



City of Port Angeles Parks & Recreation



Athletic Field Use Policy | PR-0302



321 East 5th Street
Port Angeles, WA 98362
360-417-4553

City of Port Angeles Parks & Recreation Department

Athletic Field Use Policy PR-0302

Purpose

The Athletic Field Use Policy was created to manage the City of Port Angeles Parks & Recreation Department’s athletic fields in a manner that will ensure reasonable distribution and maximum use of facilities by the public. This policy is intended to promote open enjoyment of Port Angeles’ athletic facilities by the public and encourage use for general recreational play.

Parks & Recreation Mission Statement

It is the continuing mission of the Port Angeles Parks & Recreation Department to develop and maintain exemplary parks and recreational facilities while providing programs that effectively enrich the quality of life to all citizens.

Table of Contents

Section 1 – Overview	2
Section 2 – Scheduling Procedures & Requirements	2
Section 3 – Priorities	4
Section 4 – Field Types, Seasons Descriptions	4
Section 5 – Fees & Charges	5

Appendices

Appendix A – Definitions	6
Appendix B – Rules & Regulations	7
Appendix C – Port Angeles Municipal Code	8
Appendix D – Field Request Form	9
Appendix E – Youth Sports Group Compliance Statement	9
Appendix F – Insurance Requirements & Hold Harmless Agreement	9

Effective: March 17, 2016

Amended: January 5, 2026

Approved: Corey Delik



Section 1 – Overview

The City of Port Angeles Parks & Recreation Department’s Athletic Field Use Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying field scheduling procedures and policies
2. Managing the limited number of athletic fields in a fair and equitable manner by defining Users and establishing priorities
3. Defining rules and regulations regarding use
4. Identifying available fields and dates of usage
5. Determining, scheduling, and completing preventative field maintenance in a manner that best protects User safety and long-term field conditions

Section 2 – Scheduling Procedures & Requirements: Leagues, Tournaments, Games, & Practices

1. Application Deadlines
 - a. Applications under section 2 must be turned into the Parks & Recreation Facility Coordinator a minimum of 4 weeks prior to the start of the applicant’s proposed season (renewed annually)
 - b. Practice and Game Schedules must be turned into the Parks & recreation Facility Coordinator a minimum of 2 weeks prior to the start of the applicant’s proposed season
 - c. Applications received after these dates will be considered on a first-come, first-served basis and in accordance with other procedures outlined in this policy
2. Application Requirements
 - a. Athletic field use applicants shall submit a Certificate of Insurance, practice schedule request, and game schedule request to the Parks & Recreation Facility Coordinator.
 - b. Applications for organizations must be submitted by the league president or designated representative.
 - i. Applications for individual teams must be done by the head coach.
 - ii. Additional requests must be submitted to the Parks & Recreation Facility Coordinator – the field crew is not to be contacted for scheduling purposes.
 - iii. A scheduling liaison must be identified on the application to allow the City to communicate with the team or league for pre-season & post-season responsibilities and expectations.
 - c. All organizations and leagues shall secure and maintain, at no expense to the City, a comprehensive general liability policy issued by one or more insurance companies authorized to do business in the state of Washington. Under such insurance:
 - i. The policy must be endorsed to the City of Port Angeles as an additional named insured.
 - ii. An occurrence basis with limits not less than \$1,000,000 and \$2,000,000 aggregate for personal injury, bodily injury, and property damage.
 - iii. Insurance verification is required at the time of application submittal. The organization, league coordinator, or president shall, at the time of application submittal, file with the City a certificate(s) of insurance and appropriate endorsements showing coverage in force 4 weeks prior to start of field use or activities.
 - d. Tournament requests must be in writing and accompanied with a Field Request Form and Certificate of Insurance. Insurance requirements are defined above.



3. Limitations

- a. The City reserves the right to limit the amount of play permitted on its athletic fields.
- b. The City reserves the right to limit facilities to game only locations.
- c. Scheduled games have priority for use of a field over practice. Makeup games can displace practices. Scheduled league play has priority over later tournament applications. The City reserves the right to make final decision.
- d. The City reserves the right to shut down field use to perform maintenance projects.
- e. The City also reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf.

4. Lincoln Park Ballfields & Volunteer Field

Lincoln Park and Volunteer Field are City owned facilities, however: they were built by volunteers for use by the North Olympic Baseball & Softball (NOBAS) and Olympic Junior Babe Ruth (OJBR) leagues. Any use of these facilities for athletic purposes during NOBAS or OJBR seasons must be coordinated with the leagues' Board of Directors and the Parks & Recreation Facility Coordinator. The Parks & Recreation Director has final authority on scheduling matters.

5. Notices

- a. The Parks & Recreation Facility Coordinator will schedule game locations and times in conjunction with submitted requests. Users must meet requirements as outlined within this document. All locations for games are based on the total number of requests received, availability, and priority outlines. When possible, openings will be offered to other leagues on a priority basis, as defined within the Priority definitions.
- b. The Parks & Recreation Facility Coordinator will not assign practice times for individual teams but will work with the leagues for scheduling purposes. Practices are prohibited on those locations that are classified as game only unless previously approved (See Section 4).
- c. It is the responsibility of the team or organization's scheduling liaison to ensure that coaches are aware of scheduled activities and closures via the [Current Field Status](#) page of the City website.
- d. Team or organization scheduling liaisons are required to give two weeks' notice when requesting in-season changes in a request for field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the field, except for rainouts or emergency field closures.
- e. Additional field requests associated with leagues, organized play, and community requests will be considered based upon availability. The Parks & Recreation Facility Coordinator shall have the authority to approve or deny specific requests.
- f. It is the responsibility of the team or organization to update local community resources of tournaments and events that will affect the flow of tourism, particularly in the downtown area.



Section 3 – Priorities

- a. No person shall be (1) denied access to facilities, leagues or teams; nor (2) subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy, on the grounds of sex, race, color, creed, national origin, age (except minimum age), marital status, or the presence of any sensory, mental, or physical handicap.
- b. The Parks & Recreation Facility Coordinator will consider the designated uses for facilities when considering assignments. The following are the priorities for use applications starting with the highest priority to the lowest:
 - 1. City of Port Angeles Parks & Recreation Department sponsored programs and events
 - 2. City of Port Angeles Parks & Recreation Department co-sponsored programs and events
 - 3. Port Angeles School District programs
 - 4. Programs that generate revenue for the City of Port Angeles Parks & Recreation Department
 - 5. Resident based open youth recreation league programs
 - 6. Resident based open adult recreation league programs
 - 7. Resident based restricted youth recreation league programs
 - 8. Resident based independent teams or programs
 - 9. Non-resident based teams or programs

Furthermore, seasonal priorities as listed in Section 3c below will be considered.

In an effort to mitigate the monopolization of a given athletic facility, Parks & Recreation will take into account the number of participants of any given User Group. When multiple groups from the same priority category are requesting use of a field, preference will be given to the team or program that has been established for a greater period and has primarily used the requested City field from year to year. Additionally, ongoing annual tournaments (including the Firecracker Tournament, Dick Brown Memorial Tournament, Smoked Salmon Tournament, etc.) will supersede new requests from higher priority categories, including requests that would generate revenue for the Parks & Recreation Department.

- c. Seasonal priorities for Seasonal Activities are as follows:

Athletic Program	Season of Priority
Youth Baseball & Softball	March 1 st – 1 st Week August
PAHS Baseball	March 1 st – 3 rd Week May
West Coast League Baseball	4 th Week May – 1 st Week August
Adult Softball	April 1 st – 3 rd Week August
Special Olympics	June 1 st – 1 st Week August
Youth Football & Soccer	4 th Week August – October 31 st
PAHS Football	September 1 st – October 31 st

Section 4 – Athletic Fields, Designated Use, Scheduling Availability

Fields may be available on a limited basis depending on maintenance resources and field conditions. All fields are available for practice and games during the week. When a field is made up for game play, practice is not allowed. Scheduled games have priority over practices.

- a. Practices may occur after 4:30pm on weekdays (Monday-Friday), anything scheduled prior to this hour must be preapproved by the Parks Facility Coordinator. Fields marked with an asterisk are primarily game only fields. Practice may begin up to 2 weeks prior to start of Game Season as available upon approval of City Parks. The Parks & Recreation Facility Coordinator is responsible for scheduling the following facilities for play.



Athletic Facility	Address	Designated Use	Game Seasons	Lights
* Civic Field *	307 S. Race St.	PAHS Football & Baseball, Youth Football & Baseball, West Coast League Baseball	March 1 st – October 31 st (Exception - no Monday activities)	Yes
Volunteer Turf Field	West 18th & S. L St.	Youth Baseball & Softball	March 1 st – October 31 st	No
Volunteer Practice Field	West 18th & S. L St.	Youth Baseball & Softball & Soccer	March 1 st – October 31 st	No
Elks Playfield	533 W. 14th St.	Youth Soccer, Youth Baseball & Softball, Special Olympics	June 1 st – October 31 st	Yes
Lincoln Park Ballfields	1900 W. Lauridsen Blvd.	Youth Baseball & Softball	April 1 st – 1 st Week of August (Exception - no Monday activities after regular season)	No
Shane Park	613 S. G St.	Adult Softball, Youth Soccer	April 1 st – October 31 st	Yes

The Parks & Recreation Department reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage (which would cause hazardous safety considerations), and necessary field preservation and maintenance. If a game is cancelled, practices will not be allowed in its place. Failure to comply may result in loss of field use for a team or organization. If a field is made up before inclement weather occurs, it will be the umpire’s decision, not the City’s, as to call or suspend the game. The City must be notified promptly of cancelled or rescheduled games.

Notice of cancellation of any event by the City will be listed on the [Current Field Status](#) page of the City website. Signage will also be posted at entrances or dugouts within each facility. The City Parks & Recreation Department will update the schedule as needed by 4 p.m. Monday – Friday or once condition of the fields is known.

Section 5 – Fees & Charges

The City of Port Angeles does not charge youth teams or programs to use its athletic facilities. “Youth teams or “programs” are defined as those in which the participants, excepting adult coaches, managers and/ or administrators, are the league age of 18 or under. This does not apply to the Port Angeles School District as there is a separate Interlocal Agreement for field use. A team will be charged to use city fields if the team has one or more player above the league age of 18 and that team is not part of a City-sponsored or co-sponsored program*. The fee schedule for city fields is found in the City of Port Angeles Master Fee Schedule.

*Note: If a team, coach, administrator and/or manager has an extenuating circumstance that they feel falls outside of the fee and age criteria, they may submit an appeal in writing to the Parks & Recreation Director for the Parks, Recreation & Beautification Commission to review at its next regularly scheduled meeting.

Since the City does not charge for use of its facilities for youth activities, the league or team must contribute to the facility it uses through community service. A league or team may contribute financially to the City in lieu of a community service project as approved by the Parks & Recreation Director. The Parks & Recreation Department is available to assist teams or leagues in determining acceptable projects. All work parties must be approved by the City and must be listed on Appendix D.



The City will allow youth teams to use the Clubhouse at Lincoln Park free of charge for their baseball/softball-related events and parties if, and only if, the teams assist with the annual Cal Ripken work party that is done before the season starts. Teams wanting to use the Clubhouse must bring a letter from the Cal Ripken President stating they participated in the work party in order to use the facility free of charge.

City's fields would not be what they are today without volunteers. Please ask before volunteering to do any maintenance on a field. Sometimes unauthorized help can do more harm than good.

Appendix A – Definitions

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, and appropriate use of athletic facilities.

- **City** – Port Angeles Parks & Recreation Department
- **City Sponsored Programs** – Programs directly operated and managed by the City
- **Co-Sponsored Programs** – Programs not directly operated and managed by the City but officially sponsored together with another sponsor
- **School District Programs** – Interscholastic or intramural activities that are directly managed by the Port Angeles School District under a separate Interlocal Agreement.
- **Revenue Generated Programs** – Programs that generate revenue for the Port Angeles Parks & Recreation Department's General Fund.
- **Open Youth Recreation League Programs** – Programs open to all youth residing in Port Angeles ages 18 years and under and not in direct competition with the City of Port Angeles Parks & Recreation Department's current programs. Open youth programs do not "cut" players, and generally require minimum playing time for all participants
- **Open Adult Recreation League Programs** – Programs open to all adults residing in Port Angeles over 18 years of age and not in direct competition with the City of Port Angeles Parks & Recreation Department's current programs. Open adult programs allow participants the opportunity to actively participate on a team with no "cuts" and the focus of the program is recreational participation
- **Restricted Youth Recreation League Programs** – Programs often referred to as "select" programs for youth residing in Port Angeles ages 18 years and under. These programs often involve tryouts or other forms of selection to create teams. These programs often do not require minimum playing time for all participants. Participants not "selected" are often encouraged to sign up for open recreation league programs
- **Resident Based Youth League** – A resident youth league has a minimum of 51 percent of the players on its roster that reside within the city limits of Port Angeles
- **Non-Resident Based Team or Program** – A non-resident team or program is a program/roster or where the expected participation is by less than 51 percent city residents
- **City of Port Angeles Resident** – An individual that lives within the incorporated boundaries of the city of Port Angeles
- **Non-Resident** – Individuals that do not live within the incorporated boundaries of the city of Port Angeles
- **Independent Resident Teams/Activities** – Programs or activities not affiliated with a league or other organization identified in this policy. Classification as "resident" requires at least 51 percent of participants to live in the city of Port Angeles
- **League Age of 18 & Under** – "League Age" is defined by each particular sports league and used to determine whether or not a youth is eligible to participate in the given sport. Each league has an age determination date used to determine the appropriate division in which a child shall be placed



Appendix B – Rules & Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in the main policy document (See Section 4). By working together and observing the following field use guidelines, Users can help maintain the City of Port Angeles' beautiful facilities:

Baseball/Softball:

- Please avoid worn areas in turf. If damage occurs, move to another area as soon as possible
- Cover mound every night with the tarp and spikes provided. Do not cover home plate
- Please have pitchers throw from the dirt area of the mound. Do not pitch from the turf in front of the mound, regardless of whether or not you put down a mat
- Please pick up trash in both dugouts, on the field, and in the bleachers after each use
- Please do not hit baseballs, including whiffle balls, into any fence
- Please stay off of dugout roofs
- Please do not climb over or under fences. Wait until gates are open
- Please do not warm-up, stretch, play soft toss, or pepper on the infield. The infield also includes the "collars," which is the area turf from dugout to dugout
- Please do not dig or scrape holes in the outfield or infield turf or dirt
- Please stay on the dugout carpet and off of the turf in front of the dugout
- Please do not broom or sweep standing water onto any of the turf areas
- Please stay off any field that has been prepared for a game
- At Civic Field, please do not leave the portable batting cage on the diamond after practice. It is difficult for the Parks Caretaker to move by himself
- If the "Field Closed" sign is up or the field is closed on the *Current Field Status* page of the City Website, please stay off the field
- Facility Users are only allowed to use hand tools to help prep the fields. No motorized vehicles or riding mowers are allowed to drag or prep the fields
- If field lights are used, they must be powered off at the end of the night
- All facilities at Volunteer & Civic Field must be secured after activities have concluded, including the gates, restrooms, etc.
- Public Restrooms/Facilities must be locked up by the last group on the field if time is within an hour of sunset unless otherwise instructed by the Parks Department
- Synthetic turf field(s) must be used responsibly and properly cared for as outlined on signage onsite and pre-season meetings

Soccer:

- Please do not climb over or under fences. Wait until gates are open
- During practices, move the goals so continued wear spots do not continue to get worse
- Make sure that the sandbags are holding the goals down at all times
- Please pick up trash off the field and bleacher areas
- Please do not climb or hang from the goals or nets
- Please do not kick soccer balls into any fence
- At Civic Field, please stay on the field designated for soccer use. Practice is not allowed on the football field
- Practices may occur after 4:30pm on weekdays (Monday-Friday), anything scheduled prior to this hour must be scheduled ahead of time
- All facilities at Volunteer & Civic Field must be secured after activities have concluded, including the gates, restrooms, etc.
- If field lights are used, they must be powered off at the end of the night
- Public Restrooms/Facilities must be locked up by the last group on the field if time is within an hour of sunset unless otherwise instructed by the Parks Department



Football:

- Please do not climb over or under fences. Wait until gates are open
- Please leave sideline tarps in place
- Please pick up trash off the field and bleacher areas
- Please do not climb or hang on the goal posts
- Practices may occur after 4:30pm on weekdays (Monday-Friday), anything scheduled prior to this hour must be scheduled ahead of time
- If field lights are used, they must be powered off at the end of the night
- All facilities at Volunteer & Civic Field must be secured after activities have concluded, including the gates, restrooms, etc.
- Public Restrooms/Facilities must be locked up by the last group on the field if time is within an hour of sunset unless otherwise instructed by the Parks Department

Consequences of continued violations of policies, rules, or regulations will be determined by the City of Port Angeles Parks & Recreation Department.

Appendix C– Port Angeles Municipal Code (PAMC)

The following PAMC codes pertain to athletic facility usage:

12.04.020- Hours of Operation

- A. Except as otherwise provided in this section, all parks shall be open from 5:00 a.m. to 11:00 p.m. every day of the year, unless the Director declares a different time of closing, which time shall be conspicuously posted adjacent to entrances to the closed areas.
- B. Athletic events requiring illumination shall be concluded by 11:00 p.m., except for unusual and unforeseen emergencies, as determined by the Director or his representative

12.04.100- Prohibited Activities

Activities not permitted in parks and City owned facilities/properties shall include, but not be limited to, the following:

- A. Possessing and/or consuming intoxicating drugs or narcotics;
- B. Possessing and/or consuming intoxicating alcohol without an Alcohol Use Permit;
- C. Interfering with an individual or group engaged in any lawful use of park facilities;
- D. Walking, riding, or exercising horses;
- E. Exposing or offering for sale any article or thing or stationing or placing in a stand, cart, or vehicle any article or object for transportation, sale, or display without a permit. This provision does not apply to regularly licensed concessionaires acting by and under the direction of the Parks & Recreation Department. The Director may also give permission for such activities on a temporary basis providing there is no conflict with the regularly constituted concessionaire;
- F. Distributing, leaving, throwing, tacking or pasting any signs, handbills, posters, advertisements or inscriptions for advertising any goods, materials, meetings, people, or for other similar purposes;
- G. Soliciting, interfering with, or accosting other people for selling, begging, immoral acts or other similar purposes is not permitted in any park or attendant facility;
- H. Willfully marking, marring, defacing, disfiguring, injuring, tampering with or displacing, removing, burning, cutting, carving, digging up or damaging any park property and attendant facilities or any plants, trees or shrubs, or attaching any rope, wire or other contrivance to a tree plant, shrub or structure.
- I. Abandoning or leaving property unattended. Unattended property that interferes with public safety, orderly management of the park or facility/property, or presents a threat to City property may be impounded by designated City employees.



Appendix D – Field Request Form

Application Date: _____ Responsible Supervisor: _____

Organization, Individual, or Event: _____

Street Address: _____ City, State, Zip: _____

Email: _____ Phone/Cell: _____

Organization’s Scheduling Liaison: _____

Email: _____ Phone/Cell: _____

Facility/Field(s) Requested: _____

Activity: _____ Season: _____

Community Service Project Proposal or Monetary Contribution Toward a City Park or Facility: _____

*** Access to City of Port Angeles facilities may not be granted until all requirements of this application are complete and approved by the City. Please submit total # of teams along with proposed schedule ***

Appendix E – Youth Sports Group Compliance Statement (if applicable)

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parents/legal guardians have complied with mandated policies for the management of concussions, head injuries and sudden cardiac arrest awareness as prescribed by [RCW 4.24.660](#), [RCW 28A.600.190](#) and [RCW 28A.600.195](#).

Appendix F – Insurance Requirements & Hold Harmless Agreement (required)

Required insurance shall be as follows: general liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations contractual liability and coverage for participant liability. The City of Port Angeles shall be named as an additional insured on the General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The general liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

The User shall defend, indemnify and hold harmless the City of Port Angeles, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Port Angeles.

By signing below, I acknowledge that I have read and understand the City of Port Angeles’ Athletic Field Use Policy PR-0302 and that I agree to proceed pursuant to the terms set forth above.

Signature: _____

