

Hutchinson Field Operational Guidelines USD 250 - Pittsburg Community Schools

These guidelines are established to create a clear understanding of job responsibilities and roles to ensure the longevity of the Hutchinson Football Stadium and the turf football field. The USD 250 superintendent of schools has the authority to assign roles or change any of these guidelines at any time.

Point of Contact

- 1. The chief operations officer will be responsible for all operations of this facility. Any concerns will be addressed by this person and/or the superintendent(s).**
- 2. Athletic directors, director of maintenance, or chief operations officer can be contacted about any safety concerns to the facility.**
- 3. Email contact will be placed on the district website to assist stakeholders in requesting the use of USD 250 facilities.**

Maintenance of the Facility

- 1. The maintenance of the facility will be completed by USD 250 staff. All maintenance needs will be approved by the superintendent, chief operations officer, or maintenance director.**
- 2. The sweeping of the turf football field and grooming of the football field will be completed by USD 250 maintenance staff only. They will receive training on equipment and grooming/sweeping patterns to ensure a safe/clean playing surface.**
- 3. The grooming/sweeping of the turf field will be placed on a schedule to promote longevity and reduce the possibility of “over-grooming” the turf football field.**

Scheduling of the Facility

- 1. Athletic directors from Pittsburg Community Middle School, Pittsburg High School, and St. Mary’s Colgan Catholic School will meet in the spring/summer to schedule games, football camps, summer conditioning schedules, and practice times (This meeting will be chaired by the Chief Operations Officer).**
- 2. Outside scheduling for activities will be coordinated by the PCMS and PHS athletic directors. These requests for use of the facility will be approved at the USD 250 board office by the superintendent(s) and/or chief operations officer.**

3. The use of the facility will be placed on an online calendar. This calendar will be placed on the USD 250 website for public viewing.

Rules for Use of the Facility

1. Only scheduled events will be held at Hutchison Field. Climbing the fence or using the facility without approval will be considered trespassing.
2. Outside patrons may request the use of the facility by contacting the USD 250 Board of Education Office or PHS/PCMS athletic directors. Patrons will need to complete the facility use form for approval. This form is located on the district website.
3. No fireworks will be allowed on Hutchison Field (including smoke bombs, sparklers, etc.).
4. No soccer or baseball/softball practices will be allowed on the turf field (other areas can be used by community members by contacting the PCMS/PHS athletic directors).
5. The use of metal cleats at any time for any sport is prohibited on the turf field.
6. The facility will be locked at all times. USD 250 students may use the facility under the supervision of USD 250 staff members.
7. USD 250 has the right to cancel or revoke any outside practice or event at any time.