

4.3 Sports League Reservation Policy

Updated at Board of Selectman's meeting 12/3/2020

APPLICATION TIMELINES

Sports Leagues

Any sports league wishing to use facilities under the jurisdiction of the Colchester Parks & Recreation Commission should make their request to the Director of Parks & Recreation by the deadline indicated below:

Sports Season	Field Usage Period	Field Scheduling
Spring -Outdoor	April 1 - June 15	Due February 1st
Summer-Outdoor	June 16 -August 15	Due March 1st
Fall - Outdoor	August 16 -first weekend in November	Due May 1st
Winter-Outdoor	First weekend in November-April 1	Fields Closed
Winter – Indoor	November 1 – March 1	See Board of Ed Policy

Special Events

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

Miscellaneous Rentals

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

Confirmation of Application

The Recreation Department strives to confirm all requests within 10 business days following the Application submittal. Note that it is possible that some delays may take place during the application review process due to unique case-specific situations, and that these situations will be addressed as soon as possible. Note: changes in dates, times or cancellation could result in a permit fee assessment.

Permit applications, liability waivers, and the certificate of insurance must be filed annually. Please notify us of any changes to the President of your Board of Directors.

Priority Scheduling

1. Town-sponsored programs or events will receive first preference. Confirmed reservations may be cancelled or rescheduled in the event of unforeseen circumstances such as weather, field conditions, emergencies or other circumstances that may arise.

2. Colchester Leagues that meet the criteria below will be given scheduling priority when requests are submitted before the deadline.
 - a. Colchester Youth Leagues that meet the following criteria:
 - i. 90% Colchester residents
 - ii. Recreational league (a league that allows all those that register and/or try out to participate in the league)
 - iii. Primary Season
 - b. Colchester Adult Leagues:
 - i. 65% Colchester residents or employed in Colchester
 - ii. Primary Season
 - c. Colchester School Teams:
 - i. Primary Season
3. All other Colchester organizations, including AAU and Premier teams.
4. Scheduled games and make-up games will take preference over practices.

By default, all leagues must pay all applicable fees, including the Field Sustainability Fee. However, Colchester Youth and Adult leagues that meet the criteria in #1 and #2 above may have field rental fees waived; amenity fees (lights, pavilion rental, etc.) will not be waived.

Ballfield Light Fees and Operation

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

Other rentals will be arranged as either pre-set times for the lights to be on/off or controlled by on-site staff. Light fees will be billed to the rental group on an hourly basis.

Permit Reservations and Fees

1. The Colchester Parks and Recreation Department reserves the right to request proof of eligibility for all applicants using Colchester facilities.
2. Non-Resident Fees are charged as follows:
*Adult Sports (Men and Women) - \$20.00 per non-resident player
3. Team rosters are due to Parks & Recreation Office prior to league game play start date. Proof of residency must be included with rosters. Team roster may be spot-checked by Recreation Department staff periodically throughout the season. Failure to submit rosters and proof of residency to the Recreation Department may result in the cancellation of the permit for the remaining season.
4. Payment of all fees is due no later than ½ way through each season. Failure to submit payment to the Recreation Department may result in the cancellation of the permit for the remaining season.

5. The payment of all fees can be made online, in person or by mail using a check, credit card or cash.
6. If a problem should arise with any league while using a Town facility, the President of the League will be asked to discuss the concerns at the next Recreation Commission meeting. If the League cannot rectify the problem the permit may be suspended, cancelled or terminated indefinitely. Notification will be made to the Board of Selectman.

Maintenance & Supervision Requirements

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

Inclement weather

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

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

Food Concessions

1. Organizations must request permission for the sale of food and/or beverages for their events separately from this form. Applications are available at the offices of the Town Code Enforcement Department.
2. Rights to the R-8 concession stand are only provided to Colchester non-profit youth organizations.

Security Deposits/Damages

Security deposits may be required.

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

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

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

Removed by vote at Board of Selectman's meeting 12/3/2020

4.4 Sport League Endorsement

Mission:

To encourage and promote youth development and adult recreation as the primary goals of community sports programs, and to facilitate the responsible use of fields and facilities.

Eligibility:

For youth leagues, at least 75% of league participants must be Colchester residents.

For adult leagues, at least 50% of league participants must be Colchester residents or taxpayers or employed in Colchester.

Established policies that promote proper youth development as primary goal of league. (youth sports-only)

Endorsed eligibility and requirements are over and above standard field use policies.

Requirements:

Submission of league regular meeting agendas and minutes to the Parks & Recreation Commission through the Department.

Initial NYSCA certification of all coaches. (youth sports-only)

Background checks of all coaches, and volunteers who have direct contact with children. (youth sports-only)

Benefits:

Free use of fields.

Primary access to field scheduling.

Procedure for Endorsement:

Initial application to Parks & Recreation Commission (PRC)

Re-approval every 3 years, or sooner if change in league leadership

Notarized form acknowledging compliance with all requirements

PRC member may serve as liaison to endorsed league.

APPROVED 03/15/2012