



Ramona Municipal Water District
Wellfield Park
Field Use and Allocation Policy

January 2025

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INTRODUCTION

Mission

Our mission is to cultivate a thriving community through the promotion of sustainable agriculture, active sport participation, and rewarding leisure activities.

Designated Facilities

The Ramona Municipal Water District has identified the following Wellfield Park athletic fields and facilities for use. They are, therefore, subject to the guidelines and requirements outlined in this manual.

- **Baseball Fields #1 – 5**
- **Field Complex 2**
- **Main Soccer Complex**
- **Adult Softball Fields and Soccer back fields**
- **Youth Softball Fields #1-5**

USER GROUP CLASSIFICATIONS

Group 1

Youth recreational organizations. To be classified as Group 1, an organization must meet all the following criteria:

- Participants are age 18 and under.
- The league must abide by an “everyone plays” philosophy. This means that there are no tryouts, no players are cut, and everyone who signs up will receive fair playing time per national affiliate standards. (Assessments or evaluations for team creation are not considered tryouts)
- Volunteer based. All local administrators, board members, and coaches must serve in a volunteer capacity.
- National affiliation. The group must be affiliated with and adhere to guidelines set forth by a governing national youth sports organization. Membership of the local sports council, if applicable.

In addition, 90% of the organization’s field users (actual participants on the field during their allocated use-time) must reside within Ramona. *

Returning adult recreational organizations can be considered group one at the discretion of the Park and Facilities Administrator.

Group 2

Ramona Unified School District

Group 3

Youth organization which does not meet all the criteria for Group 1 or 2. This is a group which holds selective tryouts and/or registration, provides some form of payment to coaches/administrators, regularly travels, and competes against other teams outside of the local area, is not affiliated with a governing organization, or is playing outside of the previously defined seasons.

In addition, 90% of the organization's field users (actual participants on the field during their allocated use-time) must reside within Ramona. *

Group 4

Adult sports organizations, or youth tournaments, camps, clinics and/or special events with individual or team participation fees.

Group 4 also includes coaches using the field and charging for private or small group lessons.

*Includes residents of backcountry areas such as Julian, Santa Ysabel, etc.

USER GROUP FEES

Field	Group 1 and 2 hourly rates	Group 3 and 4 hourly rates	Number of fields available
Baseball Field	\$ 5.00	\$10.00	5 at main complex, 4 at field 2 complex
With lights	\$20.00	\$40.00	
Soccer field 65x45 or larger	\$6.00	\$12.00	3 at main field, 1 in back fields
With lights	\$25.00	\$50.00	
Soccer field smaller than 65x45	\$3.00	\$8.00	2 at main field and 4 in back fields
With lights	\$12.00	\$30.00	
Adult softball field	\$5.00	\$10.00	2
With lights	\$20.00	\$40.00	
Youth softball fields	\$5.00	\$10.00	5
With lights	\$20.00	\$40.00	
Multipurpose field 2 complex	\$5.00	\$10.00	2 soccer or 4 baseball
With lights	\$20.00	\$40.00	
Tournaments	\$750/day		Youth/Adult Tournaments
Each Additional Field	\$100/day		In conjunction with full complex rental
Camping	\$25 /site 3 nights \$25/site beginning 4 th night		Use of camping or concession stand fees determined on an individual basis and availability may be limited.
Snack bar	\$500/season		
Tournament Parking fees	10% of fees collected		During tournaments, if there is a parking fee collected, 10% is payable to RMWD within 15 days after the tournament.
Damage deposit Small tournament not full complex rental	\$250		Small tournaments or friendlies Refunds are made at the discretion of RMWD.
Damage deposit Tournament	\$500 each day of use		Refunds are made at the discretion of RMWD.

DEADLINES FOR FIELD USE REQUEST FORMS:

December 1 – for field usage January through April

April 1– for field usage May through July

July 1 – for field usage August through December

FIELD EXCHANGE/SUBLEASE OF FIELDS

Users may not exchange or sublease field allocations under any circumstance. The sublease of fields is strictly prohibited.

- Organizations may not exchange or sublease fields under any circumstances. Exchange or sublease of fields will result in revocation of permits for all parties.
- Any fees paid for a revoked permit will be forfeited.

- Organizations found to have exchanged or subleased fields will forfeit the opportunity to receive future allocations.
- Any organization that is the beneficiary of exchanged or sub-leased field space will also have any existing permits revoked and will forfeit any opportunity to receive future allocations.
- RMWD reserves the right to act as the final arbitrator in all disciplinary matters.

APPLICATION REVIEW PROCESS

The Athletic Field Usage Application review process includes:

- Applications are screened to determine field/facility use
- Insurance certificate verified
- User Group 1 - Additional documents
 - o Team rosters
 - o Organization documents reviewed
 - o Rosters and residency verified
 - o 501(c)(3) status verified
- Rental groups conducting tournaments or friendlies must be paid in full, 15 days prior to use (Friendlies defined as games played with another team outside of the organization, not part of rec season. Tournaments would be multiple competitive games between various groups played on one or more days)
- Organization is responsible for game-time field preparation and cleaning facility following the event. The organization under permit assumes financial responsibility for any damages, maintenance and or field repairs associated with the use of facilities.
- Master field usage schedule created for RMWD Staff to monitor.

Field permits are created based on the following criteria: season, sport, number of teams per organization, group classification, age division and league seniority. Once all paperwork is complete, field permits will be emailed to the appropriate applicants.

Any User Group that has been allocated space and does not intend to use it regularly, must notify the RMWD via email, two weeks prior to their intent to release their allocation. Any applicable fees will be collected with less than two weeks' notice. Released fields will be evaluated and re-allocated per the allocation guidelines. Any fields released by an organization will not be re-instated, but may be requested for the following allocation period.

All User Groups, resident and non-resident youth organizations conducting friendlies or tournaments must pay applicable fees determined by the RMWD User Fee Schedule.

User Groups conducting non-league or charter sanctioned games, practices, friendlies, tournaments or sport related activities must pay applicable fees determined by the RMWD User Fee Schedule.

DISTRICT PAYMENT

Permits will be issued following application and review of documents. Invoices will be sent at the beginning of each month and due upon receipt. Failure to pay in a timely manner will result in revocation of permit.

INSURANCE REQUIREMENTS

Proof of Insurance must remain current for the entirety of the season. Field users are required to maintain adequate insurance coverage throughout the term of their agreement. A certificate of commercial general liability insurance, including an endorsement naming RMWD as additionally insured, must be submitted prior to approval of the field use permit. Specific coverage limits may vary based upon the level of risk of the event.

The organization will be held responsible for all actions, behavior and damage caused by their participants, guests, or attendees. All applicants requesting use of athletic fields will be required to provide RMWD with an original certificate of insurance providing proof of general liability insurance.

Insurance: Organizations are required to obtain commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Organizations agree to provide a certificate of liability insurance to RMWD showing the required coverage at least ten (10) days prior to the first practice or event and naming RMWD as an Additional Insured.

Property Damage: Organizations agree to pay RMWD for any physical damage to the facility or its contents during the event.

Indemnification: Organizations shall defend, indemnify and hold harmless RMWD and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by RMWD or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the facility by the applicant or by the applicant's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of RMWD employees or volunteers.

MAINTENANCE RESPONSIBILITIES

User groups are expected to keep their area free of trash during their season and to empty the trash cans into the provided dumpster.

Groups will be issued keys to the nearest restroom facility. RMWD will provide restroom cleaning once per week. User groups will be responsible for minor cleaning and upkeep between District provided cleanings. Unusual or excessive damage or uncleanness shall be reported to RMWD.

If any organization feels that additional sanitation is needed, the sports organizations can provide portable restrooms at their own expense. They should be locked when your organization is not at the fields.

Field users are responsible for all damage or excessive use to RMWD fields and property. If after an activity, additional maintenance is required (in excess of normal services or time), the applicant may be charged as necessary to bring the fields back into normal operating standards.

Failure to pay for additional maintenance caused by excessive use or damage of athletic fields as set forth in this section may result in the immediate loss of existing field allocations, the revocation of existing permits, and the refusal of future allocation requests.

Vandalism now falls under RMWD's property insurance policy for the park. RMWD will be responsible if the user group has appropriately locked or secured facility as required and as long as the vandalism was not committed by a member of the user group's organization.

EXAMPLE

The following services are provided as a basic level of maintenance and support:

Baseball/Softball

- o Cut grass on infield and outfield weekly
- o Maintain complexes clean of trash and weeds
- o Baseball Complex – cut weeds outside of complex fence around parking lot
- o Youth Softball Complex – cut weeds outside fields around parking lot
- o Adult Softball Complex – cut weeds inside complex around walking areas

Soccer/Football (Field Complex 2 and Soccer Fields)

- o Cut grass inside weekly
- o Trim around fence
- o Cut weeds outside complex parking lot

Common Areas

o Weekly as needed maintenance

Please also note the following:

- Irrigation, aeration, re-seed, fertilization, herbicide and gopher control will be coordinated by RMWD
- Each user group is responsible for the park facility to be free of trash or debris caused by group usage upon conclusion of park facility use.
- Lining or line painting of RMWD athletic fields is prohibited without prior written approval (requested at time of application)
- Burning lines on RMWD athletic fields is strictly prohibited.

FIELD CLOSURES

For inclement weather procedures please review section below. Other closures for maintenance will be determined by RMWD.

FIELD MODIFICATIONS

Sports organizations may make temporary modifications to the playing area when it is necessary for the operation of the activity (example: field lines, outfield fence, pitcher's mound, etc.), but only with prior written approval from RMWD. Maintenance of the modification shall be at the organization's expense and shall not cause any damage to the park/facility. Details of any approved field modification shall be made at the time of completing the field use agreement.

No permanent structures or equipment can be erected on RMWD fields or facilities unless prior approved by RMWD and dedicated for community use. Wear patterns for various sports activities (football, soccer, etc.) may become evident after repeated field activity and may impact turf conditions. To prevent such issues, user groups must alternate their field layouts (practice/games) whenever wear patterns may become problematic.

ATHLETIC FIELD MONITORS

RMWD sends staff members to all athletic field facilities to monitor all activity. It is the responsibility of the league president to notify all coaches, parents and players that these monitors are to be treated with the utmost respect. Confrontations with staff will not be tolerated and may result in a warning against the organization.

Athletic Field Monitors may ask to see permits, schedules or identification pertaining to the use of athletic fields.

HOURS OF OPERATION

General hours of park operations are 6am – 10pm. Hours outside this time must be approved by RMWD.

INCLEMENT WEATHER POLICY AND PROCEDURES

The information in this section is provided as recommendations. Groups may adhere to protocol set forth by their national affiliate organizations. However, RMWD does reserve the right close fields as deemed necessary.

In the interest of player and public safety, as well as preservation of fields, RMWD recommends the following guidelines for all outdoor athletic activities. Events should be scheduled or modified to avoid dangerous conditions, including but not limited to, excessive heat, lightning, and heavy rain.

It is recommended for a league/team/event organizer to designate someone to review the local weather forecast and monitor weather conditions throughout the day, especially during occasions when severe weather is predicted. It is best to use multiple sources of information to remain in touch with changes and the most current conditions. Up to date information on severe weather, including heat and humidity levels, radar, lightning, etc., can be found on the National Weather Service website at www.weather.gov, and local information can be searched by zip code. Current weather information is also available on mobile devices via applications, internet connection, and subscribing to automatic updates.

The following guidelines are for permitted leagues to follow when determining whether it is safe to continue play under certain conditions:

Excessive Heat

Based on guidelines from the American College of Sports Medicine and the National Weather Service, RMWD recommends using Wet Bulb Globe Temperature (WBGT) or Heat Index (whichever is accessible to the league/event organizer) as the standard measuring tool to monitor weather conditions and determine the safety of continuing the event. Use the charts below to determine when to exercise caution, reschedule, or cancel activities.

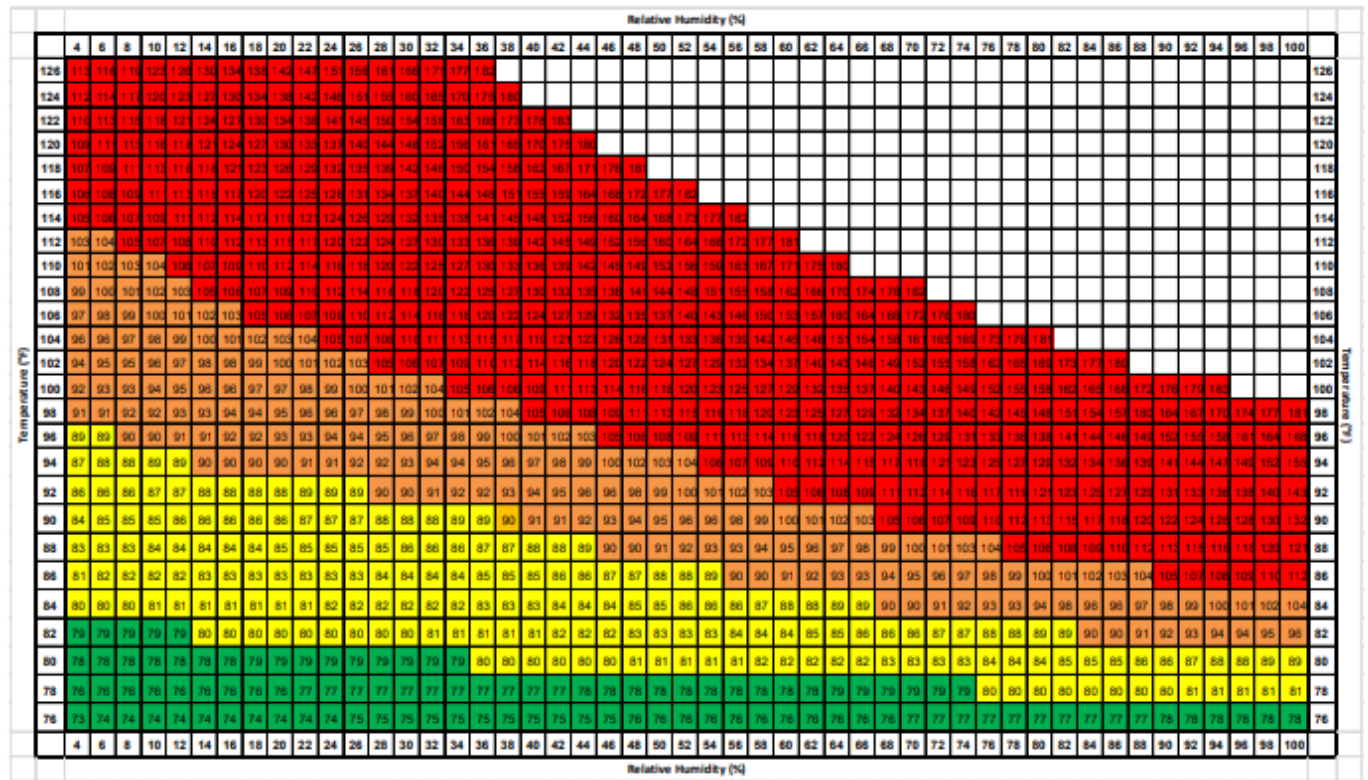
Heat Index is a measure of how hot weather “feels” to the body, using relative humidity and air temperature. Note that heat index values are for shady locations only. Exposure to full sunshine can increase heat index values by up to 15°F.

Heat Level	WBGT	Heat Index	Action
I	<75°	<80°	All activities allowed, but remain alert for heat related illness during prolonged activities
II	75.0°F – 78.9°F	80°F - 89°F	Continue with Caution <ul style="list-style-type: none"> • Longer rest periods, using shady areas • Water breaks every 15-20 minutes • Remove excess equipment or pads • Modify practice intensity • Provide unrestricted access to cold water
III	79.0°F – 84.9°F	90°F - 104°F	Continue with extreme caution <ul style="list-style-type: none"> • Stop activity for unacclimatized persons* or high-risk persons • Cancel long distance races • Reduce the duration and intensity of activities • Provide rest and water breaks every 15 minutes • Remove excess equipment or pads • Provide unrestricted access to cold water • Provide wet towels • Recheck heat readings every 30 minutes
IV	>85°F	>105°F	Cancel all athletic activities

*Unacclimatized person is defined as any player who has participated in less than 10 practices or 3 weeks of activity.

Additionally, for activities taking place on artificial turf fields, it is recommended to discontinue activity on the field when the surface temperature is in excess of 140°F.

Heat Index Chart



Lightning

If lightning is detected visually, via radar within 10 miles of the facility, or when thunder is heard, all outdoor activities shall be immediately suspended. All patrons should be advised to seek shelter in a safe location (inside of a fully enclosed building or vehicle). When no lightning or thunder has been detected for 30 minutes, outdoor activity may resume. The activity area should be surveyed for damage prior to resuming the activity, and any damage shall be reported to RMWD staff.

Rain

While it can be considered acceptable to continue play while some rain is falling, continuing the activity during heavy rain can cause injury to athletes and damage to fields. Activity shall be cancelled or postponed when any of the following conditions exist:

- Standing puddles of water on the playing surface
- Ground is waterlogged
- Feet slip or sink into the ground on dirt infields
- Grass can be easily dislodged

TOURNAMENTS

RMWD has a strong interest in developing and attracting tournaments to the community. Tournaments are a unique opportunity to showcase facilities and the community, provide

enhanced levels of play and provide revenue for both community sports organizations and RMWD. As such, tournaments will be evaluated on a case-by-case basis with a goal to balance local play with attracting out of town visitors and revenue.

- Initial requests for tournaments will be accepted prior to the bi-annual field and facility allocation meeting in January.
- Tournaments will not be part of the allocation process and will be considered and developed by a separate agreement.
- At the conclusion of each tournament day, organizations are required to empty trash containers into dumpsters.
- Any damage or excessive use to RMWD fields and property is the responsibility of the tournament organizer. If after a tournament, additional maintenance is required (in excess of normal services or time), the hosting organization may be charged as necessary to bring the fields back into normal operating standards.

Tournament Reservations

To make a reservation for a tournament, the organization must pay a damage deposit and complete the Tournament Application. Rental groups conducting tournaments or friendlies must be paid in full 15 days prior to use. (Friendlies defined as games played with another team outside of the organization, not part of rec season. Tournaments would be multiple competitive games between various groups played on one or more days.)

Tournament Cancellations and Refunds

A cancellation fee of \$50 will be assessed if reservation is canceled 30 days prior to tournament, the remaining damage deposit will be refunded. If a tournament is canceled within 30 days of the tournament, all deposits and fees will be forfeited. After the conclusion of the tournament, damage deposit refunds are made at the discretion of RMWD. All fees associated with the tournament must be paid prior to issuance of any refunds. (Ex. Parking fees, camping fees, light fees etc.)

Tournament Sanitation Requirements

Additional sanitation requirements are the financial responsibility of tournament organizers. To ensure proper sanitation for the event, use the table below to order sufficient dumpsters/receptacles and portable toilets with handwashing stations.

Portable Toilets - 1 per 150 people and at least one ADA portable toilet
 Portable Handwashing Station - 1 per group of 4 toilets
 Dumpsters - 3 cubic yard dumpster per 500 attendees

BACKGROUND SCREENING POLICY

All user group board members, volunteers, and coaches must have a cleared background check per national affiliate standards. User groups will provide this upon request of RMWD. Any group not adhering to this policy will be denied use of fields.

BANNER APPROVAL SPECIFICATIONS

The placement of any advertising, display, or sign within park areas requires approval by RMWD. No banners, signs, flyers, or other advertising that may be detrimental to the public health, safety, or well-being, or which contain products not intended for consumption or use by minors of all ages shall be placed within a park area. This shall include such programs, activities, or products in any form, including organizational logos, characters, or product names. A list of all banners, signs, etc. that will be displayed during any event scheduled in park areas, including details of all pertinent information, shall be submitted to the RMWD designee prior to the event. The use of the facilities shall be denied to an individual or group who abuses or violates this policy.

Banners may not be placed on wells, sewage lift stations, electrical boxes, or privacy slats, and will be removed.

KEY PROCEDURES

Only RMWD approved locks may be put on any building or gate within the park. Keys will be signed out to user groups prior to season start and must be returned at season end. Copying of keys is not allowed.



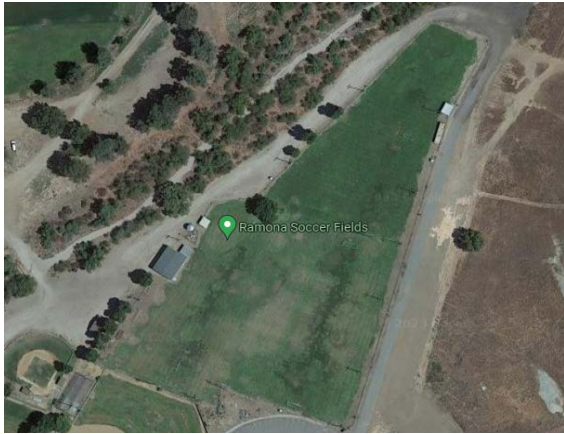
Youth Softball Fields



Adult Softball Fields and Back soccer fields



Baseball Fields 1-5



Main Soccer Fields



Field Complex 2