

Village of Ridgewood
and
Ridgewood Board of Education

Athletic Fields and Recreational
Facilities Use Policy

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Athletic Fields and Recreational Facilities Use Policy

I. Purpose

This document embodies the policies and procedures which govern facility use and users in order to insure optimal maintenance of athletic fields and other recreational facilities, owned by the Village of Ridgewood (VOR) and by the Ridgewood Board of Education (BOE), and to assure fair and efficient access to those facilities.

The primary use of municipal recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are (a) during school hours for school use exclusively (generally 8:30am to 3:30pm on days school is in session) and (b) during non-school hours and on non-school days, for school and community use. Use of municipal facilities at Pleasant Park and Citizen's Park, because of their proximity to Hawes and George Washington schools respectively, is limited to school use during school hours on school days. Municipal facilities may be made available for activities of non-public schools during normal school hours if available and if not in conflict with maintenance of the facility or other community use.

Factors to be considered in determining permission for use, as well as permission for type of use, are: current capital improvements or rehabilitation, regular maintenance, extent of wear and tear to be caused by use, coordination of uses, efficient scheduling, location of facility, and availability of services at a facility.

All parties must comply with Federal and State anti-discrimination laws. All facility users shall comply with all applicable federal, state and local laws; such user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user's failure to fully and promptly comply with all legal requirements and observe all the provisions of this policy.

II. List of Facilities Governed

The outdoor athletic fields and outdoor and indoor recreational facilities within the Village of Ridgewood are listed according to ownership as follows:

A. Board of Education Athletic Fields and Recreational Facilities

<u>School</u>	<u>Field/Facility</u>
Ben Franklin	Athletic Fields Gymnasium Basketball Courts (outdoor)
Glen	Athletic Fields Gymnasium Tennis Courts (2)
George Washington	Athletic Fields Gymnasium Basketball Courts (outdoor)
Hawes	Gymnasium
High School	Athletic Fields Track Tennis Courts (5) Gym I, II, & III Stevens Field Brookside (H.S.) Athletic Fields
Kenilworth	Athletic Fields
Orchard	Athletic Fields Gymnasium
Ridge	Athletic Fields Gymnasium
Somerville	Athletic Fields Gymnasium
Travell	Athletic Fields Gymnasium
Willard	Athletic Fields Gymnasium Basketball Courts (outdoor)

B. Village Recreation Areas

<u>Locations</u>	<u>Field/Facility</u>
Bellair	Tennis Courts Putting Green
Citizen's Park	Athletic Fields
Graydon Park	Hockey/basketball area Bocce Courts Pool facility Parking Lot Pond
Hawes (Lower)	Athletic Fields
Hawes (Upper)	Athletic Fields
Somerville	Tennis Courts (4)
Maple Park East	Athletic Fields
Monroe	Tennis Courts (2)
Veteran's Field	Athletic Fields Kasschau Shell Paved Track Upper Vets
Irene Habernickel Family Park	TBD
VanNeste Memorial Park	Special Events
Kings/Gypsy Pond	Pond Trails/Open Space
Twinney Park	
Grove Park	
Dunham Trail	
North Road Park	

This policy also applies to other field/facilities not listed above, now or in the future.

III. Priority of Use By Category

Permits for field/facility use are issued by category in which the organization or event is placed. Category 1 user/event has priority over Category 2 and lower user/event. Within a category, Subcategory A has a priority over B, B over C, etc. If there is a dispute within a category, the facility representative will decide priority.

Category I Permit Use

- 1A. BOE Public School Activities for grades Pre-K-12
These activities include physical education and academic activities, RHS and middle school extra-curricular and co-curricular programs. Home and School Association (HSA) programs will be given a priority at their home school site, provided adequate notice (at least 30 days) is given of the need for the facility for special events.
- 1B. Parks and Recreation Directly Sponsored Activities
These activities include programs run by the Recreation Department, such as day camps, after school programs, program offerings and special events.

Category II Permit Use

- 2A. Co-Sponsored Athletic Organizations
The following volunteer non-profit sports organizations are recognized by the Village Council/BOE and are considered to be co-sponsored by the Parks and Recreation Department/Community School, according to the rules noted below:
- Ridgewood Baseball & Softball Association
Ridgewood Bidy Basketball
Ridgewood Hoops Club
Ridgewood Junior Football Association
Ridgewood Junior Wrestling
Ridgewood Lacrosse Association
Ridgewood Roller Hockey Association
Ridgewood Soccer Association / Maroons Soccer Club
Ridgewood Community School
- Programs are primarily run in school buildings. Adult gym use should, when possible, be after 9:00 pm to avoid conflict with children's recreational programs.
- 2B. RHS Sports Alumni, RHS & Other BOE "Club" Programs
For example only: ultimate Frisbee, rocket club and band competitions.

Category III Permits

3. Ridgewood Teams in Established Leagues
These teams are independent organizations that have been established to serve the recreational interest of the participants, typically adults. Seventy-five percent (75%) of the host team must live or work full time in Ridgewood. Indoor facility permits will be issued through the BOE Business Administrator. All outdoor permits will be issued through the Ridgewood Parks and Recreation Department. A written roster and proof of insurance (Section IV(A) below) must be submitted at the time of application to the issuing entity. No permits will be issued unless this criteria is met.

Category IV Permits

4. Private Group Field Requests
These groups are made up of citizens of Ridgewood, or businesses based in Ridgewood, who request the use of facilities on an occasional basis when space is available. Seventy five percent (75%) of host must live or work full-time in Ridgewood; a written roster and proof of insurance (Section IV(A) below) must be submitted at the time of application to the issuing entity. No permits will be issued unless this criteria is met.

Privately Operated Programs

VOR and BOE facilities will not be made available for organizations, entities, individuals or groups for the purpose of providing recreational services to youth or adults if the event to be operated is on a for-profit basis.

Note: All “Category 2 and 3” permits will bear the notice that a program carried on by a “Category 1” organization can claim priority in unusual circumstances. The Parks & Recreation Department and BOE Business Administrator reserve the right to request written copies of all team rosters, complete with names, addresses, and/or places of employment.

IV. Procedure and Criteria for Parks and Recreation Co-sponsored Status

- A. A Village organization, whose primary function is to provide recreational activities within the community, may seek to obtain co-sponsorship status with the Department of Parks and Recreation by satisfactorily fulfilling the following requirements:
- A demonstrated need for providing the activity is evidenced.
 - Program does not duplicate a similar activity offered successfully within the community.
 - Activity is provided strictly on a non-profit basis.
 - There must be offered by a sport (for any appropriate age child) the ability to participate for recreational purposes. There may also be offered more competitive programs for qualified athletes by that same or an affiliated organization.
 - All participants, including instructors, coaches, officials and players are covered under liability and accident insurance plan approved by the Village Department of Parks and Recreation. Annually, a Certificate of Insurance evidencing the amount and type of coverage must be provided. The Certificate of Insurance will name the VOR and BOE as additional insureds and require 30 days notice of cancellation to VOR and BOE. Amount of insurance is set annually by the CFO and BOE Director of Health and Wellness.
 - Adequate provision is made to include all participants demonstrating an inability to pay all or part of program expenses due to financial hardship.
 - All Coaches training, screening and certification programs, which are required by such organization's affiliation (for example, Little League, AABC, and PONY Softball for RBSA), are properly enforced by the Ridgewood organization; proof of same will be provided to The Department of Recreation as requested.
 - The organization is a member of, or affiliated with, a local, state, regional or national organization recognized as such, which provides rules and regulations governing play and organization requirements.
 - If the co-sponsoring organization offers both recreational (in-town) and competitive (try-out) play, residency requirements must be 100% and 95% respectively.
- B. If an organization, other than those listed, seeks co-sponsored status, it must complete the required form, explain its compliance with the above criteria, provide a copy of its Certificate of Incorporation, By-Laws and Minutes (or comparable documents governing unincorporated associations or other type entities), and provide proof of IRS 501 (c) 3 status to the Director of Parks and Recreation. The organization must then be approved by the Parks, Recreation, and Conservation Board (PRC Board) in order to obtain co-sponsored status.

V. Allocation of Fields and Facilities

A. Field Committee

1) Composition

The VOR/BOE Field Committee, co-chaired by the Director of Parks and Recreation and the Director of Health and Wellness or designees, will determine allocation according to this policy. The committee members will be a Village Council liaison, a BOE liaison, an at large appointed by the BOE, Ridgewood High School Athletic Director, a community member designee of the Council's choosing, a PRC Board liaison, a Ridgewood Sports Council (RSC) liaison, a representative of youth football, lacrosse, baseball/softball and soccer organizations. The Business Administrator of the BOE will be Ex-officio member.

2). Responsibilities

A key purpose of this committee is to respond to public inquiries/complaints on athletic fields/facilities and record all actions taken. Complaints about the use or misuse of any Village/BOE field or athletic facility should be made to the BOE Director of Health and Wellness or the Village Director of Parks and Recreation. Those items will then be forwarded to the Field Committee for the purpose of recording all such complaints and any action taken to resolve them. The Field Committee will also respond to any other items, as soon as practical, when brought to its attention. This committee is authorized to institute disciplinary action including restricting access to groups who abuse the Field/Facility Use privileges.

The primary responsibility of this committee is to allocate fields and facilities in accordance with the procedures set forth. This committee develops a seasonal fields schedule for all such users. It is prepared on a draft basis at least three months before the effective date. The draft is reviewed monthly and becomes final upon approval of the committee at least two months before the effective date in order to allow scheduling of games and practices. In the event the committee cannot agree upon the final form by consensus, the decision on use of a particular field or other outdoor facility, based upon the criteria set forth in this policy, rests with the PRC Board. Any appeal of its decision may be made to the Village Manager or designee for a VOR facility and to the Superintendent of Schools or designee for a BOE facility. The seasonal schedule will establish the opening and closing dates for field use as well as the period of time affected by that schedule.

The seasonal schedule will serve as a permit for use of the facility named. Responsible officials within the Village (police, emergency services, parks department, and others) and within the BOE (building principals, custodial staff, and others) will receive a copy of the field schedule.

A copy will be posted on the VOR website and a hard copy can be made available to any resident who requests one from the Parks and Recreation Department at The Stable. It is recognized that each sports group further subdivides the time among its teams or groups; conflicts among such teams and groups are not addressed by this policy. For users other than Category 1 & 2 users, a formal application and permit are required (see document attached).

The field schedule will be divided into at least the following such parts: school days (after school until 5:45pm, school days after 5:45pm, Saturdays (am/pm) and Sundays (am/pm)); they may be further subdivided if desired to accommodate needs and not to reserve more time than necessary for a function or event. Non-school days, during any such schedule, will utilize a weekday schedule, except school hours will be open to users to reserve, by assigned priority, in advance. Special note will be made of time slot variations due to special events (tournaments, town events, RBSA parade/field day, Lax Day, RHS games scheduled, other RHS events are examples).

Communication is the key to efficient maximization of use of scarce facilities. Consistent with that goal, any assigned user must notify the Director of Parks and Recreation, or the Director's designee, of expected non-use of a particular facility, at a particular time. Every effort should be made to do so at least 7 calendar days in advance. This non-use does not apply to weather cancellations.

B. Gymnasium and other indoor facilities

Primary use by the majority of users is during the 11/1 to 3/31 time period, when fields are typically closed. A seasonal schedule is prepared by the BOE Business Administrator, based upon requests received no later than 9/15 from prospective users, on a draft to be issued no later than October 1. Cooperation and efficient scheduling of programs is necessary to maximize the use of facilities by all users (RHS athletics, RCS and community users) (for example, programs should be scheduled so that the smallest facility available is used which may accommodate a program, leaving larger facilities for programs which can not use the smaller facility; likewise, scheduling of adult programs should be after 9 pm when possible to accommodate youth programs before 9 pm). The draft will be subject to review by the users; a meeting will be held, chaired by the BOE Business Administrator, no later than October 15 to finalize the schedule. A post season (Spring)meeting of all users is to be chaired by the Business Administrator to review longer term use issues. In the event the Users cannot agree upon the final schedule by consensus, the ultimate decision on use of a particular gymnasium or other indoor facility, based upon the criteria set forth in this policy, rests with the Business Administrator who will chair all meetings listed above. Any appeal of his decision must be made to the Board of Education for a BOE facility.

Communication/cooperation is the key to efficient maximization of use of the scarce facilities we have. Consistent with that goal, any assigned user must notify the Business Administrator or his designee of expected non-use of a particular facility at a particular time. Every effort should be made to do so at least 7 calendar days in advance. A formal BOE issued permit is required along with

completion of the BOE required application/insurance, with required signatures on such form (see BOE policy 3515.3).

C. Notes Concerning Scheduling

Priority of assignment is made based upon the categories established in section III above. Priority is given within a particular sport's New Jersey State Interscholastic Athletic Association (NJSIAA) designated "season" to that sport. In-season sports have equal status to each other; out of season sports have equal status to each other. Recognizing that most sports have some program on more than an in-season per NJSIAA basis, consideration should be made to accommodate the out-of-season sport's minimum necessary allocation for (a) games as a first priority and (b) practices as a second priority. Assignment of particular fields will be done with an effort towards accommodating such use rather than simply on a preference basis; efficient, coordinated use is the goal.

Certain field users maintain an "affiliation" with co-sponsored organizations. Each co-sponsored organization may determine whether it will provide fields from its allotted time to affiliated programs. Affiliated users may not gain a priority over other co-sponsored organizations by virtue of such affiliation.

Priority Assignment

Priority of assignment within Category 3 permits will be granted equitably to applicants who have submitted all required information and paperwork on dates of assignment. On the last business date of each month, such available time will be allocated to such users for the second following month (for example, on March 31 for the month of May). Applications for Category 4 permits will be assigned on a similar timetable.

Game Delays

Ridgewood High School and Ridgewood Youth sports activities are often subject to delays due to late arriving opponents and/or officials, or emergencies. In such cases, use may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Those incidents are to be documented to the Field Committee for review. Other users take their starting time subject to RHS sports' right to complete their games and with the knowledge that termination of the activity is not solely within the control of the RHS representative. RHS practices may not delay the start of the next user session.

Makeup Schedule

Under unusual circumstances, RHS sports, including make up games, have the right to bump a previously scheduled activity provided at least 24 hours notice is given to the assigned user at the original site. Every effort should be made to limit such late rescheduling. Other BOE use (for example, elementary school fairs, campouts, etc) are known well in advance and have priority provided at least 30 days notice is given of the event. BOE agrees to make every effort to notify affected users as soon as possible of all cancellations.

D. Field Closings Due to Weather

All users of athletic fields are subject to the determination of field playing conditions on a daily basis. Determination is made on week-days at 2pm by the Director of Parks and Recreation, or his designee, for both VOR and BOE fields; the Director will consult with the RHS Athletic Director, or designee, concerning the impact upon RHS athletics and any special consideration to be given. Generally, all users are subject to the same standard for closure. Nevertheless, determination will be made on a field-by-field basis, as well as a user-by-user basis where conditions are such that some fields may be playable while others are not, and some users may do less damage by use than others. Final determination will be placed on the Parks Department hotline 201-670-5565 *5 after 2pm. At later times and weekends, each organization is required to close its fields if injury may result to participants or if damage to the playing surface, affecting not only its continued use by this user but also use by others in this season and in the following season, will occur. If in doubt, the field will be closed. Users must notify the Director of Parks & Recreation, or designee, if they have closed the field so other users questioning whether to close their fields can be so advised.

E. Non-traditional Outdoor Facilities

Playgrounds (Veteran's Field, Graydon Pool)
Ben Franklin Parking Lot
Graydon Pool Pavilion
Graydon Parking Lot
Kasschau Shell
Memorial Park at Van Neste Square

F. Tennis Courts

There are sixteen (16) tennis courts at five (5) locations throughout the Village.

1. Ridgewood High School (5)
2. Somerville (4)
3. East Glen Avenue (2)
4. Bellair Road (3)
5. North Monroe Street (2)

Tennis Court Rules and Regulations:

1. Resident badges are required.
2. Parks and Recreation Department and/or Board of Educations sponsored programs take precedence over all other play.
3. When others are waiting:
 - a. Single and doubles play is limited to one (1) hour beginning at the time the court was occupied.

- b. A court must be occupied by a minimum of two (2) players.
4. Only tennis shoes and sneakers may be worn on the courts.
5. Pets are not permitted on the courts.
6. Roller skating, bicycle riding, and skateboarding are not permitted.

G. Athletic Camp/Clinics

This category will include instructional activities that extend beyond one day and for which a separate fee or tuition is charged. Facilities are limited to camps which have 51% residency requirement or attendance at Ridgewood Public Schools and must be open to all youth regardless of skill level. Sports Camps will be limited to one week (five days) duration for any given age group or similar category (gender, ability, etc.). Camps may be scheduled at Ridgewood facilities only if there is a written sponsorship agreement by a Co-Sponsored Organization with the outside agency running the camp, which agency must pay to Village a user fee of twenty (20) percent of the gross revenue from the camp for the use of the facilities; these revenues are to be used for field improvements /development. All sports camps are limited to one camp per co-sponsoring organization each year. Co-sponsoring organizations may only conduct programs within their sport. All camps, no matter on which facility, must be scheduled through the Fields Committee and comply with facility owners other requirements.

An in-house camp style program which includes activities that are sponsored, organized and administered directly by co-sponsored youth serving organizations in the community. The fee charged for these activities must go directly to the organization's treasury as reported to the IRS. Tuition fees for these programs should be kept to a minimum. This type of camp has a Class 2 priority. Camps must comply with field closure policy and all other facility use restrictions.

H. Special Events

Village of Ridgewood is known to sponsor numerous special events such as sport tournaments, July 4th parade and fireworks, baseball parade and fair, Lax Day, Memorial Day Run, RHS cross-county event, Maroons Soccer Tournament, Bandfest, circus, Science Fair and many others. Every effort should be made to accommodate such events no matter what priority is assigned. Exceptions to stated policy may be granted for such special events. These exceptions can only be granted by the Director of Parks and Recreation or the BOE Business Administrator.

VI. Facility Use Rules and Regulations

- A. Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- B. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited.
- C. Use of amplifiers for music, announcements or otherwise is not permitted to be unreasonably loud. The limit to such volume must be so that it is barely audible 30 yards from the limits of the playing area.

NO Public Address systems may be used after 8:00pm on Sunday through Thursday evenings except as part of a Kasschau Shell performance. PA systems may only be used without permit at RHS Stadium and at Vets Field **for games on Fridays and Saturdays from August 20th thru November 30th.** PA systems may be **used for games** at Vets until 8:45 pm or the completion of half time on Friday or Saturday evenings **from August 20th thru November 30th.** (which ever is earlier). No loudspeaker use is permitted before 9:00 am

- D. Graydon Pool may use a PA system from 9:00 am thru 9:00 pm for announcements and instruction during the Pool Season.
- E. **Use of loudspeakers** in all other **cases** will require a special use permit from the Director of Parks and Recreation or the BOE Business Administrator for use of a PA system at any time.
- F. Athletic fields/facilities may not be used before 8:00 am or after dusk, except where lights are utilized. All Board of Education properties have a 9:00 pm lights out time for all outdoor facilities. Practices and games should be scheduled to end BEFORE this time with the lights to be turned off as soon as the pick up of players allows.

All Village managed properties shall also have a 9:00 pm time limit with the following exceptions. Light usage may continue on Monday thru Thursday evenings until 9:30pm on game nights at Vets. Practice evenings will have a 9:00 pm limit on all evenings. Friday / Saturday games may use lights until 10:00pm.

These extended hours of use with lights is limited to Vets Field from Aug 20th thru Nov 30th. The 9:00pm limit is in effect at all other times of the year.

Maple will have a 9:00pm light limit except when being used as a replacement site for a Vets activity that was not playable at Vets due to weather or field closure. Any use of a "PA" system there would require a specific use permit. The Field Committee shall keep a record of any use of Maple as a replacement and such use must be approved by a Field Committee Chairperson.

- G. Use of portable lighting by any group shall require an on site meeting at beginning of every season between a user group administrator and a Field Committee Chair to determine the placement of the portable lights. Those locations shall be recorded by the Field Committee and the user group. It will be the User Groups responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made that the lights used will only light the playing surface and not exceed the field area.

Any citizen complaints about light location or direction should be directed to the Director of Parks and Recreation or the BOE Director of Health and Wellness. They will visit the location within 1 business day to resolve the problem. This information will also be recorded and reviewed by the Field Committee.

The number of portable lights and their locations shall be determined by the Field Committee. While their goal will be to use the minimum amount necessary to safely conduct the activity, they can change the number of lights at a site in order to allow for flexibility in the rotation of field uses.

The BOE Director of Health and Wellness or the Director of Parks and Recreation may authorize some early field use starting times for the occasional needs of RHS or for special community events. The BF basketball courts may also be lighted during June and July for basketball league purposes only as late as 9:00pm. Any lighting for building security or walkway safety purposes is allowed at any hour at the discretion of the property manager.

- H. It is recognized that an insufficient number of fields dictates the need for lighted fields in order to accommodate practices and games for category 1 and 2 users. Therefore, permanent or portable lights may be used on any property. Since more fields are not available, greater use must be made of existing facilities. Location of portable lights to be used in any season shall be stated on the Field Committee schedule. Consideration of location will include ability to complement existing permanent lights, size of the facility, location of field and proximity to homes as opposed to non-residences, ability to shine lights away from residences, buffer to residences, rotation of facilities using lights, and any particular attributes of the facility itself.

The Following Locations are seasonally used for evening practices. All these listed may be used until 9:00pm , with Veteran’s Field having later limits. The fields listed as alternates are currently not being used beyond dusk, but they have been used in the past and are authorized to be used in the event of field closures elsewhere.

Fall – Veteran’s Field, Maple Park, Citizens Park, Ben Franklin Middle School and Glen School

Spring – Stevens Field, Brookside Field, Citizens Park, Veteran’s Field, Maple Park, and Ben Franklin Middle School

Lights have been used in past also at R.H.S. Stadium, Somerville School, George Washington Middle School, Orchard School, and Pleasant Park (Hawes School). These sites have been only used for a whole or part of a single season due to Field Improvements at other sites or due to flood related closings at Vets. These sites may be assigned for use with portable lights for a period of time of up to one season per year (12 weeks)by the Field Committee if needed to act as a replacement for another closed facility.

In the event that regular use is contemplated or requested at these sites, they would have to be approved by those governing bodies as set forth in the “Field Modifications” in section VII of this document.

- I. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same condition in which it was found, or better.
- J. Concession sales are by separate permit only in compliance with all Village ordinances.
- K. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.
- L. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents.
- M. No public urination or defecation. Any user group that desires a “port-o-john at a site must gain approval from the Field Committee for it. The Field Committee will also be responsible for the site location and screening of the facility if appropriate. Any citizen complaints about the maintenance or location of these facilities should be made to the Director of Parks and Recreation or the BOE Director of Health and Wellness.
- N. Clothes must be changed in rest rooms only.

VII. Field Modifications

Any substantial proposed changes to fields or parks should be submitted to the Fields Committee to consider impact upon facility use. Those requested changes, along with a recommendation, will then be forwarded to the PRC Board for recommendation to the BOE Director of Health and Wellness or Village Council for consideration.

This would include the development of active recreation areas from property not currently used for that purpose. It would include the installation of fences, structures, scoreboards, permanent stands and permanent lighting.

It would not include the replacement of any current structure (an old backstop with a new one of roughly the same size) or the repair or replacement of existing fencing. These types of items will be the responsibility of the Director of Parks and Recreation, the BOE Director of Health and Wellness, or a designee.

The placement location of all movable items (portable stands, port-a-johns, soccer and lacrosse goals, batting cages, blocking sleds, temporary fencing, etc) will be the responsibility of the Fields Committee. They may delegate seasonal authority to co-sponsored organization regarding the management of these items.