

Meadows Soccer Complex

Facility User Guidelines, Procedures and Fees

Scheduling Priorities

When scheduling the use of The Meadows and Tom Brown Park soccer fields, the scheduling priorities are as follows:

- (1) All City of Tallahassee sponsored or endorsed programs are given highest priority.
- (2) The Soccer Coalition, consisting of Sporting Club of Tallahassee, Tallahassee Soccer Association, and Warner Soccer. The original Soccer Coalition was comprised of the following members: Tallahassee Soccer Association, Top of Florida Soccer Club, Tallahassee United Soccer Club, Capital Soccer Association, and Warner Soccer. Over time, clubs merged and names changed. Tallahassee United Soccer Club changed its name to Tallahassee United Futbol Club and then merged with Capital Soccer Association and Top of Florida and again changed their name to Tallahassee Tottenham Hotspur Futbol Club. Then they changed their name to Florida Elite and are currently named Sporting Club of Tallahassee.
- (3) Recreational youth programs not sponsored by the City.
- (4) Competitive youth programs not sponsored by the City.
- (5) Other programs outside the regularly scheduled users.

* New users will be placed in one of the existing priority categories. Scheduling preference within categories 3, 4, and 5 will be given to user groups based on years of continuous recurring rentals.

Insurance Requirements

General Liability insurance is required for all field rentals. The insurance limits are \$1,000,000 per occurrence and the City of Tallahassee must be listed as additionally insured for the date(s) of the field rental. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street or 1201 Myers Park Drive, Tallahassee, FL 32301.

Facility Schedule

- (1) Facility times
Fields will only be open when there are active field reservations.
Monday-Thursday: 2-10pm
Saturday: 8am-10pm
Sunday: 12-10pm
Friday: The facility will be closed for maintenance unless special permission is granted.
Holiday Usage: The facility will be closed during holiday periods.
- (2) Lighted fields
Five lighted fields are available with block scheduling from 5:30-10pm
*From October 30 to February 28th an effort will be made to limit play on the grass fields to minimize damage during the non-growth season.
- (3) Block booking requests from Coalition users and other historic priority user groups should be submitted no later than the dates listed below:
Fall Usage: July 15th

Winter Usage: October 15th

Spring/Summer Usage: February 28th

- (4) All users are encouraged to submit their requests at the earliest opportunity, however all requests received by the deadline date will be considered equally regardless of when they were submitted.
- (5) Requests made after the deadline dates will be accepted on a first come first served basis.

Cancellations and payment information

- (1) User assumes responsibility for payment for facility rentals.
- (2) Recurring rentals will be billed monthly and are subject to the payment policies listed on the invoice. A contact person must be clearly identified with the name and address of the person to be invoiced.
- (3) Past due account balances will result in the cancellation of all future bookings until the account is brought up to date.
- (4) Single use rentals will be required to be prepaid at the time of reservation and must submit a facility use application form.

Confirmation of Bookings

All users will be notified in writing as to the status of their request regarding time and date. Every attempt will be made to identify field designations in advance; however, the Facility Manager or Site Supervisor reserves the right to re-schedule field assignments up to and including the day of game/practice based on field conditions, weather conditions, and/or potential conflicts.

Day of Game/Practice

- (1) A facility manager/supervisor will be available on-site if users have immediate questions.
- (2) The daily schedule lists games and practices and is used to confirm fields for billing purposes.
- (3) All coaches should be instructed to start and finish on time.

Facility Closures and Cancellations

After severe weather or large amounts of rain, the Facility Manager may close the complex or restrict use of the grass fields. The Manager will inspect the facility and decide on playability one hour prior to the scheduled activity. In the event of closure, the Manager will initiate the following:

- (1) Immediately place a closed facility message on the City's website (www.talgov.com/parks.com)
- (2) Contact the designated person for scheduled field rentals
- (3) No-show reservations will be charged for the field rental. To avoid this fee, users must cancel 24 hours prior to the reservation time.

- (4) For one time rental requests, payments are due at the time the reservation is made. Refunds will only be issued in the event that the City closes the facility due to inclement weather.

Lightening Strike Alert

The City of Tallahassee uses AccuWeather for lightning notifications. When a lightning warning is issued by AccuWeather, the Site Supervisor will notify the complex with an air horn blast. Participants are required to vacate the fields and seek safe shelter until the all clear is given with another air horn blast.

Hot Weather Restrictions

Organizations, teams, coaches, and parents must be alert to hot weather conditions and ensure all participants have access to regular water breaks and observe participants closely.

Facility Maintenance and Upkeep

Facility concerns and issues should be reported to the Facility Manager via email or verbally to the Site Supervisor who will report concerns to the Facility Manager.

Parking

There are three basic parking areas available to parents and coaches at the Meadows. They are:

- a) The Back parking area services fields 6, 9, & 10 which is accessible using the service road behind field 8.
- b) The Front parking area services fields 1, 7, & 8. Drivers are asked to observe the signs.
- c) The Side (East) parking area services fields 2, 3 & 5.

Fee Schedule (pre-tax)

Games (Per Game)	Current
11 v 11 Full Field	\$44.25
9 v 9 Full Field	\$33.75
7 v 7 Full Field	\$23.25
5 v 5 Full Field	\$11.75

Practices (Per hour)

11 v 11 Full Field	\$39.00
9 v 9 Full Field	\$30.50
7 v 7 Full Field	\$20.00
5 v 5 Full Field	\$11.75
11 v 11 Half Field	\$20.00
9 v 9 Half Field	\$17.00

7 v 7 Half Field	\$11.75
5 v 5 Half Field	\$ 9.50

Sales tax will be charged if applicable. All tax-exempt users must file and maintain a current Tax Exemption Certificate with the Facility Manager.

Coaches, Parent and Player Guidelines

Drug, Tobacco, and Alcohol Free (recommended that User groups include the following in their policies and procedures)

Sports participation has long been characterized as a means of developing character and positive values. Parents involved as fans or coaches because of the influence they have are encouraged to be mindful and refrain from substance use including smoking/vaping, alcohol consumption, chewing tobacco and illegal drugs during games, practices, or other youth events.

Leagues and associations are encouraged to develop an enforcement plan to remove coaches, parents, and spectators who are under the influence of alcohol or illegal substances.

Field Care and Field Safety

- (1) Coaches and parents are asked to ensure that the bench areas are cleaned following a practice or game with trash thrown into trash receptacles.
- (2) Coaches are asked to instruct players not to overplay in goal areas, dig into the turf or play with the goals or corner flags.
- (3) Prior to all practices and games, coaches are asked to inspect all fields they are using to ensure the area is free from debris and safe for play.
- (4) Coaches must check that all goals are securely anchored.
- (5) If unsafe conditions exist, coaches are instructed not to start practice or a game and immediately seek the Facility Manager to remedy the situation.
- (6) Parents and coaches are asked not to move benches within the facility.
- (7) Except for service animals, no pets of any kind are allowed at the Meadows.
Users who bring pets will be asked to leave.

Accident/Incident Reporting

The Facility Manager must be notified of all accidents or incidents that require medical attention or when public safety personnel are called to assist with a situation. Copies of blank accident and incident reports are available from the Facility Manager.

Drop-Off and Pick-Up of Children

- (1) It is recommended that parents do not drop off children without making sure the coach is at the facility.

- (2) Coaches may not leave any players at the facility unsupervised prior to parent pick-up.
- (3) In the event there is a no-show parent, coaches, participants and parents should try to contact the no-show parent.
- (4) If a child is not picked up within a reasonable time frame (30 minutes at the latest) and a parent or a representative of the team / user group can not be contacted, the Facility Supervisor will contact the Tallahassee Police Department to take charge of the child.

Acknowledgement of Receipt

Must be signed annually by recurring user groups.

I have received a copy of the “Meadows Soccer Complex Facility User Guidelines, Procedures and Fees” document.

I understand it is my responsibility to read and adhere to the contents of this document.

The City of Tallahassee reserves the right to amend or revise this document and will notify recipients of any amendments or revisions.

Signature

Date

Print Name

Name of Group