AGENDA
Trumbull Parks and Recreation Commission
Monday, February 10, 2020
Long Hill Conference Room, Town Hall, 7:00 p.m.

Call to Order

Public Comment

- Louise Perkins and Richard Ruby (Beach Memorial Park Soil Survey Results)
- Ray Baldwin (proposed Veterans' Center)

Acceptance of Minutes

Correspondence

Old Business

New Business

- Beach Memorial Park Soil Survey Results
- Proposed Veterans' Center @ Katz Pond
- Revised Field Use Policy for approval

Superintendent's Report

Division Reports

- Park Rangers
- Recreation

Any other business that might rightly come before this Commission

Adjournment

If you are unable to attend the meeting, please contact the clerk at lshiel@trumbull-ct.gov

Town of Trumbull Superintendents Report

February 10th, 2020

The Department is making good headway with the installation of security fencing in Unity Park this year.

The majority of the picnic area and some short runs near Fields #1 and #2 is our goal for this time.

Tree work is still ongoing within Twin Brooks and will likely be for the next few years. The department is working from the outer areas with the greatest risk to our guests.

Wet conditions have hampered full removal of the trunk sections.

Apple orchard and community Garden areas have been pruned cleaned up for the season.

Pre-season bed maintenance is being conducted in an effort to get a head start to the spring season.

Preparatory shop work is continuing for the scheduled project at the Vietnam Memorial Bridge. We anticipate shutting down incremental sections and installing new railing and decking across the entire boardwalk and bridge starting this spring.

Town of Trumbull

Parks and Recreation

Ranger Division

Parks and Recreation Commission

Ranger Division January 2020 Report

Commissioners,

This report provides to you the activity for the month of January 2020 of the Parks and Recreation Ranger Division. During the month of January the Park Rangers responded and took **26 incident reports** within the parks. The total incident reports from January 1st to December 31st 2020 is **26.** Notable incidents are listed at the end of the report. Since the new ordinances have been in force, rangers have started to patrol other area's of the system that are now included in those ordinances.

Parking

Issuance of parking violations will commence on March 1st. Rangers issued **1** written violation and **0** Warnings in January and total for the year of **1.** There was **1** violation for permits and **0** for Prohibited Parking Area (parking on grass), total for the year is **1** permit, **0** Prohibited Parking Area (parking on grass).

Warnings

The warning system commenced for the new park ordinances. As of January 31st there were **2** Warnings issued for a total of **2** for 2020, for Commercial Photography and Vehicle Left in Park after Closure.

Permitted Park Events

There was **0** permitted events in the parks for January and **0** for the year.

Quarry Road

Regular proactive patrols are being conducted in the area and trail. There has been continued incidents of Dumping near the new trail head. The dumping consists of houshold trash and construction debris. A possible contributing factor is that the area is secluded.

Schools

Regular school patrol of the fields continue through the winter months.

Rangers

Several of the rangers have received training on the new ordinances and warning system and have been addressing violations.

Respectufully Submitted,
Steven J. Chapman, Chief Park Ranger

2020TRP001	1/3/2020	Indian Ledge	Suspicious Vehicle
2020TRP002	1/7/2020	Island Brook	Littering
2020TRP003	1/7/2020	Great Oak Park	Littering
2020TRP004	1/7/2020	Whitney Ave. Lot	Locked out of vehicle, TPD Assist
2020TRP005	1/8/2020	Unity Park	Building Alarm
2020TRP006	1/9/2020	Twin Brooks Park	Vehicle reported in mud
2020TRP007	1/10/2020	Twin Brooks Park	Parking and Traffic (b)
2020TRP008	1/10/2020	Twin Brooks Park	Parking and Traffic (g)
2020TRP009	1/10/2020	Old Mine Park	Sanitation (d)
2020TRP010	1/10/2020	Twin Brooks Park	Vehicle After Hours
2020TRP011	1/11/2020	Twin Brooks Park	Advertisement and Solicitation
2020TRP012	1/11/2020	Great Oak Park	Sanitation (d)
2020TRP013	1/14/2020	Twin Brooks Park	Swimming/ main pond
2020TRP014	1/15/2020	Unity Park	Unsecured door
2020TRP015	1/17/2020	Twin Brooks Park	Pets and Other Animals (b)
2020TRP016	1/11/2020	Twin Brooks Park	Damage to Park Property (b)
2020TRP017	1/17/2020	Twin Brooks Park	Damage to Park Property (b)
2020TRP018	1/18/2020	Beaches Park	MVA Vehicle Off Road
2020TRP021	1/22/2020	Twin Brooks Park	Graffiti at Upper Pavilion
2020TRP022	1/22/2020	Unity Park	Skaters on pond
2020TRP023	1/28/2020	Indian Ledge Park	Players on Closed Field
2020TRP024	1/28/2020	Unity Park	Ice Skating
2020TRP025	1/29/2020	Beaches Park	Dumping
2020TRP026	1/29/2020	Quarry Road Walkway	Damage to property

Trumbull Recreation Department Report

February 10, 2020

- We are continuing to work with Veoci on the development of new recreation software.

- Park stickers are now available.

    - 2019 Pass Totals Passes:
        - Park Stickers: 408
        - Companion Park Stickers: 8
        - Fishing Passes: 7

- 2020 Pool Companion and Guest passes should be available by March 1st.

- Our annual Trumbull Youth Basketball Team Appreciation Night will be held on Thursday, February 13th during the THS Girls Basketball game. All players and coaches get into the game for free and will be recognized on the court during halftime.

- We are working on spring/summer programming. We anticipate our summer program guide will be available in early April.

Town of Trumbull, Connecticut

Parks & Recreation Department

Policies & Procedures

Title: **Athletic Field Use Policy**	
Policy: **PR-006**	
Date Approved: September 10, 2018	Approved By: Parks & Recreation Commission
Date Effective: January 1, 2019	Date Revised:
Supersedes / Replaces: Field_Use_Policy.pdf	

I. Purpose

This document establishes the policies and procedures that determine the allocation and use of the Trumbull Parks & Recreation (TP&R) Department governed athletic and community fields with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive a permit for use of Trumbull public athletic fields and the process used to allocate and schedule fields for athletic leagues/organizations, individuals, groups and corporate applicants.

Two governing ideas formed the basis for the development of the policy;

a. The rules for scheduling enable the largest number of town residents to have access to public athletic fields.

b. The field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

The TP&R Department, in cooperation with the TP&R Commission shall implement this policy, comply with regulations and provide equal access to courts and fields to the best of their ability.

The TP&R Department has the authority to; make changes to the field allocation guidelines, season dates, primary/secondary sport designations, practice/game allocations, fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the TP&R Department has the authority to deny or terminate the use of a field to any person, group, or organization at any time, for any reason, and/or impose a penalty for not complying with this policy and its rules and regulations.

For purposes of this policy, an “athletic and community field on school grounds” is defined as any outdoor location adjacent to a school or building operated by the Trumbull Board of Education, and whose typical purpose is organized recreation, whether amateur or professional. An “athletic and community field on school grounds” shall include tennis courts, as well as track and field complexes. It shall not include parking lots adjacent to schools or buildings operated by the Trumbull Board of Education, nor lawns and playgrounds whose typical purpose is not organized recreation.

Use of athletic and community fields on school grounds is governed by the Town of Trumbull Board of Education, in accordance with this policy and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities. No use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined

by the Superintendent of Schools or his/her designee. Use of public-school buildings and sites, apart from athletic and community fields on school grounds, are governed by the Board of Education in accordance with relevant Board of Education policies and supporting regulations and procedures.

The TP&R Commission shall recommend policy, procedural, and planning guidance to the TP&R Department, Trumbull Public Schools Board of Education, and the Trumbull Public Schools Athletic Director and/or Superintendent, and review usage conflicts and make recommendations for resolution.

The TP&R Field Use Committee may review the policy and identify needs for updates and changes based upon the current usage environment.

III. Limitations on Facility Use

a. Use of Trumbull athletic and community fields by organizations and individuals can only be permitted during those periods designated for community use and for those activities which the TP&R Department is responsible for scheduling.

b. Community use hours of Trumbull Parks & Recreation facilities shall be defined as;

   i. Each day from dawn until dusk at unlit facilities and from 5:30 PM to10:00 PM for lighted fields provided the field is open for use.

   ii. The actual hours and dates of availability of individual fields may be restricted by the TP&R Commission or TP&R Department to reflect earlier or later lights-out times, use, or other restrictions.

c. A request for a particular athletic or community field does not guarantee availability or assignment of that field to the requestor. Fields are assigned at the discretion of the TP&R Department to maximize overall field utilization.

d. Fee-based camps, clinics, tryouts, and other revenue-based activities may be subject to use agreements and fees imposed by the TP&R Department. Such programs with paid coaches and/or third-party trainers are acceptable uses of TP&R-allocated space if the services are available only to registered members of the organization and not for an additional fee.

e. Fields taken out of service for renovation or maintenance by the TP&R Department, TP&R Commission, Department of Public Works, or Trumbull Board of Education will not be permitted for use.

f. Assigned facilities shall only be used for the activities for which they were approved by TP&R Department and may not be reallocated to another entity by the original permit holder.

IV. Organization / Program User Groups and Certification

All organizations are placed in one of nine (9) user groups based upon the information submitted within their application. All group definitions will be determined and approved by the TP&R Department and certified by vote by the TP&R Commission.

To be recognized as a TP&R Department Certified Organization / Program, the organization will:

a. Apply for an initial three (3) year group status certification, regardless of prior status,

b. Re-apply for group status and re-certification every three (3) years from the initial certification date,

c. Re-apply for group status and re-certification any season the program realizes a participant reduction or growth of equal to or greater than 20% from the initial application,

d. Meet the participant requirements as defined by each grouping as defined by the Group Definitions and Prioritization of Field Availability (Section V),

e. Re-apply for group status and re-certification any season the program has a reduction or growth of non-resident participants that would classify them to a different Group.

f. Provide program information prior to each season as defined by the Group Certification Process (Section VII).

g. Be a non-profit sports organization with 501(c)(3) status focused on serving Trumbull residents and/or;

h. Be a property tax paying company with a physical location within the geographic borders of the town of Trumbull and/or;

i. Be a community group including private school, church, or other recognized community organization within the geographic borders of the town of Trumbull.

j. Registrations and revenue must be collected and processed by the named organization and may not be subsidized by an outside party.

Any organization/program not meeting the above qualifications shall be considered a non-certified and/or non-resident organization/program.

V. Group Definitions and Prioritization of Field Availability

Group:	Description:	Examples:	Participant Requirement:
1	Trumbull Public Schools Interscholastic Programs		18 years and younger
2	TP&R Department Administered Programs		Varies by program
3	Certified Non-Profit Youth Organizations / Programs		18 years and younger and 85-100% Residency
4	Non-Trumbull Public Schools Interscholastic Programs		18 years and younger
5	Certified Non-Profit Adult Organizations / Programs		19 years and older and 75-100% Residency
6	Certified Non-Profit Youth Organizations / Programs		18 years and younger and 75-85% Residency
7	Certified Non-Profit Adult Organizations / Programs		19 years and older and 50-75% Residency
8	Corporate Partner	Any property tax paying company with facilities within the physical borders of the town of Trumbull.	No age or residency requirements
9	Open	Any organization or program not meeting a Group 1-8 criteria.	No age or residency requirements

VI. Fee Structure

Group:	Turf	Grass	Baseball	Little League/ Softball	Tennis/ Basketball Courts	Lights
1	$0	$0	$0	$0	$0	$0
2	---------- Varies per activity ----------					
3*	$8/hour	$8/hour	$18 /hour	$15 /hour	$1/hour	$10 /hour
4/5/6	$25/hour	$17.50 /hour	$62.50/hour	$50/hour	$2/hour	$25 /hour
7	$30/hour	$25/hour	$75/hour	$62.50/hour	$5/hour	$37.50/hour
8	$37.50/hour	$30/hour	$100/hour	$75/hour	$10/hour	$45/hour
9	$50/hour	$37.50/hour	$125/hour	$87.50/hour	$20/hour	$60/hour

*Group 3 rate is shown with 100% residency. 1$ per hour will be added for every 1% of non-residents registered. All Group 3 organizations must be comprised of at least 85% Trumbull residents. (i.e. Group X has 100% residents and is billed at $8 per hour per grass field. Group Y has 92% residents at is billed at $16 per hour per grass field. Group Z has 87% residents at is billed at $21 per hour per grass field.)

a. Additional costs will apply for all clinics, tournaments, special events and other activities scheduled outside of originally agreed upon season of play (see Section XVI).

b. Fee collection for Group 3 organizations will be due within thirty (30) days after invoicing. Payment not received within thirty (30) days of the close of organizations registrations will result in a termination of all use and services.

c. Fees for Groups 4 through 9 are due at time of permit approval.

d. Cancelation of permit will apply if payment is not received prior to permit date.

VII. Group Certification Process

Applicant will be asked to provide the following items to the TP&R Department:

a. Fully completed “Group Certification Application”

b. Insurance Certificate

c. Previous year’s tax return

d. 501(c)(3) document if applicable

e. An official, complete participant roster, including residency, every season and/or registration period (Group 3, 5, 6, 7).

The TP&R Department will review all submissions and notify the applicant of any missing or incomplete documentation. All documentation and a recommendation will be provided by the TP&R Department to the TP&R Commission prior to the next scheduled commission meeting.

The TP&R Department will perform random data validation of all documentation submitted. Any group found false or inaccurate information will forfeit their permits for the season and must re-apply for Group Status with the TP&R Commission.

The TP&R Commission will vote on the application during a regularly scheduled meeting (currently held on the second Monday of each month) provided no additional information is requested of the applicant by the TP&R Commission. The TP&R Department will notify applicant of the result within 3 business days following the commission meeting.

Those wishing to apply for a field permit without being a “certified” as a group should contact the TP&R Department for assistance.

VIII. Contact Information

If questions arise regarding the scheduling, use, or maintenance of any property within the Trumbull Parks & Recreation system please contact the TP&R Department. For assistance outside of normal business hours please contact the Trumbull Park Rangers.

Trumbull Parks & Recreation Main Office
(203) 452-5060
Mon.-Fri. 9:00 AM - 5:00 PM (closed Federal Holidays)

Ranger on Duty
(203) 650-6078

IX. Athletic Court and Field Listing

Court/Field availability at each location may vary due to current conditions or improvement projects.

Hillcrest / High School Campus			
2	Baseball Fields (1 with lights)	2	Softball Fields
1	Javelin/Shot Put Area	2	Synthetic Turf - Multi-Purpose Fields w/ Lights
7	Multi-Purpose Fields	1	Track
6	Tennis Courts		
Indian Ledge Park			
1	Regulation Size Lighted Softball Field	3	Multi-Purpose Fields
1	Synthetic Turf - Multi-Purpose Field w/ Lights	1	BMX Racing Track
Island Brook Park			
3	Little League Baseball Fields	3	Tennis Courts
1	Softball /Little League Field	1	Basketball Court
Kaechele Property Soccer Fields Complex on Madison Avenue			
= < 12	U6-U19 Soccer Fields		
Long Hill			
1	Softball Field		
Madison Middle School Complex			
1	Baseball Field & Multi-Purpose Practice Area	1	Running Track
1	Football Field		
Nothnagle Memorial Field			
1	Little League Baseball Field	2	Tennis Courts

Old Mine Park			
1	Meadow Multi-Purpose Field		
Tashua Recreation Area			
6	Tennis Courts (2 with lights)	1	Softball/Cricket Field
2	Basketball Courts	2	Tennis/Pickleball Courts with lights
Unity Park			
1	Lighted Little League Baseball Field	2	Tennis Courts
4	Little League Baseball Fields	2	Tennis/Pickleball Courts
1	Lighted Babe Ruth Baseball Field	2	Volleyball Courts

X. General Guidelines & Procedures for Obtaining Facility Use Permits

a. Facility use permits are allocated bi-annually, approximately by mid-March and mid-August respectively, and are a result of the most current and accurate information submitted to the TP&R Department at those times.

b. A field is defined as the following for permitting purposes:

   i. Baseball, Little League, and Softball:

      a. Includes a defined infield and outfield area and may or may not contain a backstop, clay, dugouts, fencing or field lines.

   ii. Soccer, Lacrosse, Football, Field Hockey, Cricket:

      a. Either natural or synthetic turf

      b. 3,150 square yards or larger (example: 45yd x 70yd area)

c. The designated user group's representative(s) that is/are listed on the "Athletic Field Use Application" will be the only individual(s) allowed to book field times for their group/organization.

d. Fields will be allocated and permitted as sustainability allows. The following requirements will influence the way in which field allocations will be conducted:

   i. Fields will be allocated by priority use (see section V).

   ii. If two or more user groups fall equally within the same tier-group priority classification, the TP&R Department will consider the following factors in assigning specific fields including the synthetic turf:

      a. Impact of activity on natural turf sites, preference given to less impactful.

      b. The number of Trumbull residents served, preference given to greater number served.

      c. Total amount of field hours requested as it pertains to available fields.

   iii. After the scholastic schedules are finalized the TP&R Department will work with user group's requests to permit all open field slots.

   iv. Within each tier, games will take priority over practice.

v. More turf aggressive activities will be prioritized onto synthetic turf during the early spring season for preservation of the natural fields.

e. Interscholastic Group 4 games will take priority over a Group 3 practice.

f. Fields will be assigned in a manner that will maximize usage.

g. Teams/organizations will be required to provide schedules to the TP&R Department that indicate all games and practices at time of request.

h. Teams/organizations will be required to give TP&R access to all online schedules/websites accessible to players/participants.

i. Teams/organizations who fail to utilize the fields assigned to them three (3) times within a season will forfeit of their remaining scheduled field times. Teams/organizations will be notified by the TP&R Department when a field has not been utilized and prior to forfeiture of fields.

j. No alterations which could potentially damage any facility and/or field(s) will be approved.

k. Requests for additional use of fields, after the "Field Allocation" process has been finalized, will be on a first-come, first-served basis.

l. All organizations hosting tournaments, clinics or special events outside of their "Athletic Field Use Application" are required to meet with the TP&R Department a minimum of ninety (90) days before the event date (see section XVI for details).

m. Once all "Athletic Field Use Application" requirements are met, a formal permit will be issued authorizing use of fields.

n. A copy of the permit must be available for inspection by the TP&R staff or Trumbull Park Rangers. Digital proof may be accepted.

o. The TP&R Department reserves the exclusive right to reassign field assignments to accommodate the needs for tournaments, clinics and/or special events

p. All first-come, first-served field reservations and all field preparation request must be submitted and paid for by user group/organization when the reservation is made, prior to the rental agreement. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule unless approved by the TP&R Department.

q. Submission of an application does not guarantee that the permit request has been/will be approved and authorized.

XI. Scheduling Process

All scheduling of fields will commence once all necessary paperwork, including a detailed listing of number of games, practices and participants, is submitted by the applicant. Initial scheduling will be conducted by the TP&R staff who will review all permit applications and then determine the field availability accordingly. All field assignments will be authorized and/or issued through the TP&R Department.

a. All Groups/Organizations must be sanctioned by the TP&R Commission before any field assignments shall be determined and/or allocated.

b. The TP&R Department may hold "Field Use Meetings" as needed in order to coordinate maintenance needs, facility usage for the various clubs/organizations and for the organizations to submit the documents that are required for usage.

c. Each Group/Organization in good standing MUST provide one representative to act as a liaison between the group and the TP&R Department. If a league's representative is unavailable, another member of the group may be appointed at club discretion providing they are a member of the club in question.

d. The TP&R staff will review all requested documents to ensure that the organization meets required standards. If the staff find that an organization does not meet the standards, the organization will be contacted in writing via a confirming email or certified postal mail with details outlining the discrepancy and recommended corrective measures. This communication will provide a plan for the organization to make required changes and resubmit the document for approval.

e. Failure to provide the requested information within the required time may result in the organization being denied access to the field or facility until all requirements are met.

f. Any group/organization that fails to pay their facility usage balance will not be permitted to apply for further usage of any grounds or facilities until balance is paid in full.

g. Maintenance of facilities, field preparation needs, and special requests must be submitted in advance in writing to the TP&R Department who will coordinate scheduling with the TP&R Maintenance Division.

h. Cooperation with the TP&R Maintenance Division is required at all times. This includes altering all schedules if necessary to accommodate field maintenance.

i. All groups/organizations must comply with weather policies and regulations as set by the TP&R Department and the TP&R Commission.

j. Any groups/organizations using facilities will be responsible for providing proper supervision and janitorial services for the area.

k. Custodial/maintenance 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 the TP&R Department which will be for a minimum of three (3) hours.

l. All facility users that provide their own dumpsters and portable toilets must be pre-approved for location of units and ADA accessibility by the TP&R Department prior to delivery each season.

m. The TP&R Commission and/or Department may conduct unannounced field visits to ensure that all organizations are in compliance with all requirements.

XII. Violations

Any user/group who obtains field time through the TP&R Department and violates the guidelines and/or regulations stated in this policy or engages in behavior otherwise deemed detrimental by the TP&R Department, will be subject to the following disciplinary action schedule:

i. **1st Violation:** A written warning to the permit holder who shall then disseminate the message to the appropriate coaches and/or parents.
ii. **2nd Violation:** Temporary suspension and/or fine at the discretion of TP&R Commission and/or Department.
iii. **3rd Violation:** Team or organization shall forfeit field usage for the remainder of the season. A representative from the suspended organization must then come before the TP&R Commission to be reinstated. Fines will be set by the TP&R Commission as appropriate.

XIII. Grievances

a. Any person who feels they have a grievance against the TP&R Department and/or the Town of Trumbull for these procedures, policies and guidelines must submit a written letter to the TP&R Department for discussion. The Superintendent of TP&R may request possible action at the next TP&R Commission meeting. Special meetings may be called by the TP&R Commission if necessary.

b. All grievances will be investigated and reviewed by the Superintendent of TP&R or designated representative

c. All decisions regarding grievances will be distributed in writing to all members involved by the TP&R Department Head and/or TP&R Commission within thirty (30) days of the grievance being filed.

XIV. Special Event Applications and Scheduling

a. “Special Events” are defined as tournaments, clinics, camps, fundraisers and other activities outside of the normally scheduled season of play.

b. Special Events will be charged the applicable Certified Group rate plus all additional field grooming fees, labor, rental fees, and remediation costs as a result of wear and tear from the event.

c. Special Events will be charged for all fields impacted by their event and may be charged a Park Rental Fee instead if they are limiting access to the public and/or any other user.

d. Applications must be submitted by the user group/organization a minimum of ninety (90) days in advance for consideration.

e. Groups conducting fundraising events must obtain prior approval from the TP&R Department and/or Commission.

f. The applicant completing the “Special Event Request Form” must prioritize the events/activities, if requesting more than one.

g. Applicants conducting special events must agree to pay for any damages to the facilities used prior to permit being issued and may be required to provide deposit that will be returned if no damage occurs.

h. Field allocations for special events are dependent upon available resources and may be modified to provide required resources for regular season games.

i. Special event applications must include the anticipated number of participants and spectators. Requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.

j. Cancellations submitted a minimum of five (5) business days prior to the start of the tournament/camp/clinic will receive full credit of rental fees. Cancellation requests submitted less than five (5) business days in advance will not receive any credit of rental fees or deposit.

k. Applicants must agree that the special event may be cancelled by the TP&R Department due to an inclement weather-related field closing. Deposits will be returned when the TP&R Department officially cancels use of the fields because the fields are unplayable due to inclement weather or when damage occurs. Fees to line/groom fields may not be returned.

XV. Facility Use Permits

a. Users should include anticipated set-up and break-down times in their permit request. Set-up and break-down time is billed at the regular rate.

b. Users may not have access to field(s) prior to their permitted rental time, and the field(s) must be vacated at the time specified in the “Facility Use Permit” and placed on the current “Field Use Schedule”. Users will be billed for all un-permitted field usage.

c. Field users are required to have a copy of the “Facility Use Permit” on hand during each rental and must be prepared to present the “Facility Use Permit” to a park ranger on demand; electronic versions of “Facility Use Permits” are accepted. Field users that do not have their permit(s) may be asked to vacate the field(s).

d. The TP&R Department reserves the right to add conditions and/or modifications to the “Facility Use Permit”, on a case-by-case basis.

XVI. Sublease Policy

Subleasing fields is not allowed under any circumstances.

XVII. Liability of Insurance Requirements

Field users are required to obtain insurance that provides protection from claims arising from injuries or damage to other people or property. The following is required to appear on the insurance certificate:

a. The insured’s name is the same name listed on the “Facility Use Application”.

b. Minimum of $1,000,000 of General Liability Insurance.

c. Minimum of $2,000,000 Aggregate.

d. Name the “Town of Trumbull” and/or “Board of Education” as “Additional Insured” on all applicable properties.

e. Certificate Holder shall be named as: Trumbull Parks & Recreation Department.

XVIII. Field Use Rules

a. Athletic and community fields are available for reservation and use through the TP&R Department. Permits may be obtained during regular business hours.

b. Trumbull Parks and Recreation Ordinances must be adhered to at all times.

c. The permit and a responsible party (18 years of age or older) must be on site when the field is being used.

d. 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.

e. No amplified music including bands and DJ's without a permit. The use of excessively loud music is prohibited. Permit holders must adhere to the Town of Trumbull Noise Control Ordinance at all times.

f. The destruction or alteration of any town property is prohibited. Decorations may be attached to the structures with tape only. NO NAILS OR TACKS. All decorations and tape must be removed at the conclusion of the event.

g. Permit holder is responsible for trash collection and removal. The TP&R Department adheres to a “Carry-In, Carry-Out” policy. ALL TRASH generated by the event must be removed from the site by the permit holder. The Town of Trumbull reserves the right to bill the permit holder for any clean-up costs related to the event.

h. Alcoholic beverages are strictly prohibited including in both play and spectator areas. Glass containers of any kind are prohibited.

i. For activities on non-school grounds, the use of tobacco products or electronic nicotine delivery devices is prohibited within 50 feet of any permitted activity. The use or possession of drugs is strictly prohibited at all times.

j. For any activity on school grounds, use or possession of smoking products, tobacco products, electronic nicotine delivery devices, drugs, or alcohol, as defined by Trumbull Board of Education policies and supporting regulations and procedures, shall not be permitted.

k. The reservation is for the sports field(s) and lights; fields are permitted "as is". Bases and other equipment are not included in the permit. Field use is limited to the activity specified on the permits.

l. No apparatus or equipment may be located on the sports fields unless the use and location of equipment has received prior approval by the TP&R Department. Equipment may not be relocated without prior approval from TP&R Department.

m. No animals are allowed on the courts or fields at any time.

n. No vendors allowed on premises without express written approval from the TP&R Department.

o. No fires and/or outdoor cooking will be allowed except by permit from the TP&R Department.

p. Any tent larger than 10’x10’ requires a permit. Permits for tents larger than 10’x10’ will be issued only to cover food service area and may not exceed 20’x20’. All tents larger than 10’x10’ must also be approved and inspected by the office of the Fire Marshal. Please call for an inspection at (203) 452-5080.

q. Permit includes waiver of the resident parking sticker requirement. All vehicles must park in designated vehicle parking spaces.

r. Unauthorized (non-town) vehicles may not be driven or parked on grass/turf areas, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.

s. In case of rain or inclement weather conditions, permit holders must check the TP&R facility status web page in order to be notified of field closures or changes.

t. 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.

u. If damages are incurred on a closed field, the responsible party will be assessed the full cost of repairs to be determined by the TP&R Department or designee.

v. In addition to Section XIV, the first violation of this provision will result in a 1-game suspension of field usage; the second violation will result in a 3-game suspension; any additional violations will result in forfeiture of field time for the remainder of the season.

w. Athletic field lights will be turned on and off by the TP&R Department, Park Rangers, or designee. In the event of a problem, contact either party (see Contact Information, section VIII).

x. Cancellations must be made to the TP&R main office 72 hours prior to the reservation to avoid billing.

y. Unless specifically stated on the permit, it is understood that the gathering to be held is not a fundraiser, no admission is to be charged, no tickets will be sold or collections taken, and that no items or services will be sold.

z. Groups conducting fundraising events must obtain prior approval from the TP&R Department and/or Commission.

aa. User agrees to indemnify, defend, and save harmless the Town of Trumbull, its agents, officers, and employees from and against any accident, injury, including death, and/or loss of property, or damage to neighboring property.

bb. At no time shall any permit holder charge fees of any kind for fields allocated to them by the TP&R Department.

cc. Permit holder must comply with instructions given by the TP&R Department and/or Park Rangers. Failure to comply with instructions, park regulations or engaging in behavior otherwise deemed detrimental 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.

dd. Users should be prepared to present, upon request, by the designated proper authority, their permits and/or roster cards.

ee. The TP&R Commission reserves the right to change these rules at any time.

XIX. Restrooms

Restroom facilities are scheduled to open Memorial Day Weekend – Labor Day Weekend. Opening and closing dates are subject to change depending on the weather or at the discretion of the TP&R Department.

Portable toilets may be made available upon request. Portable toilets will be coordinated by the TP&R Department and may be payable by the requestor.

XX. Synthetic Turf Information

The Town of Trumbull requires all users to be responsible for the actions of its participants, including educating them about what is allowed and not allowed synthetic fields. To preserve turf quality and provide a clean, healthy and safe environment, some items are PROHIBITED on synthetic turf fields. Items include, but are not limited to:

a. Chairs

b. Tobacco products or electronic nicotine delivery devices

c. Fireworks

d. Food of any kind

e. Gum

f. Glass of any kind

g. Heaters (gas or electric)

h. Metal cleats
i. Motorized and non-motorized vehicles
j. Scaffolding
k. Spectators
l. Stakes, posts, poles or markers (only freestanding field markers and sports equipment may be used on the surface, unless underground sleeves are available)
m. Tables
n. Tents
o. Pets

If damage is caused the user holding the permit will be held liable for all repairs and clean up. The user will be billed at a rate of $40 per person, per hour, plus the costs of equipment and materials for necessary repairs. The TP&R Department reserves the right to revoke the user's permit and suspend field use at any time.

XXI. Trumbull Recreation Department Code of Conduct

The Trumbull Recreation "Code of Conduct" will be enforced before, during and after all field reservations for practices, games or tournament play. The Town of Trumbull park rules, regulations and ordinances will be strictly enforced. Each individual or organization that reserves fields from the TP&R Department will be responsible for the conduct and actions of ALL individuals involved with the permit. Once the permit has been issued it is to be understood that ALL individuals associated with the permitted group have been made aware of all park rules and regulations in addition to the 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.

<u>The Program Director and/or Superintendent:</u>

a. 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;
b. 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;
c. Will provide appropriate supervisory personnel at each event;
d. Will openly recognize exemplary sportsmanlike behavior, while at the same time actively discouraging undesirable conduct by participants, coaches and fans;
e. Shall provide and enforce a code of conduct for players, coaches and spectators.
f. The Program Director and/or Superintendent or his designee has responsibility and authority to eject any player, coach or individual for flagrant violation of the rules.

<u>The Coach:</u>

a. 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;
b. Shall be thoroughly acquainted with the spirit and letter of contest rules and interpret these rules to team members;

c. Must exhibit dignity and self-control during athletic contests, and follow proper and acceptable processes for registering a complaint or protest;
d. Shall treat opposing players, coaches and fans with respect, avoiding deliberate attempts to humiliate (such as running up the score);
e. Must be aware of the importance of substituting whenever possible, especially when the outcome of the contest has become clear;
f. Must take quick and decisive action when athletes exhibit poor sportsmanship, removing them from the contest if necessary;
g. Will assist the program Director and/or Superintendent in promoting sportsmanship among players and spectators;
h. Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans;
i. Must assist the athletes in learning self-restraint and good sportsmanship both at practices and contest situations.

The Athlete:

a. 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;
b. Will accept seriously the responsibility and privilege of representing his/her team and community, displaying positive public action at all times;
c. Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans;
d. Will treat opponents with respect, and resist the temptation to taunt or "show boat";
e. Shall live up to standards of sportsmanship established by the league, rec. dept. and coach;
f. Will resist the temptation to find fault with others, and be equally fair with him/herself, not feeling personally responsible for failure;
g. 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:

a. Must recognize that attending Trumbull Recreation contest is a privilege to enjoy the contest, not a license to verbally assault officials or coaches;
b. Should show respect and courtesy to both players and fans from opposing teams;
c. Should know and understand the rules of the game;
d. Should enjoy and acknowledge good performance from players from every team;
e. 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;
f. Should congratulate players, coaches and fans from both sides following a well-played contest;
g. Should support without recrimination your players and coaches following a loss;
h. Should denounce fans who share the stands with you who are abusive or use profanity in cheers or otherwise.
i. Must be guided by the phrase "Cheer for your team, not against your opponent."

The Official

a. Must know and understand the rules of the contest he/she officiates;
b. Should understand his/her role in controlling not only the contest, but also the safety of players and the contest environment;
c. Must not tolerate unsportsmanlike behavior on the part of players or coaches, and must provide timely and appropriate rulings when such is displayed;
d. Should use his/her influence to encourage players to learn and practice good sportsmanship and fair play;
e. Must help players stay focused on the game before natural tensions and emotions get beyond control;
f. Must be consistent, calling the same game throughout, making decisions promptly, fairly and without arrogance;
g. 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 and/or Superintendent. Please refrain from "coach bashing." Such activity creates a negative environment which polarizes rather than solves problems.

The Trumbull Parks and 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.