cooperation!



Appendix H

Concussion Information Sheet

The following information is adapted from the Center for Disease Control and Prevention (CDC) website.

For additional information please visit www.cdc.gov/headsup





What is a Concussion?

A concussion is a type of [traumatic brain injury](#), or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can potentially be serious. Most concussions occur without loss of consciousness. Recognition and proper response to concussions when they first occur can help prevent further injury or even death. Concussions can occur in *any* sport or recreation activity. So, all coaches, parents, and athletes should better understand and recognize concussion signs and symptoms and what to consider if a concussion occurs.

What are the Signs and Symptoms of Concussion?

Most people with a concussion recover quickly and fully. But for some people, symptoms can last for days, weeks, or longer. In general, recovery may be slower among older adults, young children, and teens. Those who have had a concussion in the past are also at risk of having another one and may find that it takes longer to recover if they have another concussion.

Symptoms of concussion usually fall into four categories:

 Thinking/ Remembering	 Physical	 Emotional/ Mood	 Sleep
-Difficulty thinking clearly	-Headache -Fuzzy or blurry vision	-Irritability	-Sleeping more than usual
-Feeling slowed down	-Nausea or vomiting (early on) -Dizziness	-Sadness	-Sleep less than usual
-Difficulty concentrating	-Sensitivity to noise or light -Balance problems	-More emotional	-Trouble falling asleep
-Difficulty remembering new information	-Feeling tired, having no energy	-Nervousness or anxiety	

Some of these symptoms may appear right away, while others may not be noticed for days or months after the injury, or until the person starts resuming their everyday life and more demands are placed upon them. Sometimes, people do not recognize or admit that they are having problems. Others may not understand why they are having problems and what their problems really are, which can make them nervous and upset.

The signs and symptoms of a concussion can be difficult to sort out. Early on, problems may be missed by the person with the concussion, family members, or doctors. People may look fine even though they are acting or feeling differently.

How Can I Recognize a Possible Concussion in Sports?

To help recognize a concussion, you should watch for the following two things among athletes:

- A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.
- AND
- Any change in the athlete’s behavior, thinking, or physical functioning.

Athletes who experience *any* of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says it’s OK to return to play.

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (<i>even briefly</i>) • Shows mood, behavior, or personality changes • Can’t recall events <i>prior</i> to hit or fall • Can’t recall events <i>after</i> hit or fall 	<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not “feel right” or is “feeling down”

Remember, you can’t see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. Most people with a concussion will recover quickly and fully. But for some people, signs and symptoms of concussion can last for days, weeks, or longer.

What Should I do If a Concussion Occurs?

People with a suspected concussion should be seen by a health care professional or encouraged to contact a responsible health care provider. If you think you may have a concussion, contact your health care professional for further direction. If you think someone you know may have a concussion, encourage that person (or parent/guardian of a minor child) to contact a responsible health care professional.

What Should I do If a Concussion Occurs in Sports?

If you suspect that an athlete has a concussion, consider this 4-step action plan:

1. **Remove the athlete from play.**
2. **When on-site medical professionals are provided, have the athlete evaluated by an on-site health care professional. When on-site medical professionals are not provided, consider summoning emergency medical services.**
3. **Inform the athlete’s parents or guardians about the possible concussion and give them the information sheet on concussion.**
4. **Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says it’s OK to return to play.**

Where Can I Find Additional Information on Concussions?

To get updated information, educational materials, videos, podcasts, and other media on concussions please visit the Center for Disease Control and Prevention (CDC) website at www.cdc.gov/headsup

