

City of Manitowoc | Parks and Recreation Division  
Scheduling and Priority Policy | Park Sports Facilities



The Manitowoc Parks and Recreation Division shall make all final decisions on scheduling and priority. Scheduling decisions at the Manitowoc Company Youth Sports Complex will be made in conjunction with the Manitowoc Youth Baseball Association. We will use the following procedures on field priorities.

General Policies:

- All games and competitions will take priority over practices.
- All reservations must be made at least 10 business days in advance.
- All dates reserved will be final unless cancelled. Once registered a team will not be “bumped”.
  - a. Any conflicts of a game and practice overlapping will be discussed with both parties to work out an alternative arrangement.
- Recurring, annual tournaments will take preference over new tournaments.
- All Tournaments must be submitted through the City of Manitowoc’s Special Event process. Tournaments at the Manitowoc Company Youth Sports Complex must go through the City of Manitowoc’s Special Events process AND the Manitowoc Youth Baseball Association.
- Unless otherwise stated, the deadline for priority scheduling for High School spring sports (baseball, softball, boys tennis, middle school tennis) will be February 1<sup>st</sup> of that year. Priority scheduling deadlines for fall sports (girls tennis) will be July 1<sup>st</sup> of that year. Following these deadlines, all other teams, leagues or programs will be able to make reservations on a first-come, first-serve basis.
- If there are any concerns about field conditions, facility maintenance, or scheduling please contact the Manitowoc Parks and Recreation Division at 920-686-3060.

Manitowoc Company Youth Sports Complex:

1. Manitowoc Public School District (MPSD) will have scheduling priority at the Complex from April 1<sup>st</sup> to June 1<sup>st</sup> for their high school girls softball program. MPSD will have until February 1<sup>st</sup> of each year to reserve dates for that season.
2. MYBA will have scheduling priority of the complex outside of the MPSD season. MYBA will have until May 15<sup>th</sup> of each year to reserve the dates for the year for 1<sup>st</sup> choice on reservations.
3. After May 15<sup>th</sup> all other teams/leagues will be able to make reservations on a first - come, first - served, basis.

Municipal Field:

1. MPSD Athletic Dept. will oversee all Municipal Field scheduling and operations.

Miracles Park Baseball Field:

1. MPSD High School Boys Baseball program will have scheduling priority at Miracles Park Baseball Field for high school practices.

Red Arrow Park Baseball Field:

2. MPSD will have scheduling priority at Red Arrow Park Baseball Field for practices and games for their high school boy's baseball program.

Red Arrow Park Tennis Courts:

1. MPSD will have scheduling priority at Red Arrow Park Tennis Courts for middle school competition as well as high school boys and girls tennis practices.

Lincoln Park Tennis Courts:

1. MPSD will have scheduling priority at Lincoln Park Tennis Courts for competition for their high school girls and boys tennis programs.
2. Roncalli Catholic Schools (RCS) High School will have second scheduling priority at Lincoln Park Tennis Courts for competition and practices for their high school boys tennis program and competition for their middle school tennis program.

Fleetwood Park Tennis Courts:

1. RCS will have scheduling priority at Fleetwood Park Tennis courts for practice for their high school boys tennis and middle school tennis programs.

Citizen Park Tennis Courts:

1. RCS will have scheduling priority at Citizen Park Tennis Courts for practice for their middle school tennis program.