



NORFOLK RECREATION

Field Allocation & Field Usage Policy

It is the responsibility of the Norfolk Recreation Commission to allocate playing field space to Norfolk citizens and organizations serving Norfolk citizens in a fair and equitable manner. Space may be allocated to non-Norfolk based organizations as time and conditions allow.

The Norfolk Recreation Commission currently allocates the athletic field space at the Freeman Kennedy School and the field/play space at the Pond Street Recreation Complex. This document outlines the allocation procedures, requirements, and usage policies developed by the Commission to determine field/play space allocations for sports organizations and groups that request such space.

FIELD ALLOCATION POLICY

Norfolk Recreation will consider every reasonable request for field space and will make every effort to accommodate as many requests as possible. Groups requesting field space should have a representative attend the field allocation meeting applicable to the dates of their request. Requests made after the applicable allocation meeting are extremely difficult, if not impossible, to accommodate.

Priority is given to organizations that are comprised of all or a high percentage of Norfolk resident participants. Second priority is given to organizations comprised of a high percentage of King Philip Town residents (Norfolk, Wrentham, and Plainville). Third priority is given to organizations with Norfolk residents and residents from other than King Philip towns. Fourth priority is given to organizations with few, if any, Norfolk residents, Club and Private Organizations.

Norfolk Community Organizations (100% Norfolk residents)

The needs of all Norfolk based community organizations will be allocated and fulfilled prior to other organizations. If field space is available after these allocations, other organizations may request use of the Norfolk fields.

King Philip Community Organizations (90% King Philip residents) Surrounding community organizations requests will be considered and fulfilled after Norfolk organizations. King Philip Community Organizations are comprised of residents from Norfolk, Wrentham and Plainville. If there are participants from towns other than Norfolk, Wrentham and Plainville, those members are considered non-residents and non-resident fees are applicable to those participants.

Mixed Community Organizations

Mixed community organizations requests will be considered based on the percentage of Norfolk residents participating in the program and space availability.

Non-resident /Club/ Private Organizations

Organizations with few or no Norfolk residents will be reviewed on a case by case basis.

FIELD ALLOCATION MEETINGS

Field Allocation meetings are public meetings held by the Norfolk Recreation Commission three times a year. The purpose of this meeting is to assemble representatives of all organizations that want to request the use of the fields under the jurisdiction of the Norfolk Recreation Commission. Requests made after the applicable allocation meeting are extremely difficult if not impossible to accommodate.

Field Allocation meetings are posted as regular public meetings. Norfolk Recreation will attempt to notify groups that have previously used the fields at that time of year by email. However, it is the responsibility of requesting organizations to find out the date of the meeting and send a representative to that meeting.

Sports groups that require fields that overlap seasonal time periods must come to all applicable allocation meetings. For example, Football would attend both the summer and fall allocation meetings since football typically starts in August and ends in November.

Target dates for seasonal allocation meetings are:

Fall: Last part of July – first week of August. Meeting covers field usage from September 1st through November 30th.

Spring: In February. This covers field usage from *April 1st through June 30th.

Summer: In May. This covers field usage from July 1st through August 31st.

INFORMATION REQUIRED FOR FIELD ALLOCATION MEETING

In order to establish appropriate field allocations, all organizations are required to submit the following information at the allocation meetings.

- Requested field needs with date range
 - Requested field sizes
 - Number of days needed
 - Specific times requested
- Roster with participant names and their town of residence
- Age range of participants
- Total number of participants with breakdown of Norfolk versus King Philip Towns versus other town participants
- Number of coaches, assistant coaches and/or parent supervisors
- Organization contact information
- Certificate of Insurance
- Signed Application which includes CORI Compliance Statement
- **Field Fees are due within 1 week of the allocation schedule being issued**

FIELD ALLOCATION SCHEDULE

The Field Allocation Schedule is the official document charting the times and fields that have been allocated to organizations. This schedule is issued by the Norfolk Recreation Commission to the Field Manager (or designated Board person) as an Excel Spreadsheet and distributed via email. We ask that the organizations post this schedule on their websites. Once this schedule is issued, Organizations have one week to pay all field user fees. Organizations are responsible for supplying appropriate and accurate email addresses to Norfolk Recreation. Questions should be directed to Norfolk Recreation.

FIELD FEES

All Field Fees are due once the Field Allocation Schedule is issued and before the organization uses the fields. Checks are payable to Town of Norfolk-Recreation. If fees are not paid, fields may not be used.

USER FEE STRUCTURE:

The Norfolk Recreation Commission will utilize the following fee structure for field usage. **There are two fees: field usage fees per participant and portable toilet fees also apply.** All fees are due within 1 week of field allocation issuance and before field use.

PORTABLE TOILET FEES:

Portable toilet fees are due in advance of the season along with Field User fees. If an organization plays in part of a month it is required to pay for an entire month of portable toilet fees.

The portable toilet fee structure is:

- Any group with more than 200 users: **\$270 per month for 3 months (2 units)**
- Any group with more than 100 but less than 200: **\$150 per month for 3 months (1 unit)**
- Groups with more than 25 and less than 100: **\$75 per month season**
- Groups of less than 25 with allocated time 1 time per week: **\$50 per season**

EXTENDED SEASONS: If your organization's season extends into another season such as summer, add 1 month additional use.

FIELD USAGE FEES:

(1) For Norfolk, King Philip, and Mixed Community Public Organizations:

SPRING and FALL FEES:

Organizations with designated field space are required to pay \$30 per player who lives in Norfolk, Wrentham, or Plainville and \$40 per player who lives in any other town.

SUMMER SEASON:

Organizations using the fields between July 1 and August 30 in addition to the spring or fall seasons are required to pay an additional \$10 per player. If an organization is only using the fields in the summer, the fee is \$20 per player who lives in Norfolk, Wrentham, or Plainville and \$30 per player who lives in any other town.

(2) Non-resident/Club/Private Organizations

ALL SEASONS: Each application is evaluated individually. The typical fee per field is \$50 per hour with a minimum of \$100 per use.

WATER USE and WATER BILLS:

A separate bill for water use at the Freeman Kennedy Fields is issued to the users of the fields that have irrigation and/or hand held water connections using Town water. Organizations are responsible for managing their irrigation systems and for the water bills for the fields that have been allocated to them. Organizations are responsible for paying water fees and any other fees associated with the water bill directly to the Town of Norfolk Treasurer’s Office unless otherwise granted permission by the Norfolk Recreation Commission. **Water fees are not covered by the Field User fees.**

CRIMINAL OFFENDER RECORD INFORMATION (CORI’S)

All Sports organizations must perform a CORI (Criminal Offender Record) for every coach or person that will have contact with children. CORI’s must be maintained per the guidelines of Massachusetts law. A compliance statement is part of the field use application (last page). Non-Complying groups will not be allowed to use fields until compliance is made. CORI information is not transferable from one group to another so all groups must do their own CORI’s.

INSURANCE

Insurance is required. A Certificate of Insurance must be submitted with each application naming the Town of Norfolk as additionally insured.

<u>Type of Coverage:</u>	<u>Minimum Amount of Coverage:</u>
Commercial General Liability including products liability & completed operation liability	
- General aggregate	\$4,000,000
- Damage to Rented Premises (per occurrence)	\$1,000,000
- Products-Comp/OP Aggregate	\$2,000,000
- Personal and Adv. Injury	\$1,000,000
- Each Occurrence	\$1,000,000

CONDUCT

All organizations must require of all their participants, coaches and parents good sportsmanship like conduct at all times. The Recreation Commission recommends that organizations adopt a “Zero Tolerance” or Code of Conduct policy for Parents/Athletes and spectators.

THE COMMISSION RESERVES THE RIGHT TO TEMPORARILY OR PERMANENTLY REVOKE ANY ALLOCATION WHERE AN ORGANIZATION IS ABUSIVE TO THE FIELDS, LACKS APPROPRIATE SUPERVISION OR ITS PARTICIPANTS ARE ABUSIVE TOWARDS OTHER OCCUPANTS OF THE RECREATION FACILITIES OR VIOLATES ANY PERTINENT LAWS.

TRASH RESPONSIBILITY

No trash should be left on the fields other than the trash in receptacles. Organizations are responsible for picking up all trash at the end of their practice and/or game and before they leave the field(s) for the day. If trash buckets are overflowing, organizations should designate certain people (i.e. concession stand workers, coaches) to have on hand additional trash bags to assure no trash is left behind. Organizations **MUST** take the responsibility so no trash, water bottles, sports bottles, or clothing articles are left at the fields. If additional trash barrels are needed, please make a request through Norfolk Recreation.

If trash is not picked up, organizations may forfeit field time and/or be required to pay for trash pick up time billed at \$40 per hour.

FIELD CLOSURES

Fields are officially closed from December 1st through April 1st

The Commission reserves the right to deem fields remain closed due to snow or heavy spring rains that would cause fields to be negatively affected by usage.

The Commission will, on occasion, close a field for a particular season so the field can undergo extensive field maintenance.

It is the organization's responsibility to not use fields and to consider FIELDS CLOSED when one or more of the following conditions is met:

- 1. There is standing water on the field**
- 2. The ground is water-logged and "squishy" when walked upon**
- 3. Footing is unsure and/or slippery**
- 4. There is a thunderstorm, lightning event, or heavy/downpour of rain**

Field Closures ARE NOT announced by Norfolk Recreation. Coaches and referees are expected to consider the safety of the players, fields and spectators and should use the above policy determining if they will put players on the field. Failure to adhere to this policy can result in a league or team forfeiting their field permit for the remainder of the season without refund of fees, incurring a field repair fee determined by Norfolk Recreation, and/or loss of permitting the following season.

LIMITED USAGE TIMES

During the school year, there are dates the school request to limit field use due to school functions and/or parking concerns. There may also be times the Town may wish to reduce or restrict field usage due to town events. To cause the least disruptions to scheduling by organizations and notification to participants, restricted dates should be given to the Recreation Commission by the following dates. This will enable the Commission to relay these restricted dates at the allocation meetings.

For fall allocation: August 1st. This would cover dates between September 1st and Nov. 30th.

For spring allocation: February 1st. This would cover dates between April 1st and June 30th.

For summer allocation: May 21st. This would cover dates between July 1st and August 30th.

OPEN & CLOSING TIMES of FIELDS

At the Pond Street Complex, during the summer, and when school is out of session, the Freeman Kennedy fields are available:

Sunday – Saturday 8AM – 9:30PM (or sunset whichever is earlier)

All games must be completed by 9:20PM in order to assure the school grounds are vacated by 9:30pm.

While school is in session school fields are available:

Monday – Thursday: Arrival time is before 2:45pm or after 3:20 PM – 8:30 PM.

Friday: 3:20PM – 9:30 PM

Saturday: 8AM – 9:30 PM

Sunday: 8AM – 8:30PM

PARKING, TRAFFIC AND USE OF EMERGENCY ROADS

FREEMAN KENNEDY SCHOOL

Parking by participants and coaches should be in designated parking spots in the school parking lot only. **The use of the gravel access road is for emergency use.** Permission to use this road is also granted for the use of handicapped parking, heavy equipment drop off, concession stand deliveries and initial equipment drop off. *All uses, other than handicapped accessibility, are only allowed when children are not present. The best time is usually during school hours.*

Parking at or around the concession stand during practices and games is prohibited. The Emergency Road is **not** for late child drop off or for coaches to drop off sports equipment. These rules are for the safety of pedestrians.

Unauthorized usage is prohibited and per town bylaw, Article 10, section 32, paragraph (d) and (e). As defined in section (e) violations are subject of a fine of up to \$300.

The speed limit at Pond Street and Freeman Kennedy is 5 MPH.

POND STREET FIELDS

Parking is only allowed in the parking lot. Parking on Route 115 is NOT allowed.

When an Organization estimates that parking for its activities may overflow the number of available parking spots, the organization is required to hire a police detail to monitor/direct traffic during these times. If parking overflows and the Norfolk Police have NOT been called, the Norfolk Police may enforce the laws by ticketing. Additionally, the Organization holding the activity may be charged by the Norfolk Police Department for their time. Organizations should make it very clear to all members of their organization that parking on Pond Street is not allowed.

COMPLIANCE WITH LAWS:

All users of Town of Norfolk facilities are solely responsible for the fulfillment of the regulations, laws, and requests of the following:

State and Local Board of Health Laws
State and Local Police Laws including the hiring of detail officers for large/special events
State and Local Fire Laws
Department of Public Works requirements

SPECIAL EVENT SCHEDULING

Any large event or special event that exceeds the usual attendance by approximately 25% or has attendees with cars exceed the number of parking spaces, must apply for a special permit from the Norfolk Recreation Commission. This applies to all opening day celebrations, end of the year celebrations, picture day, charity or fund raising events, and any other special event. The primary goal of the permit process is to ensure road/ parking safety is addressed and cleanliness is maintained during and after the event. The process is used to help communicate between town departments and organizations so your event will flow smoothly and not be in conflict with any other town event. Organizations attach the request at the time of application or, at minimum, file with Recreation 21 days in advance. In special circumstances, permission may need to be requested from the Norfolk School Committee.

The letter should contain:

- Name of event
- Name and phone number of contact for event.
- Organization(s) sponsoring the event.
- Date, time, and location of event. Please be field specific when possible.
- Anticipated number of attendees.
- Number of additional trash barrels requested.
- Planned number of police details (arranged and paid for by sport organization)
- Name and phone number of contact for trash supervision.
- Name and phone number of contact for security supervision.

USE OF GRILLS

Only Gas Grills may be used at the fields and only with permission from Norfolk Recreation. Grills may be used with the following provisions:

- they must be within distance of a working and accessible water source and/or a fire extinguisher must be on hand.
- there must be 4' open path around grill(s).

FIELD FEEDBACK

The Norfolk Recreation Commission enjoys a cohesive relationship with the Norfolk's Department of Public Works. Through concise communication and feedback and with proper lead times we can help set priorities for the town maintenance crews regarding field repair, upgrades, installation of new equipment and field mowing.

Any comments or requests for field maintenance must be made through Norfolk Recreation. The email is recreation@norfolk.ma.us.

Field Permit Application on next page

Updated February 7, 2017



NORFOLK RECREATION

1 Liberty Lane, Norfolk, MA 02056

PHONE 508-520-1315

E-mail: recreation@norfolk.ma.us

FIELD USE APPLICATION

Date: _____

Name of Organization: _____ Date Submitted: _____

Your Activity/Sport: _____

Address of Organization: _____

President of Organization and his/her email: _____

Vice-president of Organization and his/her email: _____

Treasurer of Organization and his/her email: _____

*Person Submitting form: _____ Phone: _____ E-mail: _____

Fields/Facility/Facilities Requested. Attach list if necessary: _____

Date(s) Requested: (attachment accepted) _____

Time(s) requested: _____

Estimated overall Attendance per week day: _____ On Saturdays? _____ On Sundays? _____

Are there any special events that are part of this request: Yes ___ No ___

Name of Event: _____ # of people anticipate: _____ Date of event: _____

MAKE CHECKS PAYABLE TO: TOWN OF NORFOLK-Recreation

The person whose name appears above* and signing this form is responsible for disbursing the information to all persons using the fields in association with their organization and this permit. This includes all policies, terms and conditions listed in the Field Allocation and Field Usage Policy.

My signature below indicates that I have the authority to represent the stated organization and that I have received, read, agree and fully understand and will fully abide by the terms, conditions, and provisions contained in the Town of Norfolk's Field Allocation Procedures and Field Usage Policy. It is understood that failure to abide by this agreement could result in the revoking of the organization's permit, additional fees and/or the future loss of use of Norfolk fields. The applicant agrees to be the responsible person to see that all Recreation Department rules and regulations are followed and that the facility is left in a neat and orderly manner.

Furthermore, I assure that every adult associated with _____ (printed organization's name) who may have the opportunity to have direct and/or unmonitored access to children has completed the CORI certification process as required by state law (Mass. General Laws Chapter 6, Sect. 172 or Sect. 232) including but not limited to all coaches, volunteers, referees, board members and administrative staff. Furthermore, I assure this organization has set standards of suitability and acceptability regarding CORI results and only adults that meet these standards are allowed to participate in our organization.

I further agree on behalf of said organization and its members to release and save harmless the Town of Norfolk, its officers, its employees, agents and attorneys from any and all liability or expenses arising out of any incident occurring at Norfolk fields or public places.

*Applicant: _____ Date: _____

(Signature)

(Print Name)