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# ATHLETICS MANUAL

## A MESSAGE TO OUR SPORTS PARTNERS

On behalf of Chesterfield County Sports, Visitation & Entertainment (SV&E), in partnership with Chesterfield County Parks & Recreation (P&R), we welcome the organizations that bring people together across our parks, schools, and athletic complexes.

This manual is designed as a one-stop resource covering policies, procedures, scheduling, facility expectations, and partnership standards. In alignment with our Athletics Facility Scheduling Policy, which ensures our role to steward facilities responsibly and allocate time fairly. Through consistent standards and shared expectations, we'll maintain access for established leagues and create opportunities for emerging groups.

Thank you for the vital work you do to develop youth athletes, foster teamwork, and build community pride. Whether you're a long-standing league or exploring facility use for the first time, we look forward to partnering with you to deliver safe, organized, and successful experiences countywide.

Sincerely,

**J.C. Poma · Matt Mullen · Ronnie Hobson · Shana Howlett**

Sports & Events Division

**SPORTS, VISITATION & ENTERTAINMENT DEPARTMENT**

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# QUICK RESOURCES

## ATHLETIC FACILITY REQUESTS

[Complete this form](#)

## FACILITY QUESTIONS, INQUIRIES, MAINTENANCE ISSUES, ETC.

[athletics@chesterfield.gov](mailto:athletics@chesterfield.gov)

## EVENING/WEEKEND ROVERS

(SCHOOL ACCESS, LIGHT ISSUES, ETC.)

804-748-1624

## BACKGROUND CHECKS

804-717-6325

## FIELD STATUS UPDATES:

Use [Statusfy](#) for real-time field closures/availability

## CHESTERFIELD COUNTY ATHLETICS SCHEDULING POLICY:

[Find policy here](#)

## SV&E PLAY CHESTERFIELD WEBSITE:

[Find website here](#)

# 1.) REQUESTS, REQUIREMENTS & DEADLINES

## SUBMITTING REQUESTS

- Submit all requests via the [Athletic Facility Request Form](#)
- Include all information required by the [Athletics Facility Scheduling Policy](#).
- If your organization offers youth, adult, and/or travel programming, please submit separate facility requests for each program type.

## TIMELINES

- **Seasonal/Long-Term:** Follow the deadlines posted in this manual and on the [SV&E website](#).
- **One-Off Requests:** Submit at least 7 days prior to requested use.

## EVENT & CONCESSION TIMELINES (COUNTY PROPERTY)

- **Public Events / Vendors / Inflatables / Races:** Apply at least 30 days in advance via [Plan Your Event](#); permits, insurance, and inter-department approvals may be required.
- **Food Vendors/Concessions:** Permit + Insurance required (*submit per SV&E timeline; typically, 10 days prior to event*). See [Plan Your Event](#) resources.

## 2.) SEASONAL REQUEST TIMELINES

### OUTDOOR FACILITIES - SEASONAL WINDOWS

Season	Type of Field	Opening Dates	Closing Dates	Request Submittal Period	Permits Approved/ Denied By
FALL	Rectangle (grass/turf)	First of August	Last day of November	Jun 1, 2026	Jul 1, 2026
	Diamond	First of September	Weekend before Thanksgiving	Jun 1, 2026	Jul 1, 2026
WINTER	Rectangle (grass)	closed December-February			
	Rectangle (turf)	1st week of December	last day of February	Oct 1, 2026	Nov 1, 2026
	Diamond	closed December-February			
SPRING	Rectangle (grass/turf)	1st week of March	1st weekend of June	Dec 1, 2026	Feb 1, 2026
	Diamond	1st week of March	Last day of July	Dec 1, 2026	Feb 1, 2026
SUMMER	Rectangle (grass)	1st week of June (unless closed for maintenance repairs)	Last day of July		
	Rectangle (turf)	1st week of June	Last day of July	Apr 1, 2026	May 1, 2026

*Notes: Seasonal closures protect turf and ensure maintenance cycles.*

*Dates may adjust based on weather, safety, or operational needs.*

## INDOOR SCHOOL FACILITIES - SEASONAL WINDOWS (ALL GROUPS)

- **Apr 1:** Draft of anticipated indoor school facility needs for the upcoming school year (Aug–May)
- **Jul 1:** Official indoor seasonal requests (*include projected weekend usage*)
- **Aug 1:** Assignments sent to groups for review
- **One-off requests:** Submit at least 7 days prior to date needed

## BASKETBALL (INDOOR)

- **Sep 1:** Official practice schedules due
- **Dec 15:** Final game schedules due
- **Playoffs:** Submit at least 2 weeks in advance

## 3.) FORMS & DOCUMENTATION

To reserve an athletic field or court in Chesterfield County, the following documents are required as part of the application process: a completed Facility Request Form, an Example Certificate of Insurance (COI), and a copy of team rosters. Please ensure all required materials are submitted in full to avoid delays in processing your reservation request.

- [Athletic Facility Request Form](#)
- [COI Example](#)
- [Roster Spreadsheet](#)
- **Field Status & Alerts via [Statusfy](#)**

## BACKGROUND CHECKS

Background Checks are issued through the Chesterfield County Police Department. To learn more about the process, required documentation, location and schedule, visit the [Recreational Sports page by clicking here](#).

You can find the [Background Check Policy here](#).

# 4.) OUTDOOR FACILITY REGULATIONS & GUIDELINES

## APPLICANT PRIORITY

Facility allocation follows tiers in the [Athletics Facility Scheduling Policy](#).

- County departmental programs and school district activities may take precedence over all tiers when required for County purposes.
- Organizations offering County-approved service-based programs may be categorized as Local Sports Partners.
- Local Sports Partners that offer youth programs serve as the priority applicant each season.

## SCHEDULING GUIDELINES

- Final schedules are due by the deadlines listed in this manual.
- Field Lining/Configuration requests must be submitted at least 3 weeks before the first game.
- **Seasonal/Long-Term Rentals:** Follow seasonal timelines.
- **Other Field/Court Requests:** Submit at least 7 days prior.
- **Booking Window:** Outdoor facilities cannot be reserved more than 4 months in advance.
- All submissions must go through the [Athletic Facility Request Form](#); submission does not guarantee approval.

## FIELD USE POLICY

- No “rainout holds.” Hoarding fields is prohibited. Unused reservations may be reallocated.

## CHANGES & CANCELLATIONS

- Only the original requestor may submit changes.
- **Non-Weather Changes/Cancellations:** email [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov) 3 days prior to the reservation.
- **Weather Cancellations:** Track internally and report within 7 business days of the permit end date to [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov). Eligible fees will be transferred to pre-existing reservations or refunded to the original payment method. Late reports are not eligible for transfer/refund.

## ADVERSE WEATHER CLOSINGS

- Use [Statusfy](#) for real-time field status and alerts; sign up and follow specific fields you care about.
- Organizations must follow the 7-day reporting process for weather cancellations (*see Changes & Cancellations above*).

## PAYMENTS

- Payments can be made at the end of each season.

## SPECIAL EVENTS & TOURNAMENTS

- Local organizations extending regular league play that primarily serve Chesterfield residents are not charged rental/tournament fees. Other events are charged the tournament rate as outlined in the Chesterfield County Fee Structure.
- Local Sports Partners pay the appropriate rental rate for facility use outside regular season assignments or not included in their seasonal request.
- **Parking Fees:** Not permitted.
- **Paid Ticketing:** Not permitted unless approved in writing by the SV&E Department Director.
- **Cash Prizes/Purses:** Prohibited.

## FACILITY USE RULES

- No sub-leasing or sharing fields without prior approval.
- Private training for monetary gain is not permitted under league allocations.
- Organizations may not sponsor other groups to alter classifications or fees.
- Do not contact schools or Parks & Recreation directly for field use—SV&E is the booking channel.
- Facility improvements do not grant exclusive or permanent use.
- Return unused fields/hours promptly; schedules are monitored.
- League expansion is not guaranteed; registrations may be limited by resources.
- Individual teams may not apply when their parent organization already has allocations.
  - *Allocations are assigned to leagues (not associations), except out-of-season requests; associations must meet all requirements.*

## LIMITATIONS & MAINTENANCE

- Goals/cages/lining are limited by availability and priority.
- Organizations may not build/alter/tamper with facilities; all maintenance is handled by P&R staff. Maintenance requests should be submitted to [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov).

## SPECIAL EVENT REQUIREMENTS (COUNTY PROPERTY)

- **Public Events/Vendors/Inflatables/Races:** Apply 30 days prior via [Plan Your Event](#); permits/COI required.
- **Food Vendors/Concessions:** Permit + insurance required (*per SV&E timeline; see [Plan Your Event](#)*).

## SYNTHETIC TURF FIELD REGULATIONS

- No pets on turf.
- No food/drinks/gum/sunflower seeds/glass (*water only*).
- No spectators (*including chairs/tents*) on the turf surface.
- No smoking (*turf complexes are smoke-free*).
- Do not move benches/goal cages.
- No metal cleats/spikes (*formed rubber only*).

## ADDITIONAL GUIDELINES

- Portable restrooms are provided where permanent facilities are unavailable; additional units may be rented for a fee.
- Signage must be approved by SV&E; school signage rules apply.
- Parking in designated lots only; service roads limited to drop-off or ADA access.
- Lights operate on preset schedules.
- **Alcohol / Illegal Substances / Weapons:** Prohibited.
- **Tobacco & Vaping:** Prohibited on playing fields and all school property.
- **Pets:** Must be leashed (10 ft max) or contained; horseback riding only in designated areas.
- **Amplified Sound:** Must comply with County noise ordinances.
- Charging for lessons/clinics outside your organization's designation is prohibited.
- Local Sports Partners hosting out-of-county matchups are charged for home games when both teams are non-resident.
- SV&E may request financial/organizational documents as needed.
- Eligibility criteria and requirements may change; SV&E will provide notice.

# 5.) INDOOR SCHOOL FACILITY REGULATIONS & GUIDELINES

## BOOKING ELIGIBILITY

- SV&E can book indoor school facilities only for Local Sports Partners that are locally based and pre-approved with Chesterfield County.
- All other groups must request directly through CCPS software [Using & Renting Facilities | Chesterfield County Public Schools](#)

## RESTRICTIONS

- Due to limited gym availability, outdoor sports may not use indoor school facilities.
- School programming takes priority over all requests.

## DEADLINES

- **Apr 1:** Draft of indoor needs (Aug–May)
- **Jul 1:** Official indoor seasonal requests (*include weekends*)
- **Aug 1:** Assignments sent to groups
- **Final Practice/Game Schedules:** Per this manual's timelines

## CHANGES & COMMUNICATION

- SV&E follows County Government opening/closing guidance in coordination with P&R and CCPS; County retains final authority. (*Outside programs using CCPS facilities must follow CCPS guidance.*)

## ADVERSE WEATHER CLOSINGS (SCHOOLS)

- Submit all changes via [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov).

## PAYMENT SCHEDULE (SCHOOLS)

- SV&E will pay schools directly and then invoice the renter for reimbursement. Invoices are sent monthly and must be paid by check.
- Out-of-season weekends and all summer usage will be charged per CCPS policy (see CCPS Using & Renting Facilities / rate chart & insurance requirements). [Using & Renting Facilities | Chesterfield County Public Schools](#)

## FACILITY USE RULES (SCHOOLS)

- No outside groups may join your practice/game/event unless pre-approved by SV&E and the school.
- Approved permits apply only to the designated rental space; other rooms/hallways may not be used.
- Monetized classes/training require school approval.

## GENERAL REGULATIONS (SCHOOLS)

- CCPS Using & Renting Facilities outlines policies, rates, and COI requirements.
- **Waiver:** Applicant accepts responsibility for damages and agrees to follow applicable health and safety guidelines. The County is not responsible for loss/theft/injury to persons or property while using park/school facilities.
- **Attendance:** Do not exceed authorized capacity.
- **Permits:** Non-transferable; incomplete or late submissions may be denied/delayed.
- **Insurance:** Indoor school facility users must maintain current general liability insurance; CCPS requires \$1M COI naming CCPS & Chesterfield County as additional insureds.
- **School Entry:** A representative must report to the designated door at the scheduled start; a custodian will provide entry.
  - Arrive within 15 minutes of the assigned time; late arrival may result in no entry.
  - If you cannot access, call 804-748-1624.
- **Doors:** May not be propped open; assign a representative to staff the door per school policy.
- **Equipment:** Do not use school equipment (*mats, cones, balls, offices, closets, bulletin boards*). If equipment is left out or the facility is not clean, call 804-748-1624 immediately. Damage may result in loss of future use and billing of responsible parties.

## GENERAL REGULATIONS (SCHOOLS) - CONT.

- **Scope:** Use only the permitted space; do not allow participants to wander the school.
- **Bleachers/Score Clocks:** Not guaranteed; request access on your [Facility Request Form](#).
- **Setup/Cleanup:** Clean all loose trash/debris at conclusion; violations may affect future use.
- **Signage:** Must be approved by School Facilities.
- **Parking:** Park in lots; no parking on maintenance roads/trails. Illegally parked vehicles may be ticketed/towed.
- **Alcohol / Illegal Substances / Firearms:** Not permitted on school property; violations may result in exclusion or prosecution.
- **Smoking, Vaping, Tobacco:** Prohibited on school property.
- **Pets:** No pets inside school facilities.
- **Service Animals:** Must be under control, harnessed/leashed/tethered unless disability prevents use.
- **Police:** Misconduct or violations may be referred to authorities.

## SCHOOL GYM REGULATIONS

- No food or drinks (*including water*) in gyms; beverages may be kept in hallways.
- No running/playing/loitering in hallways.
- Proper footwear required; no black-soled or turf shoes.

## SCHOOL GYM REGULATIONS - CONT.

- No dunking/hanging on rims or nets; misuse may result in billing.
- Do not bounce balls in hallways or throw balls against walls.
- Spectators remain off the floor and in safe seating areas.
- Do not move bleachers.

## 6.) COURT GUIDELINES (OUTDOOR PARKS & SCHOOLS)

### LIGHTS

- Lights are set year-round from sunset to 11:00 p.m. (*no charge*).

### TENNIS & PICKLEBALL

- Open play hours: 5:00–8:00 p.m.
  - During open play, groups may reserve no more than half the courts at a facility.
- Private monetized training is not permitted under league allocations.
- Lights are made available from sunset to 11pm.

### BASKETBALL & FUTSAL

- Courts are not rented to the public or outside groups.
- First-come, first-served usage only.
- Private monetized training is not permitted.
- Lights are made available from sunset to 11pm.

# 7.) ADVERSE WEATHER & SCHOOL CLOSING POLICY

## FACILITY STATUS

### (PARKS & RECREATION ATHLETIC FIELDS & COMPLEXES)

Chesterfield County uses [Statusfy](#) for real-time field availability and closures. Access via web and mobile; sign up for email/text alerts and follow specific fields.

**To receive alerts:** Create a [Statusfy](#) account and select the fields to follow; you'll only receive relevant updates.

## FACILITY STATUS (CCPS SCHOOL FACILITIES)

Local programs using P&R and CCPS facilities follow County Government opening/closing guidelines. School closures do not automatically cancel local athletics—County retains final authority. SV&E, with P&R & CCPS, evaluates conditions and staffing and issues official communications. *(Outside sports using CCPS facilities must follow CCPS recommendations.)*

## WEEKDAYS (MON–FRI)

- If schools close before the school day begins, SV&E coordinates with P&R/CCPS to determine safe opening and staffing. Leagues will be notified by 2:00 p.m. whether activities may proceed.
- Operators may preemptively cancel; email [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov) by 11:00 a.m. listing gyms canceled/continued.

## WEEKENDS (SAT–SUN)

- SV&E coordinates with Parks & Schools to make a final decision, ideally the evening before if conditions allow.
- Operators may preemptively cancel; notify [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov) with affected gyms.

## EARLY CLOSURES

- If CCPS closes early during the day (*e.g., weather*), all local athletic programs at schools are canceled that evening.
- At County facilities, SV&E/P&R follow County closure decisions; some programs may proceed case-by-case, with County retaining final authority.

## TEACHER WORKDAYS

- When schools are closed for teacher workdays, SV&E/P&R local athletic programs typically remain open as scheduled. If uncertain, email [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov).

## PUBLIC ANNOUNCEMENTS

- SV&E will communicate via [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov) and County channels; you may also check local radio/TV/social media for County Government opening/closing determinations.

## DISCLAIMERS

- **Right to Deny, Modify, or Cancel:** SV&E reserves the right to deny applications, modify reservations, or cancel scheduled use due to weather, unsafe conditions, emergencies, utility outages, or operational needs. P&R may suspend/terminate activities when conditions are unsafe; police/security may be required.
- **Assumption of Risk & Field Conditions:** Use of County athletic fields/facilities is at the Organizer's and participants' risk; outdoor surfaces may have uneven natural variations.
- **Personal Property:** SV&E/P&R are not responsible for personal property brought to or left on premises.
- **Conduct & Compliance:** Users must comply with rules, policies, permit conditions, and staff instructions; SV&E/P&R may remove individuals/groups for disorderly or unsafe conduct.
- **Future Use Restrictions:** Non-compliance may result in immediate removal and/or denial of future reservations.
- **Liability & Indemnification:** Organizer agrees to indemnify and hold harmless Chesterfield County, SV&E, P&R, and their officers/employees/agents from claims/damages/liabilities arising from the event.
- **Damage & Restoration:** Organizer is responsible for damage and agrees to reimburse repair/cleaning/restoration costs.
- **Insurance Requirement:** Organizer shall maintain appropriate general liability insurance and, when required, provide proof naming Chesterfield County, SV&E, and P&R as additional insureds.
- **Safety & Risk Management:** Organizer is solely responsible for weather monitoring, lightning detection, crowd control, medical response, emergency communication, evacuation procedures, and overall risk management per applicable standards.

## DISCLAIMERS- CONT.

- **Weather & Environmental Safety:** P&R may suspend/terminate activities due to unsafe weather/environmental conditions (lightning, extreme heat, heavy rain, hazardous fields).
- **Alcohol, Tobacco, Controlled Substances:** Prohibited unless specifically authorized in writing and permitted by law and County policy.
- **Weapons & Prohibited Items:** Firearms, knives, explosives, fireworks, and hazardous devices are prohibited on County properties except as authorized by law or in writing; violations may result in removal and permit revocation.
- **Non-Discrimination:** SV&E/P&R prohibit discrimination/harassment per federal/state law.

## CLOSING

Thank you for your ongoing partnership and for helping us create high-quality experiences for everyone who uses our facilities including local sports partners, travel programs, outside organizations, and special event operators. Your collaboration ensures Chesterfield County remains a welcoming, well-organized, and vibrant destination for athletes, families, and visitors. If you have any questions or need clarification at any point in the process, please reach out to [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov).