



## **TOWN OF WINCHESTER** **FIELD PERMIT POLICY**

### **Statement of Purpose**

Due to the growing demands on playing fields in the Town of Winchester, The Winchester Field Management Committee has developed the following field permit policy to assist in the scheduling and permitting of Town of Winchester Fields and Outdoor Spaces. The policy as written is intended to provide guidelines that will assist in the equitable distribution of playing fields.

### **Permitting Priority**

The Town of Winchester has set the following priority for field distribution:

1. Winchester High School teams and all Winchester Public Schools uses. Varsity games shall be played to completion.
2. Winchester Recreation Programs, Winchester Youth Organizations, Winchester Town Leagues and Sport Organizations are defined as any organization that is requesting one or more fields for four or more dates during a specific season. Rosters must contain at least 90% Winchester Residents under the age of 18.
3. Winchester Adult Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Rosters must contain at least 60% Winchester Residents 18 years old or older.
4. Private, Parochial, and non-Winchester Public Schools located within the Town of Winchester. Varsity games shall be played to completion.
5. Winchester Residents – defined as any person(s) with either residence and/or employment in the Town of Winchester.
6. Non-Resident Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Roster contains less than 90% Winchester Residents
7. Non-Residents- defined as any person(s) with residence and employment outside the Town of Winchester.

### **Permitting Procedures**

#### **I. For Individuals and Teams Seeking Permits**

- A. Complete Field Request Forms- found on the town recreation [website](#) or at the Recreation Department Office and submit to the Recreation Department.
  - a. Organized teams must include a copy of their professional liability insurance policy naming the Town of Winchester as additionally insured.
  - b. Individual users must have all participants complete and submit Town of Winchester liability Waiver Forms before the event takes place. Waiver forms will be issued by the Recreation Department upon request.
- B. The fields must be requested at least 48 hours in advance of the field use.
- C. Submit Rosters- Each team is required to submit roster lists of all participants, which must include registrants' addresses. This information will be used to determine resident and non-resident qualification.
- D. An invoice will be emailed once field request is processed. Payment must be submitted at least one week prior to first date requested. Checks must be made out to WINCHESTER RECREATION.
- E. Permit will be issued once payment has been received.

## II. For Sports Organizations Seeking Permits

- A. Complete and submit the Sport Organization Field Request Spreadsheet (supplied by Recreation Department) and a copy of the organizations professional liability insurance policy naming the Town of Winchester as additionally insured. (Minimum of \$1 million dollar coverage)

- a. Schedulers should include possible play-off dates in request\*.

\* Only if the league wants these dates reserved. If the league does not want to reserve play-off dates, they may request any additional dates as needed based on field availability. Additional Permits will be granted on a first come, first serve basis.

<u>Season</u>	<u>Request Deadline</u>	<u>Permits Finalized by Rec.</u>
Spring (April 1 - June 30)	February 1	March 1
Summer (July 1 - August 31)	May 15	June 15
Fall (September 1 - November 30)	July 15	August 15

- B. Only the designated official from each organization shall apply for all field use requested for the organization. The Recreation Department will assess the field requests of all organizations and work out any possible conflicts with conflicting organizations in an equitable way, utilizing historical use of each organization's field use.
- C. A final draft of the field use spreadsheet will be disseminated among all users for accuracy and final organizational approval.
- D. Once all organizations approve the final schedule, sport organization field permits for the season are issued.
- E. At the conclusion of each season, invoices will be sent based on the number of players in each league for grass fields, and the number of hours used for turf use, and/or Ginn light fees. It is the organizations responsibility to accurately submit the number of grass users to the Recreation Department when the Recreation Department requests the information for invoice purposes. Invoices will be sent promptly at the end of each season and must be paid 30 days from receipt of the invoice. Failure to pay invoice will result in loss of future field reservations, and the assessment of a 10% late fee. Checks must be made out to WINCHESTER RECREATION.

### Permit Rates

Rates vary based on field use, type of field (grass/turf), and permit schedule tier. Separate fee schedule is used for clinic or camp rentals. Field rates are reviewed and set yearly by the Winchester Field Management Committee and approved by the Winchester Select Board.

### Fees Collected

The fees collected by Winchester Field Fee serve the following functions:

- 1) Grass Fields: Fees collected for grass fields are managed through a grass field revolving account and can be used for grass field maintenance, bathrooms, fencing, lights, court maintenance, playground equipment and scoreboards.
- 2) Synthetic Fields: Fees collected for synthetic turf fields are managed through a synthetic field revolving account and can be used for synthetic/turf field maintenance, bathrooms, fencing, lights, and scoreboards. Additionally, the overtime salaries or wages of custodial employees may be paid from the revolving fund.

The field fees and charges are assessed by the Field Management Committee. During each fiscal year, the Town Manager, based on recommendations of the field management committee, may incur liabilities against and spend monies from the synthetic fields' revolving fund. The field management committee reviews both revolving accounts quarterly at Field Management Committee Meetings. Turf and synthetic revolving account bylaws can be found on the town [website](#)

### Basketball Court/Tennis Court/Volleyball Court and non-field space rentals

Public use of the town courts and spaces such as playgrounds (Excluding the Packer/Ellis Tennis Courts) is handled on a first come, first serve basis. Many of these courts are intended for open free play, however limited permitting can be requested by individuals or organizations.

Resident, 90% Winchester Youth and Adult Organization fee: \$25 per hour.

Non-Resident and organizations with less than 90% resident fee: \$40 per hour.

Fees for camps and clinics requesting to use these spaces shall be subject to the Clinic/Camp fee schedule.

## Large Group or Special Event Permits

Any special event with expected attendance over 150 people. Signatures from other department heads is required and approval of the Field Management Committee and Board of Selectmen is required.

### Clinic/Camp Field Fee

Non-Winchester Recreation Clinics/Camps are defined as any clinic that is offered within the Town of Winchester that is not sponsored by Winchester Recreation. Camps must meet the Massachusetts minimum standards for recreational camps for children (105 CMR 430.00) and be licensed by the Winchester Board of Health. Groups must submit a copy of their professional liability insurance policy naming the town of Winchester as additionally insured at the time of request. Non-Winchester Recreation Clinics will be assessed fees of 15% of Gross Income. To determine fees, requestors must submit a copy of their registration form and advertisements to the Recreation Department that lists costs of the program with the field permit application to reserve the field space. Camps and Clinics will be responsible for submitting a completed registration list and payment to Winchester Recreation on or before the first permitted field date to receive their permit.

### Winchester Recreation Field Permit Fee Schedule

*Use of Ginn lights, and the synthetic turf field at Manchester Field are subject to additional fees.*

	<b>Grass Fees Non-Light</b>	<b>Light Fee for Ginn Lights</b>	<b>Turf Fees</b>	<b>Knowlton Stadium Turf &amp; Press Box</b>
<b>Tier 1</b> Public Schools and Town Departments, Recreation	No Charge	\$30 per hour light fee.	No Charge	No Charge
<b>Tier 2</b> Winchester Youth Organizations 90% Winchester Residents	\$7 per participant fee/per season	\$30 per hour light fee	\$125 per hour	\$150 per hour
<b>Tier 3</b> Non-Winchester Residents (Includes Winchester Organizations with non- resident participants.)	\$50 per participant fee/per season	\$45 per hour light fee.	\$125 per hour plus Personnel Maintenance fee*	\$200 per hour
<b>Tier 4</b> Winchester Adult Sports Organizations, Casual and One Time Users	\$20 per hour	\$45 per hour light fee.	\$125 per hour plus a plus Personnel Maint. fee*	\$200 per hour
<b>Tier 5</b> Tournaments	\$125 per field	\$65 per hour light fee.	\$125 per hour plus a plus Personnel Maint. fee*	\$200 per hour

\*Personnel Maintenance fee is charged for rentals at Knowlton Stadium Turf for custodial costs billed at a 3 hour minimum.

Field fees are for a one-hour reservation. Ginn Light Fee is charged only one time per evening per organization (reservations until 10:00 P.M.).

Private camps and tournaments may be required to rent portable toilets and pay police details and DPW overtime for their event.

Private Camps, Clinics, and Tournaments: Full payment must be received before the date of the event to have a permit issued.

If the event is cancelled, a refund will be issued depending on the amount of notification given to the Recreation Department prior to the event. Cancellations due to inclement weather can be rescheduled if possible.

- <7 days: No Refund
- 7 - 14 days: 50% Refund
- 15 or more days: Full Refund

<u>SEASON</u>	<u>DATES</u>
Spring*	(No earlier than April 1 - June 30) <i>*Start date is conditional based on field conditions</i>
Summer	(July 1 - August 31)
Fall	(September 1 - November 30)
Winter	Dec. 1 – March 30 (Turf only)

### VIOLATIONS

Any violation of the permit policy can result in loss of permits and future permit requests. Fines may be applied in cases of destruction of property due to vandalism, misuse of permit, use of field without a permit or use of a field when fields are deemed closed. The Field Management Committee reserves the right to revoke a permit for any reason.

### SCHEDULING CONFLICT

On event date:

- A) Winchester School Department programs will be played/run to completion in all instances. Affected teams/organizations shall wait until the conclusion of school program to take the field.
- B) All field rentals must be completed at the end of the permit holders permitted end time and vacate the space on time in order for the following permit holder to access the field at their respective start time.

During Permit Process:

The Recreation Department will assess the field requests of all organizations and work out any possible conflicts with conflicting organizations in an equitable way, utilizing historical use of each organization's field use.

### APPEAL PROCESS

Appeals must be made in writing to the Recreation Director. After further discussion, if an individual or group are not satisfied with their field assignment, a request can be made to present the appeal to the Field Management Committee at the next scheduled meeting.

### CORI/NATIONAL BACKGROUND CHECK

Permit holders that have volunteers/staff working with children under the age of 18 must perform CORI/NATIONAL BACKGROUND CHECKS on all volunteers/staff.

### PERMIT HOLDER ADDITIONAL RESPONSIBILITIES

Permit holders are responsible for the actions of their spectators and must play an active role in enforcing field regulations. Violations of field policy will result in a loss of permits.

Many Winchester fields and recreation areas are located in residential neighborhoods. Permit holders are responsible for ensuring that their participants and fans are respecting surrounding neighborhoods by keeping the areas clean of debris by using trash receptacles or carrying in carrying out garbage, utilizing proper restroom facilities and, following posted parking regulations.

### FIELD CLOSINGS FOR AN EXTENDED PERIOD OF TIME (MORE THAN ONE DAY)

The Department of Public Works and Recreation Department may determine that a field is closed to all users. These conditions include, field under water, severe damages that make it unsafe/unplayable, field reconstruction and the need to rest fields. Information on field closings can be accessed by the recreation's website, [www.winrec.com](http://www.winrec.com), and will be communicated to league presidents and athletic directors. It is the responsibility of league presidents and athletic directors to notify their coaches and players of field closings.

### FIELD CLOSINGS DUE TO INCLEMENT WEATHER (SAME DAY)

The Recreation Department, working with the DPW makes every effort to close fields when necessary, however, due to unpredictable weather conditions and the different effects the weather has on various fields, it's up to each individual organization to determine if a field is playable for a practice or a game. If an organization determines that a field is unplayable on a particular day, it is the responsibility of league presidents and athletic directors to notify their coaches and players and send an email or phone message to the Recreation Director. Organizations must have a Fields Coordinator who is the liaison to the Recreation Department and who is appointed to make weather related decisions in the absence of Recreation guidance (weekends, unanticipated weather event).

#### **Conditions which league liaisons must consider in closing fields**

Standing water or puddles on the field  
One inch or more of rain in a 24 hour period\*  
Ground is water logged and squishy  
Footsteps leave imprints  
Grass is easily removed with a cleat  
Grass is easily pulled from the ground  
Heavy rain or downpour

*\*This is a general rule; however, there may be times that less rainfall could render the fields unplayable and conditions when more rainfall could be tolerated.*

Consequences: Failure to adhere to this policy may result in a league or team forfeiting their field permit for the remainder of the season, incurring a field repair fee\*, and/or loss of permit for the following season.  
*\*determined by Field Management Committee*

### MAKE-UP DATES

Should be handled by each league president or Athletic Director using his or her existing permits. Requests may be made for additional permits for make-ups if they cannot be accommodated within their existing permits. Winchester Recreation will make a concerted effort to find available field space.

The Field Policy and Fees will be reviewed annually after the first year by the Field Management Committee.

Date updated: **Jan. 11 2021.**

**Changes voted and approved by Select Board on Feb. 8, 2021**

### GENERAL INFORMATION

- 1) The Town of Winchester assumes no liability for injury to persons using Town owned school grounds, parks and/or playfield properties. **Use is at the risk of the user.**
- 2) ALL ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON ANY TOWN PROPERTY.
- 3) Any use deemed inappropriate by the Recreation Department and/or the Town of Winchester, including, but not limited to, non-compliance of this policy, may result in the revocation of the field use permit.
- 4) All field use permits are conditional upon weather and field conditions. Users will be expected to use good judgment in terms of using a field during periods of inclement weather, when field conditions are such that play would cause extensive damage to the field or when fields are under repair. In addition to having the use permit revoked, users may be held financially responsible for damages that are done to the park, playfield, or school grounds as a result of inappropriate or unauthorized use.

- 5) A field may not be reserved for an extended period of time except by Interscholastic and/or organized Winchester leagues.
- 6) Organizations, groups, and/or individuals using Town facilities are responsible for the proper use of them, supervision of activities, payment of damages, payment for police or fire protection where required, in accordance with established Town guidelines, regulations and bylaws.
- 7) Users are responsible for policing the area for debris and litter following each usage. **All litter and garbage must be taken with the user(s) when they leave each day.**
- 8) Barbecues, cookouts and open fires are not permitted on the parks, playfields, and/or school grounds unless special permission is granted, through the Recreation Department.
- 9) Fields will be monitored for appropriate usage and compliance with the stated rules and regulations of the Town.
- 10) Spring start dates and fall ending dates for grass field use are released yearly by the DPW working in conjunction with the Recreation Department. All summer activities shall end by August 31.
- 11) The Winchester Police Department strictly enforces all parking restriction near or around the fields.
- 12) The Recreation Department reserves the right to consider all applications, reject, and/or make necessary changes in the event of an emergency.