

**TOWN OF COLCHESTER PARKS & RECREATION COMMISSION**  
**SPORTS LEAGUE FACILITY USE POLICIES & PROCEDURES**

**APPLICATION TIMELINES**

**Sports Leagues**

Any sports league wishing to use facilities under the jurisdiction of the Colchester Parks & Recreation Commission should make their request to the Director of Parks & Recreation at the appropriate Facility Scheduling Meeting (see below.) Meetings are held at 6:00pm, prior to that month's Parks & Recreation Commission meeting, which is typically the first Monday of each month.

<b>Sports Season</b>	<b>Facility Usage Period</b>	<b>Facility Scheduling Meeting</b>
Spring – Outdoor	April through August	February
Fall – Outdoor	August through November	June
Winter – Indoor	November through March	September

**Special Events**

Special Event facility requests may be made up to one year in advance by submitting the appropriate paperwork to the Parks & Recreation Office. Please see the document entitled "Policy Governing Issuance of Special Events Permits."

**Miscellaneous Rentals**

All other reservation requests may be made according to the policy entitled "Park Pavilion/Sport Field Rental Policy".

**CONFIRMATION OF APPLICATION**

The Department strives to confirm all requests within 10 business days following the Application submittal. Note that it is possible that some delays may take place during the application review process due to unique case-specific situations, and that these situations will be addressed as soon as possible.

**Note:** changes in dates, times or cancellation could result in a permit fee assessment.

Permit applications must be filed annually. Release form, insurance certificates expire and must be renewed. Please notify us of any changes in your board of directors, coaches and managers.

**PRIORITY SCHEDULING**

1. Town-sponsored programs will receive first preference and may override outside confirmed reservations.
2. League, scheduled, and make-up games will take preference over practices.

## **FACILITY RENTAL FEES**

By default, all leagues must pay all applicable fees. However, “endorsed” leagues may have field rental fields waived; amenity fees (lights, pavilion rental, etc.) will not be waived.

Organized Sports Camps must provide a \$100 application fee payable to the Town with their application for use of facilities for each camp week requested.

## **BALLFIELD LIGHT FEES**

Lights are billed on an hourly basis, on the following fee schedule:

- R1 - \$12/hr.
- R2 & R3 - \$18/hr.
- R5 - \$6/hr.
- Football Field - \$30/hr.

## **LIGHT OPERATION**

Sport Leagues will receive league-specific codes and instructions for operation of the lights, and will be billed on a monthly basis.

Other rentals will be arranged as either pre-set times for the lights to be on/off, or controlled by on-site staff, such as a Park Ranger.

## **RESIDENT STATUS/ELIGIBILITY**

1. The Colchester Parks and Recreation Department reserves the right to request proof of eligibility for all applicants using Colchester facilities.
2. Non-Resident Fees are charged as follows:
  - Adult Sports (Men and Women) – \$20.00 per non-resident player

## **TEAM ROSTER**

Team rosters are due to Parks & Recreation Office prior to league game play start date. Residency proof must be included with rosters. Valid proof is a copy of CT Driver's license listing Colchester as address (front & back must be on copy), copy of lease or rental agreement, or a warrantee deed to your property. Team roster will be spot-checked by staff periodically throughout the season. Nonresident fees will be accepted by mail or walk-in, or by credit card.

## **MAINTENANCE & SUPERVISION REQUIREMENTS**

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing to the Director, who shall coordinate scheduling with the Parks Maintenance Division.
2. Cooperation with the Parks Maintenance Division is expected at all times. This includes altering practice schedules if necessary to accommodate field maintenance. A pre-event on-site inspection with the Parks Crew Leader or Director of Parks and Recreation may be required.
3. Any group or organization using facilities will be responsible for providing proper supervision and janitorial services for the area in use.
4. Custodial fees will be charged when services are requested for special setups and area restoration, if personnel are not normally scheduled. Custodial fees shall be paid at an hourly rate set by the Parks and Recreation Department, which may be for a minimum of two hours.

## **INCLEMENT WEATHER**

Caution must be exercised with the use of facilities when wet. Rescheduling of events may be required. Two considerations follow:

1. Should the Parks and Recreation Department determine that the fields should not be used due to inclement weather, the league will be notified by 3:00 p.m. If conditions dictate closure after 3:00 p.m., it will be up to the discretion of the officials and/or coaches.
2. The Parks and Recreation Department has the discretionary right to cancel events scheduled to be held at the Town Green.

## **FOOD CONCESSIONS**

1. Organizations must request permission for the sale of food and/or beverages for their events separately from this form. Applications are available at the offices of the Town Code Enforcement Department.
2. Rights to the Football Field concession stand are only provided to Colchester non-profit youth organizations.

## **SAFETY PLAN/PROCEDURES**

A supervisor of an activity involving young people has the responsibility to assure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services.

Leagues are required to follow safety guidelines and parameters surrounding league play, as established by the leagues, unless overridden by Park and Recreation Commission guidelines.

## **SECURITY DEPOSITS/DAMAGES**

Security deposits may be required.

1. The amount of the deposit will be determined on a case by case basis by the Director of Parks and Recreation. The deposit must be received no later than 14 days prior to the event in the form of a bank or certified check, made out to the "Town of Colchester".
2. Should damages occur during use, a written report must be filed with the Parks and Recreation Department within 24 hours by the person identified on the application.
3. The Parks and Recreation Department will inspect the facilities for damage at the close of the event. Failure to exercise reasonable care in the use of the facility or field will result in the forfeiture of all or part of the security deposit and will limit the applicant's ability to obtain permits in the future.
4. The cost of repair will be based upon three (3) written estimates. Should the cost of repair exceed the security deposit, the applicant will be billed for the balance, with payment to be made within 30 days.
5. If a security deposit is not made as part of the reservation, and damages occur, the applicant will be billed for all damages incurred, with payment to be made within 30 days.
6. Any refunds of the security deposit will be processed within 30 days of the close of the event.
7. In the event that the user's insurance has a deductible, the user shall provide a security deposit to cover the difference between the deductible and \$1,000, or a determined portion thereof.

Your deposit will be retained by the Town for any of the following:

1. Failure to have the required number of chaperones.
2. Damage to building, equipment, or property (you will also be billed in addition to retained deposit, according to the cost of repairs).
3. Failure to clean up properly.
4. Failure to surrender the facilities at the scheduled time.
5. Unruly or disruptive actions of participants.
6. Use of rooms not rented or areas reserved but not used.
7. Misrepresentation of your organization and the type of activity.
8. Cancellation of the event within one week after payment is received.
9. Failure to hire Police for the event when required.

## **EMERGENCY CONTACT**

In case of any emergencies of safety and/or property damage, call 911. Please reserve this for strict emergencies.

## **APPEAL AND COMPLAINT PROCESS**

Applicant must make his appeal in writing within ten (10) days for reconsideration. The Parks and Recreation Director or Commission shall review all appeals and render a decision within five (5) days.

## **COACH TRAINING REQUIREMENTS**

The Colchester Parks & Recreation Commission is a local chapter of the National Youth Sports Coaches Association (NYSCA). In this capacity, the Commission formally voted to endorse the NYSCA's National Standards for Youth Sports, and will follow these standards in all youth sports programming offered by the Commission. As part of their commitment to making youth sports a safe, fun, positive learning experience we offer the following requirements:

- Coaches, at least one head coach per team, and two league administrators attend annually and pass the NYSCA Volunteer Coaches Training program offered by the Parks & Recreation Department.
- Parents or guardians of participating children shall sign emergency medical treatment/medical history forms. These forms shall be made available to each coach and shall be available at the facility at the time of such participant's use.
- First aid kits shall be on the playing field/surface at all times, fully supplied, and visible to all.
- An emergency action plan and guidelines for coaches shall be made available by the organization.

The Parks & Recreation Department will schedule seasonal training courses, open to leagues and the public. Should additional courses be desired, leagues must coordinate with the Department.

It is recommended that coaches should attend Red Cross First Aid & CPR classes, and Bloodborne pathogens training, to supplement their NYSCA training.

The Parks & Recreation Department and their staff can provide advice, sample formats for permission slips, etc, and other services if requested. We are also available to assist in scheduling a parents' meeting to assist the league in teaching parents of the importance of their role in the youth sports program.

## **NOTIFICATION OF CHANGES**

The Colchester Parks & Recreation Commission shall provide written notification of any operational or policy changes to all organizations using town facilities prior to their effective date.