



Carroll Township RECREATION HANDBOOK

Produced by the Carroll Township Recreation Board



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1. CONTACT INFORMATION

All Carroll Township and Carroll Township Recreation Board (CTRB) personnel are listed and maintained on the Carroll Township web site, at <http://carrolltwp.org/>. Select “Other Boards/Commissions” from the menu on the left to view the CTRB personnel.



Contact information for the various youth sports and scouting associations may be found on the web site as well. Select “Outside Links” from the menu on the left to view the links and contact information.

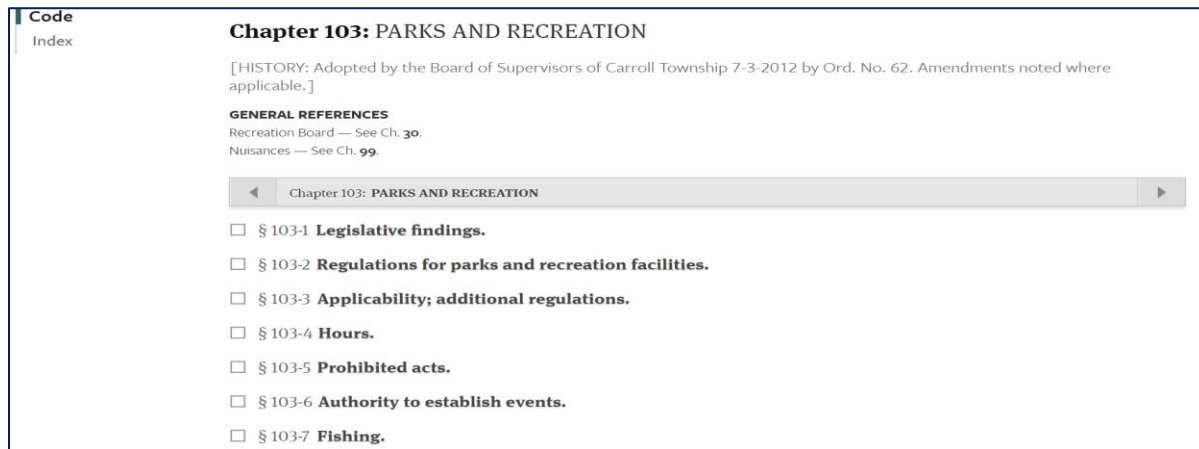


2. PARK RULES

All rules and regulations for Carroll Township park facilities are available online and posted at the parks. To view the regulations online, go to the township web site and click on “Ordinances/Code of Carroll Township” from the menu on the left.



Once on the code website, select Chapter 103 to view Parks and Recreation rules and regulations. To visit the Code Chapter 103 web site directly, go to <http://www.ecode360.com/28606477>.



If, while using the parks, any problems or rule violations arise, coaches and residents should call the police if necessary and notify the township office of the problem as soon as possible by calling 717-582-8200.

3. PARK LOCATIONS & MAPS

Park maps are available on the Carroll Township website under the “Community Parks” link in the menu on the left of the home page. Shown below are park maps as of September 2021.

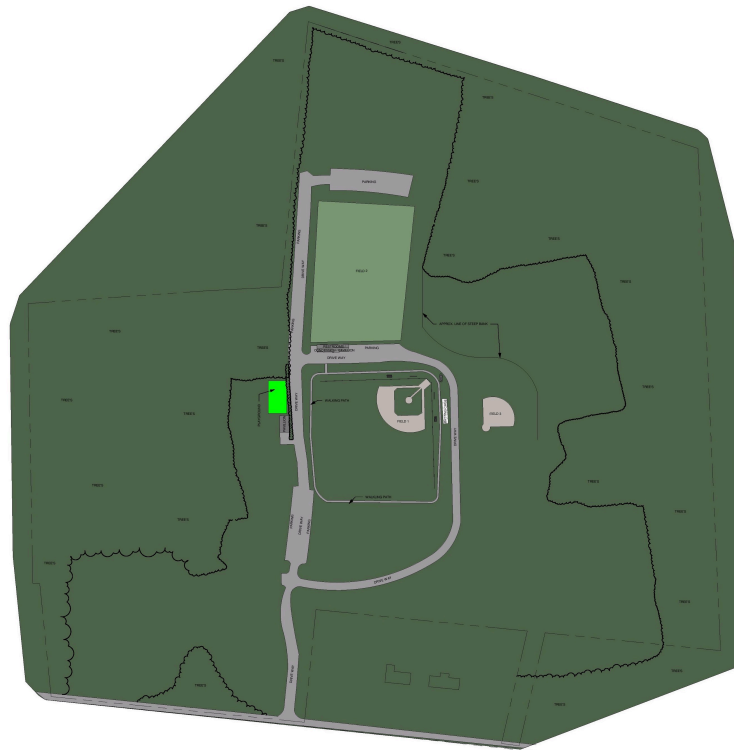
The parks are located at the following addresses:

Carroll Township Community Park: 465 Burn Hill Road, Shermans Dale, Carroll Township, Perry Cty, PA.



BURN HILL PARK

Valley Road Park: State Route 850 at 4457 Valley Road, Carroll Township, Perry County, PA.



VALLEY RD PARK

4. PARKING

Parking at each park is allowed in designated parking areas only. Please obey all posted signs. Refer to the maps in section 3 above to locate parking lots.

Carroll Township Community Park: Parking lots are located by the tennis courts (Upper Lot), the concession stand in front of Field A (Lot A), across the access road from fields B and C (Lot C), beside field D (Lot D), and behind field D (Rear Lot). There is no parking along the side of the access road, in order to ensure that emergency vehicles can reach the entire park.

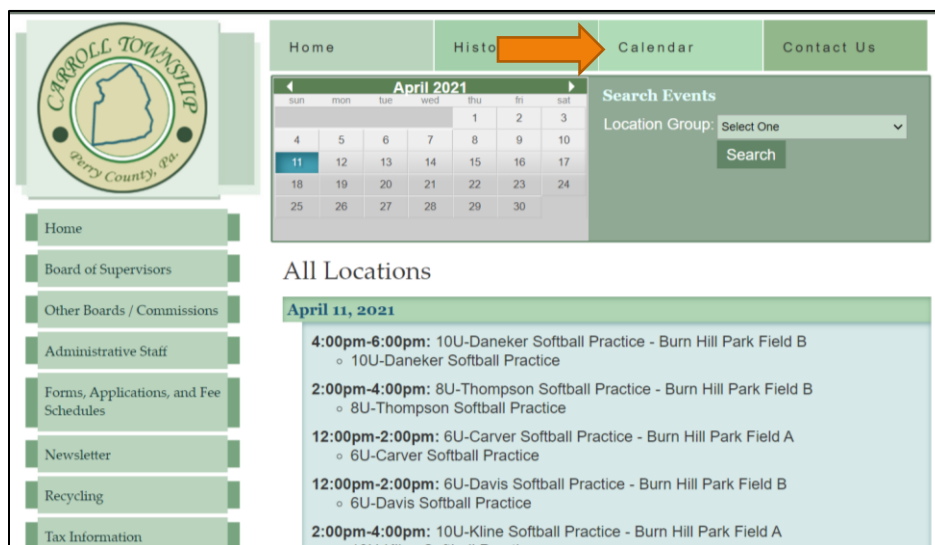
Valley Road Park: Parking lots are located across from the pavilion on the access road (Lot A), between the baseball field and the soccer/multipurpose fields (Lot B), behind the soccer/multipurpose fields (Rear Lot), and adjacent to Field 3.

5. BACKGROUND CHECKS

Background check requirements for youth sports association personnel follow guidelines set forth by the state and the governing youth sports leagues or associations. Checks are required for coaches. Proof of background checks must be maintained by the sports association boards, with copies provided to the township secretary upon request.

6. FIELD SCHEDULING

Field schedules are determined by the youth sports association leadership at the start of each sports seasons. Associations are responsible for entering their schedules on the township web site. Changes to the original schedules (such as rain make-up games) must be entered as soon as the information becomes available. To view the current calendar for all township facilities, including the park pavilions and fields, go to the township web site and click on Calendar from the top menu.



7. SHEDS, LOCKS, AND KEYS

Sheds for equipment storage may be provided and maintained by the sports associations if approved by CTRB. All locks must be keyed to match the township locks, and all keys are numbered and tracked by a township staff member. Keys will be issued to associations but must be tracked and returned to the township when personnel leave the association. If a different lock is used on any shed, the location of the keys or a copy of the key must be made available to the Township recreation staff.

If a key made available to a sport association is lost, the association will be required to pay for the cost of new locks and keys on all locked facilities at the park.

All facilities must be locked when not in use by an association. Coaches and concession stand managers are responsible for ensuring that everything is securely locked when leaving. Park gates will be closed and locked during winter months.

8. RESTROOMS

Each park will have a full restroom facility that is available to be unlocked for use during the spring, summer, and fall seasons. Restrooms must be locked when not in use. The restrooms are winterized and closed during the winter. Association members are responsible for ensuring that facilities are properly locked and for reporting problems or supply issues.

In addition, each park has portable toilets available for use. If additional portable toilets are required for special events, the association will be responsible for ordering and payment for the additional toilets.

9. CONCESSION STANDS

Concession stands are available at the Carroll Township Community Park and the Valley Road Park for the use of the sports associations. Use of the concession stands during events is optional and is at the discretion of each sports association. Concession stands must be locked at all times when not in use for a particular event.

Concession stand operators must be trained on the use of the water system, to include daily testing whenever a concession stand is in use.

10. FIELD LINER

Field liner will normally be ordered at the start of the baseball and softball season, and it will be stored by the township. When needed, township personnel will deliver field liner to the sheds located at the athletic fields when requested by the associations with a minimum of 2 day notice.

11. FIELD LIGHTING

Lights will be used to be able to finish important games and host special events. Lights should not be used for practices, rather only when there is a need as outlined above. When the use of field lighting is known or expected in advance, notification to the Township or CTRB is strongly encouraged.

Special events, such as tournaments, require prior approval by the Township. Requests for such events must be submitted to the Township secretary no less than 1 week prior to the Township's regular monthly meeting, so that they may be included on the agenda for discussion and approval.

Times

- Monday through Thursday, the curfew for lights out is 9:00 p.m.
- Friday through Sunday, the curfew is 10:30p.m. The intent is to finish the game by 10:00 to 10:15 p.m. and allow 15 minutes for attendees to exit the park.
- The curfew for special events may be extended to 11:00 p.m. with prior approval by the Township.

12. FIELD AND FACILITIES MAINTENANCE

The township is responsible for general maintenance of the parks, fields, scoreboards, concession and restroom buildings. This includes restroom supplies, field mowing, ordering of baseball/softball infield mix and field liner, turf management, and scheduling spring work days to prepare the parks for use (with township and volunteer help).

Associations are responsible for the following: maintenance of the sheds; use and cleaning of the concession stands; dragging the fields; installation, removal and storage of bases, moveable equipment, batting cage nets, and soccer nets and pads.

At the conclusion of any game or event, trash is to be picked up and deposited in the appropriate trash cans or dumpster. If trash cans are full, the associations are expected to replace the trash bags and place the full bags in the dumpster.

Any facility or field problems requiring township attention should be called in to the township at 717-582-8200 as quickly as possible by a coach or association member.

13. CODES OF CONDUCT

Each youth and adult sports association is encouraged to maintain a code of conduct for coaches, athletes, parents and attendees. Questions on appropriate codes of conduct may be directed to the CTRB during regular monthly meetings. Violations of an association's code of conduct should be reported as soon as possible to the CTRB president or the township secretary.

14. SPECIAL EVENTS

Recreation facilities are available for special events, such as parties and tournaments. Residents and association members may contact the township office at 717-582-8200 to rent a pavilion at either park.

Associations should contact the Township to schedule a sports tournament. All special events must be placed on the township calendar by the township secretary.

Tournaments must be planned in advance for field use and additional supplies such as restroom supplies, field liner, and portable toilets. Associations are responsible for the cost of additional portable toilets and field liner. Tournament attendees should be informed in advance of parking requirements, and all park rules must be observed during tournaments. Field lighting policies are detailed in section 11 above.

15. TENNIS AND BASKETBALL COURT LIGHTING

THIS SECTION UNDER DEVELOPMENT