



City of Plattsburgh Parks & Outdoor Sports Field Management Policy

This policy includes regulations, schedules, and fee structures for the City’s park system and the outdoor sports fields contained therein. Efficient and effective management of these valuable and highly used public resources is critical to the City’s goals for its recreational assets and programs as outlined in its new Comprehensive Plan. In the past, management of these assets was coordinated by a large, dedicated staff with an expansive budget that allowed for their use to be generously subsidized by the City’s taxpayers. Measures instituted during the past several years in response to prevailing economic conditions have eliminated much of the staffing and funding that allowed the prior iteration of park and field management policies to function effectively. New policies and a more efficient system are now required that set strict schedules for access to and use of these assets and which shift, partially, the burden of maintaining them to those organizations using them on a frequent basis.

This policy shall be effective as of the 2023 spring/summer/fall season. Use of the term “league” throughout this policy shall be understood to include any organized group wishing to use City fields.

Restroom Availability

While the public’s access to the City’s parks is not constrained by this policy, reasonable limitations on the availability of public restroom facilities must be instituted. Historically, most of the indoor restroom facilities located throughout the park system have been shuttered during the winter but official opening and closing dates have never been set. The following table includes the dates on which these facilities will be opened and closed for the season (if any of the below listed days falls on a weekend or a City holiday, the next regular work day for City AFSCME staff shall apply):

Indoor Restroom Facility	Annual Opening Date	Annual Closing Date
Peter S. Blumette Park	Open Year Round*	n/a
Melissa Penfield Park	April 15	September 30
Plattsburgh Municipal Beach	Friday prior to Memorial Day	Labor Day
South Acres Park (Barn)	April 15	September 30
South Acres Park (West Softball Field)	April 15	September 30
South Platt Park	Closed Indefinitely*	n/a

** The Blumette Park restroom building will be open to public use throughout the winter to provide convenience for those using the nearby skating rink. The South Platt Park restroom is in*

a state of extreme disrepair and is not safe for public use. Options for a permanent replacement of the South Platt Park are currently under discussion as part of the City's ongoing Parks Renewal Project. That eventual replacement will be available to the public year round for those using the South Platt Park skating rink. Portable restrooms will be made available year round at South Platt Park to compensate for the current lack of usable indoor restroom facilities there.

Portable restrooms are a flexible and comparatively inexpensive supplement to these indoor restroom facilities and allow for expanded provision of convenient restroom access throughout the City's park system. The following table includes the locations at which these restrooms will be provided and the respective dates on which they will be dropped off and picked up each year:

Portable Restroom Facility	Annual Drop-Off Date	Annual Pick-Up Date
Melissa Penfield Park	April 15	September 30
Plattsburgh City Marina	April 15	September 30
Plattsburgh Municipal Beach	May 1	September 30
South Acres Park	April 15	September 30
South Platt Park	Available Year Round	n/a
US Oval	April 1	September 30
Wilcox Dock	April 15	September 30

The number of portable restrooms to be provided at these locations will vary based on anticipated usage and any current maintenance issues with nearby indoor restroom facilities but at least one (1) portable restroom will be provided at all above locations between the prescribed drop-off and pick-up dates. Additional portable restrooms will be provided for special events on a short term basis as required.

Sports Field Availability

Pending favorable field conditions (i.e., not excessively wet), sports fields throughout the park system will be made available for league use according to the following schedule (if any of the below listed days falls on a weekend or a City holiday, the next regular work day for City AFSCME staff shall apply). Overhead maps of each park containing sports fields are included with this policy as Exhibit B. Since several fields are known by different names, league coordinators must reference the field designations included in Exhibit B when submitting field reservation requests to the City.

Park	Field	Designation	Opening Date*	Closing Date
Peter S. Blumette Park	Soccer Field	BLS1	May 15	September 30
Melissa Penfield Park	Football/Soccer Field	MPF1	May 15	September 30
	Lefty Wilson Field	MPB1	May 15	September 30
	Hector Duquette Field	MPB2	May 15	September 30
South Acres Park	West Softball Field	SAB1	May 15	September 30
	Baseball Field	SAB2	May 15	September 30
	East Softball Field	SAB3	May 15	September 30

South Platt Park	West Baseball Field	SPB1	May 15	September 30
	East Baseball Field (Burdo Field)	SPB2	May 15	September 30
US Oval	Soccer Fields	OVS1 – OVS2	May 15	September 30
	Football Fields	OVF1 – OVF3	May 15	September 30
	Lacrosse Fields	OLV1 – OVL3	May 15	September 30

** The City will accept reservations for these fields between the above listed opening and closing dates. However, City staff will assess the condition of all reserved fields prior to the opening date, determine whether each is fit for league use, and advise all leagues accordingly. The City retains the unilateral authority to deem any sports field within its parks system as unfit for league use and to prohibit league use of any such field until prevailing conditions improve.*

If advised that a particular field is unfit for league use, all leagues are prohibited from using that field for any purpose, be it a practice, scrimmage, game, tournament, etc., until such time as the City notifies the leagues that the field is fit for their use. League use of an unfit field for which notification has been previously provided by the City shall result in a fifty dollar (\$50) charge to the league per occurrence plus the cost of any City staff time and supplies required to resolve damaged caused by league use of the prohibited field.

Policies Applicable to All Sports Fields

- All field use, including games, tournaments, practices, scrimmages, etc. requires that reservations for such use be made in advance through the City’s Community Devolvement Office.
- Leagues must provide payment to the City for all scheduled field reservations at the beginning of each year. Field use fees for all games, tournaments, practices, scrimmages, etc. that are cancelled due to poor weather, field conditions, or other unforeseen circumstances shall be refunded to the league in the form of a single payment via check at the conclusion of the year.
- All fees collected by the City under this policy shall be placed in a reserve fund to be used exclusively for improvements to the City’s park system.
- No league is permitted to initially line its own fields at the beginning of each season. City staff shall initially line all fields at no cost to the leagues. City staff shall also periodically reline fields throughout the season as conditions require. The schedule for this periodic relining shall be at the sole discretion of City staff and, barring specific league requests that would be subject to prescribed fees, no relining of fields by City staff shall occur after September 30.
- If a league requires conditioning or relining of fields by City staff in between field uses, the league will incur a twenty dollar (\$20) per field conditioning/relining charge plus the cost of supplies required for the relining. A minimum three (3) days advance notice is required for all conditioning/relining requests and fulfillment of all such requests is subject to the availability of City staff.
- Any additional and/or special requests by a league for assistance from City staff for any reason will incur a twenty dollar (\$20) fee plus the cost of City staff time and any required supplies

- Parking is permitted only in designated parking lots or on the street. Any league that does not enforce this regulation will jeopardize their field use privileges.
- Each year, all requests for field reservations should be emailed no later than April 1 to fields@cityofplattsburgh-ny.gov. All fields shall be made available on a first-come, first-served basis.
- If a league wishes to submit a field reservation request for a tournament, special event, etc., all such requests shall be submitted no later than thirty (30) days prior to the first scheduled day of the event to allow for proper preparation by City staff. Any such request submitted less than thirty (30) days prior to the first scheduled day of the event shall not be approved.
- Fees for tournaments to be held using City fields shall be determined on a case-by-case basis and shall be set at the sole discretion of the City.
- When submitting field use reservation requests, each league will appoint one representative who will provide the City with a list of all field(s), date(s), and time(s) requested by the league for the entire spring/summer/fall season. City staff will engage only with each league's delegated representative when discussing field use reservation requests.
- Prior to league use of any City field, the City shall require a copy of the league's certificate of insurance that shall list the City of Plattsburgh as an additionally insured party, and which shall include minimum commercial general liability limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- No games, tournaments, practices, scrimmages, etc. held by any league shall be permitted to charge entry fees or promote/sell products, services, etc.

Baseball & Softball Fields

Substantial, recent increases in expenses related to turf management, clay replenishment, and other materials costs have necessitated a reappraisal of the fee structure used by the City to govern the use of sports fields throughout its park system. Minimal user fees have previously been charged to teams, leagues, and organizations which utilize those fields. Fees prescribed by this updated field use policy are intended to cover only the costs of maintaining these fields. The following maintenance and fee policies shall apply to all baseball and softball fields.

- All fields will be mowed and trimmed by City.
- All fields will be conditioned/raked by City staff daily, usually in the morning, as staffing and weather permit. The City will not condition/rake a wet field. Each league is responsible for following the City's Baseball and Softball Field Maintenance Guide attached as Exhibit A. Provision of Diamond Dry shall be the sole responsibility of the league using the field.
- All field foul lines beyond the infield will be painted by the City as conditions require. Leagues shall be responsible for all field chalking including batter's boxes and infield foul lines.
- Storage areas will be made available to the leagues at each field. All league-owned materials and equipment stored on site are the sole responsibility of the league.
- City-owned equipment will be stored on site and made available to the leagues to utilize for field maintenance. This equipment may include rakes, hand pumps, chalk machines, and batter's box templates.

- If City staffing resources are required by a league outside of the City’s regularly scheduled working hours, overtime charges shall apply and, per the City’s AFSCME contract, a minimum of four (4) hours of staffing charges will be applied to the league.
- The home team’s coach will be responsible for turning off all field lighting.
- There shall be a ten dollar (\$10) usage fee charged to each league for every practice, scrimmage, game, etc. held on the following fields:
 - Hector Duquette Field (Melissa Penfield Park)
 - Lefty Wilson Field (Melissa Penfield Park)
 - West Softball Field (South Acres Park)
 - Baseball Field (South Acres Park)
 - East Softball Field (South Acres Park)
 - West Baseball Field (South Platt Park)
 - East Baseball Field a.k.a. Burdo Field (South Platt Park)
- If it is discovered that a league is not following the procedures prescribed by the City’s Baseball and Softball Field Maintenance Guide, a twenty dollar (\$20) charge will be applied to the league for each occurrence. If supplies or City staff time are required to resolve damaged caused by the league’s disregard of the prescribed procedures, their cost will be charged to the league.

Soccer, Football, & Lacrosse Fields

The following maintenance and fee policies shall apply to all soccer, lacrosse, and football fields.

- The City reserves the right to relocate practices, games, etc. based on the observed need for field maintenance or to rest the field’s playing surface.
- Leagues shall not move goals from their established locations. All goals will be anchored or sandbagged for safety.
- Any league may request to use its own equipment and supplies to reline fields. If such a request is granted by the City, no additional charges shall accrue to the league.
- There shall be a ten dollar (\$10) usage fee charged to each league for every practice, scrimmage, game, etc. held on the soccer, football, and lacrosse fields in the following parks:
 - Melissa Penfield Park
 - Peter S. Blumette Park
 - US Oval

Field Use Fee Structure

For ease of reference, the fee structure for the City’s fields has been consolidated in the table below.

Type of Fee	Fee Amount	Notes
Usage Fee	\$10 per use (practice, scrimmage, game, etc.)	Applicable to all above listed baseball, softball, soccer, lacrosse, and football fields
Conditioning/Relining Fee	\$20 per field plus cost of supplies	Upon request by league and subject to advance notice and availability of City staff
Overtime Fee	Minimum four (4) of overtime charges for City staff	Applicable to requests made of City staff outside regular working hours
Special Request Fee	\$20 per request plus cost of supplies and staff time	Upon request by league and subject to advance notice and availability of City staff
Prohibited Field Maintenance Methods Fee	\$20 per occurrence plus cost of supplies and staff time	Additional staff and supply charges apply if needed to resolve damage caused by use of prohibited methods
Prohibited Field Use Fee	\$50 per occurrence plus cost of supplies and staff time	Additional staff and supply charges apply if needed to resolve damage caused by use of prohibited field
Tournament Fee	Event Application is needed	Thirty (30) days advance notice required for all tournaments and special events

Contact Information

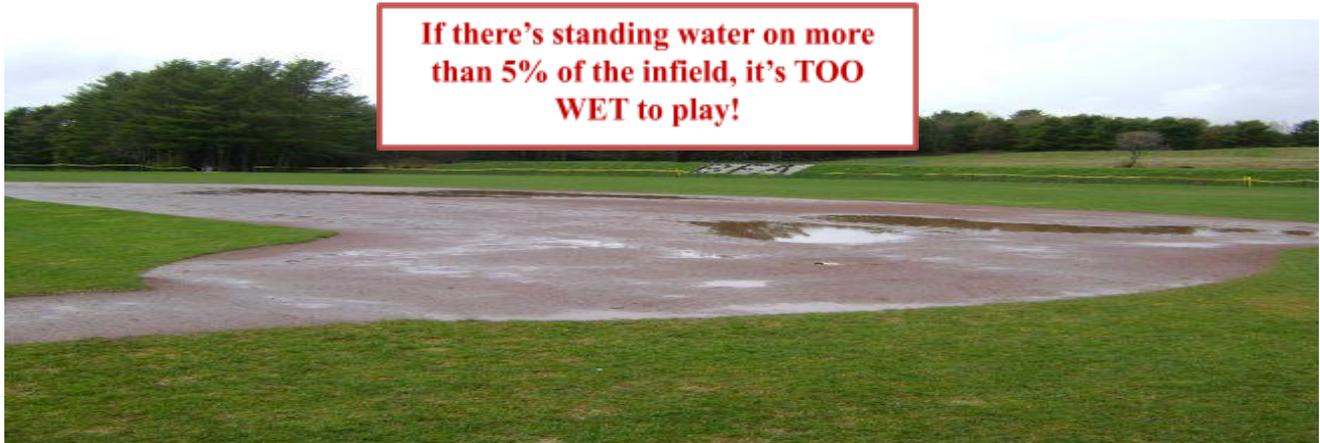
For all field reservation inquiries, assistance with field maintenance, and all other questions, please email fields@cityofplattsburgh-ny.gov or call (518) 563-7642. City staff will respond during regularly scheduled working hours.

Exhibit A

Baseball and Softball Field Maintenance Guide

Determining Field Playability

The decision to play on fields that are too wet is the number one cause of damage to ballfields and the top reason for player injury. Often, techniques used to make a wet field “playable” cause additional damage. Making the tough call to postpone a game due to wet conditions is the best decision for player safety and to preserve season-long playability of the City’s ballfields.



Water Removal Techniques for Flooded Infields

The most important mistake to avoid is the removal or movement of infield mix. A level field will drain better and have fewer puddles. Low spots or depressions catch and hold water every time.

Use a Pump to Remove Puddles

1. Dig a hole and place the field mix out of your way.
2. Let the water drain into the low spot you've created.
3. Use the pump to move the water into a bucket.
4. Empty the bucket outside of the playing field into a drain.
5. Replace the field mix into the hole and level with a rake.



DO NOT USE THE FOLLOWING METHODS ON WET FIELDS

- **DO NOT use brooms to disperse puddles.**
- **DO NOT sweep a puddle into the grass.**
- **DO NOT remove muddy infield mix from the field.**

All of these techniques move infield material and leave a depression or low spot that will hold water every time it rains.

Addition of Field Drying Agents

Calcined clay infield drying agents are used to assist with wet infield conditions. This product should be used judiciously as it will change the properties of the infield mix when used abundantly.



Never use more than 3-4 bags of drying agent to make a field playable! Over time, this will ruin the field clay.

Steps for Applying a Drying Agent

1. Remove as much water as possible using the pump.
2. Evenly pour the drying agent to create a thin layer.
3. The material may be lightly incorporated using a rake or left on top of the infield mix.

Infield Grooming Techniques

1. Vary the dragging pattern every time the field is groomed.
2. Scarify the field with needle tines or nail drag.
3. When finished dragging, stop five (5) to six (6) feet before the edge of the infield and lift the drag. Shake off any excess field mix before exiting the field.
4. Exit the field in a different location each time to prevent build-up of infield mix in one location.
5. Hand rake out piles and any other trouble spots as needed.
6. Hand rake home plate, the back radius of the infield, and both base paths end to end.



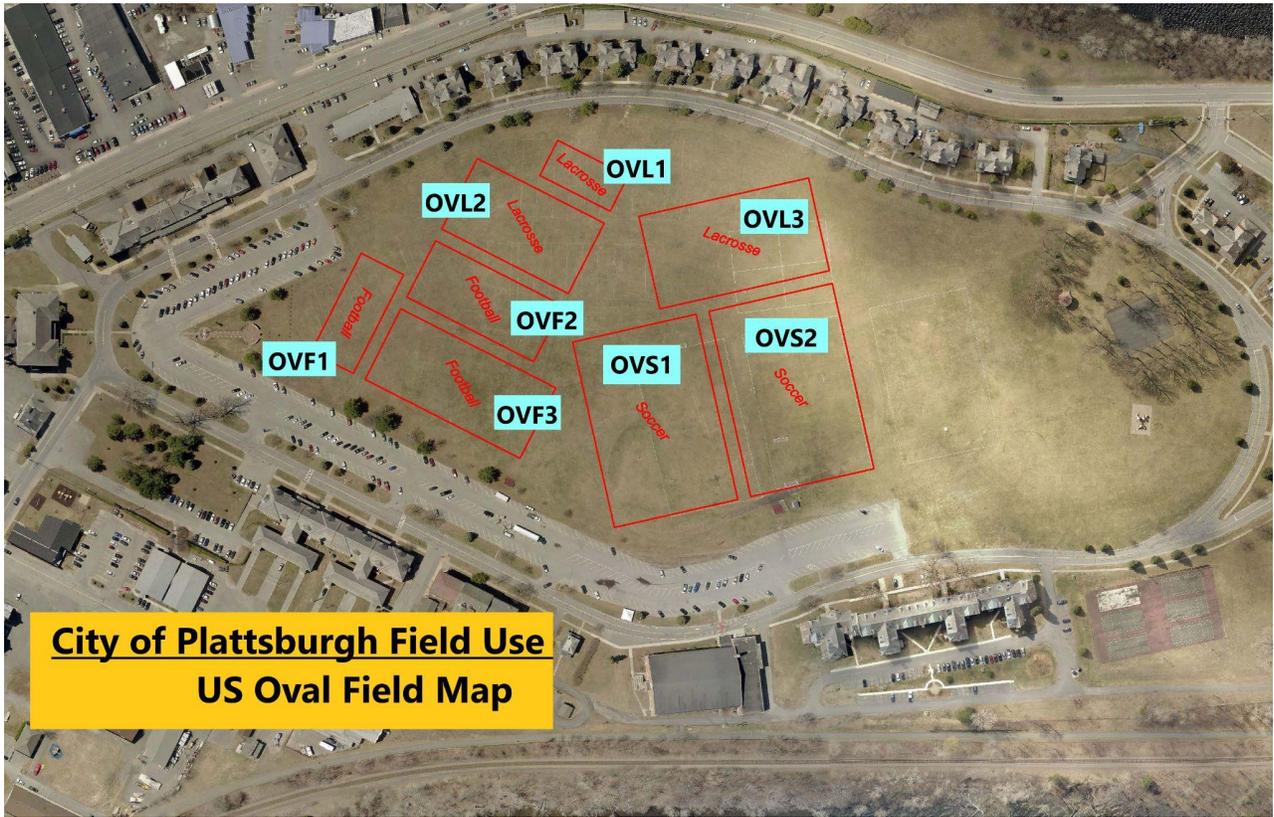
Field Lining Techniques

1. Always use a string with a peg or stake as a guide. A length of string in excess of ninety (90) will be required.
2. Place the peg at the point on home plate nearest to the backstop.
3. Run the string down the first base line until you reach the foul line on the outfield grass.
4. Using the chalk machine, chalk over the string from the plate to the start of the grass foul line.
5. Repeat steps 2 through 4 for the third base line.
6. There are two batter's boxes, one on each side of home plate. The batter's boxes are centered lengthwise at the center of home plate with the inside line of each batter's box six (6) inches from the nearest edge of home plate. Simply make an outline with the batter's box template and then chalk over the outline.

Any questions regarding care and maintenance of the fields should be directed to the City's Community Development Office before any questionable methods are utilized.

Exhibit B

Park & Field Maps



**City of Plattsburgh Field Use
US Oval Field Map**

City of Plattsburgh Field Use Policy
South Platt Park Field Map



City of Plattsburgh Field Use Policy
South Acres Park Field Map

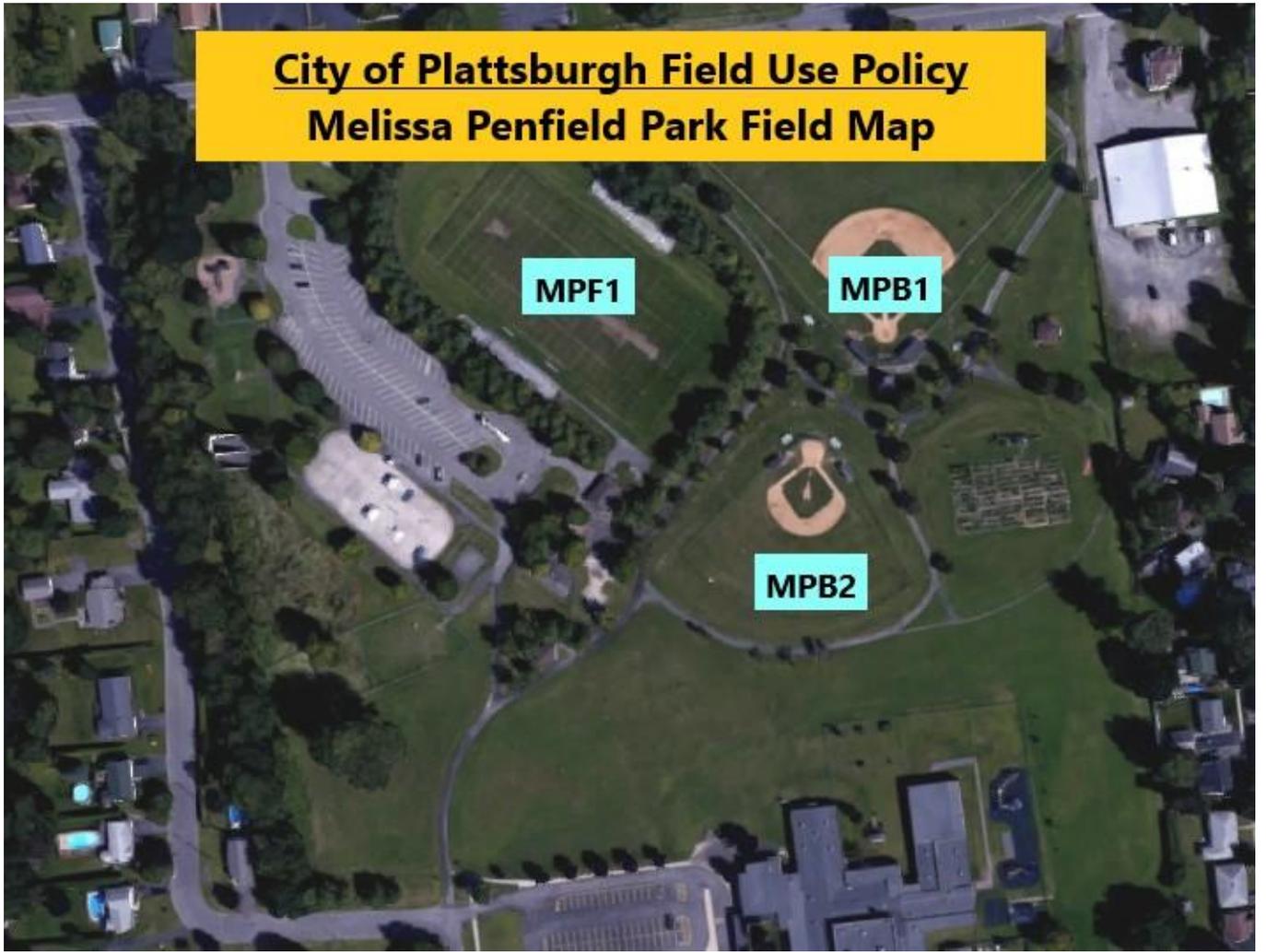
SAB1

SAB2

SAB3



City of Plattsburgh Field Use Policy
Melissa Penfield Park Field Map



City of Plattsburgh Field Use Policy
Peter S. Blumette Park Field Map



BLS1

This policy was adopted and approved by the Common Council on December 15, 2022. In response to the new policy in effect, all Organizations or person(s) in charge of such, must acknowledge and date the policy set forward.

I, (PRINT NAME) _____ have read and understood the City of Plattsburgh Parks and Outdoor Sports Field Management Policy and agree to abide by its terms and conditions when using City of Plattsburgh parks and fields.

Signature

Date