



Memorandum

To: KYSA Coaches and in the Modified, Recreational, and Select Programs
From: Jeff Scully, KYSA VP Player Development
Date: 9/11/2004
Re: Kent Area Field Usage and Scheduling

Field usage in Kent is approved on a priority basis. The priority order, highest to lowest, for the Kent School District (KSD) fields is as follows:

1. KSD School teams
2. Kent Parks youth programs
3. Kent area youth associations (KYSA, Kent Little League, Kent Youth Football, etc.)
4. Kent area Adult associations
5. All other groups youth/adult

The priority order for Kent Parks fields (i.e. – Wilson Fields, etc.) is:

1. Kent Parks youth programs
2. KSD School teams
3. Kent Parks Adult programs
4. Kent area youth associations (KYSA, Kent Little League, Kent Youth Football, etc.)
5. Kent area Adult associations
6. All other youth/adult groups

NOTE: This priority order is invoked, once a deadline for application has been reached, when two or more groups are applying for usage of a particular field at the same time. It does not mean that KSD or Kent Parks will hold off scheduling any other group while waiting for a "higher" priority group to apply.

Kent Parks has a reciprocal arrangement with KSD. Kent Parks has priority for using school fields. This means that if a KYSA team and a Kent Parks team make identical requests for usage of a school field, the Kent Parks team will get priority. However, this does not mean that a KYSA team won't be able to share the space with a Kent Parks team. The school contacts Kent Parks and makes them aware of the KYSA request. If there seems to be enough space, Kent Parks approves the usage, and the school then notifies the requesting KYSA team. Be advised that Kent Parks coaches are instructed to carry Kent Parks ID cards. This should help alleviate any conflicts.

ALL KYSA teams need to make a formal request to a particular school office for usage on that school's property. Allow 2 weeks for processing. If approved by the local school, it will be sent on to the KSD Athletics office for approval. If approved by Dave Lutes (KSD Athletic Director), you will be mailed a signed, pink approval copy of your application, and an invoice at the close of the



current quarter. Do not have the bill sent to KYSA! All teams are responsible for their own field costs. Fields are billed at \$5.00/hour (subject to change). Keep this pink form with you at all times so if you are challenged by any party, simply show them the form. If you do not have approval, you may not use the fields. Do not just "squat". This is a liability issue for you personally, and for KYSA.

All requests for Wilson Field are routed through David Isola. All requests for Pea Patch and Petrovitsky Park are routed through David Isola. His contact information is available on the KYSA website. **Please refrain from contacting the KSD Athletics office or Kent Parks Department directly unless you are advised by the KYSA board to do so.**

Conduct yourselves as courteous ambassadors of KYSA. DO NOT engage in heated debates over KSD field usage. If challenged after presenting your paperwork to a conflicting party, please refrain from confrontation and report the incident to the local school office administrator. Be good examples to our kids on resolving/avoiding confrontation. If a conflict arises at Wilson Field, present a current copy of the schedule. If conflict persists, avoid confrontation and alert David Isola.

District 3 of the WSYSA has handed down a mandate that all associations must not infringe on the playing fields of another association. A formal request to the association's president, whose region the field is located, must be approved by that President before the outside team may apply for usage of any particular venue.

KSD and Kent Parks will not police this for us, although they are giving priority to Kent Youth associations (see the above priority list) under the guidelines of "first come first approved" once a deadline has been reached for accepting applications. If a team has proper paperwork, but is from outside the association, report the incident to a KYSA board member immediately. Do not confront. This must be handled at the board level.

As our association grows, and field space "seems" to shrink, it is imperative that we follow procedures "to the letter" in order to keep the experience positive and productive for all the families we serve in our community. KYSA is better off right now than we have been historically. Many other associations are seeing their fields being closed. We are building and growing in Kent. Kent Parks and KSD have been willing partners with us to provide a successful program for our kids. Let's be organized and professional in our interactions with KSD and Kent Parks as well as with other Associations. Please continue to be co-operative with all parties as we move into the new season.