

**Kent State University
Department of Recreational Services
Student Recreation Fields
Policies & Procedures**

Introduction

The Student Recreation Fields are under the management and oversight of The Department of Recreational Services at Kent State University. The fields, courts and facilities are intended for the scheduled use of programs and events for students, faculty and staff of Kent State University that are offered by the Department of Recreational Services; **No unauthorized usage of the fields is permitted at any time.** All participants (players, coaches, spectators, officials and guests) assume that there is an inherent risk of injury by entering the field spaces or areas surrounding the field spaces; the Department of Recreational Services nor Kent State University shall not assume any liability nor be held responsible for any injuries, death, theft or destruction of personal property.

Facilities

The Student Recreation Fields includes the following spaces:

1. Multipurpose Fields (soccer size) – 2 lighted
2. Tennis Courts – 2 non-lighted
3. Basketball Court(s) – 2 non-lighted
4. Picnic Pavilion, Restrooms & Equipment Storage Building

Code of Conduct

Use of university facilities and fields is a privilege, participants are expected to be good citizens and respect the rights of others as well as the physical grounds, supplies and equipment upon the facility and fields. Individuals who engage in unacceptable or irresponsible behavior may have their privileges revoked and are subject to further disciplinary action. The use of profanity, racial, sexist or other intimidating actions or words directed at staff, officials, coaches, players or spectators will not be tolerated and will lead to your removal from the Student Recreation Fields area.

Food and Drink

Food and drink will be permitted in designated areas only. Glass containers are prohibited at all times. No unauthorized vending will be permitted without the prior written approval by the appropriate authorities. All trash and recycling should be disposed of in appropriate receptacles located through the complex.

Alcohol/Drugs, Tobacco and Firearms

No alcoholic beverages, illegal drugs, smoking or smokeless tobacco containing products may be consumed or used at any time on the grounds of the Student Recreation Fields. Individuals appearing to be under the influence of alcohol or illegal drugs will be asked to leave the facility. Firearms and weapons are not permitted on the Student Recreation Fields grounds. Failure to leave the facility after a staff members request may result in the Kent State University Police Department being contacted for removal from the complex.

Pets

Pets are permitted on the Student Recreation Fields grounds, but must be on a leash and under control of the owner. All waste must be removed and discarded properly by the owner.

Trash

Receptacles are provided for the appropriate disposal of trash. Please dispose of trash in the trash receptacles provided.

Vandalism

Vandalism to property, equipment or the fields will not be tolerated. These actions will possibly lead to Police and/or Office of Student Conduct action.

Facility Scheduling & Maintenance

The Department of Recreational Services oversees the scheduling and maintenance of the Student Recreation Fields. Contact Greg Bailey at 330-672-0463 for more information.

Facility Seasons & Hours

The Student Recreation Fields and tennis courts will generally be scheduled to open the week following Kent State University Spring Recess and will be scheduled to close the Sunday prior to Thanksgiving Day. This schedule is subject to change pending weather, field conditions and maintenance capabilities. Hours are to be determined on an annual basis and will be determined by scheduled programs and rentals.

Mandatory Offline Periods

The fields will be scheduled for an offline status several times per year to allow for fertilization, aeration, field maintenance and repair. Standard dates will be during the following time periods:

- **Winterization** – all fields will be OFFLINE from the Sunday prior to Thanksgiving Day until the final Sunday following Spring Recess. Winter fertilization, aeration, over-seeding, irrigation system draining, field maintenance, spring preparation and spring fertilization to take place during this time.
- **Shut Down Week** – all fields are OFFLINE from the Saturday after Spring Final Exams Week through the following Sunday. The offline period will mirror the SRWC annual shut down period.
- **Orientation Week** – all fields are OFFLINE the week prior to fall classes. Special approval required for usage during this week.
- **Fertilization Period** – the fields will be offline for 24 hours after fertilizer is applied to the fields. These dates will vary annually, but every effort will be made so as to minimize disruption of organized activities and open recreation times.

Multi-purpose Fields Use Priorities

The priority list for the Student Recreation Fields will be as listed below unless otherwise noted by the Department of Recreational Services staff.

1. Intramural Programs – will have the priority for field and facility usage. The program schedule is developed annually and revised each semester to meet the needs of Kent State University students, faculty and staff. Intramural programs include but are not limited to soccer, flag football, ultimate frisbee, special events, etc. The priority times for intramural sports programs are 12:00 p.m. – 12:00 a.m., Monday through Friday, and 8:00 a.m. – 12:00 a.m. on Saturday & Sunday.

2. Club Sports Programs – will have secondary priority for field and facility usage. The priority list for Club Sports will be:
 - a. *Soccer clubs*
 - b. *Ultimate Frisbee clubs*
 - c. *Lacrosse clubs*
 - d. *Additional clubs* (as determined by Club Sports Director)
3. Recreational Services Programs – will have the third priority for field and facility usage.
4. University Affiliated Reservations – will have the fourth priority for field and facility usage. *Examples would include Physical Education classes, Greek philanthropic events, department outings, student organization events, athletic camps and practices, etc.*
5. Open Recreation – times will be available when programs or rentals are not scheduled.
6. Non-University Reservations – will have lowest level priority at all times.

Tennis Court Policies

The following policies apply to the tennis courts at the Student Recreation Fields:

- All programs hosted by Recreational Services take priority over informal usage.
- When courts are in use by Recreational Services programs, the courts will observe a first come first served priority list.
- Food is not permitted on the tennis courts.
- Please dispose of any trash properly.
- Non-marking shoes are required.
- Pets are not allowed.
- Roller blades, bicycles and skateboards are NOT ALLOWED.

Basketball Court Policies

The following policies apply to the outdoor basketball courts at the Student Recreation Fields:

- All programs hosted by Recreational Services take priority over informal usage.
- When courts are in use by Recreational Services programs, the courts will observe a first come first served priority list.
- Food is not permitted on the tennis courts.
- Please dispose of any trash properly.
- Non-marking shoes are required.
- Pets are not allowed.
- Roller blades, bicycles and skateboards are NOT ALLOWED.
- Hanging from the rims is strictly prohibited

Pavilion Policies

The following policies apply for pavilion usage at the Student Recreation Fields:

- Reservations are required for group gatherings.
- Open flames are not permitted, unless in accordance with the University Policy Register and Fire Safety Department.

- All trash is to be discarded in the appropriate container.
- NO SMOKING is allowed in the pavilion or in the restrooms.
- No postings or decorations may be posted without prior approval.
- MOVING PICNIC TABLES from the pavilion is prohibited.
- Restrooms will be operated on an automated locking system and will generally open at 8:00 a.m. Monday through Friday and close at the conclusion of scheduled programs or dusk whichever occurs later. Weekend hours for restrooms will generally be in accordance to scheduled use of the facilities.

Rental Fees & Policies

1- University Affiliated Groups

This would include fraternities, sororities, student organizations, academic departments, intercollegiate athletics, and other university departments. Student organizations or student user groups must provide a certificate of liability insurance for a minimum of \$1,000,000.

2- Non-University Affiliated Groups

A non-university group or individual requesting to rent the fields or facility for a special event or athletic event. Non-university groups must provide a certificate of liability insurance for a minimum of \$1,000,000 naming Kent State University as an additional insured.

| Fee Structure | University | Non-University |
|--------------------------------------|----------------|----------------|
| One (1) Field Hourly* | \$25.00 | \$50.00 |
| One (1) Field Daily*^ | \$150.00 | \$300.00 |
| Two (2) Fields Hourly* | \$45.00 | \$90.00 |
| Two (2) Fields Daily*^ | \$300.00 | \$600.00 |
| Light Fee Hourly (per field) | \$25.00 | \$25.00 |
| Miscellaneous Expenses | | |
| Special Lining Fee (per field) | \$150.00 | \$150.00 |
| Grounds/Maintenance Staff (per hour) | \$25.00 | \$25.00 |
| Maintenance Fee (daily rental)** | \$50.00 | \$50.00 |
| Supervisor Fee (per hour) | \$15.00 | \$15.00 |
| Damage Waiver | TBD | TBD |
| Vendor Fee | \$50.00/vendor | \$50.00/vendor |

*For hourly rentals, a minimum two hour rental per field is required. A daily rental is considered a period of five consecutive hours or longer.

^Maximum number of hours for a daily rental is 10 hours; any time beyond 10 hours is billable at the hourly rate.

**Maintenance Fee is required of all daily rentals

Risk Management & Safety

The Department of Recreational Services oversees the management, scheduling and maintenance of the Student Recreation Fields. In an effort to ensure the health and safety of all participants, spectators, staff and the physical facilities during events the following procedures have been developed.

1. Inclimate Weather – conditions which would pose significant risk to participants, spectators, staff or the physical facilities. The Recreational Services staff members will make appropriate determinations whether events will continue, be suspended or cancelled.
 - a. *Tornado* – sirens will indicate when conditions are favorable for tornados, events will be stopped and participants advised to seek appropriate tornado shelters.
 - b. *Rain or Water* – conditions which are favorable and could lead ineffective play, injuries, or facility damage through play.
 - c. *Snow/Ice* – conditions which are favorable and could lead ineffective play, injuries and facility damage through play.
 - d. *Lightning* – conditions which are favorable for severe injury or death, events will be stopped and participants advised to seek appropriate shelter. ThorGuard Lightning Detection System will be used to monitor severe weather in the area.

2. Injuries - basic first aid may be provided by the Department of Recreational Services staff members; however, staff can recommend that a participant seek advanced medical treatment.
 - a. *Non-Life Threatening* – injuries to include but not limited to bruises, cuts, abrasions, dislocations, broken bones, torn soft tissues, etc.
 - b. *Life Threatening* – injuries where there is a possible risk of significant permanent injury or even death if advanced medical treatment is not immediately received.

3. Unsafe Field Conditions – If at any time conditions exist that would pose significant risk of injury to participants or would cause further damages to the facility or playing areas; events (scheduled or unscheduled) may be delayed, postponed or cancelled until the field conditions have improved or been satisfactorily repaired to ensure safe participation and minimize further damage to the facility or playing areas.

4. Playable vs. Unplayable Field Conditions – unplayable field conditions would be described as (BUT NOT LIMITED TO) fields which appear to have standing water, are not draining or have not had a reasonable period to drain from a winter thaw or rainy conditions, a field that is spongy or squishy to the touch, stepping onto a field and sinking any distance into the ground, fields with an excessive amount of evening dew, excessively dry fields – kicking up dust, any other hazard whether natural or man-made which would cause a participant injury or cause irreparable damage to the fields.

5. Field Availability Notification System – Two flag poles, one on each end of the Student Recreation Fields, indicate the availability of the Student Recreation Fields for use. The following coding system has been developed to notify participants, staff and safety forces the availability of the fields.

- a. **RED FLAG** – Indicates that the conditions of the fields are such that play on the fields is not advised for safety reasons or are under maintenance and no unauthorized use of the fields is permitted.
- b. **YELLOW FLAG** – Indicates that the fields have scheduled activities during the day and Open Recreation is not permitted.
- c. **GREEN FLAG** – Indicates that OPEN Recreation is permitted during the times this flag is displayed.

6. LIGHTNING

Lightning is a dangerous phenomenon. The Department of Recreational Services has developed a lightning policy to minimize the risk of injury from lightning strike to Kent State University students, athletes, coaches, support staff and fans. To monitor lightning the Intramural Sports & Recreational Services Staff will utilize both the Flash-Bang method and a ThorGuard Lightning Detector. Club teams and intramural programs that practice and compete outdoors are at risk when the weather is inclement. For this reason the following guidelines, must be observed if it appears that lightning is possible for the area:

- a. If inclement weather is forecasted for the area or sighted in the area, the Intramural Sports Supervisor will get a lightning update via the Student Recreation and Wellness Center staff where the ThorGuard Lightning Detection System is installed or via the internet. Internet sites are as follows:

<http://www.weather.com/>

<http://www.intellicast.com/>- regional radar loop (OH -Dayton)

<http://www.accuweather.com/>

<http://www.lightningsafety.com/>

- b. **The ThorGuard Lighting Detection System is located on the exterior of the Student Recreation and Wellness Center.**
- c. If the lightning detection system does not provide an indication of whether lightning is present, use the countdown or "Flash Bang" method. To use the Flash Bang method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equals how far away (in miles) the lightning is occurring. For example, 20 second count = 4 miles). As a minimum, the NCAA and the National Severe Storms laboratory (NSSL), strongly recommend that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at the 40 seconds or 8 miles.
- d. If lightning is in the immediate area, the Intramural Supervisor will notify the officials and/or teams as to the status of the inclement weather and of need to take shelter. Teams may return to the field once the lightning detector has detected no activity in the 3-8 mile range or 30 minutes from last sight of lightning.

- e. If no safe structure is within a reasonable distance, then other safe areas include: enclosed buildings, fully enclosed metal vehicles with windows up (no convertibles or golf carts). Unsafe shelter areas: water, open fields, dugouts, golf carts, metal objects (bleachers, fences, etc.), individual tall trees, light poles. AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD. ***Athletes/coaches etc. should not stand in groups or near a single tree. There should be 15 ft between athletes (NLSI, 2000).

Note: sports with metal equipment. Baseball/softball drop bats and remove shoes, tennis drop rackets.

If unable to reach safe shelter, assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters the victim through the ground rather than by a direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it has been suggested to run for shelter, rather than stay in middle of field.

- f. If a person feels that his/her hair standing on end, they should immediately crouch as described in item # 5. If someone is struck by lightning, activate the Emergency Action Plan. A person struck by lightning does not carry an electrical charge; immediately initiate the EAP and begin the primary survey. If possible move victim to a safe location.
- g. Avoid using the telephone except in emergency situations. People have been struck by lightning while using a land-line phone. A cellular phone or a portable phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure, and if all other precautions are followed.

Event Procedures

Prior to Competition: A member of the Intramural Sports staff will greet the teams and/or officials, explain that we have means to monitor lightning, and offer to notify the officials during the game if there is imminent danger from the lightning.

Announcement of Suspension of Activity: Once it is determined that there is danger of a lightning strike, the Intramural Sports Supervisor will notify the official and teams (via audible horn or whistle) from the playing field or court.

Evacuation of the playing field: Immediately following the announcement of suspension of activity all athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded structure (SRWC/Pavilion Restrooms/Ice Arena).

Resumption of Activity: Activity may resume once the Intramural Sports Supervisor on duty gives permission. **Thirty (30) minutes AFTER the last lightning strike or activity using the Flash-Bang-Method.**

Lightning Detection Procedures for Non-Supervised Activities:

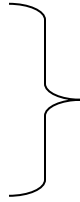
Ex. Open recreation hours

No method of lightning detection can detect every strike nor is prevention from lightning a guarantee. However, we encourage you to follow the Flash-Bang-Method to monitor the approximation of lightning.

Important Phone Numbers

r.08/13

**Police
Fire
Ambulance**



Emergency = 911

*KSU Police Services (330) 672-2212
 *KSU Parking Services (330) 672-4444
 *SRWC Pro Shop (330) 672-0482

*Kent City Fire/Rescue (330) 673-8881 (non-emergency)
 *University Health Center (330) 672-3222
 *Robinson Memorial Hospital (330) 297-0811

Recreational Services Staff Contacts*

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|---|-----------------------|
| Greg Bailey, Assistant Director (Intramurals, Clubs & Community Leagues) | (330) 221-5741 cell |
| | (330) 672-0463 office |
| Phelan Fletcher, Coordinator (Intramurals & Youth Programs) | (252) 945-5598 office |
| | (330) 672-0460 office |
| Kim Rufra, Associate Director | (330) 618-2543 cell |
| | (330) 672-0464 office |
| Gretchen Julian, Director | (330) 631-5331 cell |
| | (330) 782-4115 home |
| Sue Barker, Groundskeeper | (330) 677-4315 office |
| | (330) 603-8040 cell |
| Arnett Gregory, Maintenance Superintendent | (330) 807-0018 cell |
| | (330) 678-1447 home |

***Must dial an "8" to get an off campus number from an on-campus phone**