

TOWN of SWAMPSCOTT ATHLETIC FIELD POLICY

The Town of Swampscott 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.

The Town of Swampscott 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 to those rules and regulations set forth by the Town of Swampscott. Regular meetings of a group of individuals are considered organized use and do necessitate the issue of a Field Permit.

USER ELIGIBILITY:

Any Swampscott 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 Swampscott youth or adult athletic program shall be defined as an organization whose charter is based in Swampscott and is open to participation by Swampscott residents. Paid instructional programs that are sponsored by an eligible Swampscott athletic program may be eligible for the use of athletic fields and lights, if approved by the Coordinator.

REQUEST PROCEDURE:

All athletic field requests must be submitted to the Athletic Field Coordinator by the dates listed below. Field requests can also be done on-line @swampscottrec.com

SEASON DATES COVERED APPLICATION DEADLINE

Spring Season April 1st – June 14th Deadline February 15th

Summer Season June 15th – August 15th Deadline May 1st

Fall Season August 16th – November 30th Deadline August 1st

Once all requests for a particular season have been received, the Coordinator will compile a list all athletic field requests and then will notify all user groups of final scheduling.

FIELD ASSIGNMENT PRIORITIES:

The following priority and ranking will be used when determining field allocations:

1. Swampscott Public Schools
2. Swampscott Recreation Department
3. Resident Youth Groups
4. Resident Adult Groups
5. Non-Resident Groups

FEE SCHEDULE:

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

RELEASE DATES FOR UNNEEDED FIELD TIME

To ensure as many groups as possible have access to field time, groups should release unneeded field time as soon as their schedules are set.

BLOCKSIDGE FIELD USE

Blockside field is available for use year-round, except when closed for maintenance, renovation or extreme weather conditions. Applications for seasonal use of the field must follow the permit schedule outlined above. Off-season requests can be submitted at any time.

BACKGROUND CHECKS:

The Town of Swampscott 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. Organizations requesting a field permit must submit in writing on their organization's 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 organization's chief officer. **Staff, coaches and volunteers cannot begin working with your program until a background check has been completed on them.**

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 15th and August 15th 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 1st and August 30th 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 Swampscott Board of Health to request an application to operate a summer camp. The deadline to complete camp applications for the Board of Health is 2 weeks prior to the start of camp. The Board of Health can be reached at 781-596-8864. Town property cannot be used if approval from the Board of Health has not been obtained as necessary.

Field Permit

All permit holders must designate a single point of contact on permit request to be a single point of contact with the Town of Swampscott to eliminate any confusion, i.e. Field Coordinator

- Please note league coaches should not call for individual permits for teams. They should go through their League Field Coordinator.
- The permit holder (s) may be required to be in possession of the permit at the playing fields and/or related facility, and be prepared to produce the permit upon the request of representatives of the Town of Swampscott, including the police. In the situation of organized leagues, a designated field coordinator must retain all permits. Failure to produce a valid permit when requested is grounds for expulsion from the playing field or related facility, and such further action as the Town of Swampscott may determine to be appropriate under the circumstances.
- Field closures due to bad weather and/or wet and unfavorable conditions will be posted on the Recreation Program Information website as soon as a decision is made. League Field Coordinators are responsible for checking the website and communication the information to their coaches/teams. Teams are not allowed to practice or play games on any field that has been closed and will be held responsible for the repair of any field on which they play on during a closure and cause damage to the field. Failure to pay for repairs will be sufficient to revoke all current and future permit use.

- The permit holder will be held responsible for any field damage caused by misuse. Misuse of a field or related facility and failure to pay for repairs will be cause to revoke all future permit use. Goals and other equipment ancillary to the use of Town playing fields and/or related facilities may be made available. If made available, the permit holder may use such goals or other equipment but shall do so at its own risk.

- The permit holder shall be responsible for using such goals and other equipment in accordance with such rules and regulations as the Town of Swampscott may establish from time to time.

- The permit holder shall be responsible for all damages or loss of such goals or other equipment resulting from its use

- The permit holder is responsible to ensure that all ancillary equipment that is used is returned to its original location on the site after each use.

- There is no guarantee that the field permitted will be lined. Field lining is not included in the permitted use. If the league or organization required lines it is the responsibility of the permit holder to make arrangements and get approval from the DPW Director. **Users are not permitted to perform any type of maintenance on Swampscott fields without the approval of the DPW Director.**

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 waterlogged and/or "squishy".
4. Grass can be pulled out of the ground easily.
5. Lightning.
6. Severe weather storms

THE DPW DIRECTOR HAS THE FINAL SAY AS TO WHETHER A FIELD IS CLOSED DUE TO INCLEMENT WEATHER. UPDATES ON USE AND CONDITIONS ARE ANNOUNCED ON THE RECREATION WEBSITE WWW.SWAMPSCOTTREC.COM

LIGHT USE

For groups requesting the use of lights at Blocksidge Field, the following is an outline of how the lights are organized through the Town of Swampscott.

1. The system becomes available to be turned on by keys between 3:00 p.m. and 10:00 pm daily.
2. League organizers are responsible for turning the lights on and off, and are charged for their use.
3. Each League is issued a unique pin # to identify their group so that they can be appropriately billed for their light use.
4. Lights automatically turn off on both fields at 10:00 p.m.
5. If a user does not turn the lights off, and leaves field before 10:00 p.m., the organization will be charged for the entire time until the lights go off at 10:00 pm.
6. On a monthly basis, we will 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 above, users are charged for the amount of time they use, or misuse in the case where lights are not turned off manually by the user.

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 all 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 for removing all trash that has accumulated during their permit time.

DAMAGE TO THE FIELDS: All permit holders are responsible for the repair of any superficial damage or to replace any divots that occur during the use of any field. Please report field concerns to the Town Field Coordinator

FIELD INFO: It is the responsibility of the permit holder to obtain updates for use by checking the Recreation Website. If the 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 by the town.

ALCOHOL: Alcohol is strictly prohibited on any park or playground in Swampscott. It is the permit holder's responsibility to ensure that any person affiliated with the permitted organization refrains from the use of alcohol.

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

LIABILITY: A certificate of insurance in the amount of \$1,000,000 is required from all user groups naming the Town of Swampscott as additionally insured. This certificate should be updated for each season with the Athletic Field Coordinator.

SCHEDULES: All schedules will be provided to the Athletic Field Coordinator by the date specified on the permit. All changes must be communicated to and approved by the Field Coordinator. These changes will be reflected on the master on-line schedule upon approval.

THE FOLLOWING ADDITIONAL RULES APPLY ONLY TO BLOCKSIDGE FIELD

The following are **PROHIBITED** on synthetic field turf areas:

1. All food and beverage products, except water, including gum, and shelled seeds or nuts (a serious allergy risk to others)
2. Sharp objects such as tent stakes, corner flags, and poles that may penetrate or damage the turf
3. Chairs or benches not provided by the Town (these items may puncture the turf or cause damage)
4. Portable heaters and any open flame
5. Metal cleats or high heeled shoes
6. Dogs or Other Pets
7. Any golfing or throwing activities such as hammer, shot, discus or javelin
8. Suntan lotions, oils or creams of any kind - Please apply sunblock prior to entering the turf area

The following are **EXPECTED** from all users:

- Always Lift and Carry (DO NOT DRAG) Goals or Equipment
- Nets and goals should be removed and stored after each use.
- Please deposit all trash in trash receptacles PROVIDED
- Only players, coaches and staff are allowed on the field, no spectators.
- Teams should rotate practice areas to avoid wear of the turf.

TURF FIELD USER'S RESPONSIBILITIES

CLEANLINESS: because the turf is not regenerated like natural grass, anything left on the turf remains there, posing health and safety hazards as well as general degradation of the turf.

Please clean up after your activity!!!

1. You are responsible for leaving the field clean and ready for the next user. When you are done, please inspect the field and remove anything left by your players or spectators, such as trash, athletic tape, or equipment. Be very careful to remove all mouth guards left by players (a biological hazard). Have your participants walk the field in a line at the end of their event.

2. Cleaning spills and participant fluids: Spills of foreign substances should be rinsed and removed as quickly as possible.

3. Report any damage or spills as soon as possible.

4. All gates must be locked after use.

Permit holders will be responsible for paying for any damages, repairs or cleaning as a result of misuse or not following field turf rules.

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 is sent to the organization/permit holder noting the concerns of the Town of Swampscott.

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 Athletic Field Coordinator.

INVESTIGATION: The Town of Swampscott Athletic Field Coordinator will review and investigate reports of violations, and reserves the right to inquire with 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 Town of Swampscott or other authorities.

SANCTIONS: Based upon its investigation, the Town of Swampscott will determine a sanction appropriate to the violation, including but not limited to:

1. Revocation of a permit or permits issued to an Organization.
2. Prohibiting the use of the facility by an Organization for an indefinite or specified period of time.
3. Requiring an Organization to finance the clean-up, repair or maintenance of the facility.

By submitting an application, all applicants agree to conform to all Town policies for playing fields and related facilities use.

Name Of Organization: _____

Organization Representative's Signature: _____ Date: _____

Organization Representative's Printed Name: _____