



February 13, 2012

Dear Coach,

The City of Wheat Ridge Parks and Recreation Department has been involved with Wheat Ridge youth sports for many years and will continue to lend support for years to come. The Purpose of this letter is to communicate to you, as head coach, our department's responsibilities to you and your organization, as well as the City's expectations for the upcoming season. It is the Athletic Supervisor's job to see that facilities are scheduled properly to avoid conflict between the various groups. It is also the responsibility of the Parks & Recreation Department to make sure facilities are well maintained and properly prepared for your games.

I would like to outline some important procedures that, with your help, will make the upcoming season run more smoothly. Please note that this is a coaches summary of our official Youth Group Facility Use Guidelines. Club administrators or coaches seeking more clarification and detail are invited to contact me at your convenience (see contact info below).

GAME FIELD CLOSURES

On the weekends, In the case of inclement weather, fields are inspected once per day first thing in the morning and at least 2 hours before the first scheduled game. Fields that are unplayable will be closed for the day and a message placed on the hotline. **Be aware that inclement weather could render your field unplayable between the time the field is inspected and your game time.** PLEASE check the field in time to inform your parents if the field is unplayable.

On weekdays, fields are inspected once in the morning and again in the afternoon (if necessary). Hotline messages are updated as soon as possible. Keep in mind that your field may be fine until just before your game, and as a result, there may be times when the HOTLINE DOES NOT LIST YOUR FIELD AS CLOSED. **Coaches are expected to use good judgment.** No field inspections or hotline messages are made after 5:00PM.

HOTLINE: (303) 234-5928. ONLY COACHES should call the hotline. Too many people calling at once will make it impossible to get through. **Please instruct parents to call you directly for updates on game status.**

PRACTICE FIELD CLOSURES

Checking the status of these fields is done on a time available basis. If your practice field is not accounted for in hotline updates, you are asked to use good judgment as to whether or not to conduct practices. Again, PLEASE USE GOOD JUDGMENT. Field conditions may require you to be flexible. While infields may be too wet to walk on, the outfield might be capable of supporting a practice session.

HOW TO JUDGE IF A FIELD IS PLAYABLE

In the case of baseball and softball fields, anytime there are areas on the infield that cannot be walked on without sinking in (mud-like), the field should be considered closed. A shiny, or sheen-like appearance on infields suggests the field is saturated and too wet for play. This and/or any standing water **warrants a total field closure.** On grass surfaces, whenever water can be seen around the soles of your shoes as you walk the field, or whenever you can hear and feel water under your feet, the field **MUST** be closed.

USE OF SCHOOL FIELDS

Wheat Ridge Parks & Recreation enjoys a joint-use agreement with area schools and coordinates many of these fields for area youth groups. Please help us to maintain a good relationship with the school district by respecting these facilities. Please ask parents to park in lots and NOT in fire lanes along curbs. Conflict with neighbors, parking issues and litter are primary concerns of the schools. **Cooperation is vital to ensure field usage for years to come.**

AFTER HOURS ASSISTANCE

All ball field maintenance is provided by the Parks Division. After-hours assistance pertaining to athletic field use is limited to problems with **field lights, irrigation systems, restrooms** or other emergency concerns. The lining of ball fields and/or setting out of bases is not provided after hours. Please consider this when calling the Recreation Center (303-231-1300) with your request for assistance. If the center is closed at the time of your call, please contact police dispatch at 303-237-2220. The operator will contact a parks staff person to assist you.

The Do's and Do Not's of Field and Facility Use

Do's

DO check the hotline and/or inspect your field for playability.

DO make sure you have a key to unlock field boxes, gates and light switches.

DO collect bases (if you are the last game of the night). Lock them in field boxes.

DO inform your parents to park in the lot and teach your players and spectators to respect the facility.

DO help with minor field raking by touching-up the batter's box and baselines.

DO provide a hitting mat or screen for players to practice their hitting, or use a catcher for batting practice.

Do Not's

DO NOT play on excessively wet infields or super-saturated grass areas.

DO NOT leave the field without checking to make sure gates and lockers are locked-up and lights are turned off.

DO NOT take bases home with you or move them to another park.

DO NOT leave the park or school without picking up trash and closing gates.

DO NOT operate motor vehicles on the field or try to remove puddles with brooms, rakes, etc.

DO NOT allow BP without catchers or allow players to throw or hit against the field fences.

I very much appreciate your cooperation with these important items and encourage you to contact me at any time during the season should you have questions or concerns. I look forward to another season and thank you for your time and effort in supporting youth sports in Wheat Ridge!

Sincerely,

Jim Spaulding
Athletics Supervisor
Wheat Ridge Parks & Recreation
4005 Kipling St. Wheat Ridge, CO 80033
jspaulding@ci.wheatridge.co.us
(303) 231-1310