



**Field Management Committee
Town of Winchester, Massachusetts
POLICY**

Use of Athletic Field Lights at Knowlton Stadium on Manchester Field

This policy was approved by the Field Management Committee August 18, 2014.

The Field Management Committee set the following rules for use of athletic field lights at Knowlton Stadium on Manchester Field in Winchester under their jurisdiction and administration, with the support of the School Committee and Board of Selectmen.

Organizations using lights on Knowlton Stadium on Manchester Field are expected to be respectful of the neighborhoods and surrounding fields by strictly adhering to the Policy and taking special care to minimize noise and other impacts to the neighborhood.

1. The organization requesting use of the lights must complete an official Field Permit Request through the Recreation Department. Some requests will also require the completion of a Special Event Request form to the School Committee and Board of Selectmen. Proof of Insurance is required when submitting the permit request. All existing policies, rules and regulations regarding use of athletic fields remain in effect. Requests must be submitted at least thirty (30) days in advance of use. Late requests will not be considered without a majority vote by the Field Management Committee.
2. The permit request must include the reason for use of athletic field lights and the anticipated number of participants/spectators: practice, game, special event, and/or tournament. Other than for a Winchester High School scheduled or makeup game or a Winchester High School playoff game, no requests for permits will be considered for the use of the athletic field lights in conjunction with public address systems, music or other amplified systems. Consistent with other town policies, the use of all illegal substances, including the consumption of alcoholic beverages is strictly prohibited at recreation fields.
3. Winchester Public Schools and Winchester Youth Organization (ie. Recreation Department, Winchester Youth Soccer, SYBS etc.) may request the permit only. The individual/organization making the request must be associated with the organization and is responsible for the adherence to all rules and regulations relating to the use of the fields.

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4. Winchester High School requests must be made through the Director of Athletics; other Winchester Public School requests must be made through a school principal or administrator.
5. Out of respect for the observation of religious/civic holidays, the Field Management Committee reserves the right to restrict use of athletic field lights on designated days.
6. Lights may be requested during the following time frames:

Each year will be divided into four (4) seasons as follows:

Winter	Spring	Summer	Fall
December 1 st to 3 rd Week in March	3 rd Week in March to June 30 th	July 1 st to 3 rd Week in August	3 rd Week in August to November 30 th

Other than a Special Event, no permit will be issued for any use of lights during winter and summer. Subject to Sections 7 below, any permit granted will be limited to the following restrictions:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	Off at 8:30 p.m.					

Subject to Section 7, all games and practices end when the lights begin to dim, which is 15 minutes prior to the lights going off. Players, coaches, league officials, parents and other visitors are required to exit the recreation complex as quickly as possible during the dimming of the lights and should have left the complex by the time the lights are completely off. Practice time ends at 8:15pm, MIAA sanctioned games will end no later than 10:00pm. Illuminates (Footcandles) used for practice will be less than illuminates (Footcandles) used for games as recommended by the manufacturer.

7. Winchester High School reserves the right to complete varsity games that extend beyond the designated time, only if the game is MIAA sanctioned, with a start time no later than 7 p.m. and in no event will the extended cut off time be later than 10 p.m. Winchester High School reserves the right to move a MIAA sanctioned from Friday evening to Saturday evening in case of an emergency.
8. All trash must be picked up before the representatives of the organizations leave at the conclusion of the event. Trash must be placed in appropriate trash receptacles or removed from the site.

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9. Organizations must request that all vehicles connected to the event utilize the parking lots available at McCall, designated parking spaces along Mystic Valley Parkway, and the Aberjona Parking Lot. Parking is not permitted in the neighborhoods adjacent to Manchester Field. Game/Special Event Parking will follow existing procedures for Manchester Turf Parking.
10. The Recreation Department will set an hourly rate for use of athletic field lights, and that an estimated payment equal to the permitted hours is due when the permit is issued. To conserve energy, and limit the impact on the neighborhoods, each organization should make sure to notify the Recreation Department or High School Athletic Director during normal business hours 8:30 a.m. to 5:00 p.m. of any time when lights are scheduled but will not be used. Failure to do so, organizations will forfeit the permitting fee for that day.
11. An organization violating any of the rules and regulations for use of athletic field lights will (1) be given a written warning from the Recreation Department for a first offense; (2) have use of lights taken away until appearing before the jurisdictional board at a public meeting resolving the conflicts that led to the second offense; and (3) for a third offense, lose use of the lights for the remainder of the season.
12. The Field Management Committee recommends not to make changes to this policy for a period of eighteen (18) months following the first athletic field lighting event. After the first twelve (12) months of operation both the School Committee and Board of Selectmen agree to hold at least one public meeting to get input from the organizations using the lighted fields, abutters and neighbors and interested citizens on the use of lights.
13. To make any changes to this Policy, the Field Management Committee must initially approve to review the Policy by a majority vote of Committee. Following this approval, the Committee will allow discussion, one meeting prior to voting its final decision, including holding one (1) public meeting. The Committee will use reasonable effort to invite abutters and neighbors and other interested parties to the meeting. Affirmative vote will then be forwarded to the School Committee for approval at their next meeting then, the Board of Selectmen for approval at their next meeting.
14. Control over the physical operation of the lights, e.g. turning on and off, shall be held by the holder of the title of Director of the Recreation Department and High School Athletic Department, or if a vacancy should occur, the person designated to act as such by the Town acting through its Recreation Department and High School Athletic Department, or if such Department is no longer in existence at such time, the Board of Selectmen. No other person, group or entity shall have the right to operate the lights, except in the case of an emergency.

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