



WALPOLE FIELD USE POLICIES & PROCEDURES

Whether for High School sports teams, youth leagues, or even charitable events and private reservations, hundreds of Walpole residents utilize public athletic fields each year. Because the requests for fields typically outnumber the space available, all field activities (practices, games, scrimmages, etc.) require a Field Permit issued by the Walpole Recreation Department.

All permit holders are responsible for ensuring coaches, volunteers, parents/guardians, and participants abide by the following policies and procedures concerning field use. The Walpole Recreation Department reserves the right to deny or revoke an activity or event from use of a town-owned property. Walpole Recreation Committee members, employees, Police Officers, and/or assigned people may deny the use of a field and/or require an activity to conclude due to inclement weather, unsafe, poor field conditions and/or failure to comply with permitting policies. Fees generated from this policy will be used for capital improvements and general maintenance of the town fields including mowing, weeding, fertilizing, limited infield care, trash, netting, fencing and resurfacing (courts).

As always, thank you for your cooperation. Should you ever have questions or comments, please do not hesitate to contact the Recreation Department directly at (508) 660-6353.

I. User Priority - Field space will be allocated according to the following order of user priority:

- A. Walpole High School Athletics
- B. Walpole Recreation Department activities (or other town department)
- C. Walpole Youth Leagues (WYFC, WLL, Babe Ruth, etc.)
- D. Private Walpole organization or resident
- E. Any other organization or private request
- F. First come-first served

II. Procedures & Scheduling

- A. Individuals looking to reserve field space (either one-time or seasonally) must complete and return the Field Permit Application for consideration of a Field Permit by the Walpole Recreation Department:
 - a. Applicant must be 21-years old or older and will be assume responsibility for the conduct of their organization
 - b. One permit-per-field should include the field/court, all dates, days and times requested
 - c. Include a certificate of insurance naming the Town of Walpole as additionally insured
 - d. Attach any applicable Food, Alcohol, and Certified Camp Permits from the Walpole Board of Health, if necessary
- B. The applicant is solely responsible for the permits and fulfillment of the regulation of the following:
 - a. Board of Health permit to run a camp/clinic/program according to 105 CMR 430 (no reservation will be taken without a signed BOH permit classifying your organization)
 - b. State and Local laws and bylaws
- C. Permit deadlines
 - a. Prior to the start of each field season, application deadlines will be posted and distributed to each youth leagues, and also posted on the Walpole Recreation website.
 - b. Once all league applications for a given season are received, fields will be permitted pursuant to the User Priority and on a first-come, first-served basis. Permits will be issued with tentative invoices until final rosters have been settled.
 - c. Leagues have 30 days after the start of their playing season to submit final rosters to the Recreation Department for calculation of final invoices.

- d. Complete payment for field permits are due to the Recreation Department within 30 days of the final invoice being issued, otherwise the permit will be revoked.

III. Weather Policy

In all cases, fields will be permitted with the understanding that fields may be closed due to inclement weather, maintenance, and/or at the discretion of the Walpole Recreation Department or the Parks Department.

All field users should adhere to the GOLDEN RULE: "If there is steady rain or standing water on the fields or diamonds, the fields are not safe for play." Fields will automatically be closed during inclement weather and unfavorable conditions, including

- Standing puddles of water on the field
- Footing is unsure and slippery
- Walking on turf/infield produces water or ground is frozen
- Severe weather storms
- Lightning (you cannot play a game within ½ hour of the lightning)

The Parks and Recreation Departments will compile a daily Fields Status Report that will be available on the Recreation Department website at www.walpolerec.com. We kindly ask that leagues and coaches check the Field Status Report each day to ensure that fields are open and safe for play.



The permit holder will be responsible to pay for repairs on fields where unsafe conditions existed, play took place, and excessive damage occurred. Failure to pay for repairs may result in revocation of all future permits.

IV. Additional Permits & Liability

The Walpole Recreation Department requires a Commercial general liability insurance certificate. Certificate should name the Town of Walpole as an "additional insured," with the combined limit for Body Injury and Property Damage \$1,000,000 for each occurrence and with a \$1,000,000 annual aggregate.

The Permit Holder is responsible for verifying that ALL league officers, coaches, officials and volunteers in the organization that are working with children and older adults have been CORI checked and approved by the organization.

V. Field Rules & Regulations

Each permit holder is required to sign-off that they have read and will comply with these rules and conditions. Any breach of these rules and conditions will be grounds for revocation of any permit.

- A. Etiquette: Participants using Walpole fields under permit are required to behave appropriately at all times. Appropriate behavior includes showing respect for surrounding neighbors and staying off their property. If a ball lands on neighboring yards or properties, participants should not retrieve it; they should leave it where it lands. This includes all players, coaches and spectators. Most Walpole fields are equipped with toilet facilities. For fields without toilet facilities, participants must make other arrangements to address their bathroom needs. No player, coach or spectator should ever use any part of the field or any adjacent public or private property for his or her bathroom needs. If players, coaches or spectators have any questions concerning this policy, please contact Brendan Croak, Director of the Walpole Recreation Department, at (508) 660-6353.
- B. Trash - All permit holders are responsible to ensure that ALL trash is collected from the sidelines, dugouts and stands and placed in the proper receptacles. Recycling is strongly encouraged. Trash barrels are emptied on a

scheduled basis. If there are barrels that need to be emptied, please contact the Parks Department at (508) 660-7382. The permit holder is responsible for removing all “excessive trash” that is part of the field usage, such as pizza parties, player uniform supply boxes or bulk drink bottles. Do not stack trash around the receptacles, as this will attract animals.

- C. Parking – All vehicles associated with the permit holder’s organization must be parked legally. All illegally parked vehicles will be ticketed and towed as stated on parking regulation signs. Please advise all users and spectators to seek parking on adjacent streets to the permitted field. Permitted organizations that violate the posted parking regulations risk the permit to be rescinded. Vehicles are prohibited from parking on any field.
- D. Field information – The Walpole fields are maintained by the Walpole Parks Department. The materials that are used are Turf Grass and Baseball/Softball Infield industry standards. Any usage of materials other than those supplied on site will alter the composition of the fields and are prohibited. If the permit holder would like to have some “speedy dry” available for spot applications, please contact the Parks Department prior to the scheduled event for acceptable materials. Coaches are encouraged to alternate goal mouth locations during practices times to reduce the wear on those locations. Field line painting will only be performed by the Walpole Parks Department, unless prior approval of user groups has been authorized. The turf grass fields are most vulnerable to damage during the early spring (late March-April) and late fall (October-November), when the grass is not actively growing.
- E. Damage to Fields, Public or Private Property – Report any field conditions or infrastructure damage that may have impact on play due to excessive wear or vandalism to the Recreation Department. Report any incident of damage to public or private property that may occur during the time of your event to the Recreation Department or to the Walpole Police Department if necessary.
- F. Alcohol - Alcohol is prohibited on any park or playground in Walpole. It is the permit holder’s responsibility that any person affiliated with the permitted organization refrain from the use of alcohol.
- G. Dogs - All permit holders are responsible to ensure that all dogs accompanying their group are leashed at all times and that the person or persons responsible for the dog clean up after their animal.
- H. Walpole High School: When Walpole High School Athletics is involved in a competitive match or game with another school, please be advised that this match or game must be completed without interruption regardless of permit. Permitted users waiting for a game or match to be completed should stay completely off the field surface and away from the sidelines to ensure that their participants do not impede the game that is in progress.

VI. Abuse of Policy

The following steps will be taken in the event of any violations to these policies and procedures:

- **First Offense** Written warning to team and the head of the organization
- **Second Offense** \$250 fine and suspension of the team or organization from practicing on the fields for 1 week
- **Third Offense** \$500 fine and forfeiture of a team or organization’s privilege to either practice or play games on Town of Walpole facilities for the remainder of the season.