

8 SIMPSON STREET  
NEWTOWN, CT 06470  
TEL. (203) 270-4340  
FAX (203) 270-4333  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



## TOWN OF NEWTOWN

### FIELD ADMINISTRATION AND FACILITY USE MANUAL

[www.newtown-ct.gov](http://www.newtown-ct.gov)

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## FIELD ADMINISTRATION AND FACILITY USE MANUAL

### 1. ROLE OF PARKS AND RECREATION

The department is responsible for maintenance of Town parks, athletic fields and athletic fields on school grounds. The Director of Parks and Recreation oversees the department, along with the Parks and Recreation Commission, which is under the jurisdiction of the Board of Selectmen.

The Director, with the assistance of the department staff, oversees the day-to-day operations related to field and park Administration. Parks and Recreation is the major communication link to the community groups using the fields. In addition to responsibilities to public parks and athletic fields, Parks and Recreation has many other responsibilities, including offering programs each season for all age groups, and overseeing the operations and maintenance of various facilities and aquatic venues.

The Parks and Recreation Commission is responsible for guiding the administrative policy of public parks and athletic fields as well as steering future development of facilities to serve the residents of Newtown. The Parks and Recreation Commission are appointed members that make policy decisions related to use of fields and parks.

The maintenance of Athletic Fields is only one segment of the work that must be done by the Parks and Recreation Department, and projects must fall into priority with the other projects that the department is required to accomplish. Athletic Field Maintenance begins sometime in March, depending on the weather and the current workload of the Parks Department. Priority is given to preparing the fields used by High School Athletics, starting with fields used for the varsity teams. The next level of priority goes to spring tournaments or special events. The Parks Department tries to coordinate the next level based on the priority requests from Youth Sports Organizations. Final priority is given to fields used only by adults. Organizations are not permitted to do any type of maintenance on fields without permission from the Parks and Recreation Department.

The Parks and Recreation Department has numerous responsibilities outside of the maintenance and administration of athletic fields. Requests from users of athletic fields will have to be judged based on the other priorities of the department at the time, so it is best to make requests early.

The Town of Newtown Parks and Recreation Commission will periodically review this policy and make any changes deemed necessary to the policy. In addition all Town of Newtown user organizations are encouraged to identify items of concern regarding the Field Administration Policy, and provide the Commission a written summary of those concerns for consideration during the review process.

### 2. ROLE OF SPORTS ORGANIZATIONS

#### **Sports Group Communication:**

Each group is responsible for making sure that all coaches, parents and participants are aware of all rules regarding use of fields and that the parks and neighbors are treated respectfully! Official requests must be submitted through Park and Recreation in writing. If you are not sure of the status of the request, do not hesitate to call and follow through.

Each group is responsible for securing additional services (portable toilets, garbage, recycling, pavilions) for special events. Nothing is done automatically due to the unique needs of all and the large number of special events held by many groups other than sports organizations throughout the year.

The Parks and Recreation Department will make the decision on what tasks can be done during the work day, and what work must be funded by the specific organization.

Coaches, parents and participants should not contact Parks and Recreation for league related matters. They will be asked to contact their league officials to make the formal request. This is for the protection of league



officials, who often make decisions for their whole program that might not have been accepted by the minority. This also reduces the amount of phone calls or confusion, considering we receive a high volume of calls from residents on many topics.

#### **Sharing Scheduled Use / Permits:**

Allocated field time cannot be shared with any group that does not have permitted use from Parks and Recreation. Two groups permitted by Parks and Recreation can work together to share field space, but must notify Parks and Recreation of those agreements.

#### **Non-Permitted Group Use of Fields:**

In recent years, groups without permission have begun to use fields on a regular basis, finding times not used by permitted groups. These groups have increased the compaction and wear on the fields, and some have used the fields during inclement weather causing further damage. If you are aware of any group using fields on a regular basis without a permit, contact the Parks and Recreation Department, providing as much detail information about the group as possible, so that we may contact the Newtown Police Department for assistance.

Make sure all of your coaches have something in writing indicating when they have use, to insure they will have use of the fields when they go for a scheduled use. Any group that decides to regularly meet to use athletic fields must have a permit and follow the rules and regulations for use.

#### **Work on Fields:**

The Parks and Recreation Department has a regular schedule of maintenance related to safety on the athletic fields. Any group requesting overtime work on the fields must follow the rules and regulations as set forth by the Board of Selectmen and union agreements. No unauthorized work may be done at any facility. In the event that work is done without approval, that organization will pay for additional repair work that is made necessary, and will be in jeopardy of losing its permit.

#### **Inclement Weather:**

The High School and Middle School decisions on field use are made midday, directly by the High School Athletic Director. This decision may differ from the one made later in the day for community groups, based on the weather at that time. Parks and Recreation does not get notified about school use.

League officials will make the decision on weekends and holidays after the 7:45 AM department decision if the weather changes, and if the weather changes after the 3:00 PM decision on weekdays. Fields closed for the day by the Parks and Recreation Department may not be opened by any organization for any reason. Fields used when closed will result in the imposition of fines as outlined in the fine schedule. Field privileges will be revoked until all fines have been paid. The participants and parents in your program should be given a resource for finding out these decisions. All groups make their own decisions in regards to use on synthetic surfaces not normally closed during inclement weather.

Referees do not supersede decisions made by Parks and Recreation or the rules of the department. As an example, a referee cannot declare a field playable after Parks and Recreation has closed the field for play. Practices and games cannot begin in April until word is given that fields are open, no matter what the first date is on the schedule. Fall schedules for community groups do not begin in August. They must have time scheduled in the Spring/Summer field permit in order to use fields in August. Fields closed for summer maintenance are not opened prior to September 1<sup>st</sup> for fall events.



**Signs:**

No signs or banners may be posted at any field or park without written permission of the Park and Recreation Department and proper permitting from the Zoning/Building Departments.

**Tournaments:**

The special event form must be completed. The word "tournament" includes all special events. Permission must be granted by the Parks and Recreation Commission prior to any event being scheduled. NO CLINICS, of any type, may be held without Department permission. NO INFLATABLE STRUCTURES OR TENTS, of any type, may be put up without permission.

A PDF version of the special event form will be sent to all league officials. It is the responsibility of all groups to read the organizational permit carefully, and alter schedules to avoid conflicts. All efforts should be made by organizers of special events to reduce the effect of the event on other groups.

**Dogs:**

Dogs are not permitted at any Town Park or athletic field location, with the exception of service animals. Dogs are permitted at The Park and Bark Dog Park. At all other parks, dogs are not permitted on the premises. Dogs may not be on the athletic fields, within playground areas or on tennis courts. Leashed animals are permitted on the walking trails only at Orchard Hill preserve and at the Fairfield Hills Municipal Campus. Please respect other users and remember to pick up after your pets. Sports groups need to communicate this policy with coaches and participants. Please be sure this message is made clear to opposing teams or when hosting special events.

**Synthetic Turf:**

Please insure that water is the only liquid on the field, and that no other drinks or food items are permitted. Dogs must remain off the fields. Metal cleats are not permitted.

**Accidents and Injuries:**

Using the form provided, submit accident forms within 24 hours, or the earliest business day, if the accident was caused by field conditions. PREVENT accidents, and fully train all coaches by keeping the fields "911 ready", making sure emergency access is available and first aid kits stocked and readily available.

**Lost and Found:**

The Parks and Recreation Department will bring found articles to the Parks and Recreation Office at 8 Simpson Street. Individuals are notified if a name was written on the item. Items left more than one month are donated to local organizations.

**Respect and Safety:**

- Be respectful of neighbors of each park! They choose to live near the park, but did not choose to have trash in their yards; cars parked blocking their driveways, or observe rude behavior.
- No alcohol or illegal drugs are ever permitted at any field.
- Make sure the equipment used meets current safety standards.
- Litter should be picked up and removed at the end of each field use.
- Resolve conflicts between groups promptly and fairly.

**School Fields:**

Parks and Recreation schedules all school fields. Please e-mail Carl Samuelson at [carl.samuelson@newown-ct.gov](mailto:carl.samuelson@newown-ct.gov) to schedule a school field.

**School buildings:**

School building use is scheduled by Roseann Reggiano. Please e-mail Roseann at [roseann.reggiano@newtown-ct.gov](mailto:roseann.reggiano@newtown-ct.gov) to schedule a school building.

**Donations:**

The Parks and Recreation Commission must approve all donations, including, but not limited to, projects, in-kind items, renovations and financial donations. Any donation or gift for a specific intended purpose or for any purpose must be submitted, in writing, to the Commission and must comply with all Town regulations regarding memorials and/or donation policies in effect at the time of the donation, as may be amended from time to time. Monetary donations may be made to the Newtown Park Gift Fund at any time during office hours or online through the Town's website (go to the Park and Recreation page).

**Sports Program Information:**

Parks and Recreation annually publishes a brochure with program names, contact names, phone numbers and e-mail addresses. Please keep the information up to date, so that the office can direct interested participants to your program.

**Lining Of Athletic Fields:**

In 2006, the Parks and Recreation Department discontinued the past practice of lining baseball and softball fields for community groups and does not provide materials for painting lines or marking diamonds. Athletic field lines will continue to be lined for Newtown High School Athletics.

Parks and Recreation will continue to line multi-purpose fields, and baseball/softball field foul lines on a weekly basis. Lining needs outside of this are subject to the following Rules and Regulations:

1. Parks and Recreation must approve all field linings. No field may be lined without prior written permission from Parks and Recreation Department. The person in each community league responsible for overseeing the lining of fields should remain in contact with the Parks and Recreation Department during the season, in order to coordinate the mowing and lining schedules.
2. Only two sets of lines will be permitted on any grass field. Typically, the primary set will be painted in white, and the secondary set will be painted in blue or yellow. The paint product used must be approved, in advanced and in writing by Parks and Recreation Department.
3. A community group may make a request to Parks and Recreation for a department staff member to work overtime to line fields for special events. Major lining projects often require two staff members to complete the project in a timely fashion. A rotation schedule of trained staff will be maintained and every effort will be made to have staff available for the requested off-duty time.
4. The community group will pay the full cost to the Parks and Recreation Department prior to their use of the field, which will be deposited into the appropriate payroll account upon approval of the Finance Director and/or Board of Selectmen. Contact the Parks and Recreation Department for the most current hourly rate and union regulations.
5. A community group may hire a private company or individual to do the lining that has previously been approved by the Parks and Recreation. The company or individual shall provide all equipment and materials. No Town of Newtown equipment, materials, or storage may be used at any time. The company or individual must provide proof of insurance to the Community group, with a copy provided to the Town of Newtown through the Parks and Recreation Department, prior to their doing any work on the field. The community group liaison must remain in contact with the private company or individual and with the Parks and Recreation Department to insure collaboration between the mowing and lining schedule.
6. A community group may not hire a Town of Newtown Parks employee to do maintenance, including lining, on his/her own time. This practice has been allowed in the past, but in accordance with the State of Connecticut State Ethics law, it had to be discontinued.
7. A community group may volunteer to do lining on its own. A community group liaison must meet with the department staff prior to any lining, to insure that the proper procedure is followed. The liaison must remain in



contact with the department to avoid scheduling problems. There is no town building storage available for volunteers doing lining, and Town equipment may not be used.

8. A community group shall not do its own maintenance nor shall it hire its own maintenance contractor without prior written authorization of the Parks and Recreation Department.

**Additional Notes:**

For all requests, the current collective bargaining agreement between the Town of Newtown and all Park and Recreation employees will be honored. No unauthorized maintenance work may be done at any park. The Parks and Recreation Department may choose to train volunteers from community groups for specific projects. Contact the Parks and Recreation Department with questions. All community groups considering a donation of services or materials to the Town for an athletic field must make the request in writing on the organization's letterhead. The president of the organization must sign the request, indicating the board of directors has approved the donation. The letter is sent to the Park and Recreation Commission to be addressed at their regularly scheduled meetings, and if approved, will then go to the Board of Selectmen for official acceptance of the gift. The applicants will be notified of the decision in approximately sixty days, if not sooner.

**League Presidents:**

Unless otherwise requested by the League President, the President will be the primary contact with the Park and Recreation Department. This individual is responsible for:

1. Submitting field request information by the appropriate dates.
2. Coordinating use with other groups, especially when there is shared use or schedule conflicts.
3. Coordinating lining by private contractors or volunteers for regular season baseball and softball.
4. Training coaches and parents on the rules of field usage.
5. Communicating field closures during inclement weather (evenings, holidays, and weekends).
6. Submitting Field Administration and Surcharge Fees by scheduled date.
7. Contacting Parks and Recreation with requests and safety concerns.
8. Ensuring that all participants of his/her group are participating in a safe program.
9. May assign ONE point of contact to serve as primary contact point with Parks and Recreation.
10. Submitting lighting schedules and assuring lights are turned off when not in use.

**Field Scheduler:**

Based on the field space made available to the league through the group permit, this person schedules all games and practices. This person may be named by the league to be the main contact with Parks and Recreation. This individual is responsible for:

1. Creating schedule that works within the time given to the league.
2. Insuring that all coaches know when special events supersede permits.
3. Working out schedule conflicts with other groups.
4. With League President, communicating field closures during inclement weather (evenings, holidays, and weekends).
5. Contacting Parks and Recreation with tournament requests.
6. Submitting lighting schedules and assuring lights are turned off when not in use.



## **INFORMATION FOR COACHES**

All league officials are required to provide this information to their coaches, prior to the season beginning.

1. Field use schedule / Permit information is available to league schedulers on the Parks and Recreation website. In the case of a dispute, only a group that can show it has scheduled use will be allowed to stay on the field.
2. Coaches may not request additional field space. Any questions related to field space must be directed to your league officials.
3. Newtown Public Schools have first priority on school fields on weekdays. They have the right to complete games that extend beyond their permitted time, and to schedule make-up or post-season varsity games outside of their permitted time.
4. Any questions related to field scheduling must be directed towards league officials. Coaches may not interfere with any other permitted group's use of a field; or the instigating coach's league may face the loss of the field use.
5. The organizational permit only gives permission for practices and games for most groups. Approved Special Events supersede regular scheduled use. No special events or tournaments may be held without the permission of the Parks and Recreation Department or Commission and no additional equipment for a special event may be placed on Town land without prior permission of the Park and Recreation Department.
6. All areas must be left clean at the end of use, with trash secured away and not left out to attract animals.
7. Rain dates are normally not given, due to high demand for use.
8. Some special event requests will require attendance at a Commission meeting prior to the event. Please plan accordingly.

### **Inclement Weather:**

For up-to-date changes in any program regarding weather, time or location, please sign up for up-to-date information at: [www.newtown-ct.gov](http://www.newtown-ct.gov)

1. Click on "subscribe to news"
2. Add your cell phone number and/or email address
3. Check off "Recreation Field closures and Cancelations"

All league officials, parents, coaches, players are welcome to sign up for this notice.

1. The website is only updated on days when Town staff is working, and it is not done until AFTER 2:30 PM.
2. Weekdays decisions are not made until 2:30 PM, to give fields the most opportunity to dry and be used. If decisions were made earlier, there would be more field closures. Please do not call at 12 pm asking for a decision.
3. On weekends, decisions are made and posted by 7:45 AM.
4. On weekends after 8 AM, holidays, and on weekdays when weather conditions have changed after the 2:30 PM decision, contact your league officials who are responsible for inclement weather decisions. Leagues may not open any fields deemed closed by Parks and Recreation.
5. Use of wet fields jeopardizes the safety of participants, causing (5) times the damage of the use of a dry field. It also adds increased maintenance to the field. Do not use a field with standing water and do not attempt to do any maintenance on your own that has not been authorized by Parks and Recreation.
6. Use of wet fields may jeopardize your league's permit.

### **Safety Information:**

1. All coaches should walk the field and surrounding areas prior to using the field. A potential hazard must be reported to the participants and the opposing team. Report unsafe conditions to your league officials, who will in turn, notify Parks and Recreation.
2. No field may be used when it has been closed by Parks and Recreation. There are NO exceptions.
3. Coaches are responsible for making sure participants/parents drive and park in a safe and legal manner. Access should always be available for emergency vehicles, and neighbors should not be blocked from accessing their own homes.
4. Children should never be dropped off in dangerous areas, i.e. crossing a busy road to reach the field.
5. Do not feed geese or wildlife. That only encourages them to stay on the field area.

**Legal Information:**

1. No person shall possess or consume alcoholic beverages nor illegal drugs as defined by CT. General Laws.
2. Ice cream trucks and vendors are not permitted within 1,000 feet of any recreational park or school in organized use, as defined by CT. General Laws.
3. Dogs are not permitted at Town Parks with the exception of service dogs. Dogs are permitted at the Park and Bark Dog Park. Service dogs are not permitted to be off-leash or to defecate on Town property, as defined by Newtown Animal Control.

**Accidents:**

1. Leagues should provide specific guidelines for the prevention of safety, and should train all coaches on how to deal with accidents. Basic first aid should be available on site.
2. All accidents must be reported to Park and Recreation within 24 hours or by the first Official day of business.

**Important Information:**

1. All trash, including water bottles, must be removed from the field by coaches and players at the end of each event.
2. Lost and Found items of value will be left at the Parks and Recreation office at 8 Simpson St, Newtown CT 06470. Individuals are notified if a name was written on the item. Items not claimed within one month of being received are donated to local organizations.
3. Groups authorized to use the lights have the ability to self-cancel lights up to 1 hour before scheduled use to avoid charges. Lighting cancellation requests during the day to Parks and Recreation must be made, in writing, before 2 pm to avoid use charges. Group administrators may only cancel scheduled lights. There is no way individual groups can turn lights on or schedule lights for use. Please plan accordingly.
4. Coaches should provide directions to fields to parents/participants. Ask league officials for any special parking restrictions at the fields you use.

**Parking and Field Notes:**

1. NO parking or driving on any field.
2. Parking lots must be used where available. NO parking on grass.
3. Be courteous to neighbors at parks without parking areas. No one should park on neighbor's lawns or block driveway access.
4. Directions, including proper parking, must be provided to visiting teams.
5. All parking laws must be followed.
6. Insure there is emergency access to all parks and on all neighborhood roads.
7. DO NOT BLOCK ANY GATES.
8. Alcohol and drugs not permitted at any park.
9. In the past year, Parks and Recreation and/or Newtown Police received at least one complaint about parking issues or speeding at all of the parks, except Orchard Hill Nature Center. The most numerous complaints are from neighbors of Glander Fields and Treadwell Park. Please be respectful and courteous to avoid loss of field use.



## INFORMATION FOR USER GROUPS

### **Starting & Ending Use Times:**

Town fields may be permitted as available between 8 a.m. and 10:00 p.m. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields cleaned, picked up and be off the fields at the ending time indicated on the permit. Field preparation and participant warm up allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended use beyond times listed on the permit. Check your permit for specific times you may access the fields.

### **Pavilion and Grill Use:**

All organizations using fields or hosting an event wishing to utilize a pavilion and/or permanent grills must reserve these facilities in addition to the field reservation/permit. Portable grills utilizing charcoal, briquettes, propane or a similar type heat source are NOT allowed.

### **Traffic and Parking:**

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during postseason tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users' responsibility to alleviate traffic and parking issues. No vehicles are allowed on Town fields or property, other than parking lots, without written permission noted on the use permit issued by the Department of Parks and Recreation department.

## MAINTENANCE ISSUES

### **Rest and Renovation:**

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. Parks and Recreation attempts to accommodate user groups but, ultimately, the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.

### **Field Modifications:**

Requests to modify, resize, add multiple field use, or improve any Town field or facility shall be submitted, in writing, with conceptual drawings to the Town of Newtown Parks & Recreation Department. No temporary or permanent structures or equipment shall be erected on any facility unless previously approved, in writing, by the Parks & Recreation Department and is dedicated for community use. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to Town policy. Approval will be provided in the form of a written document and will outline the scope of the project as approved. Adding additional fields to a site without permission will result in a violation and/or fine. Modified fields for multiple use will be billed appropriately.



## **FIELD CLOSURE PURPOSE & POLICY**

Town athletic fields have been designed and are maintained for the enjoyment and use of Newtown residents. The purpose of this policy is to guide the use of Town athletic fields, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality conscious fields and sport complexes. User groups are asked for assistance by accepting and adhering to these rules. Groups who use Town athletic fields and facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play. User groups are responsible for any damages caused to a field by playing in questionable weather. This includes damages done trying to dry out the field such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas or applying a drying agent. Violations will constitute a strike against the organization and/or may result in cancellation of your permit.

### **Policy:**

The Parks and Recreation reserves the right to cancel or suspend outdoor facility or field use permits for games, practices and other uses whenever field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, weather alerts, pesticide application, and forces of nature.

### **Procedure:**

The Parks & Recreation or designated representative shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. During inclement weather, maintenance staff will assess the playability of all Town owned athletic fields to determine if use will occur. The Parks staff shall be responsible for assessing field conditions and updating field status. Should weather conditions deteriorate; staff will reassess field playability and close fields if conditions dictate. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of user/players, existing and forecasted weather conditions for the day and potential damage to the field due to play or practice use.

### **Inclement Weather Field Closures:**

For up-to-date changes in any program regarding weather, time or location, please sign up for up-to-date information at [www.newtown-ct.gov](http://www.newtown-ct.gov)

1. Click on "subscribe to news"
2. Add your cell phone number and/or email address
3. Check off "Recreation Field closures and Cancelations"

All league officials, parents, coaches, players are welcome to sign up for this notice.

1. The website is only updated on days when Town staff is working, and it is not done until AFTER 2:30 p.m.
2. Weekdays decisions are not made until 2:30 p.m. to give fields the most opportunity to dry and determine whether they can be used. If decisions were made earlier, there would be more field closures. Please do not call at 12:00 p.m. asking for a decision.
3. On weekends, decisions are made and posted by 7:45 a.m.
4. On weekends after 8:00 a.m., holidays, and on weekdays when weather conditions have changed after the 2:30 p.m. decision, contact your league officials who are responsible for inclement weather decisions. Leagues may not open any fields deemed closed by Parks and Recreation.
5. Use of wet fields jeopardizes the safety of participants, causing five (5) times the damage of the use of a dry field. It also adds increased maintenance to the field. Do not use a field with standing water, and do not attempt to do any maintenance on your own that has not been previously authorized by Park and Recreation.
6. Use of wet fields may jeopardize your league's permit.

## ALLOCATION PROCEDURES

- Fields will be allocated by priority use and permitted as sustainability allows. After high school schedules are confirmed, the Parks & Recreation will work with user groups to permit fields. Fields will be allocated to Teams/organizations based on the percentage of verifiable Newtown residents participating on that team/organization in relation to all teams in that priority group. Verification of Newtown residency will be established by providing such documentation as the Parks & Recreation staff deems necessary, including but not limited to team rosters, player addresses, picture ID, utility bill, or birth certificate. Fields will be allocated without regard to competitive level of skill. Field use times will be divided into prime time and nonprime time. Prime time priority is given to youth teams Monday through Friday 4:00 p.m. to 8:00 p.m. and all day Saturday.
- Non-prime time priority is given to adult groups from 8:00 p.m. to 10:00 p.m. Monday through Friday and all day Sundays as site specifics and sustainability allow.
- Parks and Recreation shall recognize one (1) ESTABLISHED, non-profit (501c-3) youth recreational organization per sport, for its unique purpose. No other organizations shall qualify for the same unique purpose under surcharge status for the use of Newtown fields.
- Teams and organizations may be required to provide schedules that indicate all allocated fields are being used. Fields not being utilized by the appropriate organization or team indicated on the use schedules three times during a season and/or the reserved period of use will be reassigned. Teams and organizations will be notified when a field has gone without use by Parks & Recreation staff and also prior to reassignment. The Parks and Recreation Department reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events. All organizations hosting tournaments on Town fields must meet with Parks and Recreation staff at least 30 days prior to the tournament date to complete a Tournament Checklist Form. After all requirements for application of field use are met a formal permit will be issued authorizing use of Town fields. Submission of field request and/or special event, tournament request does not constitute approval. A copy of the permit must be available at each site approved for use for inspection by Town staff.

### **Allocation Procedure Formula:**

Fields will be allocated to teams/organizations based on the percentage of verifiable total Newtown residents participating on that team/organization in relation to all teams in that priority group. To resolve a discrepancy between two youth organizations that request use of the same site/field and that cannot be worked out between the two organizations, the following allocation formula will be used to determine the number of fields that will be allocated to each organization. The total number of organization participants that are Newtown residents will be divided by the Minimum Roster Size for each sport to determine the total number of teams in an organization.

The total number of teams in an organization will be divided by the total number of teams from all organizations in question determines an organization's allocation percentage. An example of this would be:

Baseball Group A has 180 Newtown residents: 180 divided by 12 equals 15 teams.

Baseball Group B has 300 Newtown residents: 300 divided by 12 equals 25 teams.

$15 + 25 = 40$  total teams

$15$  divided by  $40 = 37.50\%$  of allocation for Group A

$25$  divided by  $40 = 62.50\%$  of allocation for Group B

All fields allocated for adult teams/organizations will be based on the total number of verifiable Newtown resident players expressed as a percentage of all residents playing in all Group D/E organizations as the premise for allocation of hours.



### **SITE SPECIFIC FIELD USE**

- Some sites have restricted use due to the location of the athletic fields, neighborhoods with limited parking and/or fields directly adjacent to residences. Additional site specific measures may be added to reduce residents' concerns adjacent to the athletic field facilities. Check your permit for specific times you may access the fields and the number of fields allocated for your use.
- **Tournament Procedures:**  
All general rules and reservation procedures as specified in the Field Administration Policy are applicable during tournaments. Tournament applicants must complete an Athletic Field Request form. Submission of this form does not constitute approval. Written approval is given according to allocation policy, after fees are paid and when a permit is issued. Tournament applicants must receive Town approval/Permits to sell food, use a pavilion or set up tents. This approval must be noted on the use permit prior to use. All organizations conducting tournaments using Town fields must meet with Parks & Recreation staff at least 30 days' prior to the tournament date and complete a Tournament Checklist. Game times and field use must follow all policies outlined in the Field Allocation and Use Policy.

### **ORGANIZATIONAL REQUIREMENTS FOR ALL A, B AND C USER GROUPS**

1. Must have a minimum of six (6), publicly advertised/posted board meetings per year, or more if required by charter.
2. Organization bylaws must be posted/linked on leagues website. Must include current board member structure, election rules and voting eligibility.
3. Current board members, including league email contacts must be listed on league website.
4. Link to national affiliation charter to be posted on league website.
5. Annually submit organizations Treasurers Report or tax return information from the most recent fiscal year.
6. Publicly post meeting minutes from board meetings, no more than 30 days from meeting.



**User Organization Categories:**

These categories place non-school/non-Park and Recreation organizations into scheduling categories that are listed in the following priority use levels. Any users who add programming, or change affiliations, must present changes to the Commission prior to field use for approval.

Category A – Must meet all criteria

- Newtown Non-Profit Youth organization (Proof of 501c3 required)
  - 80% or greater Newtown Residents per team and;
  - Youth Established Organization and;
  - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
  - Games and Practices only, priority does not trump special events.

Category B – Must meet all criteria

- Newtown Non-Profit Adult organization (Proof of 501c3 required)
  - 80% or greater “Newtown residents” (see definition) per team and;
  - Adult Established Organization and;
  - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
  - Game Schedules, priority does not trump special events

Category C-Must meet all criteria

- New Newtown based Organization which meets all A or B criteria qualified for field usage under the “Field Administration Policy” (Proof of 501c3 required) and;
  - 80% or greater “Newtown Residents per team and;
  - Pays double currently established surcharge rates for a period of five years and;
  - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
  - Approved by the Parks and Recreation Commission as a qualifying organization for a period of one year prior to issuance of field time.

Category D

- Newtown Non-Newtown Youth or Adult organization with:
  - Less Than 80% Newtown Residents per team or;
  - Regional teams based in Newtown (Club, Premier, AAU, CFC, or other entity not qualified under category A&B or C)
  - Field usage fees due 7 business days prior to scheduled use

Category E

- Outside Tournaments (One time, or no prior category or affiliation)
- Outside Special Events (One time, or no prior category or affiliation)
- Any organization not listed in prior categories
- Field usage fees due 7 business days prior to scheduled use

**Fee Structure:**

Spring / Fall surcharge: \$35.00 per player Newtown resident / \$70.00 per player non resident

Sports organizations using indoor facilities the surcharge is \$25.00 per player Newtown resident/\$35.00 per player non- resident.

	Grass no lights	Grass w/ lights	Turf no lights	Turf w/ lights	Other no lights	Other w/ lights
Category A	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	PP/PS Surcharge
Category B	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	PP/PS Surcharge
Category C	2x PP/PS Surcharge	\$100 per event Plus Surcharge	2x PP/PS Surcharge	\$100 per event Plus Surcharge	2x PP/PS Surcharge	2x PP/PS Surcharge
Category D	\$100 Per Hour	\$140 Per Hour	\$130 Per Hour	\$190 Per Hour	Site Specific	Site Specific
Category E	\$130 Per Hour	\$190 Per Hour	\$180 Per Hour	\$240 Per Hour	Site Specific	Site Specific

**Definitions:**

**Authorized Maintenance:** Tasks undertaken by an organization approved, in advance and in writing, by the Parks and Recreation Department.

**Fall Season:** September 1<sup>st</sup> through December 15<sup>th</sup> (Synthetic surfaces). Natural surfaces close November 15<sup>th</sup> (Newtown High may use fields through post-season game schedule).

**Field Surcharge Fee:** A fee charged to assist with costs related to capital expenditures that is deposited into a designated fund within Parks and Recreation's Revolving Funds.

**Field Administration Fee:** A fee charged to account for the cost of the administrative tasks undertaken by the Parks and Recreation Department, and deposited into the Town of Newtown's General Fund.

**For-Profit:** Any business, group, individual or organization not certified as a 50C3 or that has received a waiver from the Parks and Recreation Commission.

**Junior Field:** Those generally used by elementary aged and younger youth.

**Established Organization:** Newtown-based organization that has used facilities for a minimum of 5 years under the same organization, or prior to the establishment of field use policies.

**Newtown Residency:** In order to be considered 100% Newtown residency, the participants must live in Newtown, attend Newtown Public Schools or a private elementary school or high school located in Newtown, or have 100% of participants employed in Newtown, by a Newtown based business.

**Non-Profit:** An organization formed as a 501C3 for which proof must be provided, including certificate, copy of constitution and table of organization with list of paid employees.

**Organized Activity:** Any group of (10) or more individuals that communicate and meet on a regular basis.

**Permit:** A set of documents provided by the Director of Parks and Recreation, including but not limited to a calendar of approved dates and organizations, Regulations for Use, and safety information.

**Priority Use:** The order of preference when allocating the use of facilities to organizations.

**Senior Field:** Those generally used by High School, adults and older youth.

**Special Events:** Includes, but not limited to, clinics, tournaments, round-robins, practice-only organizations, charity events, carnivals, multi-inning/quarter games; approved only for events sponsored by Newtown Parks and Recreation, Newtown Public Schools or a Newtown based non-profit organization.

**Spring Season:** March 15<sup>th</sup> for synthetic surfaces and April 15<sup>th</sup> for natural surfaces through third Sunday in June (Newtown High may start prior to April 15<sup>th</sup> based on CIAC schedule).

**Standing water:** Puddles that remain on the facility surfaces after inclement weather.

**Summer Season:** Monday immediately after third Sunday in June through August 31<sup>st</sup>.

**Traditional Use:** Includes, but not limited to, practices, games or meets between two teams.

**Waiver:** A determination made by vote of the majority of the Parks and Recreation Commission that a specific organization may not meet all the requirements for a priority user group, but is determined eligible based on written documentation provided that determines organization's value to the community or requirements of league



## FIELD/FACILITY RULES & REGULATIONS

In addition to the Athletic Field Use request form, a completed, signed, copy of the Acknowledgement and Receipt Form is required. Applicants are required to abide by the specific rules of the application as well as other Town codes. Failure to comply may result in a fine, retention of a group's deposit, and/or cancellation of any current or future permits.

These rules include but are not limited to:

1. Groups consisting of ten (10) or more individuals wishing to use a field must acquire a permit with the Parks & Recreation Department. Field use permit must be available during use and presented to any Town representative upon request. The Parks & Recreation Department has exclusive discretion in decisions on scheduling of Town fields and such decision shall be final.
2. It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches receive and understand that permits must be on site during field use.
3. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. Check your permit for specific times you may access the fields.
4. Parking is allowed only in designated areas. No vehicles are allowed on Town fields or property, other than parking lots, without written permission noted on the permit issued by the Town. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.
5. Selling food or other items is not allowed without Town approval and must be permitted through the Health Department.
6. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. Amplified sound is not allowed on any field without Town approval and must be noted on the permit.
7. Banners may not be posted without Town approval and noted on your permit.
8. Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission. Do not climb walls or enter gates to gain access onto private property.
9. Property boundary walls or any fences are not to be used as backstops at any time.
10. Portable goals and/or markers are allowed but must be removed daily.
11. Please leave park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors as most facilities are in residential neighborhoods.
12. Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to distribute field closure information to its users. All groups and users can sign up for automatic closure notification at the "Subscribe to News" link at [www.newtown-ct.gov](http://www.newtown-ct.gov). Follow this link to recreation Filed Closures and cancellations. Notifications will be posted at 2:30 p.m. Monday – Friday and at 8:00 a.m. on Saturday & Sunday. Please do not call prior to these times seeking closure information.
13. NO alcohol, gambling, fireworks or flammable material, narcotics or drugs are allowed on Town of Newtown property.
14. All permit applications must be submitted in writing to the Parks and Recreation Department. Applications received past the established deadlines will be processed on an as available basis, regardless of priority status. No action will be taken on incomplete applications.
15. Requests to use athletic fields or parks that are deemed by Parks and Recreation to be non-traditional or that will place a higher burden on the facility than typical use must be put in writing on the current Special Event Request Form. Special events must be approved by the Parks and Recreation Commission.
16. Facility allocation will be managed by Parks and Recreation and will be based on the categories listed in the next section, but may also take into account field conditions, scheduled renovations, age and history of organization, past practices of organization (positive and negative), age appropriate sized facilities, and impact on neighborhood.
17. In general, younger youth will be scheduled on junior fields and older youth and adults will be scheduled on senior fields.



18. Priority use on 60' and 90' diamonds is given to baseball and softball organizations; priority use on multi-purpose fields will be given to organizations that play on rectangular fields, including but not limited to football, soccer, and lacrosse.
19. All permit holders agree to abide by the most current set of Regulations for Use.
20. An athletic field with standing water is automatically closed. No unauthorized maintenance work may be done to move the standing water and use the closed field. Permits may be revoked from organizations allowing use of athletic fields with standing water, and a fine may be charged to cover the costs related to the needed repairs.
21. The Police Department will be notified when organizations allow coaches, parents, and/or participants to park illegally, or obstruct access to neighborhood homes or access by safety vehicles.
22. A permit may not be sub-let to a different organization. Parks and Recreation will work with current permit holders on any exchanges when both permit holders agree to the exchange. Unauthorized permit sub-letting shall result in an immediate loss of permit.
23. Permits may be revoked if an organization does not abide by the Regulations for Use, or allows a facility to be damaged through its actions or lack of action. Organizations with revoked permits may be denied permits in the future.
24. For-profit individuals and/or organizations will not be given permits for use of athletic fields or parks, for the purpose of raising private funds, without a majority vote of the Park and Recreation Commission or the Board of Selectman.
25. All organizations wishing to use Town of Newtown facilities must meet an 80% residency requirement by individual team composition to use fields on a surcharge basis. All other groups or teams will be charged hourly.
26. All organizations wishing to use Town of Newtown facilities must submit requests at bi-annual sports meetings, with schedules being submitted three (3) weeks prior to the start of the season. If schedules are not received on time, it will be assumed facilities are no longer required and they will be made available to be scheduled by other groups. *SCHEDULES MUST BE SUBMITTED TO PARKS & RECREATION WITH REQUESTS FOR LIGHTS CLEARLY NOTED ON THE SCHEDULE.*
27. The Parks and Recreation Department has sole authority to assign fields/gyms or deny use of facilities to any groups requesting use. Said request may require the Parks and Recreation Department to obtain reasonable personal information or organization information, as the case may be, and may include a police background check. The Town of Newtown reserves the right to deny a request in the event that information is obtained which calls into question the character or morals of the person or organization applying. The Town of Newtown may revoke or suspend a permit in the event information comes to the attention of the Parks and Recreation Department which would cause the permit to be denied in the first instance.
28. Once facilities assignments have been made, any changes must be cleared through the Parks and Recreation office, with a minimum of 48 hour notice.
29. Schools have priority use of facilities on school grounds. Every effort will be made to coordinate school usage with previously assigned sports group usage. (Any groups not utilizing assigned field time must notify Parks and Recreation 48 hours in advance.) The Parks and Recreation Department will notify the organization representative should any schedule or facility changes are required. The Representative will ensure that the facility usage complies at all times with approved Parks and Recreation facility allocations. Time cannot be used or allocated for any activities other than practice or games. (Ex. camps, clinics, tournaments, etc.) ***NOTE: If this request is a special program, clinic, camp or tournament request an Organization Representative MUST obtain the appropriate request form and submit it to Parks and Recreation.***
30. Each organization will provide the Parks and Recreation Department with one individual "Contact" to serve as Representative for all contacts regarding facility requests and/or issues. All requests, schedules, field concerns, lights, etc., must come through this person or the League President. No request from others will be accepted.
31. The organization will notify the Parks and Recreation Department in writing should the league appoint a NEW Representative/Contact Person.
32. The Representative will ensure that all officers, coaches, trainers, and other organizational officials are familiar with and understand the Facility Use Agreement Rules and Regulations prior to use of and Parks and Recreation or School Facilities.
33. Any and all complaints about facility condition, assignments, etc., must be brought to the organization's Representative, who will then contact the Parks and Recreation Director or Assistant Director.
34. The Parks and Recreation Department has final say as to whether games or practices will take place on fields under our jurisdiction. Safety of participants and damage to fields must be of the highest priority, no matter how



tight schedules become. *Once it has been determined that the fields are closed, NO work is to be done by any organization to attempt to make the fields playable. No repair work is to be done in an effort to deem a field playable.*

35. The Parks and Recreation Department will notify the organization's Representative should any schedule or facility changes be required. The Representative will ensure that facility usage complies at all times with approved Parks and Recreation facility allocations.
36. Any group using facilities after being instructed not to by the Parks and Recreation Department, or any group using poor judgment in playing in bad weather or scheduling events not approved by Newtown Parks and Recreation, will risk fines and/or forfeiture of seasonal facility rights.
37. Facility improvements (including equipment or services) will not be initiated until written approval with explicitly outline task(s) has been given by the Newtown Parks and Recreation Commission.
38. Any organization requesting facilities use for a tournament must submit a request in writing no less than thirty (30) days before the tournament. Tournament approval is based on facility availability and with approval from the Parks and Recreation Commission. There is a per tournament fee. Fee MUST be submitted with form.
39. Any organizations failure to comply with the Regulations for Field Use will result in the imposition of fines as well as forfeiture of facility rights, subjects to the discretion of the Parks and Recreation Director and/or Assistant, in accordance with the Parks and Recreation Policy noted below:
  - a. First Offense - \$250.00 fine, possible forfeiture of facility rights
  - b. Second Offense - \$500.00 fine, possible forfeiture of facility rights
  - c. Third Offense - \$1,000.00 fine forfeiture of facility rights
  - d. Additional Offenses - \$1,500.00 fine forfeiture of facility rights
40. Any groups losing use of a facility for misuse of said facility must meet with the Parks and Recreation Director before regaining use and must appear before the Parks and Recreation Commission.
41. Any scheduling or lighting requests must be made to the Parks and Recreation Department, *at least 48 hours in advance.*
42. Any damage to facilities caused by an organization must immediately be reported to the Parks and Recreation office. Any damages your organization may notice, see occur, or feel may soon occur, must also be reported. Damages to facilities by sports groups will be evaluated and will be charged to the appropriate group.
43. *All organizations are responsible for removing all garbage from facilities, recycling is strongly encouraged. The league must remove all garbage and debris from field before leaving field, even if another activity immediately follows. Coaches are responsible for reporting violations to the organization president. Continual violations will result in fines and or loss of use of facilities.*
44. Any work groups set up by an organization to do some annual field preparation to start the season must work through the Assistant Director of Parks, with regards to what has to be done, materials, machinery, etc. Specifics are to be worked out by one person in charge of the group and the Assistant Director of Parks.
45. All organizations requesting use of town facilities, which require scheduling, custodians, mowing, grooming, lining and/or other maintenance operations, are required to pay a per player, per season surcharge, as set by the Newtown Parks and Recreation Commission. This surcharge, including rosters with participant's addresses, must be received in the Parks and Recreation by the following schedule. *Failure to adhere to this policy will result in loss of facilities until surcharge is paid and a \$250.00 fine assessed monthly at the discretion of Parks and Recreation.*

<i>Season</i>	<i>Due Date</i>
Spring	July 1st
Summer	Sept. 8th
Fall	Dec. 1st
Winter	April 1st

46. The surcharge fee for the year as set by the Parks and Recreation Commission is \$35.00 per player Newtown Resident and \$70.00 per player non-resident. For sports organization using indoor facilities the fee is \$25.00 per player Newtown Resident and \$35 per player non-resident.
47. All accidents, regardless of severity, involving injury must be reported to the Parks and Recreation office within 24 hours of said accident.



48. Annually approved tournaments may impact field availability to other User Organizations. Organizations will be notified at bi-annual Facility Use meeting in the spring and the fall as to which fields/facilities will be available along with various Town activities and dates.
49. Requests for night games/lights at Treadwell Park, High Meadow Field or NHS back multi-purpose must be made at least 48 hours prior to the requested date. If the game is on the weekend, the request should be in the office by Thursday morning. Cancellations must be made prior to 2:00 p.m., Monday through Friday. If a night game is not played and has not been canceled through the Parks and Recreation office, the League, or team, will be charged and payment shall be made within five (5) days from the date said game was to be played.
50. Alcoholic beverages are not permitted at any park field or school field without permits. This includes spectators; and it is up to the organizations to control their spectators or call Newtown Police Department. If this is not adhered to, teams, or leagues, will lose the right to use facilities.
51. Current certificates of insurance must be received in the Parks and Recreation office at least three (3) weeks prior to the use of facilities (this includes practices). No field time will be granted until insurance is provided.

### ARTIFICIAL TURF RULES AND REGULATIONS

1. NO food, of any kind, (i.e. gum, soda, juice or sports drinks, sunflower seeds, etc.) is allowed on the turf fields. Water is the only approved drink allowed on the turf fields.
2. NO suntan lotions, oils or creams of any kind on the field. Please apply sun block prior to accessing field.
3. NO spiking or anchoring of goals, corner flags, benches or field markers.
4. Field use scheduled through Parks and Recreation ONLY. Scheduled events have priority.
5. NO animals of any kind on the turf field or the entire park.
6. NO metal spiked cleats.

In an effort to communicate our desire to provide the best possible playing conditions we need the help of our users. In order to have quality playing conditions on athletic fields, it takes three conditions to be coordinated to achieve success. The goal is to have athletic fields that provide a safe environment for the athletes, and help prevent injuries as much as possible. In simple math, it is the SUM of these three!

S ...cheduling  
 U ...se  
 M ...aintenance

### SCHEDULING

Many factors go into decisions on how fields are scheduled that relate to maintenance. Some of the decisions are based on science. UCONN and UMASS Extension Services provide lots of information, as well as several specialized university research programs throughout the country. Some are specific to a particular field and coordination with other uses or concerns.

- No field should be used if it is excessively wet or excessively dry. Parks and Recreation will close fields with “standing water” and those announcements are made through Notify Me, on the website and on the recorded information line.
- Organizations need to make the decision on weekends and holidays, and ask for your full cooperation, which we acknowledge can be a challenge as league officials can’t control all coaches who want to play no matter what the circumstances, and it is also difficult to figure out how to get all games played with constant cancellations.
- A wet field is damaged about 5 times the amount of damage from a regular use.
- Fields shouldn’t be used unless the grass is growing, to insure it has the ability to recover from use. This is a difficult condition to honor. The compromise is that fields do not open until April 15<sup>th</sup> at the earliest, with only the High School having some limited use prior to that date. It is typically closer to May before the grass starts growing, so how the fields are used in April is an important decision. The second way to honor this condition is to shut down the heavily used natural grass multi-purpose fields during the summer months, and allow for some recovery time, though not at an optimal time of year, so that the fields are available in the heavily used spring and fall.
- Fields should not be used when frozen, has a frost covering or is partially thawed. The April 15<sup>th</sup> opening date is often delayed as the fields are still snow covered, frozen, or soaked even though the snow has gone. Fields are not



scheduled in the winter months, and are closed in mid-November. The schools are asked to assist with how fields are used in the winter months.

- Limit use to 50 activities per year. This is an impossible goal to achieve. An activity is a single use that is 2-4 hours in length. Wear patterns can start to show after 10 activities. After 25 activities, the turf will become thinner and more vulnerable to weeds. Beyond 50 activities...we all know what that looks like! A compromise on this goal is that fields are shut down for a minimum of two growing seasons after being seeded, to allow for a strong root system. Summer and winter are not considered growing seasons.
- Appropriate amounts of parking are needed for the use. Some activities are just too large for a particular site, so need to be scheduled at a location that can handle the parking needs. This is also a reason that special event requests are submitted for activities that are not typical for a park, so that issues related to parking can be accommodated.

### USE

Once Park and Recreation has scheduled locations, it is now up to the organizations to make some decisions on actual use, to help achieve the goal of having safe and functional athletic fields for the athletes.

- Keep practices and drills off of high traffic areas, and move to different locations each time. Reducing the stress on heavily used areas will decrease the amount of compaction and allow for more growth of grass.
- Communicate with coaches on when fields are available, and when they aren't. A single coach, ignoring the decision of the league, can use a field and create enough damage that it isn't available for use for an extended period of time.
- Move practice equipment around so the same areas aren't impacted. For practice, game areas do not need to be used, particularly for repetitive drills or activities that need heavy equipment. NO STORAGE on natural grass fields without permission let the grass breathe and thrive!
- Put items away after use. Nets/goals should be put back if the field is used for multiple sports.
- Ask athletes to use "gentler" footwear that is less likely to create divots or tear root systems. A stressed field will receive less damage if sneakers are worn, but the decision is also based on the athletes having proper footing.
- Report concerns about field conditions to league officials who will report to the Town. A low spot on a multi-purpose field or a lip between the infield and outfield of a diamond can all decrease the safe conditions on a field. Prevent activities that create these issues!
- Reduce unpermitted use. The organizations that have permits tend to work with the Town to assist with how the fields are used to properly maintain their conditions. There are "sandlot" uses, which can cause some damage, but typically it is minimal. The hardest uses creating the most damage are the organized uses without permits. They play on a regular basis whenever they can sneak on, and tend to use fields as long as there is no snow coverage. They are not contributing to the care of the fields. Your assistance in helping us get these groups off the fields is greatly appreciated!!
- Pick up trash! Newtown has a carry in/carry out trash policy. Most locations have dumpsters near the buildings so items can quickly be dropped on the way out. If no dumpster is seen or if full, please "carry out." Our parks are far cleaner with your help! Remember garbage cans attract bees and a number of individuals have life-threatening allergies to bees.
- NO vehicles! Vehicles are not permitted to drive at any park. No wheeled vehicles should be brought into parks or athletic fields for any reason. If deliveries or special access is required prior arrangements must be made.

### MAINTENANCE

This is an integral part of the equation for quality athletic fields. The Parks and Recreation Department provides the majority of the maintenance at athletic fields. Along with this task, Parks and Recreation has many other duties, seasonal maintenance, and tasks on trails, pools, marinas and pocket parks. Some funding has increased in recent years to allow for the purchase of additional supplies for the maintenance program, and for contracts to hire specialists to help with some maintenance tasks, including mowing at some school sites.

The goal at all fields is to have a strong root system of natural turf, providing a solid foundation for proper footing for the athlete, and preventing the growth of invasive weeds and insects. The Town works from an Integrated Pest Management (IPM) Plan, and attempts to have as natural a maintenance program as possible, with limited use of chemicals on an as-



needed basis. No pesticide or chemicals are allowed to be used at any K-8 school in the State of Connecticut. We cannot lawfully spray for Poison Ivy, bees, or any turf disease that does not have an immediate threat to human health.

All of Newtown's athletic fields, with the exception of artificial surfaces, exceed the amount of recommended use, so compaction becomes a major issue leading towards other issues. Components of Natural Turf Maintenance Program:

- Soil and water testing
- Fertilization and Lime
- Mowing
- Aeration (various methods)
- Topdressing
- Over seeding
- Drainage
- Irrigation, where appropriate

These are all considered components of a fertility program that is specifically designed for the needs of each field. The treatment of invasive is done on an as needed basis, following the State requirements for K-8 School fields. Chemical treatment is not used for aesthetic purposes. On fields with irrigation, the amount of water is now computer controlled so as not to overwater any facility. The height of the grass and the amount of irrigation are coordinated to encourage deep root growth, creating a higher quality athletic field. The amount of funds available, the type of equipment, the ability to properly nurture the soil based on test results, the amount of compaction from overuse, and the schedule of use (and unscheduled uses) can all impact a maintenance program at an individual site.

We currently maintain over 100 acres of natural sports turf. Some of them are sand based fields that require a different type of maintenance program. Some are fields used for high school sports, as well as community groups.

**Diamonds:**

Maintaining diamonds, particularly the infield areas, is labor intensive work. Diamond crews are scheduled three days per week in the spring and fall seasons. With limited staff, it isn't possible to maintain every infield on a daily basis.

Top priority is given to the diamonds used by Newtown High Athletics during baseball season, youth baseball and softball programs are the second maintenance priority. While grooming in the summer still occurs, crews are needed for other asks as well. Foul lines are painted weekly at all diamonds.

**Multi-Purpose Fields:**

The major task is mowing, and mowing crews are scheduled at least twice a week, during growing seasons, weather permitting. These fields are also painted weekly during athletic seasons.

**Synthetic Turf:**

Regular maintenance is done on the synthetic turf fields to prolong the life-span of the fields and to keep in safe condition for the heavy use. Only water is permitted on the fields. No other food item, including sports drinks, food, or gum. All trash should be removed after each use.

**Mowing Schedules:**

All Town athletic fields are scheduled to be cut twice per week. Mowing and lining schedules are crafted in a way to give user groups the best possible conditions for weekend game schedules. Head O Meadow, Middle Gate, Hawley, and Newtown Middle School fields are cut by a contracted landscaper and are cut once per week. All other school athletic fields are cut by the Parks and Recreation Department twice weekly.

Generally speaking fields that are cut on Monday are cut again Thursday, and fields that are cut on Tuesdays are cut again on Friday. We do have to modify this schedule based on weather concerns, or seasonal conditions.

## Code of Conduct for Field Users on all Park and BOE Fields

The Newtown Recreation Code of Conduct will be enforced before, during and after all field reservations for practices, games or tournament play. Town of Newtown park rules, regulations and ordinances will be strictly enforced. Each individual or organization that reserves fields from the Town of Newtown will be responsible for the conduct and actions of ALL individuals involved with the rental. Once the rental contract has been made it is to be understood that ALL individuals associated with the user group have been made aware of all park rules and regulations in addition to the code of conduct.

### NEWTOWN RECREATION CODE OF CONDUCT

The following outlines the basic categories of those involved in Newtown Recreation activities and guidelines designed to focus on acceptable roles and behaviors for each.

#### **THE PROGRAM DIRECTOR:**

- Must be committed to high standards of ethics, sportsmanship and personal conduct for him/herself, members of the coaching staff and the athletes representing the recreation department.
- Will develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the programs, coaching staffs, sports teams, individual athletes and spectators.
- Will provide appropriate supervisory personnel at each event.
- Will openly recognize exemplary sportsmanlike behavior, while at the same time actively discouraging undesirable conduct by participants, coaches and fans.
- Shall provide and enforce a code of conduct for players, coaches and spectators.
- Program Director or his/her designee has responsibility and authority to eject any player, coach or individual for flagrant violation of the rules.

#### **THE COACH:**

- Must be aware of his/her powerful influence in affecting the attitudes and conduct of the players and fans, and shall model good sportsmanship in work and action.
- Shall be thoroughly acquainted with the spirit and letter of contest rules and interpret these rules to team members.
- Must exhibit dignity and self-control during athletic contests, and follow proper and acceptable processes for registering a complaint or protest.
- Shall treat opposing players, coaches and fans with respect, avoiding deliberate attempts to humiliate (such as running up the score).
- Must be aware of the importance of substituting whenever possible, especially when the outcome of the contest has become clear.
- Must take quick and decisive action when athletes exhibit poor sportsmanship, removing them for the contest if necessary.
- Will assist the program director in promoting sportsmanship among players and spectators.
- Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans.
- Must assist the athletes in learning self-restraint and good sportsmanship both at practices and contest situations.

#### **THE ATHLETE:**

- Will try always to be the best that he/she can be both physically and mentally, and play hard to win within the contest rules.



- Will accept seriously the responsibility and privilege of representing his/her team and community, displaying positive public action at all times.
- Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans.
- Will treat opponents with respect, and resist the temptation to taunt or “show boat”.
- Shall live up to standards of sportsmanship established by the league, recreation department and coach.
- Will resist the temptation to find fault with others, and be equally fair with him/her, not feeling personally responsible for failure.
- Shall accept the fact that winning a contest, which is everyone’s goal, is not the only way to be a winner. (Knowing that you have done your best makes you a winner regardless of the score).

#### **THE SPECTATOR:**

- Must recognize that attending Newtown Recreation contest is a privilege to enjoy the contest, not a license to verbally assault officials or coaches.
- Should show respect and courtesy to both players and fans from opposing teams.
- Should know and understand the rules of the game.
- Should enjoy and acknowledge good performance from players from every team.
- Must respect the decisions of the officials and demonstrate self-control and restraint if they make a poor call, recognizing that they too, are human.
- Should congratulate players, coaches and fans from both sides following a well-played contest.
- Should support without recrimination your players and coaches following a loss.
- Should denounce fans who share the stands with you who are abusive or use profanity in cheers or otherwise.
- Must be guided by the phrase “Cheer for your team, not against you opponent.”

#### **THE OFFICIAL:**

- Must know and understand the rules of the contest he/she officiates.
- Should understand his/her role in controlling not only the contest, but also the safety of players and the contest environment.
- Must not tolerate unsportsmanlike behavior on the part of players or coaches, and must provide timely and appropriate rulings when such is displayed.
- Should use his/her influence to encourage players to learn and practice good sportsmanship and fair play.
- Must help players stay focused on the game before natural tensions and emotions get beyond control.
- Must be consistent, calling the same game throughout, making decisions promptly, fairly and without arrogance.
- Must maintain confidence and poise, must not exhibit emotions or argue with participants and/or coaches when enforcing rules.

#### **A NOTE TO PARENTS:**

- You have entrusted your child to the care of a coach. This coach has accepted the responsibility for many reasons, including: He/she loves the game, desires to pass on the benefits of athletic participation, thrives on the challenge and excitement of preparing a team for competition and truly enjoys the association with eager and enthusiastic children.
- You may not always agree with the philosophy or coaching techniques of your child’s coach, but it is important to respect these differences. Your child will have many tutors as he or she matures. Dealing with these different influences enhances the maturation process.
- But if you find that your disagreement is sufficiently strong, be fair with the coach and openly discuss your concerns with him or her. If this communication proves unproductive, you are encouraged to discuss the issue with the program director. Please refrain from “coach bashing.” Such activity creates a negative environment which polarizes rather than solves problems.
- The Recreation department admires and respects the sacrifices made by the families of athletic children in the pursuit of sports. We appreciate your cooperation in helping us provide the most positive athletic experience possible.

### **THE ATHLETE'S PROMISE:**

I will participate in athletic contests to the best of my mental and physical ability and will accept victory or defeat with grace. I will respect my opponent and play fairly within the rules of the games, in the true spirit of sportsmanship.

### **THE SPECTATOR'S RESPONSIBILITY:**

- Cheer enthusiastically for your team, not against their opponent. Remember that you are watching a sport whose participants are friendly rivals, not enemies. Show respect and courtesy to the players and coaches from both teams. Demonstrate your support regardless of the contest outcome, knowing that in hard, clean competition, all are winners.
- Remember the officials are men and women who are assigned to administer the rules of the sport. Their experience and integrity qualify them for their part in our competitions. Please reflect attitudes of sportsmanship no matter what your personal feelings or loyalty may be. Athletics are for sportsmen and sportswomen, both on the field of play and in the stands.

### **CONSEQUENCES FOR VIOLATION OF RULES OR CODE OF CONDUCT:**

**1st OFFENSE: Warning by town staff and letter sent to permit holder**

**2nd OFFENSE: Loss of next scheduled use and letter to permit holder**

**3rd OFFENSE: Loss of field usage for the remainder of the year**

### **OPEN TRYOUTS**

The following procedures must be included as a component of all open tryouts to be considered for field use.

1. Inform all/any eligible players of date and location of the tryout through at least two local publications and town means of social media. (email, organization website, Facebook page)
2. Ensure tryout publicity is adequate and timely. Proof of advertisement at least two weeks prior to tryouts is required.
3. Secure appropriate facilities/equipment through Parks and Recreation or a documented facility.
4. A player's technical, tactical, functional offensive and functional defending skills are to be evaluated by an independent or non-parent evaluators using the same defined process at every tryout.
5. Every player should receive a copy of a personal Evaluation Form completed by an Evaluator.
6. All parties are expected to exhibit ethical behavior.
7. No player shall wear a Select Season or Team uniform during tryouts to ensure their anonymity from evaluators.
8. If an organization strongly feels that there is not enough resident players from the tryout list to safely round out a team grouping that organization may request to select payers not listed on the tryout list or may look to other leagues to fill that roster. This option is only to be used as an absolute last resort and not as an avenue to exclude marginal resident level players who participated in tryouts from the next higher level team.
9. Tryout rosters, including names and residency as well as evaluation sheets must be kept by all organizations for review by Newtown Parks and Recreation if requested.



**SPECIAL EVENT RECYCLING BIN LENDING PROGRAM**  
**Borrowing Organization Responsibilities**

The public venue recycling bins are available to be lent to any municipality in the state for use by local events and are not limited to regional resource authority or project towns. The bins may be used at events not sponsored by a municipality but the request for receptacles must come from the municipality. Borrowing Organizations are responsible for the following:

- Pick-up and drop off of bins before and after special event
- Maintain cleanliness of receptacles. Receptacle frames and covers should be washed or wiped down after every use
- Report any damaged receptacles to the Lending Hub
- Make precautions to ensure lids and frames are used appropriately and treated with care to prevent damage
- Secure the receptacles on windy days if necessary. Options for stabilizing frames include using tent stakes, bricks, sand bags, bundling containers together, or other provisions provided they do not damage the receptacle
- The bins may not be modified, loaned or transferred to a third party without consent of the Lending Hub
- Must track and report event details and recycling collection amounts and weights too DEEP via online Survey Monkey (<http://www.surveymonkey.com/s/H35BPH>). Data reported must include town, regional entity, event name, event location, event date, type of event (agricultural, downtown, music/art, etc.) duration of event (in hours), estimated # of attendees, # clear steam bins used, # bags of recycles (bottles and cans) generated, TOTAL weight of recyclables (bottles and cans) collected, feedback on lending program, how bins held up, what you might do differently next time, promotion of bin usage, etc.

-----  
Date and Name of Event: \_\_\_\_\_

City/Town: \_\_\_\_\_

Number of Bins Borrowed: \_\_\_\_\_

Date Borrowed: \_\_\_\_\_

I agree to return borrowed recycling bins in the same condition and cleanliness they were borrowed

\_\_\_\_\_  
(Printed Name of Borrower) (Signature of Borrower) (Phone Number)

Date Returned \_\_\_\_\_ Signature of Lending Hub Representative \_\_\_\_\_

Return Completed form to: Arlene Miles  
Public Works  
4 Turkey Hill Road  
Newtown, CT 06470  
(203) 270-4300

**NEWTOWN PARKS AND RECREATION**  
**SPORTS ACCIDENT REPORT FORM**

DATE: \_\_\_\_\_

**INFORMATION ABOUT THE INJURED PERSON:**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE#: \_\_\_\_\_

PARENT OR GUARDIAN'S NAME \_\_\_\_\_

**INFORMATION ABOUT THE ACCIDENT:**

WHERE IT HAPPENED (DESCRIBE FULLY) \_\_\_\_\_

CONDITIONS:

NORMAL \_\_\_\_\_ OTHER \_\_\_\_\_

WHEN IT HAPPENED: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

**INFORMATION ABOUT THE INJURY:**

HOW DID IT OCCUR? \_\_\_\_\_

FULLY DESCRIBE THE INJURY: \_\_\_\_\_

DESCRIBE ANY FIRST AIDE GIVEN: \_\_\_\_\_

MEDICAL CARE: WAS AN AMBULANCE CALLED: \_\_\_\_\_ YES \_\_\_\_\_ NO

DOCTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

WITNESSES:

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

REMARKS: (USE REVERSE SIDE FOR ADDITIONAL REMARKS)

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
League Directors Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



Newtown Parks and Recreation

Sports Organization Application for Facility Request Form

**NOTE: If this request is for a Special Program, Clinic, Camp or Tournament an Organization Representative MUST obtain a Program Proposal Form or a Tournament Request Form from Parks and Recreation**

Organization Name:

\_\_\_\_\_

Reason for Request:

\_\_\_\_\_

(I.e. Practices – Tryouts – Evaluations – Games – Meetings– Training Classes - Etc.) (Please note whether it is Travel/Premier or In-House)

Please have requests into the Parks and Recreation office at least two weeks before event.

Preferred Location (s):

\_\_\_\_\_

(Subject to availability)

Type of facility needed: Gym(s) Classroom Cafeteria Field(s) Other \_\_\_\_\_

Special Requirements:

\_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Is a fee being charged? Yes No ---If yes explain: (admission/class cost, etc.):

\_\_\_\_\_

Target Group (age, grade, etc.):

\_\_\_\_\_

Estimated number of Participants/Attendees:

\_\_\_\_\_

On Site Instructor/Representative:

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*I (We) have read the Newtown Board of Education and the Parks and Recreation policy governing Community Use of Facilities, and I (We) agree to comply with them. \_\_\_\_\_ initial*

**WHEN SCHOOL(S) IS CLOSED THERE IS NO INDOOR FACILITY USE!**

Form must be completed; otherwise it will not be accepted.

Form Submitted by: \_\_\_\_\_

(Please Print)

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

League President/Instructor Signature: \_\_\_\_\_

**NEW ORGANIZATIONS**  
**REQUEST FOR FACILITY ALLOCATION**  
**REVISED/ADOPTED AUGUST 2015**

New organizations requesting facility allocations must comply with the following conditions:

1. Must notify Newtown Parks and Recreation of intent to seek allocation at least one year before allocation will be issued.
2. Must provide evidence of insurance.
3. Must document open try-out procedure.
4. Must demonstrate that allocation is for unique purpose not served by existing recreational organization serving Newtown.
5. Must detail team composition to include number of teams, travel and in-house, roster size, minimum percentage of Newtown residents and age/gender restrictions.
6. Must meet residency requirement of at least 80% Newtown residents.
7. Must demonstrate an affiliation with state, regional or national organization.
8. Must provide evidence of organizational structure; i.e., President, Board of Directors, etc.
9. Must sign Facility Use Agreement
10. Must agree to comply with Parks and Recreation surcharge regulations.
11. Must provide game schedule at least three weeks prior to start of season.
12. Must be approved by the Newtown Parks and Recreation Commission.

All inquiries regarding allocations should be directed to the Parks and Recreation Director at (203) 270-4340.

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**Facility Use Agreement**

**NEWTOWN PARKS AND RECREATION FACILITY USE AGREEMENT/RULES  
ACKNOWLEDGEMENT**

I \_\_\_\_\_, acting as President of \_\_\_\_\_, hereby acknowledge that I have read and comprehend the Rules and Regulations detailed in the Field Administration Policy and understand that my organization's use of any facility under the supervision of Newtown Parks and Recreation is contingent on compliance with the rules stated herein.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

*Please complete and return to Parks and Recreation*

Organizations Designated Contact Person/Scheduler

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone (Home): \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_