



**Henrico County
Recreation & Parks**

**2018
Glover Park
SPORTS MANUAL**

Policies, Procedures, & Application

**Henrico County
Recreation and Parks
PO Box 90775
Henrico, VA 23273-0775
Director: Edwin N. Luther IV**

Glover Park Scheduling Procedures

The process for reserving space at Glover Park is as follows:

1. Interested parties should download the Glover Park Manual at henrico.us/rec/sports.
2. Groups should read through **all** parts of the manual to become familiar with policies and procedures.
3. Groups may request space at the beginning of the month, up to three (3) months out from requested use. For example, August field space may be requested beginning on May 1.
4. Henrico Sports League Coordinators will sort through requests and create a monthly schedule. Groups will be notified of their scheduled field use at least one (1) month in advance.
5. First priority for general usage will go to Henrico-based youth athletic groups, which are defined as teams made up of 50% or more Henrico Residents. Recreation and Parks reserves the right to request rosters (player name, age, home address, school attended) to verify Henrico-based-status.
6. Fields at Glover Park will not serve as a home-site for any associations.
7. Interested parties should complete the field request portion of this manual (pg. 5-6) and return to Matt Mullen (mul041@henrico.us).

For fields other than Glover Park, the current field allocation process will stay intact. For more information, contact Katie Wood (woo116@henrico.us) or Michael McCormack (mcc125@henrico.us).

Synthetic Turf-Specific Rules and Guidelines - Glover Park

The following rules and guidelines are applicable when using the synthetic turf fields at Glover Park.

Failure to comply with these rules can result in users being asked to leave the facility and/or cancellation of current and future reservations.

1. Equipment such as portable goals, scoreboards, or other sports equipment should not be moved by user groups on turf fields; please find on-site sports personnel and ask for assistance. All outside equipment used must be checked and approved by on-site sports staff prior to being permitted for use on fields.
2. Animals (except in the case of service animals) are forbidden from going on synthetic turf fields.
3. Golfing or chipping is not permitted on fields. Throwing activities such as hammer, shot, discus, or javelin are prohibited.
4. Metal cleats or spikes are not permitted for use on fields; only rubber cleats are permitted for use.
5. There should be no digging or pulling of synthetic turf fibers or infill granules. In addition, no digging with feet, hands, or other objects is permitted.
6. Field configurations must be submitted and approved by Henrico County Sports Staff prior to use of fields.
7. In addition to the rules outlined above, the following items are not permitted on synthetic turf fields:
 - Bicycles, roller skates, strollers, skateboards, etc.
 - All food and beverage products (except water), including gum, and shelled seeds or nuts
 - Sharp objects such as tent stakes, corner flags, poles, or any other object that could penetrate or damage the surface of the field.
 - Suntan lotions, oils, or creams of any kind – please apply sunblock prior to entering turf fields
 - All tobacco products
 - Fireworks, smoke machines, portable heaters, and any open flame
 - Glass bottles/containers



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General Facility Usage Rules – Henrico County Recreation & Parks

The following rules and guidelines are applicable when using any fields at a Henrico Recreation and Parks facility.

1. Possession and/or consumption of alcoholic beverages in or around Henrico County parks, fields, or facilities (including parking lots) is prohibited.
2. Groups booked through Henrico Recreation & Parks are not permitted to collect or charge admission for entry to events, or for on-site registration. No money should be exchanged on Henrico Recreation and Parks property.
3. Groups interested in using on-site vendors for the sale of food or merchandise must receive written approval from Recreation and Parks. Liability insurance is required for all vendors.
4. Recreation and Parks maintains responsibility for all field preparation. Associations/teams should not move equipment (including goals) or modify fields in any way without permission from Recreation and Parks.
5. Recreation and Parks does not line fields for practices. Groups are encouraged to use cones.
6. Permit holders are not permitted to re-allocate their assigned fields to other groups. In addition, permit holders are only permitted to use those fields that have been specifically assigned to them during the allotted days and times.
7. Vehicles may not be driven on fields, sidewalks, service driveways or emergency zones in Henrico parks.
8. Recreation and Parks reserves the right to cancel or refuse any field reservation.
9. Field playability decisions will be left up to Sports and Park Services personnel. Please use the Henrico County Sports Hotline **(804-501-5132)** for field and gym closings information. The hotline will be updated by 3:00 p.m. on weekdays and by 7:00 a.m. on weekends.

Insurance & Field Fees

Insurance

Henrico Recreation and Parks requires a copy of general liability insurance from all groups who formally reserve our fields. This insurance must name Henrico as additionally insured and certificate holder for no less than \$1,000,000 (One Million Dollars).

The following address should be on the insurance document:

Henrico County
PO Box 90775
Henrico, VA 23273-0775



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Fees & Deadlines

Youth

Youth associations (groups comprised of athletes aged 18 and under) are permitted to use fields in Henrico free of charge.

Adults

Adult Association/League Fees: \$15/game or \$50/day per field (3 or more hours = day)

Payment can be made at the Recreation and Parks Main Office (6800 Staples Mill Rd., Henrico, VA 23228)

- Cash
- Check (Made payable to Henrico County)
- Money Order (Made payable to Henrico County)

Checks or money order are also accepted via mail at the following address:

Henrico County Recreation & Parks
 Attn: Matt Mullen
 PO Box 90775
 Henrico, VA 23273-0775

Contact Information

Sports League Coordinator Matt Mullen
 (E) mul041@henrico.us (W) (804) 727-8209 (C) (804) 217-1522

Weeknight & Weekend Supervisor Lucas Gibbs
 (804) 929-6643

Miscellaneous Numbers

Emergency 911
 Non-Emergency Police (804) 501-5000
 Sports Hotline (804) 501-5132
 Henrico Security (804) 501-4555



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2018 Glover Park Request Form

A. Applicant Information

League/Association Name: _____ Applicant Name: _____

Address (Street, City, State, Zip): _____

Phone Number: _____ Email Address: _____

B. Applicant Request

Team: _____ Sport: _____

Team Point of Contact: _____ Phone Number: _____

Directions:

1. Specific date and time requests should be made using the calendar on the following page (pg. 6).
2. On the corresponding date(s) for which you'd like access, please write the following information:
 - a. Indicate practice or game
 - b. Full or half-field needed
 - c. Specific times needed

Available time slots are as follows: 8:30–10:00am, 10:00–11:30am, 11:30am–1:00pm, 1:00-2:30pm, 2:30–4:00pm, 4:00–5:30pm, 5:30–7:00pm, 7:00–8:30pm, 8:30–10:00pm

Additional Requests:

Please provide any additional information (field dimensions, equipment needed, special requests, etc.) that you would like for us to be aware of.

*****Please return completed request to Matt Mullen by email: mul041@henrico.us or by fax: (804) 727-8212.**



Henrico County Recreation & Parks Glover Park Field Request Form

Date 1: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 2: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 3: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 4: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 5: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 6: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 7: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 8: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 9: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm

Date 10: Practice Game Full Field Half Field
 8:30-10am 10-11:30am 11:30am-1pm 1-2:30pm 2:30-4pm 4-5:30pm 5:30-7pm 7-8:30pm 8:30-10pm
