

# City of Stamford Field Policy Manual



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# SPORTS FIELD RESERVATION HANDBOOK

## INTRODUCTION

Thank you for considering the City of Stamford for your next sporting event, game or practice. The City, through its Recreation Services Division, administers the allocation and reservation of City-owned and operated sports fields to non-profit, private and commercial users. The City's Parks Department oversees the care and maintenance of park sports fields and when applicable to youth or recreation programs, it prepares school fields as well.

The City of Stamford recognizes the importance of providing safe, well-maintained and aesthetically appealing fields to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for field usage, and sign the Acknowledgement Form on the last page of the Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Stamford Recreation Services Division as follows:

Government Center  
888 Washington BLVD. 1<sup>st</sup>  
Fl. Stamford, CT 06901

Business Hours: Monday – Friday 8:30 am – 4:30 pm

Summer Hours: Monday-Friday 8:00am-4:00pm

Phone (203) 977-5214 Fax (203) 977-5504 Email: [mgearhart@stamfordct.gov](mailto:mgearhart@stamfordct.gov)

City website: [www.stamfordrecreation.com](http://www.stamfordrecreation.com)

Weather/Field Condition Hotline (*updated by 3 pm with changes*): Posted on our website [www.stamfordrecreation.com](http://www.stamfordrecreation.com), on our Facebook page Stamford Recreation and on our Stamford Recreation Cancellation line (203) 977-4641.

## General Rules and Regulations

1. *Hours of Use – Park field rental hours: 9:00 am – 10:00 pm (may vary based on specific site/facility). A minimum of a one hour rental is required per field.*
2. All youth and adult leagues/programs and any organized use must be sanctioned and pre-approved by the Parks & Recreation Internal Committee for use of park fields. All youth leagues must be affiliated with a national and or state sport's governing body/organization.
3. Any significant additions (such as new divisions or teams) to an existing a sanctioned league must also be approved by the Parks & Recreation Commission.
4. General use requests for all Commission approved leagues/teams must be on a Recreation Services field use application and include a master schedule of all games and practices at a minimum of two months in advance of the requested start date, a certificate of insurance naming the City of Stamford, the Board of Education and its/their employees, agents and officers designated as additional insured (\$1 million in general liability) that states coverage is for all league, non-league, and all-star/travel teams and tournament play, and a most recent financial statement.
5. All all-star/travel teams participating in regional leagues must provide a full league schedule and must play at least 50% of their games away.
6. Sanctioned leagues/teams, Stamford residents, Stamford businesses/corporations, or Stamford non-profit agencies must obtain permission from the Parks & Recreation Internal Committee to host any special event, clinic, camp or tournament at assigned fields. (See section 4 on tournament play and section 2 on camp/clinic rules). Applications for any open fields for one time informal use by Stamford residents, businesses/corporations, or non-profit agencies may be accepted on a first come, first served basis as conditions and or availability warrant. (See section 3 on use fees for all of the above).
7. With the exception of tournament play (see separate policy on tournaments), no games may be scheduled in Cubeta or any City field with non-Stamford based teams. At least one team must be a Stamford team.
8. To be considered a Stamford team 100% of a roster and at least 75% of the adult team roster must be Stamford residents. Roster sizes must be a reasonable number related and appropriate to the sport. If a child attends a Stamford School, but is not a resident of Stamford, they can play in Stamford sanctioned youth sports leagues.
9. Organizations who are non-sanctioned or of a commercial nature, and do not want to partner with Recreation Services may rent City school field or gym. Contact the Board of Education at 977-4525 for information.
10. Sanctioned organizations must follow the same rules to host camps or clinics as outlined in Rule #8 above.
11. Definition of a League – A league for youth or adult sports must consist of a minimum of four (4) fully formed teams. All current Sanctioning policy applies.

## Allocations & Scheduling

Fields are initially allocated during the **Annual Field Allocation Process**.

Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis. Only the Sanctioned Users (see Sanctioning Policy pg.17) listed on the City's field rental account will be allowed to book fields for their affiliated organization. Sanctioned organizations must designate in writing one contact person for the field allocation process. Coaches or other individuals must receive permission in writing from such league allocation designee to book fields for the organization, or under the organization's name and present such to the Recreation Department.

Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If two or more user groups fall equally within the same classification, the City of Stamford will consider the following factors when allocating fields: percentage of Stamford residents in the organization, size of the organization, and number of field hours requested, returning events / tournaments, and performance history.

Tournaments or events that have been occurring on a specific date or weekend for three years or more will be given priority; the dates and tournament rental request must still be submitted. Due to space limitations regarding parking and spectator capacity, softball tournaments and soccer tournaments may not be booked simultaneously.

The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park. All first-come, first-served field reservations and all field prep requests must be submitted and paid for by 12:00 noon on the Wednesday prior to the rental. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule. **Submittal of an application does not guarantee that the rental request has been authorized.**

### **Facility Use Permits**

**Permitted hours of use must include set-up and clean-up time.** Users may not access field prior to their permitted rental time, and the field must be vacated at the time specified in the Facility Use Permit.

Field users must have a copy of their Facility Use Permit on hand during each rental and must be prepared to present it to City staff on demand; electronic versions are acceptable.

Field users without permits may be asked to vacate the field (see **Rules of Conduct**).

Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 20 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests**).

Use of Stamford Park Fields is **by permit only**. No drop-in organized use is permitted. The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit. The Facility Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games. **Reservations may not be transferred, assigned, or sublet.**

### **Park Field Allocation Priority Classification**

Field allocations will be established based on the following priority classification groups:

- A. Recreation Services-sponsored or co-sponsored leagues, events and camps/programs, includes all Recreation Services recreational programs or leagues
- B. Sanctioned Users 100% Youth/75% Adult Stamford Residents.
- C. Non-profit youth organization comprised of 100% Stamford Residents
- D. Non-profit adult organizations comprised of 75% of Stamford Residents
- E. Non-Profit adult organization comprised of less than 75% Stamford Residents
- F. All other adult organizations. This includes for-profit organizations, tournaments, club teams, clinics

and/or camps with individual or team participation fees.

### **Tournament Allocation**

- A. All tournament requests may be submitted for consideration no earlier than January 2 of each year in writing to the Parks & Recreation Internal Committee, but at least two months in advance of the tournament date.
- B. All tournaments must be pre-approved by the Parks & Recreation Internal Committee.
- C. Tournaments may not interfere with regular season or post-season play unless user groups are willing and able to give up their scheduled time.
- D. National, State, Regional, and District tournaments may apply to be held once every three years in Stamford. This includes adult and youth play.
- E. Each sanctioned youth organization may apply to host only one tournament per year per age group on any City field including Cubeta Stadium ( Per Item D/if that tournament is not the same age group or tournament held the year before).
- F. All tournaments shall be limited to a maximum of seven consecutive days on any City field including Cubeta Stadium.
- G. Tournament scheduling shall follow the same priority allocation established for all City fields including Cubeta Stadium.
- H. All approved tournaments must provide a certificate of insurance naming the City of Stamford as an additional insured (\$1 million in general liability) covering the entire tournament, coaches, players and officials no later than one week prior to the scheduled start date.
- I. Tournaments – all Tournament fees will be based on 8 hours per tournament day. Extension of hours for tournaments will be granted on a case by case basis with additional approved charges (+\$100.00 per a two (2) hour block of time with additional approved light fees if applicable).

### **Parking Impact Fees**

For all Adult tournaments there is a twenty-four dollar per team fee in addition to current approved tournament fees that will be charged at all beach pass park fields. The calculation is based on the current two dollar per car sports pass fee and the average of 12 cars per team parking at a field.

### **In-Season Priority Schedule**

Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

***Spring/Summer –Baseball, Softball, Soccer, Cricket***

***Fall-Football, Soccer, Baseball, Softball, Cricket***

### **Insurance**

Insurance must provide protection from claims arising from injuries or damage to other people or property.

The following items are required on the insurance certificate:

- Insured's name is the same as listed on the sports field rental application.
- Minimum of One Million Dollar General Liability Insurance
- Name the City of Stamford as "Additional Insured"
- See Permit Application for more information.

### **Performance History**

The City reserves the right to limit or revoke field allocations/access based upon an organization's performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations

will not be considered if unpaid or overdue balances exist on the user's account.

### **Proof of Non-Profit Status**

#### **All adult sanctioned leagues are required to have a nonprofit status to obtain a field permit**

An organization's non-profit status must be on file and current in order to qualify for a non-profit priority classification. An organization must demonstrate its non-profit status by: Being registered as a non-profit business or corporation with the a National or State body/organization **or** an acknowledged IRS 501(c) organization, and maintaining good standing (business entity status "active") with a National and/or State body/organization. This is applicable to both youth and adult athletic leagues only.

### **Commercial Status:**

Any sanctioned organization that proposes any type of commercial camp, clinic or showcase on their assigned and permitted fields must file such request with Recreation Services under an approved revenue sharing contract. Non-sanctioned or commercial organizations that want to use City fields for a camp, clinic or showcase on City fields must submit a written request and a field use application to the Recreation Services Department. There is no guarantee of field space availability. No sanctioned organization will be asked to acquiesce their permitted field time.

Insurance is required in the amount of one million in liability (see attached) and organizations must partner with the City (Recreation Services) to utilize park fields or City gym, and pay a 30% administrative fee based on total registration revenue collected. In turn, the organization will receive use of the field or facility, registration processing, accounting of fees and advertising from Recreation Services.

Organizations who are non-sanctioned or of a commercial nature, and do not want to partner with Recreation Services may rent City school field or gym. Contact the Board of Education at 977-4525 for information.

Sanctioned organizations must follow the same rules to host camps or clinics as outlined in Commercial status above.

### **Verification of Stamford Residency**

Residency percentages will be established using rosters from the most current or prior season. Rosters must be submitted with the initial field request and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, home address, and phone number.

**Cancellation & Refund Policy** Any requested cancellations or changes made to the Facility Use Permit must be submitted in writing to the Stamford Recreation Services Division.

Cancellations made a minimum of 10 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 10 days in advance will not receive any credit of fees.

*Tournaments & Camps/Clinics:* Cancellations made a minimum of 10 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 10business days in advance will not receive any credit of fees.



If an event is cancelled after it has started due to rain or inclement weather conditions, the base rental fee will be pro-rated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

### **Hours of Use**

Soccer games may be scheduled Sunday through Saturday from 9:00 am until Dark. Softball and baseball games may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm and Cubeta Stadium hours are 9am- 11pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. Teams and players may not be on the field at any time during field preparations or maintenance.

### **Notice of Non-Use of Field**

Field users must notify the Recreation Services Division to report any reserved time that can be released to other groups. Continued non-use of a rented, permitted field **may result in revocation of the permit** of the allocated field.

### **Rainouts & Inclement Weather**

In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped. Fields may be closed due to frost or other conditions that may damage the turf or playing surface. Play may be suspended due to excessive heat.

Weather/Field Condition Hotline: (203) 977-4641, notifications will also be posted on Stamford Recreation Services website: [www.stamfordrecreation.com](http://www.stamfordrecreation.com) and on the Facebook Stamford Recreation (typically updated by 3 pm each day)

### **Subleasing of Fields**

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups **may not** assign nor rent their scheduled time to other groups. Any such action **will result in the loss of rental/allocation privileges**. Recognizing this exclusivity, groups should only reserve the fields they intend to use.

## **RULES OF CONDUCT**

### **Cooperation with City Staff and Other Field Users**

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter's file, and may result in disciplinary action. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

### **Good Neighbor Policy**

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after the late games. Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property. Put all garbage and recyclables in the bins provided, and please **DO NOT LITTER!**

### **Inappropriate Behavior**

Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including but not limited to foul or offensive language shall not be used during any time of the duration of the rental. The Stamford Police Department will be contacted immediately should

individuals become unruly and further enforcement is needed.

### **Police Enforcement**

If a renter refuses to comply with City Field Rental Policies or follow the request of a City staff member, the Stamford Police Department Dispatch will be notified for assistance.

### **Concussion Policy**

To help ensure the health and safety of young athletes, Stamford Recreation Services refers to the CDC developed HEADS UP Concussion in Youth Sports initiative to offer information about concussions to coaches, parents, and athletes involved in youth sports.

The HEADS UP initiative provides important information on preventing, recognizing, and responding to a concussion. For more information on the CDC Heads Up Concussion Program, please go to <https://www.cdc.gov/headsup/youthsports>

### **Cubeta Stadium**

1. Any organization requesting the use of Cubeta Stadium for fund raising events, (tournaments, all-star games, etc.) must submit a current financial statement for that year to the Parks & Recreation Commission along with their request.
2. A financial statement summarizing the fund raising event must be submitted upon completion of the event.
3. Any organization using the concession facilities must obtain the necessary permit from the Health Dept.
4. Organizations using Cubeta for profit must pay the expenses for stadium use unless waived by the Parks & Recreation Commission.
5. No City of Stamford employee shall be involved in collecting moneys at Cubeta Stadium.
6. Organizations sponsoring tournaments/events must provide necessary police protection as determined by the Police Department.
7. The maximum number of games to be scheduled on the field at Cubeta shall be 200 per season.
8. No 12 year olds may play at Cubeta Stadium and 13 year olds teams are limited to a maximum of two games per season.
9. No practices (with the exception of Wright Tech) are to be scheduled. Practice games with the approval of the Parks & Recreation Commission, shall only be permitted to the host team of a major tournament and shall be limited to one night prior to said tournament. All players, coaches and managers must be uniformed and the practice game must be umpired by certified officials.
10. The hosting organization shall have the right of concession within the guidelines set by the Parks & Recreation Commission. The hosting organization may either run its own concession or contract out the concession to professional concessionaires, service clubs, or any organization, which can assist it. During the term of the tournament, all City concessionaires shall, as part of their permit, stay at least 200 feet from the fence at Cubeta, unless contracted by the hosting organization to service the concession stand within the stadium.

11. Hardball only is to be permitted on Cubeta fields. Cubeta is considered a premier baseball facility and is costly to upkeep; therefore no softball will be permitted.
12. No soccer or any other athletic games other than baseball are to be scheduled in Cubeta.
13. Starting time will be 6 PM with an 11 PM curfew. No inning shall start after 10:45 PM.
14. The curfew hour may be waived by the Parks & Recreation Commission for State, National and Regional tournaments. Even if the curfew is extended, no public address system may be used after 11PM.
15. Tournament scheduling shall follow the same priority allocation established for all City fields including Cubeta Stadium.

**ANNUAL FIELD ALLOCATION PROCESS**

The City of Stamford soon after the first of the year initiates its annual sports field allocation process for sanctioned user groups to obtain field use permits for the approaching calendar year. Although there is limited prime time field availability new users meeting the criteria outlined in this manual may also apply for available field space for short term use (One or two dates). Any new leagues must be sanctioned by the Parks & Recreation Commission. A youth or adult league must consist of a minimum of four (4) fully formed teams. Field Allocation Applications can be obtained by contacting the Stamford Recreation Services Division, in person at Government Center, or online at [www.stamfordrecreation.com](http://www.stamfordrecreation.com).

**Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been**

Date	Process
November	<ul style="list-style-type: none"> <li>• Staff sends email invitation to Field User Group Meeting to regular user groups with: Handbook, application, and timeline.</li> <li>• Information is posted on the City website for new users interested in applying.</li> </ul>
February	<p><b>Field User Group Allocation Meeting</b> • Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion. • Meetings topics will also include maintenance updates, policy review, and field issues.</p>
February	<p>User groups submit (late submittals forfeit priority): • Field *Location *Applications for entire calendar year • Prior season’s rosters (registration copies will not be accepted) • Proof of non-profit status</p>
February	<p>Baseball/Softball Group Meeting – Group discussion and feedback</p>
February	<p>Soccer Group Meeting – Group discussion and feedback</p>
June	<p><b>Field User Group Email:</b> Mid-year check-in with policy review and feedback</p>

authorized.

**Grounds for Denial or Cancellation of Permit**

Submission of an application does not guarantee that the rental request has been authorized. The City reserves the right to deny an allocation request to accommodate a City-sponsored/cosponsored tournament and/or special event. Due to space limitations regarding parking and spectator capacity, softball tournaments and soccer tournaments may not be booked simultaneously.

A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Stamford or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.

**Sanctioned User/League Contact**

An applicant representing an organization renting a City facility is required to provide a letter from the agency or organization specifically authorizing the individual to conduct business with the City of Stamford to reserve a facility on the organization’s behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory. The Authorized Agent shall be the single point of contact for City staff. Permits may be

cancelled for failure to adhere to policies outlined in the Sanctioned Users Policy Document.

**Payments (see Sports Field User Fees) IMPORTANT: Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation year.**

Permit Application Fee is due once permit has been approved by Parks and Recreation commission and/or internal committee.

Tournament payments are due 20 days prior to the tournament start date. Field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date. Payment for field rental and staffing fees are due at the end of each month for games.

### **SPORTS FIELD USER FEES**

Fees are reviewed annually and updated according to the Master Fee Schedule adopted by the Stamford Board of Representatives, effective each July 1.

**See Appendix A for all Fees.**

\*\*\*Youth Tournament fees will be effective as of January 1, 2018\*\*\*

### **SPECIAL PERMITS & REQUESTS**

The following items may require approval from multiple City departments and require an advanced written request to process. Upon approval, City staff will add notes and issue a revised copy of your permit.

#### **Barbecues**

The use of barbecues is permitted at sport tournaments but must be requested in writing and added to the Facility Use Permit for all other park/field rentals. Use of barbecues in Stamford Parks is only permitted in designated picnic areas and is not allowed within the interior or immediate exterior of a Park sports field.

#### **Public Address Systems/Megaphones**

Any public address system or megaphone may only be used at a City of Stamford athletic field for a pre-game opening welcome, to announce pre-game line ups, to make sporadic service announcements (such as weather related warnings, moving a vehicle, etc., and a closing announcement). Play by play announcement and/or background music is not allowed at any time during the course of a game.

#### **Concessions & Picnic**

**For pavilion and picnic rental information contact the Cashiering and Permitting Dept. at 203-977-4979**

At the Cove Island Park, Cummings Park and West Beach, a full service concession facility is on the premise with a contracted concessionaire available. The contracted concessionaire has first right of refusal for all events scheduled at the complex. No additional selling of any kind or providing of food and beverages within these park perimeters during a rental or event is permitted without prior written consent of the City as well as a valid business license.

**Fields with Concession Stands**

Any physical concession stand at a City Park field can be operated during the season by the Sanctioned Organization permitted for such field on a parent and or volunteer run basis **ONLY**. There is to be no hiring of staff and or subcontracting out the operation of the stand. All Concession Stands are subject to all City of Stamford and State of CT Health regulations. It is the responsibility of the Concession Stand operator to meet any and all regulations and inspections.

## **GENERAL FIELD MAINTENANCE & FACILITY USE POLICIES**

### **Equipment Storage**

Items are not permitted to be left or locked in any City of Stamford property unless such space is available and permitted by the Parks Manager. The City of Stamford is not responsible for storing any items belonging to a field or tournament permit holder; however if approved by the Parks Manager, the City is not responsible for any lost or stolen storage items.

### **Facility Keys**

No organization shall be in possession of City keys. Organizations found to be in possession of unreturned keys will be subject to disciplinary action up to and including permit revocation, effective immediately.

### **Batting Cage**

For all Leagues with approved batting cages; netting cannot go up until April 1 and must be removed by October 31 of each year. In addition, netting must be inspected regularly throughout the season and repaired/replaced immediately if torn or unsecured while in season. Copies of current batting cage keys must be submitted to the Parks Department for emergency entry.

### **Field Lining**

Access to facilities to line fields must be scheduled in advance with the Parks Department and the Recreation Services Division. Requests to have City staff line fields must be received by 12:00 noon on the Wednesday prior to the rental.

### **Field Maintenance**

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. Parks Department staff will determine if the fields are open or closed. In annual rest any renovation of fields is scheduled at the Stamford Recreation Services and Park Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair.

### **Foot Protection**

Metal cleats are not allowed for play in any Stamford adult slow pitch softball league at any City Park field. For baseball, lacrosse and soccer, cleats are allowed for anyone ages 13 and up with the exception of play on any City Park artificial turf field. Sandals, flip-flops, slippers, etc. are not allowed on the playing fields.

### **Garbage**

The City of Stamford provides garbage and recycling cans at all sport field locations. All renters are responsible for cleaning up debris and trash on all fields and common areas following field use.

### **Turf Management**

To insure the long-term health of City turf and sports fields, the number of games/hours of use at each facility is limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the sports fields.

In order to maintain playable fields, fields are limited to no more than 15 hours of field usage per week. In-season field closures may occur if staff determines fields have deteriorated due to wear and tear, or in cases of inclement weather, such as rain or frost. In preparation for large tournaments/special events, fields will be closed and not scheduled for use the entire week prior to the tournament.

It is the responsibility of all field users to protect the turf from excessive wear and tear. Users should rotate

locations of training and equipment, including but not limited to: ladders, cones, pitching practice, etc. Additionally, users shall not use fences, bleachers or other amenities as targets for practicing or warming up.

### **Facility Electrical Access**

Any and all access to City electrical units must be requested in writing from the Parks & Facilities Division. Approved access will be noted on the Facility Use Permit. Fees may apply.

### **Field Preparation Requests**

Field maintenance/preparation requests must be received no later than five business days prior to the game or first day of tournament play. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample time must be provided between games for servicing of the fields. Staggered start times are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed.

### **Parking & Overnight Policy**

Unless the Permit expressly allows it, no overnight parking of vehicles in City Park parking lots is allowed at any time (this includes RVs and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking.

### **Restrooms/ Portable Toilets**

Restrooms are available for use at many of the City of Stamford's rentable parks. If restrooms are not available, the individual or organization renting the park is responsible for supplying and maintaining portable toilets for participants and attendees.

### **Garbage**

Contact the Recycling and Refuse department at 203-977-4117 for any special event/tournament hosting 24 teams or more for dumpster information. Contact the Recycling and Refuse department at 203-977-4117 for any special event/tournament hosting 24 teams or more for dumpster information.

### **Subdivision of Fields**

Soccer fields may be subdivided for players ages 12 and under (U12). Requests to subdivide fields for older children and adult leagues (ages 13+) must be submitted in the Facility Rental Application, and a diagram of the proposed field subdivision must be included. NO markings may be sprayed or lined on any of the City fields without approval. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields.

### **Vehicle Access**

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. A request must be submitted in writing to the Community Facilities Division, and upon payment of per-vehicle fee and staff approval, specific conditions of vehicle access will be added to your permit.

**ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS** In addition to General Field Use Policies, Rules of Conduct, and Special Permits & Requests, the following requirements must be adhered to for tournaments.

### **Donations:**

Organizations must indicate on their application their intent to request donations as a Gate Fee. Failure to receive approval from the City to request donations will result in the cancellation of the Facility Use Permit,



and/or rental penalties. Because Stamford park fields are public facilities, only participants can be asked to donate. Individuals using the parks for exercise have access to other areas of the park.

### **First Aid/Medical Station**

All tournaments are required to have a minimum of one first aid station(s) at each site with first aid supplies and certified medical person(s). The number of first aid staff you need depends on the tournament and the number of participants. If you do not have volunteers for this, you may hire EMS event support.

### **Hours of Use**

**Soccer tournaments** may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. Fields may be accessed at 8:30 am for warm-ups, but games cannot begin until 9:00 am. The last game of a tournament must begin no later than 9:00 pm and gameplay must end by 10:00 pm (for fields with lights/dusk without lights).

**Softball and baseball tournaments** may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. Teams and players may not be on the field at any time during field preparations or maintenance. The last game of a tournament must begin no later than 9:00 pm and gameplay must end by 10:00 pm. Except at Cubeta Stadium, where the last game cannot start after 10pm ending no later than 11pm.

### **MEASURES TO ENSURE ADHERENCE TO POLICY**

The permit holder is responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property.

Any Sanctioned League internal disputes of any kind, must be handled by such League's executive board and or governing affiliation.

Refund of field rental fees shall allow for leagues to make up games on another date. Should that not be possible a refund would be issued.

### ***Additional Field Rules for Sanctioned/Permitted Users***

#### **A. Weather Related Issues**

1. All field users are required to call the Fields Hotline **DAILY** to check on field's availability due to weather conditions. The telephone number 977-4641.
2. If the Fields Hotline indicates that a field is closed, it is **CLOSED, NO EXCEPTIONS!** We will monitor the field conditions and update the Hotline daily.
3. If fields are **CLOSED** due to inclement weather, **ALL** teams should curtail practices and games. Failure to abide by the field closure rule will result in disciplinary sanctions against teams and coaches who willingly violate the rule.
4. Weather conditions can change suddenly, with thunderstorms and rain showers. All coaches and managers should keep this in mind and cancel practices or games if weather conditions deteriorate during use of the field. Our objective is to **PREVENT** unnecessary **DAMAGE** to playing surfaces.
5. Violation of this inclement weather policy will result in the following penalties being imposed on the organization.

First Offense:                      Written warning to team and President of the organization.

Second Offense: Suspension of the team or organization from using the fields for two weeks. Failure to abide by the suspension will result in automatic forfeiture of further use for the rest of the season.

Third Offense: Forfeiture of a team or organization's privilege to either practice or play games on all City of Stamford or Board of Education fields or facilities for the remainder of the season. Also, in order to obtain a permit for the following season, the organization must appear before the Parks & Recreation Commission to be reinstated.

## **B. Related Conditions**

1. All teams and organizations must take care to manage litter generated as a direct result of their usage. If the field is found littered upon your arrival, please call the City's Customer Service line to report such at 977-4140.
2. The Parks & Recreation Commission may require permitted users to provide at their expense police or other services.
3. All permitted teams or organizations are required to provide the Recreation Services Division with team rosters including each player's name, home address, and home telephone number.
4. Raffles are permissible with a state permit **ONLY**. **50/50 raffles** are **NOT** legal raffles and shall not be held on any City park or School field.
5. There are to be **NO glass containers** on City Park or School fields.
6. There shall be **NO amplified music** without prior approval from the Parks & Recreation Commission.
7. There is to be absolutely **NO installation of any type of permanent fixtures** or structural, electrical, or plumbing changes on any City or School field without prior approval of the Parks & Recreation Commission. Once an item of infrastructure is approved and installed it becomes the property of the City of Stamford. All structures must be designed by a registered Architect and approved by the Building Dept. Conceptual design to be submitted by sketches for preliminary approval. For final approval by the Parks & Recreation Commission, stamped drawings by an Engineer or Registered Architect will required. After the Parks & Recreation Commission, drawings must be presented to the Engineering Dept and Building Dept for their final review.
8. If using beach park fields (that require entry by permit only), all approved users will be provided with a Recreation Services issued "**Sports Sticker**". Passes may be purchased (See Appendix A) at the Recreation Services office. The Sports Sticker **MUST** be placed in clear view from the vehicles rear view mirror (affixed to driver's side windshield) or a fine will be issued. Teams or individuals who use city fields and facilities **without the proper permits**, or after an event has been officially cancelled, will be **FINED** (See appendix A) in accordance with the City Code of Ordinances, Sections 175-2, 175-3.

## **City of Stamford Parks & Recreation Commission Sanctioning Policy**

**Establishment:** The Parks and Recreation Commission encourage and support the use of Park fields by nonprofit community sports organizations/leagues through the Department's Sanctioning Policy.

**Definition:** Sanctioning is a designation between the Parks & Recreation Department and Commission and a local Stamford based nonprofit sports organization to provide recreational sports leagues which meet a community need.

**\*See Appendix B for current list of Sanctioned Users.**

**Eligibility and Application Process for Sanctioning:** Each year existing sanctioned organizations must renew their sanctioning status by providing the following . . .

- a. A constitution and by-laws including provisions for an annual election of officers, and a list of names and addresses and contact info of a board of directors or governing body. Elections must be held at a previously advertised general meeting for all members, and must take nominations from the floor. Duly elected officers and a full board must be in place before each season begins to obtain a permit. Election results are to be submitted to the Recreation Superintendent and or designee.
- b. A Board of Directors will be mandatory. Which will permit nominations to the board from the floor at an annual meeting

## **Cont. City of Stamford Parks & Recreation Commission Sanctioning Policy**

- c. A complaint processing policy with detailed procedures including the way in which formal complaints will be handled and a commitment that responses are to be promptly made in writing to the Parks & Recreation Commission. Responses must copy the Superintendent of Recreation.
- d. A coach selection procedure (for youth sports only). Background checks are recommended.
- e. Provide its own liability and or accident insurance with the City of Stamford named as an additional insured subject to a minimum limit of liability of a million dollars combined single limit per occurrence for bodily injury and property damage. (See field permit application for full provisions, certificates required).
- f. Disclose annually any and all current national charters and affiliations.
- g. Submit annually to the Parks & Recreation Commission a complete participant roster list with names, ages, addresses and phone numbers.
- h. Follow all local, charter and national governing body rules regarding rules of play, age and residency requirements.
- i. Any significant additions (such as new affiliations, charters, divisions or teams, assimilation of existing programs/leagues) to an existing sanctioned program are considered new programs and must be approved by the Parks & Recreation Commission.
- j. All users will be required to fill out a City/Recreation Field Use Permit Application and include a master schedule of all games and practices preferably at our annual winter meeting, but no later than one month before your first game.
- k. With the exception of tournament play, all all-star/travel teams participating in regional leagues must provide a full league schedule and must play at least 50% of their games away.
- l. To be considered a Stamford youth team 100% of the team roster must be Stamford residents. For adult teams 75% must be Stamford residents. Roster sizes must be a reasonable number and related appropriate to the sport.
- m. Sanctioned programs do not have permission to partner with any for profit commercial camp or clinic on park property. (See Field Policy Manual for further clarification and rules). No sanctioned team or program has the right/authority to sublet their assigned fields.
- n. Sanctioned programs should make every effort whenever possible to provide scholarships or fee waivers to disadvantaged youth who qualify for free or reduced lunch in the Stamford school system.
- o. Sanctioned programs should provide opportunities for recreation level play with an expectation of participation/playing time, skill development and enjoyment as the primary program format for any children's program under the age of 13.
- p. Sanctioned programs should provide for a formal participant evaluation including the program content, knowledge and temperament of coaches, and overall enjoyment of the program.
- q. Once sanctioned programs receive their field assignments the expectation is that those assignments will be used for the originally submitted game or practice. Should any change arise for any reason the sanctioned organization must contact the Recreation office as soon as possible or no later than the following morning with notification of the change. The City will be auditing fields with spot checks throughout the season.
- r. Advertising signs and banners at City fields may be displayed on or after April 1<sup>st</sup> and must be taken down no later than October 31<sup>st</sup> of each year. Per the Parks & Recreation Committee of the Board of Representatives

any signs not removed by this date will be removed by the City's Parks Dept and or painted over. All signs should comply with Parks & Recreation Committee of the Board of Representatives policy and specs.

**Withdrawal of Sanctioning Status:** The City of Stamford Parks & Recreation Commission reserves the right to withdraw sanctioning of an organization with adequate notice contingent upon any or all of the following stipulations.

- a. The rules and conditions of the sanctioning policy and its recommendations are not substantially met.
- b. If the rules, regulations of the City of Stamford Field Policy or a national governing body charter is violated.
- c. Unethical, immoral, financial or other misbehavior by one or more of the sanctioned organization representatives/officers.

**City of Stamford  
Parks & Recreation Commission  
Sanctioning Policy**

PLEASE PRINT CLEARLY

Sanctioned League Organization Name: \_\_\_\_\_

Authorized Sanctioned President Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Sanctioned President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Of Stamford Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(LA/2017)

**Email completed Sanctioning Policy document to [mgearhart@stamfordct.gov](mailto:mgearhart@stamfordct.gov).**

**Appendix A  
Special Fees:**

<b>Rental/Tournament Type</b>	<b>Fee</b>
<b>Field Rental(Adults)</b>	<b>\$100 per game (max of 2 hours)</b>
<b>Deposit for Adult Tournament fee</b>	<b>\$150 non-refundable(applicable towards final fee due)</b>
<b>Charity Tournament fee</b>	<b>\$100 per field/per day</b>
<b>For profit/corporate tournament</b>	<b>\$300 per day/one field, \$150 per day/per field any additional fields.</b>
<b>Lights</b>	<b>\$75per day/one field, \$50 per day for additional fields.</b>
<b>Staff person to turn on/off lights</b>	<b>\$125 per day</b>
<b>Field maintenance (A separate check much be made out to The City of Stamford for maintenance.)</b>	<b>\$80/\$160/\$220 (2 maintenance workers, 2 hours min .for 1 fields, 4 hour min. for 2-3, 6 hour min. for 3 or more)</b>
<b>Sports Pass for Adults &amp; Youth</b>	<b>\$2.00 per pass</b>
<b>Youth Tournament Fee</b>	<b>\$25 for one day</b>
<b>Youth Little League Tournaments (4-12 years old)</b>	<b>\$50 for up to 7 days</b>
<b>Youth/Teen Tournaments (13-19 years old)</b>	<b>\$100 for up to 7 days</b>
<b>Sports Sticker Pass</b>	<b>\$2 per sticker</b>
<b>FINE for NO Sports Sticker PASS</b>	<b>\$90</b>

**Appendix B  
Current Sanctioned Organizations  
Youth Leagues**

**Adult Leagues**

Stamford American Little League  
Stamford National Little League  
Stamford North Little League  
Jackie Robinson League  
Boys Babe Ruth Baseball  
American Legion Baseball  
Stamford Stars Girls Babe Ruth Softball  
Stamford Youth Soccer  
Stamford Youth Hockey  
First Down Youth Football  
Spartans Youth Football  
MadDogs Youth Cricket  
Stamford Peace Basketball  
Six Love Tennis  
Grassroots Tennis

Over 30 Men's Baseball (Mets & Pirates)  
Central American Soccer League  
Stamford Co-Ed soccer league  
Southern CT Women's soccer league  
St. John's Cricket League  
Shaheen Cricket League  
Stamford Cricket Club  
Eagles Men/Women Saturday Soccer League  
Men's Shoreline Soccer O30 O40  
Italia Men's Soccer  
Italia Co-Ed Soccer league  
Haitian Soccer League