

Town of Trumbull Field Use Policy

1. Group Classification
2. Application Procedures
3. Fee Structures and Priorities

To remain in the designated group classification, each group must adhere to the criterion for being placed in that category:

Group 1-100% Trumbull resident core groups.

Group 2-Each Senior City Team in Trumbull must meet and maintain 75% of their roster on a continuing and a yearly basis to remain in Group 2 or they will forfeit their grandfather clause and move to Group 3 permanently. Any new 100% Trumbull resident noncore team will be placed in Group 2 for a trial period of 2 years at which time they will be re-evaluated for permanent placement in Group 2 or moved to Group 3.

Group 3- Everyone else no meeting criterion

The Application Process has been organized to go through the Park Commission, regardless of whether the fields being requested for are on Board of Education or Town property.

Each Group MUST submit the following before being issued approval to utilize the field being requested:

1. Use of Fields Form from the Recreation Department
2. A copy of their Insurance Certificate
3. A copy of their previous years' tax return
4. A copy of a fixed final schedule
5. Names of coaches and proof of background checks
6. Complete roster of all teams prior to the first scheduled game

For the Spring Season, all paperwork will be submitted to the Park Commission at their February meeting and for the Fall Season, all paperwork will be submitted to the Park Commission at their August meeting.

For Fee Structures and Priorities please refer to the attached chart and the individual corresponding fee for each Group.

Fee Structure and Priorities:

All town programs have been placed in one of three groups for priority of assignment and fee structures. These are:

Group 1:

Athletic contests for school teams

Trumbull Recreation

American Legion (Senior 17-19 & Junior 16-17)

AYSO

Babe Ruth 13-15 years old

Little League (T-ball 5-7, Little League 8-12, Softball 8-12)

Pop Warner

Senior Babe Ruth 16-18 years old

Trumbull United

CIAC /FCIAC Tournaments

Reciprocal field usage for scholastic programs,

Regional Special Olympic competition

Trumbull youth lacrosse

Trumbull youth wrestling

This group would use the fields without a fee and have the highest priority within specific seasons and subject to additional restrictions. Groups may be charged for additional services including overtime of Town/BOE employees, lighting costs, or other requested special services. (See Attached Chart)

All other groups under the umbrella of the individual core group will be classified under the Group 2.

Group 2: These are organizations that are non-profit and must have 100% town residents. Senior City will be grandfathered but must have at least 75% town residents on their individual team rosters by 2012. Failure to meet these requirements will result in reclassification to Group 3. Also included is other in-town, private, non-profit groups such as Religious Groups or teams, private teams consisting of 100% Town residents etc.

Groups will be 501c3 organizations and will produce proper documentation.

These organizations will have a lower scheduling priority than Group one. Group two organizations are subject to the same costs as Group 1 and will also be charged a small additional fee. (See Attached Chart)

Group 3: This group consists of non-profit organizations and teams that are less than 100% town-residents, private organizations, and for-profit groups.

These organizations will be charged a full fee and will be subject to all other fees and costs applicable to the other Groups.

Any new town organizations that are 100% town residents will be placed in the Group 2 classification for a probationary period of 2 years, at which time their status will be reviewed for placement in either Group 1 or stay in Group 2.

Application for Use of Fields-Trumbull Parks/Trumbull BOE

Date _____

Name of Organization _____

Name of Contact _____ Cell _____

Address _____

Telephone _____ Email _____

Field Requested _____

Purpose _____

Day and Date _____ Time _____

Services Requested:

Lights _____ Field Prep _____ Lining _____

Please Provide:

Certificate of Insurance _____ Tax Forms _____ 501c3 _____

Rosters _____ Background Checks _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Time							
Field							

Signature _____

Approval _____

Town Fields:

Unity Park:

#1 _____ LL Baseball (Lighted)

#2 _____ LL Softball

#3 _____ LL Baseball

#4 _____ LL Softball

#5 _____ LL Baseball

_____ Babe Ruth

_____ All Purpose/Tball

Island Brook:

#1 _____ Adult Softball

#2 _____ #3 _____

#4 _____

Old Mine:

_____ All Purpose

Long Hill:

_____ Softball

Madison/Tashua:

_____ Softball

Indian Ledge:

_____ Softball

#1 _____ All Purpose

#2 _____ All Purpose (Turf)

#3 _____ All Purpose (Practice)

#4 _____ All Purpose

Kaechele

#1 _____ #2 _____

#3 _____ #4 _____

BOE Fields:

THS

_____ Varsity Baseball Lighted

_____ JV Baseball

_____ Varsity Softball

_____ JV Softball

_____ Football (Turf) Lighted

_____ Varsity Soccer

_____ JV Soccer

_____ The Pit

_____ All Purpose

_____ Field Hockey (Fall Only)

_____ Track

_____ Cross Country

Madison:

_____ Football

_____ Baseball

Booth Hill:

_____ Little League

Daniels Farm:

_____ Little League

Jane Ryan:

_____ Little League

_____ Babe Ruth

Tashua:

_____ Little League

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

The Trumbull Recreation Code of Conduct will be enforced before, during and after all field reservations for practices, games or tournament play. Town of Trumbull park rules, regulations and ordinances will be strictly enforced. Each individual or organization that reserves fields from the Town of Trumbull 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 rental group have been made aware of all park rules and regulations in addition to the code of conduct.

TRUMBULL RECREATION CODE OF CONDUCT

The following outlines the basic categories of those involved in Trumbull 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 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 word 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 from 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, rec. dept. and coach.
- Will resist the temptation to find fault with others, and be equally fair with him/herself, 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 Trumbull 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 your 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

TRUMBULL ATHLETIC FIELD USE RULES

1. Sports fields are available for reservation and use through the Trumbull Recreation Department. Permits may be obtained during regular business hours.
2. The permit and a responsible party (18 years of age or older) must be on site when the field is being used.
3. The permit holder will leave the field in a clean and neat condition. If it is necessary for the town to provide cleaning services following the reserved activity, the permit holder will be charged an hourly fee.
4. The use of excessively loud music is prohibited.
5. The destruction of any town property is prohibited.
6. Renter is responsible for trash collection and removal.
7. Alcoholic beverages are strictly prohibited including both play and spectator areas. Glass containers of any kind are prohibited.
8. The reservation is for the sports fields and lights; fields are rented "as is". Bases and other equipment are not included in the rental. Field use is limited to the activity specified on the permits.
9. No apparatus or equipment may be located on the sports fields unless the use and location of equipment has received prior approval.
10. No animals are allowed on the fields at any time.
11. No vendors allowed on premises
12. No fires and/or outdoor cooking are allowed except by permit from the Parks or Recreation Departments.
13. Unauthorized (non-town) vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
14. In case of rain or inclement weather conditions, permit holders must register with the Recreation Notification System in order to be notified of field closures or changes.
15. Once a determination has been made to close a facility, no user group or individual will for any reason override that decision or take

any corrective measures to any type of field in an attempt to make it playable.

16. If damages are incurred on a closed field, the responsible party will be assessed the full cost of repairs to be determined by the Park Superintendent. In addition, the first violation of this provision will result in a 1 game suspension of field usage, second violation, 3 game suspension, any additional violations will result in forfeiture of field time for the remainder of the season.
17. Designated person responsible for turning sports field lights on and off. In the event of a problem, contact the Recreation Department at 203 452-5060 to report the problem.
18. Cancellations must be made to the recreation office 72 hours prior to the reservation to avoid billing.
19. Unless specifically stated on the permit, it is understood that the gathering to be held is not a fundraiser that no admission is to be charged, that no tickets will be sold or collections taken, and that no items or services will be sold. Groups conducting fund-raising events must have 501c3 status.
20. User agrees to indemnify, defend, and save harmless the town, its agents, officers, and employees from and against any accident, injury, including death, and/or loss of property, or damage to neighboring property
21. At no time shall any allocation user charge rental fees for fields allocated to them by the Town of Trumbull Parks or Recreation Departments.
22. The Parks Commission reserves the right to change these rules at any time.
23. Failure to comply with park regulations may forfeit the right to use town facilities in the future. Permits are revocable at any time for violation of rule, ordinance or state law.
24. Users should be prepared to present upon request, by the designated proper authority, their permits and/or roster cards.

