



INCORPORATED COUNTY OF LOS ALAMOS ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 1320

January 2, 2008
Revised May 10, 2023

Field Use Policy For Closure

I. Purpose

Los Alamos County is committed to maintaining athletic fields, which are of high quality, at the same time recognizing the need for athletic teams to utilize the fields as much as possible. For this reason, this policy has been created to clarify the procedures for field closure. The conditions for field closure will consider the safety of users as well as the potential damage to the fields if they are played on during certain conditions. The Parks and Open Space Division will keep closures to a minimum when fields and facilities remain in playable condition.

II. Policy

County athletic fields have been designed and are maintained for enjoyment and recreational use. The purpose of this policy is to guide the use of County athletic fields, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes.

III. Responsibility

The Parks Division Manager is primarily responsible for the development and implementation of these policies and procedures.

IV. Exemptions to This Policy

There are no exemptions to this policy.

V. Procedures

The following procedures have been established to ensure a fair and consistent application of this policy:

- A. The Parks Superintendent, Assistant Parks Superintendent or designated staff shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. During inclement weather, County maintenance representatives will assess the playability of all County-owned athletic fields to determine if use will occur.
- B. The Parks Superintendent, Assistant Parks Superintendent or designated staff shall be responsible for assessing field conditions from 7:00 am to 3:00 pm. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of user/players, existing and forecasted weather conditions to play or practice.
- C. Field closure times will be determined as follows:
- Los Alamos County School District – Contacted by 1:00 PM
 - Adult and Youth Organizations – Contacted by 3:00 PM
 - League Administrators and game officials will be responsible for assessing field conditions after 3:00 PM (Monday – Friday) and during weekend activities (Saturday and Sunday).
- D. If any of the following conditions occur, scheduled games and practices may be cancelled or postponed by the County of Los Alamos:
- A steady rain has been falling and is forecast to continue.
 - Water or snow is standing on the field.
 - One-half inch of rain or more has fallen within the previous 24 hours.
 - The playing field is muddy and soil clumps or clings to shoes, or
 - The ground is frozen, and temperatures remain below 32 degrees for 72 hours or greater.
 - Lightning or electrical storms.
- E. Once the fields have been evaluated and the playability status has been determined, staff shall update the Parks and Open Space Division website and contact user groups through email notification within the specified time frames. If fields are closed, staff shall state the specific reason for the closure.
- F. Groups or individuals that do not comply with the guidelines contained in this policy may have current and future field use permits cancelled and/or may be held liable for repair of facilities. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of user/players; existing and forecasted weather conditions for the day; and potential damage to the field due to play or practice. Groups or individuals are responsible for staying off the playing fields when a lightning or electric storm is occurring.

- G. The County's Code of Conduct, Policy 1463 protects the facilities and grounds of Los Alamos County. Failure to adhere to field use policies may result in field permit use revocation. Field use violations will be monitored and recorded each season.
- H. Violation examples include, but are not limited to:
- Use of field that has been closed due to inclement weather or for safety or maintenance reasons.
 - Subletting, loaning, or trading fields with other groups or organizations.
 - Driving vehicles on fields without written permission noted on permit.
- I. Right of Appeal
- J. The decisions or interpretations of this policy of the Parks and Open Space Staff may be appealed in writing to the Community Services Director. The Community Services Director has five business days to review and respond. Any appeal heard by Community Services Director and response provided regarding this policy may be submitted to the County Manager or their designee by filing a written notice of appeal with the County Manger's office within 15 days of the Community Services Director's written decision.

Approved by: County Manager's Office


Steven Lynne
County Manager

5/10/23
Date