

Westport Parks and Recreation Department

Policy on Use of Westport Athletic Fields

Purpose

The Town of Westport Athletic Fields are administered by the Parks and Recreation Department to serve the residents of Westport and to support the athletic programs of the Town of Westport. The Parks and Recreation Department recognizes community athletic organizations (Sanctioned Westport Athletic Organizations) providing organized athletic programs serving the Westport community as priority field users. Additionally, athletic fields when not reserved for organized play are available to residents for individual or unorganized (pick-up) play to promote healthy active play.

Field Reservations

The Parks and Recreation Department may issue field reservation permits in accordance with this policy. Individuals without permit must relinquish use of the field to a permit holder without delay.

Authorized Use of Fields

Individuals or informal groups of less than 10 or any group comprised exclusively of Westport youth without adult supervision are permitted to use fields for informal play. Fields are available on a first come first served basis or a field reservation may be obtained under the policy.

Organized Groups for Informal Play are eligible for field reservations. This would include private parties or standing pick up games. No referees, game officials, paid coaches or fees for participation. Groups must be comprised primarily of Westport residents. Permit is required and may be issued on a per event basis or on a seasonal basis.

Sanctioned Westport Athletic Organizations Only groups authorized by the Westport Parks and Recreation Department shall use athletic fields for organized contests, programs and activities. Field reservations are required. This would include any activity in which

- Any group formally organized by means of registration or membership
- Any group employing assigned or paid coaches or administrators
- Any group charging a fee for participation
- Any group utilizing a referee or game official
- Any group publicly advertising events, contests or publicly seeking participants
- Any group sponsored by a commercial, business or non-profit organization.

Company Field Use

Any company or business with a Westport business address may reserve a field if available for a company event or informal play.

Private Instruction

Individual private instruction is permitted ONLY if the student is a Westport resident. Field permits will not be issued for private instruction. Private instruction may not interfere with any reserved field activity and should not interfere with general public use of any facility. Private instructors are expected to observe all field closing notices and other field use policies.

Westport Public Schools

Staples High School has priority use of the athletic fields at Staples High School at all times. Westport Public Schools have priority use of all school athletic fields weekdays during the school year until 5pm (exact time may vary by season and facility). The Parks and Recreation Department will make every effort to accommodate the needs of the Staples High School Athletic Department after 5pm and on weekends.

Closure of Athletic Fields

The Parks and Recreation Department may close fields on a temporary basis due to inclement weather or for maintenance purposes. Fields closed due to weather will be posted on the Parks and Recreation Department cancellation phone line. Fields closed for maintenance will be posted on site. Failure to obey FIELD CLOSED notice may result in suspension of privileges and or fine.

Sanctioned Westport Athletic Organizations

Organizations requesting to be Sanctioned Athletic Organizations for the purpose of use of athletic fields for sponsored activities will be considered based on:

- Does the organization serve exclusively or primarily Westport residents.
 - Youth minimum 80%
 - Adult Minimum 50%*
- Does the organization provide an opportunity not currently existing in the community
- Is the program open to a broad segment of the community

*For the purpose of adult activities with limited interest, residency definition may include employees of Westport companies and graduates of Staples High School in order to provide competitive programming.

Requirements for Sanctioned Westport Athletic Organization (requires annual recertification)

- Complete and submit to the Parks and Recreation Department annually a Sanctioned Westport Athletic Organization Application including:
 - Name of organization
 - Contact information
 - Detailed description of programs offered (including ages, program dates and eligibility. Name and description of any affiliated program falling under the auspices of the organization (may require additional approval and/or independent insurance) i.e. premier or select programs, all star teams, adult affiliates, AAU etc.
 - Name, phone, e-mail addresses of Board of Directors/Administrators or program leadership.
 - Copies of organization bylaws and/or charter
 - Financial statement of the organization
- Provide within 7 days after program start date a list of all coaches and adult volunteers. All coaches must hold current National Youth Sports Coaches Association's certification and have undergone and passed a criminal background check. Any coach not holding a valid certification will be ineligible to participate 30 days after the program start date. Parks and Recreation will conduct clinics throughout the year to certify coaches through the National Alliance for Youth Sports coaching certification program.
- Provide documentation of insurance coverage
- Provide a fee schedule and proposed program operating budget
- Offer prior to each sports season an open forum for all parents to include an explanation of the program, program philosophy and expectation of parents associated with the program.

Scheduling of Fields - Seasonal Field Assignments

Sanctioned Westport Athletic Organizations and Organized Groups for Informal Play are eligible for seasonal field assignments. Fields will be assigned by the Parks and Recreation Department at the beginning of each season and the organizations will be responsible for and permitted to schedule practices, games and activities to member teams within those field assignments. Fields may be utilized only by Westport teams sanctioned by the organization in accordance with any conditions of the Parks and Recreation Department. Assigned fields MAY NOT BE ASSIGNED to other organizations without express written permission of the Parks and Recreation Department.

The Parks and Recreation Department may request that larger organizations accommodate other sanctioned organizations within their allocated field space (i.e. Westport Baseball may be asked to coordinate scheduling of the Adult Men's Baseball team)

Unless participating as part of an approved tournament or special event, no contest should be scheduled by any sanctioned organization in which one or both of the team is not a Westport team.

Field schedules will be established by the Parks and Recreation Department for each season of use. Priority for field use will be as follows:

- Parks and Recreation Department programs and activities*
- Staples High School Athletic Programs
- Sanctioned Westport Athletic Organizations
 - Programs participating in the traditional sports season
 - Programs serving the highest percentage of residents
 - Recreation programs open to all residents
 - Competitive or travel programs serving primarily Westport residents
- Organized Groups for Informal Play
- Other Not for Profit Athletic Organizations

*For the purpose of adult activities with limited interest, residency definition may include employees of Westport companies and graduates of Staples High School in order to provide competitive programming.

Policies for Field Use

Use of Reserved Fields

All activities must be under competent, adult supervision.

With the exception of Synthetic Athletic Turf (SAT) fields all fields are closed Dec. 1 – March 31. (earlier access and authorization is at the discretion of Parks and Recreation Department Staff)

The Parks and Recreation Department will determine field closings due to inclement weather. Field closings take into effect the health and safety of the athletes as well as the maintenance and long term playing conditions of the playing fields

Any group or individual with a field reservation must observe the field closed posting on the Parks and Recreation Department cancellation line (203) 341-5074.

No field maintenance or field lining activities are to be performed without the express written permission of the Parks and Recreation Department. Requests for field maintenance will be accommodated at the discretion of the Parks and Recreation Department. Separate fees may apply.

General Use of Athletic Fields

NO DOGS on athletic fields at any time.

Available field equipment should be returned to its proper location following use. Special attention should be taken to assure that portable soccer goals are securely anchored at all times.

Parking in designated areas only. NO PARKING ON GRASS

Good Neighbor Policy - All athletic fields in the Town of Westport are located in residential neighborhoods. We ask that you observe all rules and regulation and behave at all times in a manner considerate of our neighbors.

Users are expected to remove all trash from athletic fields at the conclusion of play. Trash should be placed in available containers or removed from the site.

Special provisions for Synthetic Athletic Turf Fields:

- No food, chewing gum or sunflower seeds
- No tobacco products
- No Pets
- No metal spikes or high healed shoes

Violation of field use policies may result in loss of privileges, fine and or arrest.

Fees

The Parks and Recreation Department reserves the right to impose fees in accordance with Parks and Recreation Commission policies including field use fees and reimbursement for maintenance and site supervision costs.

Tournaments

Special approval is required to host tournament play or to offer fields for use as a neutral site or host site for any league competition. (Separate policy and application)

Camps

Special approval is required for camps and clinics offering instruction outside of the basic program of an organization. Any separate enrollment program with limited time and separate fee would qualify as a camp/clinic. (Separate policy and application)

Certificate of Insurance

The Town of Westport reserves the right to require a certificate of liability insurance naming the Town of Westport as an additional insured, with a \$2 million aggregate, depending on the nature of usage.

Appeal of Decisions

Any decision of the Parks and Recreation Department under this policy is subject to appeal to or review by the Parks and Recreation Commission.

Addendum A

Policy for Sports Camps, Clinics, Tournaments and After School Programs

Sports Camps and Clinics

Sports Camp – Instructional Program offered for one or two week duration per session with pre enrollment and a single enrollment fee.

Sports Clinic – Instructional Program offered on a one-time basis or on a once a week basis for a limited period of time with pre enrollment and a single enrollment fee.

Sports Camps and Clinics provided directly by commercial provider.

1. The PROVIDER will submit an application through the Programs Manager for use of facility and proposed program.
2. The PROVIDER will conduct all registration and collect all fees for the program. The Recreation Programs Manager may establish a minimum number of scholarships to be given out to those Westport residents in need.

The Parks and Recreation Department will establish a user fee* based on the following:

25 – 100 participants	20% of gross revenue
101– 150 participants	15% of gross revenue
151 + participants	10 % of gross revenue

* Minimum fee \$25.00 per programming hour

This fee is payable upon completion of the program. Enrollment figures and fees must be submitted on the first day of camp so Parks and Recreation may determine the fee. The Parks and Recreation Department may reduce or eliminate fees for programs sponsored directly by Westport youth sports organizations with proceeds going directly to that organization.

3. The Provider must provide a Certificate of Insurance naming the Town of Westport as additional insured for a minimum of \$2,000,000 liability. One on-site staff member must be certified in First Aid and CPR. A procedure for first aid emergencies (i.e., certified personnel, ice packs, kits, etc.) must be submitted prior to commencement of the program.
4. All instruction, supervision, equipment, port-a-johns (if needed), and the like are the direct responsibility of the Provider and will not include Parks and Recreation personnel as outlined in the application.
5. Facility maintenance and care is the daily responsibility of the Provider. Failure to maintain the facility in the condition in which it was found may result in suspension of the program without notice and/or loss of future privileges.
6. The Parks and Recreation Department will provide basic field equipment including soccer goals, bases etc. as agreed upon in writing. Any services related to the fields (i.e., lining of fields, base paths, etc.) is the direct responsibility of the Provider. These services may be provided by the Parks and Recreation Department, but will require additional fees as per the contract.

7. The Parks and Recreation Department will notify the Provider of cancellation due to inclement weather or poor field conditions. Unless prearranged, no indoor, inclement weather camp location will be provided for any outdoor camp program. Rotation of fields may be required in order to preserve adequate field conditions.

Sports Camps and Clinics provided by the Parks and Recreation Department as a recreation program in conjunction with a private provider.

1. The Parks and Recreation Department will conduct program registration, collection of fees, establishment of fees and approval of staff.
2. After registration is completed, the Parks and Recreation Department will retain monies based on the following:

25 – 100 participants	20% of gross revenue plus direct expenses incurred
101– 150 participants	15% of gross revenue plus direct expenses incurred
151 + participants	10 % of gross revenue plus direct expenses incurred

Tournaments

The Parks and Recreation Department will consider applications to host tournaments

Definition of Tournament - a series of contests between 8 or more invited teams held over a 1-3 day period in which more than half of the teams are from outside of Westport.

- Tournament must be sponsored by a Sanctioned Westport Athletic Organization.
- Tournament must be approved by the Parks and Recreation Department.
- The Parks and Recreation Department may require the sponsoring organization to provide at its own expense services including police, security, trash removal and additional sanitary facilities as deemed necessary.
- The Parks and Recreation Department may require payment for services provided including athletic field preparation, facility preparation coordination of parking and custodial services

After-school Programs:

Instructional or enrichment programs offered during after school hours with staff and program provided on a contract basis. Pre-enrollment and a single enrollment fee per session.

Application and fees established for Sports camps and clinics apply.

Addendum B

LIST OF FIELDS

	Multi Purpose Grass	Multi Purpose Synthetic	Baseball Full Size	Baseball Little League	Softball
Saugatuck\Kings Highway	1	1	1		1
Burr Farms	1			2	
Coleytown Middle	2				
Coleytown Elementary	1			1	2
Compo Beach	1				1
Greens Farms	1				1
Hillspoint					2
Long Lots	2		1		
Luciano Park					1
Saugatuck					1
Staples High School	1	2	1		1
Town Farms				3	1
Town Hall					2
Wakeman Park	3	1	1		1

Addendum C

List of Sanctioned Westport Athletic Organizations

(updated 2011)

- Westport Parks and Recreation Department
- Westport PAL Football
- Westport PAL Lacrosse
- Westport PAL Cheerleading
- Westport PAL Basketball
- Westport Soccer Association
- Westport Field Hockey Association
- Westport Baseball/Softball
- Westport YMCA Basketball
- CT Chargers Lacrosse
- CT Seals Baseball
- Westport SC Soccer (Adult Soccer)
- CT Storm Soccer (Adult Soccer)
- Westport Women's Soccer (Adult Soccer)
- Westport Cardinals (Adult Baseball)