

# Category of Usage for Fields: Leagues

## **Resident Recreation Youth Leagues Under 18**

- Must have 70 % or more of the participants / members in a league be residents of the Charter Township of Orion or the Lake Orion School District. A team roster including addresses and phone numbers is required for groups in this category and shall be filed with the Community Programs Department prior to receiving a permit to use the fields, facilities or property.
- Non- resident participants of a league will be charged a non- resident fee.
- Recreational Leagues are non-profit, are open to all players who enroll/register for program, service youth 18 years of age and younger.
- See Board Adopted Fees for Resident Recreation Youth Leagues/ Programs Under 18.

### Resident Recreation Leagues List Lake

Orion Youth Baseball League  
Orion Oxford Soccer League  
Special Olympics  
Lake Orion Community Schools Recreation Programs

## **Resident Youth Travel/ Select/ Private/ Religious/ Leagues Under 18**

- Must have 70 % or more of the participants/ members in a league be residents of the Charter Township of Orion or the Lake Orion School District. A team roster including addresses and phone numbers is required for groups in this category and shall be filed with the Community Programs Department prior to receiving a permit to use the fields, facilities or property.
- Non resident participants of a league will be charged a non resident fee.
- Resident Travel/ Select/ Private/ Religious Leagues are non profit and for profit groups with select teams that are determined by individual leagues based on skills, abilities, tryouts, religious affiliation, or private in their selection process which serve youth under 18 years of age. These include travel/ select/ private/ religious leagues.
- See Board Adopted Fees for Resident Youth Travel/ Select/ Private/ Religious Leagues/ Teams

### Resident Travel/ Select/ Private/ Religious Leagues List First

Baptist Church  
Alliance Academy East  
North Oakland Baseball Federation  
Lake Orion Community Schools Athletic Teams  
St. Joseph Church

## **Adult Resident Leagues Over 18**

- Must have 70 % or more of the participants/ members in a league be residents of the Charter Township of Orion or the Lake Orion School District. A team roster including addresses and phone numbers is required for groups in this category and shall be filed with the Community Programs Department prior to receiving a permit to use the fields, facilities or property.
- Non resident participants of a league will be charged a non resident fee.
- Adult Leagues service adults 18 years of age and older. These leagues can be nonprofit, for profit, private, or religious based leagues.

### Adult Leagues Over 18

Lake Orion Men's Softball League  
MUSL (Senior Soccer League)

## Category of Usage for Fields: Leagues

### Fee Schedule for Leagues

Type of League	Rec League U 18 Resident	Non Rec Travel Select U18 Resident	Adult Over 18 Resident	Rec League U 18 Non Resident	Non Rec Travel Select U 18 Non Resident	Adult League Over 18 Non Resident
Baseball Diamond	\$45 p/ field	\$55 p/ field/prepped \$10 p/ practice	\$55 p/ field	\$75 p/ field \$15 p /practice	\$95 p/field \$20 p/practice	\$ 75 p/ field \$25 p/practice
Soccer Full Field	\$45 p/ field	\$55 p field/game \$10 p /practice	\$55 p/ field	\$75 p/ field \$15 p /practice	\$95 p/field \$20 p/practice	\$75 p/ field \$25 p/practice
Soccer Half Field	\$25 p/ field	\$35 p/ field \$10 p /practice				
Soccer Qtr Field	\$15 p/field	\$25 p/field \$10 p /practice				
Additional Fees & Services						
\$15 Application Fee	\$50 Late Fee		\$10 Cancellation Fee		\$200 Security Deposit	
\$10 Change Fee	\$200 Additional Trash		\$100 Additional Port-a-John and/or Cleaning		\$30 Snow Removal	

**Note: Non Resident Participant Fee:** \$20 per non-resident participant assessed once a year in the spring.

#### Non Resident Youth Leagues Under 18

- Over 30 % of the participants / members reside outside of the Charter Township of Orion or the Lake Orion School District. A team roster including addresses and phone numbers is required for groups in this category and shall be filed with the Community Programs Department prior to receiving a permit to use the fields, facilities or property.
- Non resident participants of a league will be charged a non resident fee.
- Service youth 18 years of age and younger.
- Individuals, organizations, groups and other entities, regardless of the tax/profit status of the entity.
- Charged Board Adopted Fees for Non Resident Leagues for fields and participants

#### Non Resident Adult Leagues 18 and Older

- Over 30 % of the participants / members reside outside of the Charter Township of Orion or the Lake Orion School District. A team roster including addresses and phone numbers is required for groups in this category and shall be filed with the Community Programs Department prior to receiving a permit to use the fields, facilities or property.
- Non resident participants of a league will be charged a non resident fee.
- Service adults 18 years of age and older.  
Individuals, organizations, groups and other entities, regardless of the tax/profit status of the entity.
- Charged Board Adopted Fees for Non Resident Leagues for fields and participants

#### Non Resident Tournament League or Group: Youth U18 and Adult Over 18

- Over 30 % of the participants / members reside outside of the Charter Township of Orion or the Lake Orion School District. A team roster including addresses and phone numbers is required for groups in this category and shall be filed with the Community Programs Department prior to receiving a permit to use the fields, facilities or property.
- Non resident participants of a league will be charged a non resident fee.
- Charged Board Adopted Fees for Non Resident Leagues for fields and participants for Tournaments

## **Scheduling Process**

The Community Programs Department will work with league representatives in the Spring to create a Final Master Schedule for the Resident Recreational U18, Travel/Select U18 Leagues and Resident Over 18 Adult Leagues. Soccer and Baseball Representatives of the Resident Leagues will work together to create the master schedule. Leagues will sign a Non Discrimination Clause as they work together to create the schedule to ensure no league is discriminated against. Final approval of the Master Schedule and Permitting of Fields is the sole responsibility of the Community Programs Department. Only permits issued by the Township will be honored for the use of fields. Permits created by individual leagues will not be honored for the use of Township fields. If there are any concerns or conflicts with regards to the Master Schedule the Community Programs Department will schedule a date for the complaint and appeal process.

## **Game/Practice Ratio**

In an effort to maintain fairness in the field reservation process each team may request two practices for every game scheduled on Township fields. If additional practices are required an additional fee may be charged per practice and will be payable along with game fees as outlined below.

## **League Policy and Fees**

Application Fees and Damage Deposits are due at the time of field request submissions. All Game Fees are due within 15 days of a leagues last played game. Reminders of due dates will be sent out electronically in a timely matter. Failure to comply with deadline dates will result in Late Fees being added to outstanding balances per the Township's Schedule of Fees and may result in the loss of future field privileges. League Policy and fees will be reviewed annually to recommend any changes in league lists, fees or policy. Any changes will be brought to the Board for policy amendment.



## Sports Organization Agreement

We (please print organization name) \_\_\_\_\_ do hereby agree to the following terms as regards to our use of Parks and Recreation fields and facilities.

### 1. Liability & Hold Harmless

- A. We understand that the Charter Township of Orion requires that we carry liability insurance in the amount of \$500,000 and that the Charter Township of Orion must be listed on this policy as an additional insured.
- B. We understand that a copy of the insurance policy and our hold harmless form must be on file with the Charter Township of Orion Community Programs Department.
- C. We understand that a copy of our team rosters must be on file with the Charter Township of Orion Community Programs Department.

### 2. Coach Training & Discipline

- A. We understand that the Charter Township of Orion Parks & Recreation Division is committed to the idea of training for coaches and requires that coaches for all organizations using its facilities participate in a coaches training program.
- B. We understand that the Charter Township of Orion Community Programs Department requires that all sports organizations have a code of ethics for its coaches and a procedure in place to discipline coaches if needed. Copies of your code and discipline procedure must be on file with the Charter Township of Orion Community Programs Department.
- C. We understand that failure by coaches, referees, league officials, players/participants and fans/parents that do not follow the code of ethics will be banned from use of Township fields.

### 3. Substance-Free Environment

- A. We understand that by Township Ordinance the possession or consumption of alcohol or any other controlled substance is not allowed in Township parks.
- B. We understand that the Charter Township of Orion does not allow the smoking of cigarettes/cigars/pipes in the dugouts, on the sidelines or on the field by coaches, referees, league officials, players/participants and fans.

### 4. Field Requests

- A. We understand that the Charter Township of Orion Community Programs Department issues field permits twice during the year: Spring/Summer (April, May, June & July), and Fall (August, September, October & November) for Township fields. Deadline dates will be announced.
- B. We understand that in order to request fields we need to complete:
  1. A field permit request application form.
  2. Submit current copy of the organization's bylaws.
  3. A copy of the official rosters listing all players (teams), which must include their address, telephone number, date of birth, along with coaches' information, must be submitted prior to receiving a field permit.
  4. Certificate of liability insurance for team/organization noting that the Charter Township of Orion is an additional insured.
- C. We understand that the priority for assigning fields will be established by the Board approved Category of Users Policy:
  1. Activities of the Charter Township of Orion Community Programs Department and the Charter Township of Orion.
  2. Resident Programs (70% or more residents)
    - a. Youth and adult sport organizations (recreation leagues)
    - b. Township residents
    - c. Lake Orion Community School programs
    - d. Select or travel teams (70% or above residents per team)
    - e. Lake Orion Private Schools

3. Non-resident/Other

- a. Select or travel teams (50-70% residents per team)
- b. Teams existing as of June 1, 2003 – effective through December 2008
- c. For profit businesses/camps
- d. Special Events
- e. Non-residents

- D. We understand that the Community Programs Director will issue a permit listing all dates, game times and fields. A copy of this permit must be at the fields whenever games are being played.
- E. We understand that should we need to request additional fields during the season, these requests must be made in writing. There will be a \$10 change fee for any additional field requests following the issuing of fields.

5. **Parking**

- A. We understand that NO vehicles are allowed to park on the grounds or drive on the service or entrance roads.
- B. We understand the facilities' parking is limited. Therefore, we agree to instruct our coaches, referees, league officials, players/participants and fans to restrict parking to designated parking lots and NOT along roadways.

6. **Trash & Litter**

- A. We understand and accept the responsibility for the clean-up of the field and surrounding area after each game and/or practice.

7. **Field Preparation**

- A. We understand that the Buildings & Grounds Department will be responsible for the daily maintenance of the Township owned fields such as mowing of the grass, fertilizing turf, etc.
- B. We understand that the ONLY acceptable method for drying infields allowed by the Charter Township of Orion Buildings & Grounds Department is to sweep off the water. NO trenching will be allowed.
- C. We understand that if our organization would like to do any special work on the fields or park facilities we must obtain written permission from the Parks Director, Buildings & Grounds Department, before any special work can begin.
- D. We understand that the Charter Township of Orion fields are heavily used by sports organizations and that the amount of field preparation such as dragging, lining and painting lines in most cases is done by the Charter Township of Orion Buildings & Grounds Department. Costs for these preparations should be paid in direct proportion to the number of hours the fields are used for sports organizations. Therefore, we will be asked to pay for field usage per the Category of Users Policy.

8. **Rain/Inclement Weather**

- A. The goal of the Charter Township of Orion Buildings & Grounds Department is to provide high quality turf on our fields. To this end, fields are rotated, fertilized, aerated, top dressed and mowed on a regular basis.
- B. Turf quality can diminish based on various factors, which include usage, drought, pests, and excess water. All but one of these factors will gradually cause the turf to deteriorate. Playing games when there is an excess amount of water, however, can immediately cause the turf to become irreparably damaged.
- C. As a result of this problem, it is necessary to establish a policy that will allow games to be cancelled when excess rainfall or inclement weather has occurred. Cancelled games can cause rescheduling problems with the organization's office, coaches, parents, and players. However, playing games after excessive rain creates a turf problem for the entire season and possibly longer.
- D. This rainout policy is designed to maintain high quality turf and provide for the safety of players.

E. **Weekday Rainout Policy**

- 1. For all games played during the week, the Charter Township of Orion Building and Grounds Division will determine if it is necessary to cancel games prior to the start of any game. Factors that will influence whether or not games will be cancelled include: amount of rainfall, length of rainfall, intensity of rainfall, snow fall, weather forecasted. Games will be cancelled if there is standing water on the field. It is possible that some games may be cancelled while others are played, since drainage will vary from field to field. Determination of cancelled games will be made as early as possible, when it is determined that turf damage will occur or the safety of participants is in jeopardy. The sport organization's representative will be responsible for cancelling game if necessary once the game has begun.

On weekdays the Community Programs Department Hotline, 248-393-7040, will announce closed fields as well as Cancellations.com and Facebook.

2. The Charter Township of Orion Community Programs Department will notify the sports organization representative.
3. If sports organization elects to play on field(s) they are responsible for the cost associated with any field(s) repair(s) and may risk the loss of field scheduling privileges.

F. Weekend Rainout Policy

1. For all games played on the weekend, determination of games that need to be cancelled will be made by The Community Programs Department as early as possible. Cancellations will be posted on the Community Programs hotline, 248-393-7040, Cancellations.com and Facebook.
2. If sports organization elects to play on closed field(s) they are responsible for the cost associated with any field(s) repair(s) and may risk the loss of field scheduling privileges.

G. **Games must be cancelled if there is standing water.**

- H. If there is not standing water on the field, the following factors need to be considered: amount of rain on turf, the weather forecast, and anticipated turf damage if games are played.
- I. We understand that playing on too wet fields will cause damage to the existing turf conditions and is unsafe to players.
- J. We agree to cancel our games when field and/or weather conditions merit it according to the aforementioned conditions.

9. Publicity

- A. We understand that the Charter Township of Orion will make a limited amount of space available to our organization in the Community Service Guide for the publicity of our program.
- B. We understand that it is our responsibility to meet these copy deadlines:
  1. Winter Issue (distributed December 1, covering Jan/Feb/Mar) – copy due October 1
  2. Spring Issue (distributed March 1, covering Apr/May/Jun) – copy due January 1
  3. Summer Issue (distributed Jun 1, covering Jul/Aug/Sep) – copy due April 1
  4. Fall Issue (distributed Sep 1, covering Oct/Nov/Dec) – copy due July 1

10. Sports Organization Report

- A. We understand that a copy of our current organization report and budget must be on file with the Charter Township of Orion Community Programs Department.

11. Correspondence

- A. We understand that all correspondence with the Charter Township of Orion Community Programs Department and the Community Programs Director should be directed through the designated sport organization representative.
- B. We understand that all requests for additional permits or work requests must be made in writing, signed by our organization’s president or designated representative, and will require a \$10 change fee per request excluding rain dates determined by the Community Programs Department.
- C. We understand that should our organization believe that the Charter Township of Orion Community Programs Department is not upholding this agreement, our appeal should be addressed to the Orion Parks & Recreation Advisory Committee first, and thereafter to the Charter Township of Orion Board of Trustees.
- D. We understand that certain Township fields have been designated, and signs have been posted, as “Game Only” fields, and cannot be used for practices.

12. **Penalties**

- A. We understand that a violation of this agreement can result in our permit being revoked and will affect our chances of obtaining a permit in the future.
  - B. The Charter Township of Orion Community Programs Department recognizes that your organization provides a great service to the citizens of Orion.
  - C. The Charter Township of Orion Community Programs Department recognizes that a good working relationship between itself and your organization is essential and feels that this written agreement will help to insure that relationship.
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Signature of Organization's President

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Date

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Printed Name

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Day Telephone

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Address

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Evening Telephone

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City

State

Zip

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Email Address