

**CITY OF WEST RICHLAND
RESOLUTION NO. 9-15**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON,
ADOPTING POLICIES FOR PARK USE**

WHEREAS, the City of West Richland has a parks and trails system with many amenities including facilities and athletic fields; and

WHEREAS, the City provides the opportunity for individuals, group and sports teams and leagues to reserve use of certain facilities and fields; and

WHEREAS, the City wants to ensure equitable and reasonable use of the facilities and fields; and

WHEREAS, RCW 49.60.500 contains the Washington State "Fair Play in Community Sports Act;" and

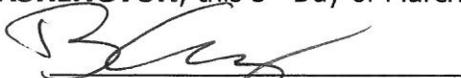
WHEREAS, RCW 28A.600.190 contains laws pertaining to Youth sports — Concussion and head injury guidelines — Injured athlete restrictions;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,
WASHINGTON, DO RESOLVE AS FOLLOWS:**

Section 1. The West Richland City Council hereby adopts a City of West Richland Policy for Non-discrimination in Community Athletic Programs (Exhibit A).

Section 2. The West Richland City Council hereby adopts a City of West Richland Policy for Scheduled Use of Athletic Fields which requires compliance with RCW 28A.600.190 (Exhibit B);

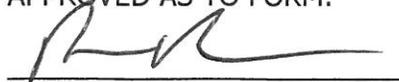
**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,
WASHINGTON, this 3rd Day of March 2015.**


Brent Gerry, Mayor

ATTEST:


Julie Richardson, City Clerk

APPROVED AS TO FORM:


Bronson Brown, City Attorney

**CITY OF WEST RICHLAND POLICY
FOR
NON-DISCRIMINATION IN COMMUNITY ATHLETIC PROGRAMS**

Effective: *March 15, 2015*

A. Purpose

To establish policy and procedure to provide equal access by youths and adults to public community athletic programs and sports facilities by prohibiting discrimination on the basis of sex.

B. Background

Title IX of the Education amendments of 1972 is a federal statute created to prohibit sex discrimination in education programs that receive federal financial assistance. Virtually every educational institution is a recipient of federal funds, and therefore required to comply with Title IX. In 1975, the State of Washington adopted its own Title IX legislation with RCW 28A.640.010, which prohibits inequality in the educational opportunities afforded to women and girls at all levels of public schools in Washington State.

On May 12, 2009, Governor Gregoire approved the "Fair Play in Community Sports Act," codified in RCW 49.60.500, which prohibits any city, town, country or district from discriminating against any person(s) on the basis of sex in the operation, conduct, or administration of community athletic programs for youth or adults. The legislation is intended to extend gender equity protections to opportunities in community athletic programs.

C. Policy

The City of West Richland does not discriminate against any person(s) on the basis of sex in the operation, conduct, or administration of community athletic programs or sports facilities.

D. Definitions

Community Athletic Programs – Any athletic program that is organized for the purposes of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered or supported by the City of West Richland.

Sports Facilities – Any property owned, operated or administered by the City of Richland for the purposes of training for and/or engaging in athletic activity and competition.

E. Procedures

1. Community athletic programs administered by the City of West Richland shall be operated in a manner that promotes equal opportunities for females and males.
2. The City's Community Development Department will allocate and schedule sports facilities in

a manner that provides equal access to all community athletic programs.

3. The City shall not issue a lease or permit for use of any sports facility to a third party that discriminates against any person(s) on the basis of sex in the operation, conduct or administration of a community athletic program.

4. This policy will be added as a provision to all lease or use agreements administered by the City of West Richland Community Development Department.

5. This policy will be posted on the City website, along with the name, office address and telephone number of any employee responsible for carrying out compliance with this policy.

6. This policy, and the name, office address and telephone number of the employee(s) responsible for ensuring compliance with this policy shall be included in all City publications that contain information about athletic programs or facilities operated or administered by the City.

F. Reporting

Any citizen who feels he/she has been the victim of discriminatory treatment in violation of this policy should report this concern to the following for appropriate investigation:

Employees Responsible for Carrying Out Compliance

TBD

Community Development Director
3801 W. Van Giesen Street
West Richland, WA 99353
(509) 967-5902

EXHIBIT B

**CITY OF WEST RICHLAND POLICY
FOR
SCHEDULED USE OF ATHLETIC FIELDS**

PURPOSE

1. Establish scheduling priorities.
2. Outline facility-scheduling policies.
3. Establish rules and regulations regarding use.
4. Assure equitable distribution and maximum use of the facilities by the public.
5. Manage the limited number of City sports fields.

The City of West Richland has park fields that are available for reservation to a wide range of users. In order to be consistent in granting use of these park fields, identifying priority user groups and establishing administrative rules, the following policy applies.

1. PRIORITY USERS:

Priority will be given to groups in the following order. In some instances, the City may reschedule reservations for second priority groups to allow for first priority groups, at the discretion of the City.

First Priority Groups:

1. City of West Richland sponsored and co-sponsored programs and events.
2. Richland School District sponsored and co-sponsored programs and events.

Second Priority Groups:

Use will be granted to leagues, organizations, clubs and groups based in West Richland or with 51% or more of the participants residing within the city limits of West Richland. Priority will be given to groups in the following order:

1. Youth
 1. Recreation Teams
 2. Select or "Competitive" Teams
2. Adult
 1. Recreation Teams
 2. Select or "Competitive" Teams

Third Priority Group:

Use will be granted to leagues, organizations, clubs and groups with participants being composed of less than 51% City of West Richland residents. Priority will be given to youth groups, then to adult groups.

2. FIELDS / FACILITIES AVAILABLE FOR SCHEDULING:

- 2.1 Bombing Range Sports Complex

Football Field 1
Soccer Field 1
Soccer Field 2
Soccer Field 3
Soccer Field 4
Soccer Field 5
Soccer Field 6
Baseball Field 1
Baseball Field 2
Baseball Field 3
Baseball Field 4

2.2 Flat Top Park

Soccer Field
Baseball: Not Fenced

3. SCHEDULING POLICIES:

3.1 The City of West Richland will have preferential use of all parks and recreation fields and facilities for classes, events, leagues and any other use as determined by the City.

3.2 Facilities are scheduled for three periods each year:

Spring & Summer: March -July

Fall: August - November

Winter: December - February

3.3 Field Reservation requests will be accepted in person or via email at West Richland Community Development office.

3.4 **Block Time Users:** Leagues, organizations or clubs may apply for blocks of time for ongoing league sanctioned events (practices and games) and/or tournaments lasting more than one day.

- Spring/Summer Applications: (For use March 1 through July 31)
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between January 1 – 30 to be considered for Block Time User application.
- Fall Application: (For use August 1 through November 30)
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between June 1 – 30 to be considered for Block Time User application.
- Winter Applications: (For use December 1 through February 28/29)
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between October 1 – 31 to be considered for Block Time User application.

3.4.1 Regular Athletic field reservation request (practices & games) for Block Time Users must be submitted to the City within the above listed dates.

3.4.2 Block time users may not book time in increments smaller than 1 hour per day. If less time is desired, that can be booked as an Individual User after the Block Time is allocated.

3.4.3 Tournament applications for Block Time Users must be submitted separately and at least 30 days prior to the start of play. A special event permit may be required. A tournament bracket must be submitted to the City within 10 days prior to the event.

3.4.4 City staff shall have discretion to resolve scheduling conflicts based upon historical use, community interest, or other factors. Priority will be given to West Richland user groups. However, the City reserves the right to make the facilities open to a wide range of users and shall make final decisions in regards to scheduling.

3.4.5 User groups requesting the residency scheduling priority will be required to submit a roster showing residency at the time of a field request.

3.4.6 User groups are responsible for assuring all litter related to their use is picked up and the site is left in a clean condition. Site includes: Field, Dugouts, Bleachers, Parking Lot, Concession Stand Area, and Bathrooms.

3.4.7 Block Time Users will provide the City, prior to start date, a list of league representatives, and /or directors that are responsible for field use. List to include phone numbers and email addresses. Block Time Users verify that their coaches, athletes and parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824 (Zachary Lystedt Law).

3.4.8 User groups cannot reserve dates that they are not actively utilizing the reserved field(s).

3.4.9 Violation of any policy will result in revocation of reservation and forfeiture of all fees paid.

4. INSURANCE:

4.1 Field users shall provide a Certificate of Insurance to the City prior to use except as provided in paragraph number 4.4 below. This requirement is satisfied by providing the City with a copy of the customer's Certificate of Insurance naming the City of West Richland as an additional insured and a copy of the endorsement to this insurance policy, meeting the requirements in paragraph 4.2.

4.2 Liability Insurance Requirements:

The user shall provide evidence of commercial general liability insurance. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Prior to usage of the facility, the user shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage.

The following must be on the Certificate of Insurance:

- Location of activities must show on certificate (For example: City of West Richland)
- Type of activities must show on certificate (For example: Softball, Baseball, and Soccer)
- Separate Endorsement Sheet
- Dates of coverage
- Insurance carrier may FAX to the City of West Richland at 509-967-2419.

4.3 Failure to provide acceptable insurance coverage prior to the first day of field use will result in loss of permission to use the fields.

4.4 The Community Development Director may, at his/her discretion, waive the insurance requirements for individuals or groups who use the field on a limited, short-term basis (e.g., family picnics, or non-league youth teams). If the insurance requirement is waived, a Hold Harmless agreement will be required.

5. RULES AND REGULATIONS:

5.1 Failure to comply with rules and regulations in WRMC 12.12.030 may result in cancellation of use, forfeiture of any applicable fees, and/or suspension of team/league from using the park.

5.2 Pets are prohibited on the fields and the dugouts.

5.3 Smoking and Tobacco use are prohibited.

5.4 Metal cleats or spikes are prohibited.

5.5 League Teams may not use fields unless pre-scheduled.

5.6 No subleasing the field.

5.7 The park hours are 5am to 11pm. No activities are permitted outside of this time.

5.8 Permittee must designate a Responsible Party for all field rentals. This person is directly responsible for informing team coaches, representatives, and participants of the West Richland policies for Athletic Field usage and for ensuring payment of all fees assessed for field rentals and usage.

5.9 Use of peripheral items or equipment such as scoreboard controls or P.A. systems must be requested in advance and authorized individuals identified in the request. Permission to use or operate these items must be pre-approved and authorized by City staff.

5.10 The City of West Richland reserves the right to cancel any event or to close the park. Closure of the park may be the result of an emergency, severe weather, vandalism, maintenance, adverse playing conditions, damage that could cause safety concerns, or any other reason at the discretion of the City.

5.11 Baseball/Softball Users are responsible for ensuring that individual teams clean up their respective dugouts after each practice/game and rake or sweep the dirt back on to the mound

after each game. Soccer Users and Football Users are responsible for ensuring that individual teams clean up the field after each practice/game.

5.12 Litter Control – User groups will be held responsible for litter left after practices, games and tournaments. Maintenance staff will monitor and report abuses of this policy to the City. Serious or repeated offenses by facility users may result in loss of field privileges. Maintenance or cleaning fees will be assessed to the facility user at \$65.00 per hour if deemed necessary by the City. Failure to pay maintenance or cleaning fees will result in forfeiture of all fees and park use privileges.

5.13 The City of West Richland is not responsible for any personal property loss, damage to vehicles, etc.

5.14 Users who ignore the field closure signs will be in violation of city code and subject to penalties, and/ or fines.