



# NORFOLK RECREATION

## Field Allocation & Field Usage Policy

The Norfolk Recreation Commission is responsible for allocating playing field space to Norfolk citizens and organizations serving Norfolk citizens fairly and equitably. Non-Norfolk-based organizations may also be allocated space if time and conditions permit.

Currently, the Norfolk Recreation Commission allocates athletic field space at the Freeman Kennedy School and the field/play space at the Pond Street Recreation Complex. This document outlines the procedures, requirements, and usage policies developed by the Commission for determining field/play space allocations for sports organizations and groups that request such space.

Please note that NO DOGS, whether leashed or otherwise, are allowed on the athletic fields in Norfolk. However, dogs are allowed on the perimeter walking path at the Pond Street Recreational Complex.

### **FIELD ALLOCATION POLICY**

Norfolk Recreation will consider all reasonable requests for field space and make every effort to accommodate as many requests as possible. Groups requesting field space should have a representative attend the field allocation meeting corresponding to the dates of their request. Requests received after the field allocation meeting are challenging to accommodate. Late requests will be the last to receive consideration, limiting the possibility of being fulfilled.

Organizations must have fields allocated to them or obtain permission from Norfolk Recreation before using playing fields owned by the Town of Norfolk. Priority is given to organizations that consist predominantly of Norfolk residents. Second priority is given to organizations with a high percentage of residents from King Philip Towns (Norfolk, Wrentham, and Plainville). Third priority is given to organizations with Norfolk residents and residents from towns other than King Philip towns. The fourth priority is given to organizations with a few Norfolk residents, with clubs and private organizations following.

#### **Norfolk Community Organizations (100% Norfolk residents)**

The needs of all Norfolk-based community organizations will be allocated and fulfilled before other organizations. If field space is available after these allocations, other organizations may request the use of the Norfolk fields.

**King Philip Community Organizations (95% King Philip residents)** Surrounding community organization's requests will be considered and fulfilled after Norfolk organizations. King Philip Community Organizations are comprised of residents from Norfolk, Wrentham, and Plainville. If there are participants from towns other than Norfolk, Wrentham, and Plainville, those members are considered non-residents, and non-resident fees apply to those participants.

#### **Mixed Community Organizations**

Mixed community organization requests will be considered based on the percentage of Norfolk residents participating in the program and space availability.

#### **Non-resident /Club/ Private Organizations**

Organizations with few or no Norfolk residents will be reviewed case-by-case.

## **SEASONAL FIELD OPENING**

**The goal is to open fields on April 1 and close the week of Thanksgiving.**

The Commission reserves the right to keep fields closed later in the spring due to snow, very cold temperatures, or heavy spring rains that would cause fields to be negatively affected by usage. The Commission occasionally needs to close a field for a particular season so the field can undergo extensive field maintenance.

## **FIELD ALLOCATION MEETINGS**

Field Allocation meetings are held three times a year by Norfolk Recreation. These meetings bring together representatives from organizations that wish to request the use of fields under the jurisdiction of the Norfolk Recreation Commission. Norfolk Recreation will notify organizations via email of meeting dates that have previously used the fields during their designated season. However, recognizing that positions may change in organizations, it is the responsibility of requesting organizations to inquire about the meeting date and send a representative to attend.

Requests made after the applicable allocation meeting may be difficult to accommodate and may not be granted.

Sports groups that require fields during overlapping seasonal periods should attend all relevant allocation meetings.

The target dates for seasonal allocation meetings are:

**Fall Allocation:** Early August for field usage from September 1st to November 30<sup>th</sup>

**Spring Allocation:** In February for field usage from April 1st to June 30<sup>th</sup>.

**Summer Allocation:** May/early June for field usage from July 1st to August 31<sup>st</sup>.

## **INFORMATION REQUIRED FOR FIELD ALLOCATION MEETING**

Please refer to pages 10-11 for a FIELD USE APPLICATION. In addition to completing the requested information on the application, the items highlighted in red below are mandatory. The other items are recommended.

- *Rosters with participants' names and town of residence.*
- *Number of coaches, assistant coaches, and/or parent supervisors.*
- *A map of fields with Norfolk Recreation Letter designation AND your organization's field numbering/lettering*
- *A schedule of dates, days, and times.*
- *Certificate of Insurance with the Town of Norfolk named as an additional insured.*
- *Field Fees are due within 1 week of the allocation schedule being issued.*

## • **FIELD ALLOCATION SCHEDULE**

The Field Allocation Schedule is the official document that outlines the times and fields allocated to organizations. Norfolk Recreation provides this schedule to the Field Manager/Organizations as an Excel Spreadsheet and distributes it via email. Organizations must provide Norfolk Recreation with accurate and appropriate email addresses. We kindly request that organizations post the Field Allocation schedule on their websites.

## **FIELD USE FEES**

Field fees are charged to sports organizations to maintain and improve the playing fields and facilities in Norfolk. These fees cover the cost of maintenance and repairs, including materials such as seed, fertilizer, and infield mix. The fees also contribute to contracted maintenance services such as fertilizer application, irrigation maintenance, and aeration. Field fees are set per player per season. In certain circumstances, additional fees may be required to maintain a field. Norfolk Recreation intends to work together with organizations when extensive repairs are necessary. The Norfolk Recreation Commission reserves the right to charge additional field fees for field repairs or temporarily close fields due to maintenance issues to ensure the safety of players.

All Field Fees must be paid within one week of receiving the Field Allocation Schedule and before the organization uses the fields. Certificates of Insurance are required before fields can be used (refer to page 5).

**Checks should be made payable to the NORFOLK RECREATION.** Failure to pay fees or submit insurance certificates may make the fields unavailable for use.

## **FEE STRUCTURE:**

The Norfolk Recreation Commission utilizes the following fee structure for field usage fees. *All fees are due within 1 week of field allocation issuance and before field use.*

### **The are 2 fees due from organizations:**

1. Field Use fee levied per participant
2. Portable Toilet fees depend on the total number of participants per season.

**PORTABLE TOILET FEES:** Portable toilet fees are due at the same time as Field User fees. They may be submitted in the same check, but the paperwork should delineate the Field and Portable toilet fees.

*If an organization plays in part of a month, it must pay for an entire month of portable toilet fees (we are charged per month even if it is 1 day in the month).*

### **The portable toilet fees for the Spring and Fall seasons are as follows:**

- Groups with 250 or more participants: **\$1350/season: 3 units for 3 months.**
- Groups with 150-249 participants: **\$900/season: 2 units for 3 months**
- Groups with 100-149 participants: **\$700/season: 1.5 units for 3 months**
- Groups with 50-99 participants: **\$450/season per month: 1 unit**
- Groups with 26-49 playing: **\$225/season: .5 units per month:**
- Groups not exceeding 25 players: **\$150 per season**

**SUMMER Portable toilet fees: Add \$500 to cover 5-8 weeks of extended use.**

## **FIELD USE FEES:**

**(1) For Norfolk and King Philip public organizations:**

**SPRING and FALL FEES: Field fees apply to all players. If a player plays in Norfolk, field fees need to be paid for that player.**

Organizations with designated field space pay \$30 per player for players living in Norfolk, Wrentham, or Plainville and \$40 per player for players living in any other town.

**In 2025, field fees for Baseball and Softball use will increase to \$40 per player.**

### **SUMMER SEASON:**

Organizations using the fields between July 1 and August 30 will pay an additional in addition to the spring or fall seasons and are required to pay \$30 per player who lives in Norfolk, Wrentham, or Plainville and \$40 per player who lives in any other town.

### **(2) Non-resident/Club/Private Organizations**

**ALL SEASONS:** Each application is evaluated individually. Schools are given consideration. The typical fee per field is \$75 per hour, with a minimum of \$100 per use.

## **SPECIAL EVENT/TOURNAMENT APPLICATIONS:**

The goals of the special event/tournament permit process are to ensure that participant safety, road & parking safety, and cleanliness and sanitary conditions are maintained during and after the event. **The information you provide is used to communicate between town departments and sports organizations, so your event will flow smoothly and not conflict with any other town event.**

A large or special event requires permission from the Norfolk Recreation Commission. Special events are defined as a planned day or activity that exceeds the usual attendance, may include the use of additional equipment such as grills or 'bouncy houses', or have participants stay at the fields for an extended period, or when outside vendors may come to our fields, or when the number of attendees with cars could exceed the number of available parking spaces. Examples include opening day celebrations, end-of-the-year celebrations, picture day, charity or fund-raising events.

**FOR EVENTS other than tournaments, please include applicable information on the Field Use Application (page 10).**

**TOURNAMENTS:** a separate Tournament Permit Application is required (Page 12).

Tournament Applications should be received by Norfolk Recreation a minimum of 21 days in advance.

No event or tournament will be allowed at the Freeman Kennedy School while school is in session or during a professional development day.

### **FEES FOR TOURNAMENTS:**

- ⇒ Each tournament is considered individually.
- ⇒ Small tournaments (up to 5 games) may or may not be required to pay fees.
- ⇒ Consideration is given if a tournament only has KP towns participating.
- ⇒ Field fees will be charged if any entrance fees are charged/paid.
- ⇒ **ADDITIONAL** Portable toilets will be required, and these fees will be charged to the hosting organization. The minimum fee is \$150 per unit, plus any additional delivery and service fees.
- ⇒ Parking attendants and/or Police details may be required (organizer's responsibility).
- ⇒ Fees are due no later than one week before the tournament date.

### **WATER USE and WATER BILLS:**

A separate bill for water use at the Freeman Kennedy Fields is issued to the users of the fields that have irrigation using Town water. Organizations are responsible for managing their irrigation systems and for the water bills for these locations. These bills are paid directly to the Town of Norfolk Treasurer's Office unless otherwise granted permission by the Norfolk Recreation Commission. **Water fees are not covered by the Field User fees.**

## **CRIMINAL OFFENDER RECORD INFORMATION (CORI'S)**

All Sports organizations must perform a **CORI** (Criminal Offender Record) for every coach or individual who will have contact with children. These documents must be maintained in accordance with Massachusetts law. Non-complying groups will not be allowed to use fields until compliance is made. A **SORI** request (Sex Offender Registry Information) must be done for any volunteer/coach/affiliate who is 18 years or older. CORI information is not transferable from one group to another so all groups must do their own CORI's.

## **FIRST AID, CPR, CONCUSSION TRAINING**

Norfolk Recreation requests that all organizations require coaches to have current certificates for First Aid, CPR, and Concussion Training. In 2025, Concussion Training will be required for at least one coach per team. Norfolk Recreation is not requiring certification from a particular company, but here are 2 free options for concussion training:

<https://nfhslearn.com/courses/concussion-in-sports-2>

<https://www.cdc.gov/headsup/youthsports/training/index.html>

## **PROOF of INSURANCE COVERAGE IS REQUIRED.**

A Certificate of Insurance must be submitted with each application naming the Town of Norfolk as additionally insured. **No organization may use or prepare fields without submitting a current Certificate of Insurance.** *Please do not put us in the position of asking participants or coaches to vacate fields due to a lack of required paperwork.*

### **Type of Coverage:**

### **Min Amount of Coverage:**

#### **Commercial General Liability, including product liability & completed operation liability**

- General aggregate	\$ 4,000,000
- Damage to Rented Premises (per occurrence)	\$ 500,000
- Products-Comp/OP Aggregate	\$ 1,000,000
- Personal and Adv. Injury	\$ 1,000,000
- Each Occurrence	\$ 1,000,000

## **CONDUCT**

All organizations must require all their participants, coaches, and parents to always demonstrate good sportsmanship-like conduct. The Recreation Commission recommends that organizations adopt a "Zero Tolerance" Code of Conduct policy for Parents/Athletes and spectators.

**THE COMMISSION RESERVES THE RIGHT TO TEMPORARILY OR PERMANENTLY REVOKE ANY ALLOCATION WHERE AN ORGANIZATION IS ABUSIVE TO THE FIELDS, LACKS APPROPRIATE SUPERVISION, OR ITS PARTICIPANTS ARE ABUSIVE TOWARDS OTHER OCCUPANTS OF THE RECREATION FACILITIES OR VIOLATE ANY PERTINENT LAWS.**

## **TRASH RESPONSIBILITY**

Organizations are responsible for picking up all trash before leaving the field(s) for the day. No loose trash, including water bottles and balls, should be left on the fields at any time (they could mowed!) All trash should be in receptacles or tied bags before teams/coaches leave the field. If trash buckets are overflowing, organizations should have trash bags on hand and designate people to tie off the full bag and replace it with a new bag. Tied-off bags may remain next to the barrel.

**If trash is not picked up, organizations may forfeit field time, and/or be required to pay for trash pickup billed at \$50 per hour.**

## **WEATHER-RELATED FIELD CLOSURES**

### **WHEN/HOW IS A FIELD CLOSED DUE TO POOR WEATHER CONDITIONS?**

Norfolk Recreation will formally announce field closures when possible. This information will be communicated to the Organization's president or designated representative, who is responsible for notifying all coaches and other affected parties.

In the rare event Norfolk Recreation does not formally announce field closures, coaches and referees are expected to use the guidelines below when determining if the weather conditions create safety concerns for the players, spectators, and/or fields and warrant closing. Additionally, long-term consequences must be considered. Using a field when it is wet, even once, can cause enough damage to the grass to require an extended closure. When the grass is wet through the roots, running on it with cleats can easily tear and dislodge the roots, resulting in muddy areas without grass. These areas will need reseeding; depending on the severity, the field may be closed mid-season. These circumstances can and should be avoided by not playing on wet fields.

Sports organizations are responsible for educating their coaches about the importance of not using a field when participant safety is in question or field damage is possible. When making decisions, please assess the high-use areas, such as the center of the field and goalmouth areas.

The condition of the infield material is the highest priority when evaluating baseball and softball fields. Standing water should only be removed using a pump, field sponges, or towels. Under no circumstances should water on infields be raked or pushed into the grass. Do not use "Speedy-Dry" or similar products, as they can compromise the playing surface in the long term. For this reason, Speedy-Dry is banned from Norfolk playing fields.

### **DO NOT USE THE FIELDS WHEN:**

- 1. It is raining or has just finished raining; even light rain over an extended period can create conditions unsafe for players and cause long-term damage to fields.**
- 2. Standing water is on the field, infield mix, or the grass.**
- 3. The ground is water-logged and "squishy" when walked upon. Listen when you walk...do you 'hear' water when you walk on the field? If you do, it is too wet to play.**
- 4. The footing is unsure and/or slippery, especially in high-use areas. This applies to grass areas and infields.**
- 5. If a thunderstorm or lightning event is detected within 5-mile fields even in lightening cannot be seen**
- 6. If you can see or hear thunder or lightning should be vacated and players should be in cars or have left the premises.**
- 7. If a flash or a heavy/downpour of rain occurs during a game or practice.**
- 8. If you can see or hear thunder, teams should vacate fields, including dugouts.**

**Failure to adhere to these guidelines may result in a league or team forfeiting their field permit for the remainder of the season without a refund of fees, incurring a field repair fee as determined by the Norfolk Recreation Commission, and/or losing permitting the following season.**



## **LIMITED USAGE TIMES DUE TO SCHOOL/TOWN EVENTS:**

During the school year, the school requests to limit field use on particular dates due to school functions and/or parking concerns. There may also be times when the Town needs to reduce or restrict field usage due to Town events. Norfolk Recreation requests that the school give us these restricted dates as noted below so we may pass them along as early as possible. However, the Recreation Commission reserves the right to make schedule changes if these dates are communicated to us later in the season.

For fall allocation: August 1<sup>st</sup>. This would cover dates between September 1<sup>st</sup> and Nov. 30<sup>th</sup>.

For spring allocation: February 1<sup>st</sup>. This would cover dates between April 1<sup>st</sup> and June 30<sup>th</sup>.

For summer allocation: May 21<sup>st</sup>. This would cover dates between July 1<sup>st</sup> and August 30<sup>th</sup>.

## **HOURS of OPERATION:**

During the summer, and when school is out of session fields are available to sports organizations: Saturday and Sunday 8am – 9:30pm (or sunset whichever is earlier). On weekdays, fields are usually available after 3pm.

**All games must be completed by 9:20 pm to ensure school grounds are vacated by 9:30 pm. Fields are not typically available during the day in the summer due to Norfolk Recreation’s summer program schedule and/or the DPW field maintenance schedule.**

While school is in session, school fields are available:

Monday – Thursday: High school players arrive at 2:45 pm or after 3:15 pm to avoid busses/dismissal traffic.

Friday: 3:15 PM – 9:30 pm

Saturday: 8:00 AM – 9:30 pm

Sunday: 8:00 AM – 9:30 pm

## **PARKING, TRAFFIC, AND USE OF EMERGENCY ROADS**

### **FREEMAN KENNEDY SCHOOL**

Participants and coaches should only park in the marked parking spots in the school parking lot. Permission to use the emergency access road is granted for handicapped parking, heavy or initial equipment drop-off, and concession stand deliveries.

***The use of the access road for anything other than emergencies and accessibility for those with limited mobility is only allowed when children are not present.***

**DO NOT PARK cars at or around the concession stand at any time.** The Emergency Road is **not** for late child drop-off or for coaches to drop off sports equipment and go to the park. If heavy items must be brought to the fields, please do so when children are absent. These rules are for the safety of pedestrians.

**Unauthorized usage is prohibited per town bylaw, Article 10, section 32, paragraphs (d) and (e). As defined in section (e), violations are subject to a fine of up to \$300.**

**The speed limit at Pond Street and Freeman Kennedy is 5 MPH.**

### **POND STREET FIELDS**

**Parking is only allowed in the parking lot. Parking on Route 115 is NOT allowed.**

Organizations must provide sufficient time between games/events to ensure that participants have enough time to leave before the next set of scheduled participants arrives.

Organizations need to communicate to all participants that parking on Pond Street is

prohibited unless permission to park on the road has been granted by a police detail. Failure to comply may result in receiving a parking ticket.

If an organization anticipates that parking for its activities may exceed the available parking spots, it is required to hire a police detail to manage traffic during these times. If parking overflows and the Norfolk Police have not been notified, they can enforce parking laws by issuing tickets. Furthermore, the organization hosting the activity may be responsible for covering the expenses incurred by the Norfolk Police Department for their time.

## **COMPLIANCE WITH LAWS:**

All users of Town of Norfolk facilities are solely responsible for the fulfillment of the regulations, laws, and requests of the following:

- All State and Federal Laws, regulations, and guidelines
- All applicable State Standards
- State and Local Board of Health Laws, regulations, and guidelines
- State & Local Laws and requirements, including the hiring of detail officers for significant/special events
- State and Local Fire Laws
- Department of Public Works requirements
- **DOGS are not allowed on any playing field or playground, as voted by the Recreation Commission in the fall of 2021.**

**Organizations are asked to communicate the 'NO Dog Policy' to all participants and visiting teams or organizations.**

## **USE OF GRILLS**

Only Gas Grills may be used at the fields and only with permission from Norfolk Recreation. Grills may be used with the following provisions:

- Grills must be within distance of a working and accessible water source and/or a fire extinguisher must be on hand.
- Grills must have a 4-foot open path around grill(s).

## **FIELD FEEDBACK:**

The Norfolk Recreation Commission enjoys a cohesive relationship with the Norfolk's Department of Public Works. Through concise communication and feedback and with proper lead times we can help set priorities for the town maintenance crews regarding field repair, upgrades, installation of new equipment, and field mowing.

**Any comments or requests for field maintenance must be made through Norfolk Recreation. The email is [recreation@norfolk.ma.us](mailto:recreation@norfolk.ma.us).**



## **NON-COMPLIANCE**

If the Norfolk Recreation Commission has allocated an organization field(s) and it fails to meet the requirements of this policy, the organization will be subject to revocation of its allocation and forfeiture of any fees paid.

These conditions include but are not limited to:

- ⇒ Using fields that have not been allocated to them
- ⇒ Using fields when the conditions of the fields may be hazardous to players and/or to the fields themselves
- ⇒ Not having insurance or not providing insurance certificates
- ⇒ Not performing CORI/SORI checks as required
- ⇒ Not paying field user fees on a timely basis
- ⇒ 'Subletting' their field time to any other organization or persons
- ⇒ Having members and/or affiliates of their organizations be abusive to the fields, grounds, schools, or other persons using the fields

**Field Permit Application/Agreement: pages 10-11**  
**Tournament Application: page 12**

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**Approved April 29, 2024**



# RECREATION FIELD USE APPLICATION

1 Liberty Lane, Norfolk, MA 02056, [recreation@norfolk.ma.us](mailto:recreation@norfolk.ma.us)

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Is your organization a 501(c)3? If so, please supply the registered name if other than the above:

Address: \_\_\_\_\_

Your name, phone, and email: \_\_\_\_\_

Your role in the organization: \_\_\_\_\_

Treasurer of Organization, phone & email: \_\_\_\_\_

Your organization's start and end date: \_\_\_\_\_

Please list the requested fields with dates and times. Attach an additional list if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL NUMBER of players in your organization this season:** \_\_\_\_\_

Please provide us with a breakdown by age and how often each group plays using the chart below. If your organization uses a similar grade/age structure but with some variation, you may submit information with those parameters on a separate page.

# of players age 5 & under:	# of times 5 yrs. & under play games per week?	# Practices per week?
# of players ages 6-8:	# of times 6-8 yrs. play games per week?	# Practices per week?
# of players ages 9-11:	# of times 9-11 yr. play games per week?	# Practices per week?
# of players ages 12-14:	# of times 12-14 yr. play games per week?	# Practices per week?
# of players ages 15-17:	# of times 15-17 yr. play games/week?	# Practices per week?
# of players ages 18+:	# of times 18 yrs. and up play games /week?	# Practice per week?

How many or what % of players are from Norfolk? \_\_\_\_\_ Wrentham \_\_\_\_\_ Plainville \_\_\_\_\_ Other towns \_\_\_\_\_

Are other organizations practicing or scrimmaging on Norfolk fields with your teams? \_\_\_\_\_

If so, what organization(s) \_\_\_\_\_ How many teams or players \_\_\_\_\_

How many days per week do they scrimmage in Norfolk? \_\_\_\_\_ What days? \_\_\_\_\_

What is the age range of these players? \_\_\_\_\_

Is your organization having any large events such as an opening day celebration? \_\_\_\_\_

If yes, please provide dates, times, and title of the event(s) with a short description: \_\_\_\_\_

Contact name/email/phone for event: \_\_\_\_\_

How many additional people/parked cars do you expect to have at this event? \_\_\_\_\_

Please note that there may be charges related to large events including but not limited to portable toilet fees and trash fees. Please contact Ann Proto at [aproto@norfolk.ma.us](mailto:aproto@norfolk.ma.us) with any questions.

*The applicant whose name appears above and, if different, the person signing this form/agreement as a representative of the organization, attest that the above information is accurate at the time of application, and if the information changes, the organization's representative(s) will update Norfolk Recreation promptly. Furthermore, these parties agree to be responsible for disbursing the information found in Norfolk Recreation's Field Allocation and Field Use Policy to all persons using the fields associated with their organization and this permit.*

**No Organization may play/prep fields without a current certificate of insurance on file with Norfolk Recreation.**

**FIELD FEES ARE DUE within 1 week of the disbursement of the Allocation schedule.**

**Checks should be made PAYABLE TO Norfolk Recreation, 1 Liberty Lane, Norfolk.**



## NORFOLK RECREATION FIELD POLICY AND USE AGREEMENT

My signature below indicates that I have the authority to represent the stated organization and that I have received, read, agree, and fully understand and will fully abide by the terms, conditions, and provisions contained in the Town of Norfolk’s Field Allocation Procedures and Field Usage Policy including the fees and the timeliness of their payment to Norfolk Recreation. It is understood that failure to abide by this agreement could result in revoking the organization’s permit, additional fees, and the future loss of use of Norfolk fields. The applicant agrees to be responsible for ensuring that all Recreation Department rules and regulations are followed and that the facility is left neat and orderly.

\_\_\_\_\_ (printed organization’s name) (now known as the “Organization”) hereby agrees that in hosting or conducting any activity upon the Town’s athletic fields or other facilities, the Organization shall fully comply with all federal, state, and local laws, requirements, and governmental orders and advisories including COVID-19 policies if in effect at the time of field usage. The Organization acknowledges and agrees that if it or any participant in the Organization’s activities violates any applicable laws, such violation shall serve as proper cause for the Town to terminate the Organization’s use hereunder and to prohibit the Organization from entering upon or using the Town’s athletic fields or other facilities.

Furthermore, I assure that every adult associated with \_\_\_\_\_ (print organization’s name) who may have the opportunity to have direct and/or unmonitored access to children has completed the CORI certification process as required by state law (Mass. General Laws Chapter 6, Sect. 172 or Sect. 232) including but not limited to all coaches, volunteers, referees, board members and administrative staff. Furthermore, I assure this organization has set standards of suitability and acceptability at a level that is in the best interest of safety for participants regarding CORI/SORI results. Only adults who meet these standards are allowed to participate in our organization.

The Organization hereby further agrees, to the fullest extent permitted under the law, to release, indemnify, defend, and hold harmless the Town of Norfolk, its officers, its employees, volunteers, agents, and attorneys from any and all claims, damages, liability or expenses of any kind arising out of or in connection with any activity that the Organization conducts or hosts upon any Town athletic field or other facility.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Email: \_\_\_\_\_

### ORGANIZATION NAME & ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# NORFOLK RECREATION TOURNAMENT APPLICATION

(1 application per tournament)

NAME and address of sponsoring Organization(s): \_\_\_\_\_

Contact name(s) and phone numbers: \_\_\_\_\_

Name of Tournament and a brief description of participants and purpose: \_\_\_\_\_

Requested fields with dates and times: \_\_\_\_\_

Anticipated number of teams participating: \_\_\_\_\_ Number of players & coaches per team: \_\_\_\_\_

Number of games per field per day: \_\_\_\_\_

Anticipated # of spectators expected on a given day: \_\_\_\_\_

What is the maximum number of games each team will play? \_\_\_\_\_

What is the participation fee per team for this tournament (required)? \_\_\_\_\_

**Please list here or attach a list of participating teams and their hometowns. If not fully known at the time of application, submit the names you know now and submit updated information no later than one week before the start date:**

**Please attach an insurance binder with the Town of Norfolk named as additionally insured (required).**

What, if any, fieldwork is requested to be done by the town in preparation for this tournament?

Fields must be left in the same or better condition than at the onset of the tournament. Hosting organizations are responsible for making sure trash is picked up during and at the close of a tournament. Barrels must be emptied and new bags inserted regularly during the tournament. At the tournament's close, full trash bags must be tied off and left next to barrels for pick up or deposited into a container if applicable. **Loose trash on fields and in parking lots must be picked up and removed immediately following the end of a tournament.** If help from the Town is anticipated, please include the request in your plan:

Do you expect to need police details and/or parking attendants? If so, which, how many, and have they been scheduled?

Do you anticipate needing additional portable toilets? \_\_\_\_\_ If so, how many? \_\_\_\_\_ (fees are applicable)

Do you have any questions for Norfolk Recreation? \_\_\_\_\_

## FEES FOR TOURNAMENTS:

- ⇒ Each tournament is considered individually.
- ⇒ Small tournaments (up to 5 games) may or may not be required to pay fees.
- ⇒ Consideration is given if a tournament only has KP towns participating.
- ⇒ Field fees will be charged if any entrance fees are charged/paid.
- ⇒ If additional portable toilets are deemed necessary by Norfolk Recreation, the hosting league must pay Norfolk Recreation all the applicable fees, a minimum of \$150 per unit.
- ⇒ The Town may require parking attendants and/or Police details. Fees are the hosting organization's responsibility.
- ⇒ Fees are due one week before the tournament date.

I, \_\_\_\_\_ (print your name), as a representative of \_\_\_\_\_ (Organization's name) have read, understand, and agree to all above conditions and take responsibility that all provided information is correct and complete and that all fees will be paid on a timely basis. Additionally, all coaches, referees, umpires, and team representatives have been CORI'd and SORI'd, and any findings meet or exceed our Organization's CORI/SORI policy. Under no conditions will an individual found guilty of crimes to harm others be allowed to work or volunteer.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_