



**TOWN OF MANCHESTER-BY-THE-SEA  
 PARKS AND RECREATION DEPARTMENT  
 10 CENTRAL STREET  
 MANCHESTER-BY-THE-SEA, MA 01944  
 PHONE: (978) 526-2019 FAX: (978) 526-2001**

**FIELD PERMIT REQUEST FORM**

Group/League Name \_\_\_\_\_

Name of Contact/Field Scheduler \_\_\_\_\_

Group/League Mailing Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Field/Location Requested:

- |   |   |
|---|---|
| <input type="checkbox"/> Pine St Field    | <input type="checkbox"/> Pickleball Courts    |
| <input type="checkbox"/> Masconomo Park   | <input type="checkbox"/> Sweeney Park – Front |
| <input type="checkbox"/> Coach Field Park | <input type="checkbox"/> Sweeney Park - Back  |

**\*PLEASE SUBMIT A SEPARATE REQUEST FORM FOR EACH FIELD THAT YOU NEED**

<u>Day of week</u>	<u>Date(s)</u>		<u>Time(s)</u>	
		to		to
		to		to
		to		to
		to		to
		to		to
		to		to

Any dates in range fields not being requested? (i.e. – Holidays) \_\_\_\_\_

Age Range of Participants \_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_

Estimated Number of Teams \_\_\_\_\_

Number of Staff/Volunteers/Coaches \_\_\_\_\_

Percentage of Manchester/Essex Residents \_\_\_\_\_

Each permit holder is required to sign that they have read and will comply with the rules and regulations listed on the following pages. Any breach of these rules and conditions will be grounds for revocation of any permit. **Payment shall accompany all Permit Requests.**

*On behalf of this group, I understand all procedures associated with this request, and accept the legal and financial responsibilities involved in the use of facilities owned by the Town of Manchester-by-the-Sea. I also understand that field use is a privilege permitted by the Town and not a guarantee.*

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **MANCHESTER PARKS & RECREATION ATHLETIC PLAYING FIELDS POLICY**

The Town of Manchester Parks & Recreation Department has set the following policy to ensure the safety of participants and prevention of long term, irreversible damage to the park, field and/or facility as well as the fair allocation of available field space. The Town of Manchester, Parks and Recreation Department reserves the right to deny/revoke an activity or event from use of a Town property and/or require an activity to conclude due to inclement weather, unsafe, poor field conditions and/or failure to comply with those rules and regulations set forth by the Town of Manchester.

### **USER ELIGIBILITY AND ALLOCATION PROCESS:**

Any Manchester-Essex School District team, municipal recreation program, youth athletic program or adult athletic program will be eligible for the use of athletic fields and lights.

A Manchester youth or adult athletic program shall be defined as an organization whose league charter is based in Manchester and is open to participation by Manchester and Essex residents. Paid instructional programs that are sponsored by an eligible Manchester athletic program *may* be eligible for the use of athletic fields and lights, if approved by the Parks & Recreation Director.

- Permits are issued in accordance with the Priority Tier detailed on page 2. Students currently enrolled in the MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT are counted as residents.
- First time, new requests will be presented by the Parks & Recreation Director to the Parks & Recreation Committee for eligibility review prior to being accepted.
- Once all requests for a particular season have been received, the Parks & Recreation Department will compile a list and review each athletic field request. All user groups will be notified of final scheduling no later than the "Issued By" dates noted below on Page 2.
- Allocations will be based on Field availability. The Town will make every effort to schedule field renovations and turf maintenance during the off season when possible, however there may be instances the Parks and Recreation Department and the DPW must deem a field at its maximum use level due to conditions. A field may look open and available but may not be permitted.
- In addition to the Priority Tier to which a permit holder belongs, consideration will be given to a Manchester-Essex Based Sports Organization that has been a permit holder at a site in the past. As a general rule, a permit will be renewed provided the permit holders have conducted themselves in accordance with the conditions detailed in this policy. Details that will weigh heavily in final decisions will be the past history an organization has developed with the P&R Department; the length of time an organization has been part of the community; the length of time an organization has been at a particular site; how good a visitor the organization has been to the surrounding neighborhood; the condition the fields the organization leases are regularly left in after games and practices (i.e.: trash, clothes left behind etc.); and the demonstrated commitment and ability of the organization to conform to the rules and regulations of the Parks & Recreation Department.
- Organizations will be required to submit current associated rosters (with names, addresses and telephone numbers) demonstrating compliance with the residency requirements of the Priority Tiers. Rosters must be signed by the registrar of the organization or a comparable organization or league representative.
- When two or more applicants are on equal footing in all respects and applying for the same space, priority will be given to the traditional in-season sport or split based on available space.

**FIELD ASSIGNMENT PRIORITY TIERS:**

The Manchester Parks & Recreation Department issues permits in the following priority.

**TIER 1:** MANCHESTER BY THE SEA PARKS AND RECREATION PROGRAMS

**TIER 2a:** MANCHESTER-ESSEX YOUTH SPORTS ORGANIZATIONS 90%  
(Must have 90% Manchester-Essex Residents or greater)  
Town Leagues open to participation by Manchester and Essex Residents ONLY

**2b:** MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

**TIER 3a:** MANCHESTER BASED YOUTH LEAGUES 60%  
(Must have 60% Manchester-Essex Residents or greater)

**3b:** MANCHESTER BASED ADULT LEAGUES 60%  
(Must have 60% Manchester Residents or greater)

TIER 3 Includes regional or multi Town leagues open to participation by Manchester Residents.

**TIER 4:** NON-RESIDENT GROUPS (Groups that do not meet the 60% residency requirement)

**TIER 5:** Private Clinics, camps, tournaments or other special use of the town’s fields or related facilities.

When two or more applicants are on **EQUAL** footing and applying for the same space, priority will be given to the **TRADITIONAL IN SEASON** sport detailed as follows:

- SPRING --- Baseball, Softball, Lacrosse
- SUMMER - Baseball, Softball
- FALL ----- Soccer, Football, Field Hockey
- WINTER ---Basketball

**REQUEST PROCEDURE:**

All athletic field requests must be submitted to the Manchester Parks & Recreation Department by the dates listed below. It is the responsibility of each permit holder to submit the requests in writing to the Recreation Department by the due date.

<b><u>SEASON</u></b>	<b><u>DATES COVERED</u></b>	<b><u>APPLICATION DEADLINE</u></b>	<b><u>ISSUED BY</u></b>
Spring	April 1 <sup>st</sup> – June 30 <sup>th</sup>	February 15 <sup>th</sup>	March 1 <sup>st</sup>
Summer	July 1 <sup>th</sup> – August 15 <sup>th</sup>	May 1 <sup>st</sup>	May 30 <sup>th</sup>
Fall	August 16 <sup>th</sup> – November 30 <sup>th</sup>	August 1 <sup>st</sup>	August 30 <sup>th</sup>
Winter	November 30 <sup>th</sup> - March 31 <sup>st</sup>	November 1 <sup>st</sup>	November 15 <sup>th</sup>

**FEE SCHEDULE:**

Fee is required to be paid-in full a minimum of 10 business days **prior** to the 1<sup>st</sup> date of scheduled use.

Payments are due as follows:

**Resident Groups**

- Spring & Fall \$10.00 per participant per season
- Summer \$250.00 per week for camps

**Non-Resident Groups**

- Spring, Summer & Fall \$20.00 per hour scheduled

### **BACKGROUND CHECKS:**

The Town of Manchester requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI (Criminal Offender Registry Information Check) is performed on all staff, including volunteers, in accordance with Massachusetts General Law. In an effort to further protect the children of Massachusetts, Chapter 385 of the Acts of 2002, "An Act Further Protecting Children", was signed into law by Governor Jane Swift in November 2002. The law imposes several new requirements, including "...any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less or that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer."

Organizations requesting a field permit must submit in writing on their organizations letterhead, a letter stating that all staff, coaches and volunteers have had a background check conducted on them. This letter must be signed by your organizations chief officer. **Staff, coaches and volunteers cannot begin working with your program until a background check has been completed on them.**

If your organization needs to get setup to conduct a background check, please contact the Parks & Recreation Department for contact information

### **INSURANCE:**

A certificate of insurance is required from all user groups naming the Town of Manchester as additionally insured. The certificate of liability insurance should be in an amount no less than \$1,000,000.00. This certificate should be updated for each season with the Parks & Recreation Department.

### **BOARD OF HEALTH REVIEW:**

Any youth sports program that operates for profit, philanthropic or charitable purposes, whether or not a fee is charged; serves five or more children who are not members of the family or personal guests of the operator; and operates for any period of time between June 15<sup>th</sup> and August 15<sup>th</sup> maybe be considered a camp program and subject to Board of Health Review if it operates on a site for more than two hours a day and operates for at least five days during a two week period.

**In addition, any program that operates between June 1<sup>st</sup> and August 30<sup>th</sup> which promotes or advertises itself as a camp, even if it does not meet the criteria listed above is still considered a camp and is subject to Board of Health Licensing.** If your group falls into this category, please contact the Manchester Board of Health to request an application to operate a summer camp. The deadline to complete camp applications for the Board of Health is May 15<sup>th</sup>. The Board of Health can be reached at 978-526-7385.

Town property cannot be used if approval from the Board of Health has not been obtained as necessary.

### **WEATHER CANCELLATION:**

The following weather conditions require that all athletic activities on the field be cancelled.

1. Standing puddles of water on the field.
2. Footing is unsure and slippery.
3. Ground is water logged and "squishy".
4. Grass can be pulled out of the ground easily.
5. Lightning.
6. Severe weather storms

Items 1 – 4 only apply to Sweeney Park & Masconomo Park. Coach Field has synthetic turf, and items 1 – 4 should not occur since the field's drainage system should prevent it from happening. Lightning or other severe weather would necessitate cancellation of athletic activity on all athletic fields.

If there is damage to a field or facility upon arrival by a permitted group, please contact the Recreation Department office immediately to report the damage. Please take pictures if possible as well.

There is no guarantee that the permitted field will be lined. Field lining is not included in the administrative fee. Nets, bases and goals are also the leagues responsibility and not provided by the Recreation Department.

**THE DIRECTOR OF PARKS & RECREATION HAS THE FINAL SAY AS TO WHETHER A FIELD IS CLOSED DUE TO INCLEMENT WEATHER.**

## **LIGHT USE**

For groups requesting the use of lights at Sweeney Park, the following is an outline of how the lights are organized through the Departments of Parks and Recreation.

1. Lights are available for the Front and Back fields, either separately or together.
2. The system becomes available to be turned on via online scheduling between 5:00 p.m. and 10:00 pm, daily.
3. League organizers are responsible for turning the lights on and off, and are charged their use.
4. Each League is issued a unique pin # to identify their group so that they can be appropriately billed for their light use.
5. Lights automatically turn off on both fields at 10:00 p.m. (Unless special permission is given.)
6. If user does not shut off lights and leaves field before 10:00 p.m., the organization will be charged for the entire time until the lights go off.
7. On a monthly basis, we identify the user, break down the amount used by minutes, and multiply that number by the amount charged per KWh according to the rate(s) on the National Grid bill. As mentioned in the above bullets, users are charged for what time they use, or misuse in the case where lights are not shut off manually by the user.

## **PARKING**

All vehicles associated with the permit holder's organization must be parked legally. All illegally parked vehicles will be ticketed and subject to towing. If the parking lot is full, please advise all users and spectators to seek parking on adjacent streets or at Memorial School in legal parking areas.

**COACH FIELD SOCCER FIELD:** Parking for Non-Residents is designated at the Memorial School on Lincoln Street with overflow parking at Sweeney Park on Summer Street. In the event that these areas are not available on-street parking in the area around Brook Street Field is permitted in legal parking spaces only. Vehicles parking in this area must adhere to all posted parking signs, regulations and/or Police Officer directions. Please note that parking on the west side of Norwood Avenue and the North side of Brook Street is prohibited.

**MASCONOMO PARK:** Vehicles that are blocking driveways, intersections, parked in crosswalks, illegally parked in handicapped parking spaces or that restrict emergency vehicle access will be issued citations and/or towed as necessary

## **RULES & REGULATIONS**

Any organization or user who receives a permit to use Town recreational facilities shall abide by the following rules:

**TRASH:** Permit holders are responsible to ensure that any trash generated by their group is placed in the proper receptacles at each field location. In cases when receptacles are full or not available, the permit holder is responsible to remove any trash that has accumulated during their permit time.

**DAMAGE TO THE FIELDS:** All permit holders are responsible to repair any superficial damage or to replace any divots that occur during their use of any field. Please report field concerns to the Parks & Recreation Department.

**FIELD INFO:** Leagues are for the most part responsible to make the call for weather cancellations based on the guidelines in "Weather Cancellations" section. Occasionally, the permit holder will need to obtain updates and field updates for use by calling 978-525-6429. If the recorded information states a particular field is closed, then any permit for that field is revoked until such time that the field is judged to be usable.

**ALCOHOL & SMOKING:** Alcohol, cigarettes, e cigarettes and marijuana are prohibited on any park or playground in Manchester. It is the permit holder's responsibility that any person affiliated with the permitted organization refrains from the use of alcohol and smoking of any kind.

**DOGS:** No person owning, harboring, or having custody and/or control of a dog shall permit such dog to trespass on the Town playgrounds and parks.

**LIABILITY:** The Town of Manchester-by-the-Sea carries no medical insurance for users of its facilities. Users participate in the activity at their own risk.

**SCHEDULES:** All schedules will be provided to the Manchester Parks & Recreation Department in advance of season or event. All changes will be sent to the Parks and Recreation Office.

**REALLOCATING FIELDS:** Reallocating or subletting of fields is strictly prohibited. If permitted fields are going unused, the unused dates are to be turned back in to the Recreation Department.

**THE FOLLOWING ADDITIONAL RULES APPLY ONLY TO COACH ED FIELD PARK**

1. No food, candy, peanuts, sunflower seeds or gum allowed on the field.
2. Only water is allowed on the field. No other beverages permitted.
3. No bicycles, skates, scooters or skateboards or any unauthorized vehicle is allowed on the field.
4. No dogs, pets or other animals are allowed on the field.
5. No tobacco products of any kind on the field.
6. No glass and metal containers on the field
7. No tables, chairs or BBQ grills
8. No sharp objects such as tent stakes, corner flags or other objects that would penetrate the Artificial Surface.
9. No Golfing, Javelin or Metal Cleats on the field.

**VIOLATIONS OF THE ATHLETIC FIELD PERMIT POLICY**

Failure of an Organization or its members to comply with regulations established for use of Town-owned/non-school property shall constitute a violation of this policy.

**FIRST INFRACTION:** A letter will be sent to the organization/permit holder noting the concerns of the Parks & Recreation Department.

**ADDITIONAL INFRACTIONS:** May result in the loss of scheduling privileges based on severity and number of occurrences, including the cancellation of remaining dates for both games and practices at the discretion of the Parks & Recreation Department.

**INVESTIGATION:** The Manchester Parks & Recreation Department will review and investigate reports of violations, and reserves the right to inquiry of the Organization concerning the events alleged to have occurred during the period for which that user was issued a permit. By accepting a permit to use the Town Facilities, the Organization agrees to cooperate fully in any investigation deemed necessary by the Manchester Parks & Recreation Department or other authorities.

**SANCTIONS:** Based upon its investigation, the Manchester Parks & Recreation Department will determine a sanction appropriate to the violation, including but not limited to:

- i. Revocation of a permit or permits issued to an Organization.
- ii. Prohibiting use of the Facility by an Organization for an indefinite or specified period of time.
- iii. Conditioning that Organization's future use of the Facilities on other reasonable terms and conditions such as participation in maintenance and repair of the Facility.

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League Representative's Signature

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Date: