

## **GEOCACHING – LETTER BOXING – MEDALLION POLICY GUIDELINES**

The Springfield – Greene County Park Board permits Geocaching in keeping with its mission “...to provide the highest quality of leisure opportunities, to offer programs for relaxation as well as stimulation, and to encourage personal and community enrichment for the citizens of Springfield and Greene County, Missouri.

For purposes of this policy and the permit, we will be using the following definitions:

**CACHE** – A hidden clear container filled with a logbook, pen/pencil, and possibly positive trinkets; or, an Earth or Virtual Cache (see definition).

**DATUM** – A point or line used as a basis for calculating and measuring.

**GEOCACHING** – Geocaching is an adventure game for users of GPS (Global Positioning Systems). The basic idea is to have individuals, groups, and/or organizations place caches and share the locations of these caches on the Internet. GPS users can then use the location coordinates to find the caches. Once found, the Geocacher records their find on [www.geocache.com](http://www.geocache.com).

**LETTER BOXING** – A historical non-GPS form of caching utilizing:

1. Geography, history, and nature as clues.
2. Map and compass readings as clues and directions.

**MULTI-CACHE** – Multiple cache containers are located from information received from the previous container.

**OFFSET CACHE** – Coordinates will take the Geocacher to a location to find a number stamped and/or written in or on an item at the location or once at the location, the Geocacher will continue the search according to instructions on the initial information received from [www.geocache.com](http://www.geocache.com).

**EARTH CACHE** – A natural feature of the area.

**VIRTUAL CACHE** – A virtual cache means there is no cache container. It’s the location that is the cache itself. Nothing is normally traded, except photos and experiences.

### **GUIDELINES:**

1. Any individual, group, or organization wishing to place a cache on a Springfield – Greene County Park Board site is required to complete and have approved, an Official Geocaching Placement Permit.
2. Authority to approve the permits has been delegated to the Outdoor Initiatives Supervisor.
3. Permit applications may be downloaded from [www.parkboard.org](http://www.parkboard.org), or obtained by calling (417) 833-8647 or 833-8923.
4. When completed, applications may be:
  - Dropped off at the:
    - a. Outdoor Initiatives Office located in Valley Water Mill Park (call 417-833-8647 in advance.
    - b. Springfield – Greene County Park Board Office, Attn: Outdoor Initiatives, 1923 N. Weller, Springfield, MO, M-F, 8:00 AM – 5:00 PM.
  - Mailed to: Outdoor Initiatives, Attn: Melvin Johnson, 1923 N. Weller, Springfield, MO 65803.

5. The standard ground rules, safety rules, and respect of property of [www.geocache.com](http://www.geocache.com) must be followed.
6. Cache containers must:
  - a. Display the words “Official Geocache” or “Official Letter Boxing” clearly on the outside of the container;
  - b. Contain the “GEOCACHING – LETTER BOXING NOTE” provided when application has been approved;
  - c. Be within a container that allows one to look inside before opening the container.
  - d. Depending upon their size and location, Micro Caches are exempt from some requirements.
7. Cache containers and contents must be family friendly. Caches must not contain adult items, alcohol, food, dangerous items, drugs, firearms, fireworks, illegal items, or live species.
8. Caches are not to be placed:
  - a. In sensitive archaeological, historical, ecological areas such as historical buildings, caves, or locations that contain rare species.
  - b. Around – in – or under bridges, caved, centers, lakes – ponds, maintenance facilities, pools, prescribed burn areas, roadways, steep bluffs, and waterways.
9. Cache placement in recognized environmental, natural, and wild areas needs to be kept to a minimum.
10. No digging or disruption of ecosystems or the ground is permitted when placing the cache.
11. Multi-caches are limited up to ten total sites, yet treated as one cache and require only one permit.
12. Caches and Geocachers aren’t to interfere with any on-going activity, program, or rental within the approved area.
13. A cache owner is limited to the maximum number of caches in one area – park – site at a time as long as distance between caches requirements are maintained with [www.geocaching.com](http://www.geocaching.com).
14. Placement of caches along Linear Parks – Trails will be at the discretion of the Springfield – Greene County Park Board delegated approver, with the bulk of the decision being based on the trail location, environment, and usage.
15. Caches are limited to the following at the discretion of the Park Board delegated approver:
  - a. A maximum of five individual caches per area, park, and/or site.
  - b. A maximum of one multi-caches per area, park, and/or site.
  - c. A maximum of ten earth / virtual caches per area, park, and/or site.
16. Cache site must be checked by its owner, or representative, at least once tri-monthly.
17. Cache site GPS coordinates (map and compass readings for Letter Boxing only), visual site location description, photo of cache site within 10-feet, and a second photo of cache site within 20 to 50-feet must be e-mailed to the Park Board delegated approver at the time of the permit request.
18. New permits are valid for a trial period not longer then one year or the end of the calendar year, whichever is the shorter time period.
19. Renewal permit request are due in December every other year and are issued for the next two calendar years; or, at the discretion of the Park Board delegated approver.
20. Springfield – Greene county Parks are closed between 2300-hours and 0600-hours (11:00 PM and 6:00 AM); and at special event times – dates as so designated by the Park Board.
21. Springfield – Greene County Park Board reserves the right to request the removal of or remove caches that:
  - a. Are placed in non-approved locations and/or without permits.

- b. Poses a risk to Park Board users – visitors.
  - c. If at any time the terms of the permit are violated.
22. Springfield – Greene County Park Board area, facility, park, and site managers are encouraged, but not required to open a free account on [www.geocaching.com](http://www.geocaching.com), produce a watch list and monitor the activity of the caches in their locations.

## **GEOCACHING – LETTER BOXING NOTE**

- This container has been placed here with permission of the Springfield – Greene County Park Board.
- This container is part of the worldwide outdoor activity of “Geocaching” or “Letter Boxing”.
- If you found this container by accident, please return it to its original location or to the nearest Springfield – Greene County Park Board facility.
- For more information please check out:
  - [www.geocache.com](http://www.geocache.com)
  - [www.geocaching.com](http://www.geocaching.com)
  - [www.letterboxing.org](http://www.letterboxing.org)
  - [www.parkboard.org](http://www.parkboard.org)
- If this container needs to be removed for any reason, please let us know via calling (417) 833-8647, 833-8923, or 864-1049. We apologize, and will be happy to move it.

**GEOCACHING – LETTER BOXING – MEDALLION PERMIT**

Melvin Johnson, CPRP, Community Recreation Supervisor / Outdoor Initiatives  
Springfield - Greene County Park Board  
OFC: Valley Water Mill Pk, 2300 E. Valley Water Mill Rd.  
MAIL: 1923 N. Weller, Springfield, MO 65803  
(417) 833-8647 (OFC); (417) 833-8201 (FAX)  
[mjohnson@springfieldmo.gov](mailto:mjohnson@springfieldmo.gov)  
[www.parkboard.org](http://www.parkboard.org)

**PROCEDURES:** Cache owners wishing to place a cache on Springfield – Greene County Park Board site must complete an Official Geocaching Placement Permit.

This permit is valid through \_\_\_\_\_. After that date, the cache must be renewed or removed.

**Cache Owner Information (Please Print):**

Name: \_\_\_\_\_ . Age If Minor: \_\_\_\_\_ .

Address: \_\_\_\_\_ .

Phone Number: \_\_\_\_\_ .

E-mail Address: \_\_\_\_\_ .

Cache name as listed on [www.geocaching.com](http://www.geocaching.com) or [www.letterboxing.org](http://www.letterboxing.org): \_\_\_\_\_ .

Springfield – Greene County Park Board Park or Linear Park Trail: \_\_\_\_\_ .

Physical description of container: \_\_\_\_\_ .

\_\_\_\_\_"Official Geocache" Label. \_\_\_\_"Official Letter Boxing" Label.

\_\_\_\_Water resistant container with a visual inside. \_\_\_\_Photos attached (New Caches Only).

Location coordinates or clues \_\_\_\_\_ .

\_\_\_\_WGS84 \_\_\_\_NAD27

Physical description of area: \_\_\_\_\_ .

\_\_\_\_\_ .

\_\_\_\_Earth cache \_\_\_\_Virtual cache. \_\_\_\_On-site cache. \_\_\_\_Offset cache. \_\_\_\_Multi-cache.

\_\_\_\_I understand that caches not in compliance with the terms of this permit will be removed from the property and this permit voided for failure to comply.

\_\_\_\_I understand that I am to monitor this cache quarterly and maintain it to be family friendly.

My family and I hereby waive and release the Springfield – Greene County Park Board and its representatives from claims for damages and/or injuries incurred while participating in or as a spectator of the Springfield – Greene County Park Board activities.

\_\_\_\_\_  
(Signature of participant or parent if participant is under 18) (Date)

**PROCEDURES:** Cache owners wishing to place a cache on Springfield – Greene County Park Board site must complete and submit an Official Geocaching Placement Permit, allowing two to six weeks for review of said permit request.

\_\_\_\_APPROVED. \_\_\_\_DENIED \_\_\_\_\_ .

(Justification)

\_\_\_\_\_  
Springfield-Greene County Park Board Designee, Date, and E-Mail Address.

Permit Expires: \_\_\_\_\_ .