

# Somers Recreation Commission

## *Somers Field & Facilities Priority Usage Policy*

Effective January 1, 2017

**Revised (BOS Acceptance) 9/19/2005**

**Revised (BOS Acceptance) 11/10/2016**

### **MISSION STATEMENT**

The Recreation Commission will prioritize all youth and adult recreational programs for Somers organizations, associations and groups to facilitate the use of town fields and facilities. The Recreation Department will administer all field and facilities usage policies as mandated by the Recreation Commission, and is responsible for ensuring that all organizations, associations, and groups abide by town policies.

### **SPORTS ORGANIZATIONS DEFINITIONS (Youth or Adult)**

#### **TOWN**

All Recreation Department and/or Board of Education programs administered through the Recreation Department have first priority for field use and are exempt from this policy.

#### **AFFILIATED**

The following organizations are hereby recognized as Affiliated Somers Organizations;

- Somers Flag Football
- Somers Lacrosse Association
- Somers Little League
- Somers Youth Softball
- Somers Soccer Association

All affiliated sports organizations must continue to meet the following criteria:

1. Bylaws are established including but not limited to the following:
  - A. Clearly defined mission statement.
  - B. Clearly defined organizational structure, including responsibilities of all officers, voting procedures, and documentation (including meeting minutes).
  - C. List of all local, state, regional, and/or national affiliations.

- D. All playing rules are established (or reference the appropriate affiliated organization's rules document).
  - E. Clearly identify all team structures, including the formation of such teams.
  - F. Appropriate financial records must be kept and evidence of nonprofit status must be submitted annually to the Recreation Department prior to the Recreation Commission's all sports association's meeting in February.
  - G. Bylaws should include the appropriate coaching and conduct requirements expected of a recreational program.
2. All affiliated sports organizations are required to participate in the Somers All Sports Associations meetings, or the appropriately requested Recreation Commission meeting(s).
  3. In addition to evidence of nonprofit status submitted to the Recreation Department, all affiliated organizations must submit registration numbers (including out-of-town participants).

### **UNAFFILIATED**

Any independently organized Somers or out-of-town organization, association, or group that is not designated as a Town of Somers affiliated organization. All unaffiliated organizations, associations, or groups are prioritized according to policies enacted by Recreational Commission as administered by the Recreation Department, or as mandated by Board of Education policies. All unaffiliated organizations, associations, or groups must submit a certificate of insurance to the Recreation Department with the Town of Somers and Somers Board of Education named as additional insured before they will be allowed access to Somers facilities.

### **PATH TO AFFILIATION**

Any independently organized Somers based non-profit organization, association, or group that wishes to become a recognized affiliated Town of Somers organization must meet the following criteria:

- Must continually operate at least one(1) season per year for five (5) years,
- For Youth organizations, at least 90% of participants must be Somers residents,
- For Adult organizations, at least 70% of participants must be Somers residents,
- Must comply with section 1 above for affiliated organizations,
- Must make application to the Somers Recreation Commission upon meeting these criteria.

### **FIELD DAMAGE**

Any organization, association, or group; affiliated or unaffiliated may be subject to permit revocation and/or fines if that organization damages or allows to be damaged, any field or Town property. Damage assessment will be at the sole discretion of the Town of Somers Recreation Department.

## **ROLE OF THE RECREATION COMMISSION AND DEPARTMENT**

The Recreation Commission shall identify all organizations, associations, and groups as affiliated or unaffiliated, and will require that the Recreation Department develop and administer all required policies and procedures for implementing field and/or facilities priorities. All affiliated sports associations are required to meet all criteria as mandated by the Recreation Commission, including participation in the Somers All Sports Association meetings or appropriately requested Recreation Commission meeting(s). Failure to meet the requirements of an affiliated organization will result in being classified as an unaffiliated organization held to the appropriate priority as mandated by the Recreation Commission and/or Board of Education policy.

The Recreation Commission and/or Recreation Department will interface with the Somers School administrations and Somers Board of Education as required to implement all school field and facility usage policies and procedures.

The Department of Public Works, in conjunction with the Recreation Department, will coordinate all Parks maintenance and improvement work (including Capital Improvements) with the Recreation Commission.

The Recreation Commission is responsible for any mediation requested or as needed between all Somers citizens, affiliated, and unaffiliated organizations. The Recreation Commission will operate on the basis that all affiliated Somers sports organizations should develop, administer, and enforce their own bylaws, and that all bylaws are readily accessible to all Somers citizens.

## **TRADITIONAL SPORTS SEASONS PRIORITIES**

SPRING: Baseball, Softball, Lacrosse  
(April 1 through June 30)

SUMMER:  
(July 4 through August 15)

FALL: Soccer, Flag Football  
(August 15 through November 30)

WINTER: Basketball  
(November 30- March 15)

## **PERMIT DUE DATES BY SEASON**

All organizations applying for field use must complete and return an application for field use by the dates listed below, for each seasonal request. Any organization wishing to request use of fields over multiple seasons must complete one permit for each season as defined by the dates above.

SPRING:	March 1
SUMMER:	June 1
FALL:	July 15
WINTER:	November 1

## **SCHEDULING PRIORITY**

The scheduled use of the Town of Somers fields and facilities will be administered by the Somers Recreation Department. Scheduling priority will be in the following order:

1. Town of Somers Recreation Department and/or Board of Education
2. Affiliated Organizations
3. Unaffiliated Organizations

## **ADMINISTRATION OF RECREATION COMMISSION SEASONAL PRIORITIES**

1. Field priority will be based on seasonal priorities and field/facility requirements for playing each sport as mandated by the Recreation Commission.
2. The Recreation Commission will determine the appropriate priority on the basic principle that youth sports will take precedence over adult sports.
3. All affiliated organizations will take priority over all un-affiliated organizations.
4. The Recreation Department will follow all appropriate school field and facilities usage policies as mandated by the Somers Board of Education.
5. The Recreation Department will implement and enforce all procedures as mandated by the Recreation Commission for the use of town fields and facilities.
6. The Recreation Department under the supervision of the Recreation Commission will implement all Board of Education policies as required for field and facility usage.
7. The Recreation Commission, under the direction of the Board of Selectman, reserves the right to amend this policy as needed.

## **INSURANCE REQUIREMENTS**

Users of Town property are expected to hold harmless and indemnify the Town for any liability arising out of the use of facilities by any group or organization and must provide evidence of insurance to fulfill the requirement.

### Insurance Requirements for Groups or Organizations using Town Property

Commercial General Liability	\$1,000,000 per occurrence for bodily injury/property damage
General Liability Conditions	Liability coverage must be written on form ISO form CG 00 01 or equivalent, and <u>must include</u> coverage for: <ul style="list-style-type: none"><li>• Liability from premises and operations.</li><li>• Liability from actions of independent contractors.</li><li>• liability from products/completed operations</li><li>• liability assumed by contract</li><li>• Liquor liability or host liquor liability as applicable.</li></ul> The Town of Somers and the Board of Education must be named as additional insured on user's CGL policy with form CG 20 11, or equivalent.
Automobile Liability	\$1,000,000 per accident for bodily injury/property damage, covering all owned, hired & non-owned vehicles
Workers' Compensation	Statutory
Employers Liability	\$500,000 each accident
Umbrella Liability	May be required depending on function.

### **Certificates of Insurance should include the following:**

1. Designate the Town of Somers and the Board of Education, Town Hall, 600 Main Street, P.O. Box 308 Somers, CT 06071 (the "Town") as certificate holder.
2. Provide that the Town shall be notified at least 30 days in advance of cancellation or change in coverage.
3. The Town of Somers and the Board of Education, its officers, officials, agents and employees must be named as an additional insured on the General Liability Policy, with the specific endorsement indicated.

Certificates must be current and show coverage is in force for the dates Town property will be used. If necessary, renewal certificates must be provided prior to the expiration of any policy. Insurance requirements must be met. Receipt of a non-compliant certificate, other documentation of insurance or policies by the Town or any of its representatives does NOT constitute a waiver of the obligation of the Group or Organization to fulfill the insurance requirements of the Town. Insurance requirements are subject to change without notice.

**Town of Somers**  
**Field Use Schedule of Fees**  
Effective January 1, 2017

Town of Somers / Somers Recreation / Somers Board of Education Exempt

Somers Affiliated Organizations: Exempt

- *Somers Flag Football,*
- *Somers Lacrosse,*
- *Somers Little League,*
- *Somers Soccer,*
- *Somers Youth Softball*

Unaffiliated Organizations:

- Field Use Fee (Per field Per day): \$100.00
  
- Camps / Special Usage Fee's:
  - \$5.00 per player or,
  - 20% of Gross profit or,
  - As determined by Recreation Department