



## **Opachinski, Govoni & Lootz KYSO Field Athletic Complex Use Policies and Procedures**

**Please read the Athletic Complex Use Policies and Procedures carefully.** It is the responsibility of the KYSO President to communicate/share this information with all organizations of the KYSO organization. Compliance with all the information outlined below will ensure a cooperative partnership between the Town of Kingston and the Kingston Youth Sports Organization. If you have any questions, please call the Parks & Recreation Department Office; 781-585-0533.

- **Insurance Requirements:** *All* KYSO organizations are required to provide the Recreation Office with an insurance binder showing that their program has the coverage described below for their season. Said policy is to insure both participants and spectators.
- This policy must be received by the Parks & Recreation Department and cc:d to the KYSO President, **prior to any organization's field use** to [swoodworth@kingstonma.gov](mailto:swoodworth@kingstonma.gov)
  - ✚ GENERAL LIABILITY: \$1,000,000 per occurrence Bodily Injury Liability and \$3,000,000 per occurrence Property Damage Liability.
  - ✚ The insurance binder must also state that the Town of Kingston is included as additional insured and will be provided at least (30) days advanced notice of cancellation, material change in coverage, or non-renewal of the policy.
- **User Fee:** KYSO user fee will be determined each year in the Spring for the next year. KYSO will be invoiced quarterly at the start of each fiscal year for the Town of Kingston, which begins July 1<sup>st</sup>.
- **Concession Stand Operations:** must follow the Concession Stand Policies and Procedures. See separate Policy and Procedures Guidelines.
- **Announcement Booth:** – all KYSO Organizations utilizing the Announcement Booth are responsible for unlocking and locking both the main building door and the roof access hatch. Under the age of 18 for AV purposes only, must be accompanied by an adult. The roof access hatch must always remain closed, except when entering and egressing the roof area.
- **Restroom Facilities** – all KYSO Organizations are responsible for unlocking and locking the restroom as needed during their field use. The restroom key has been provided in a lock box for access. Please coordinate with the KYSO Organizations Representatives. Restrooms will be cleaned Monday – Friday, by

the Facilities Staff. Restocking supplies during field use is the responsibility of the KYSO Organizations using the field. Supplies are provided by the Town Facilities Department and are stored in the back meeting room.

- **Prior Approval Needed:** Any work to be performed on Town property must be approved by the Town Department assigned jurisdiction of that property. The Reed Community fields and grounds, as well as the Opachinski Athletic Complex, are under the jurisdiction of the Parks & Recreation Department and any, and all work on any part of the property, buildings, equipment, must be approved by the Parks & Recreation Department and Recreation Commission prior to the commencement of the work, even if funding is being donated by KYSO. This excludes game day preparation, such as raking, lining, and adding clay as needed to the pitcher's mound. *The use or application of any type of pesticide fertilization or seed, is prohibited by anyone other than the Town contractor; designated by the Parks & Recreation Department.*
- All work performed and contracted services at the Opachinski Athletic Complex and on the Reed Property Fields must follow the same laws required by the municipalities regarding work bids, contractor's liability insurance, prevailing wages, etc., as it is Town owned property.

### **Field Use Rules:**

- **Field Requests:** All KYSO teams will coordinate direct field use with KYSO. KYSO President will then inform the Kingston Parks & Recreation Department that the field use for the organizations has been approved, and that field use reservations will be submitted through the Kingston Parks & Recreation Department website by the individual organizations appointed Representative. Having the individual sports organization submit their field use reservation ensures that all Organizations have indicated that they have read the Town's Disclaimer and the Field Use Policies and Procedures. This also provides an accurate field use calendar to ensure space availability (both for safety and property capacity), and for the Parks & Recreation Department to provide information to the Contractor's regarding scheduling work, mowing, irrigation, Turf Management, etc. All schedules pending review through Parks & Recreation Department.
  - ✚ **Field Use requests need to be specific to the times being used by the Sports Organizations, and not be approved for a "block scheduling".** It is imperative to maintain an accurate field schedule to have the irrigation system scheduled and in operation effectively and efficiently, and for Contractor field work.
- It is the responsibility of the KYSO sports organization using any fields to ensure that any debris created by your group (or visiting teams) is properly disposed of prior to leaving the field.
- No Dogs Allowed per order of the Kingston Board of Health.
- Alcoholic beverages are **prohibited** from all Town fields; unless otherwise approved through the Board of Selectman for a one day liquor license
- Any persons using Town facilities do so at their own risk; please see Disclaimer below that is acknowledged by all Organizations when creating their reservation request.

### **Release:**

By confirming acknowledgement, I understand there are risks of physical injury in participating in events, activities, or programs.

I hereby release and hold harmless the Town of Kingston, its employees, officials, and agents from any and all injuries, illnesses, exposure, damages, suits, claims, losses or liability of any kind that my child or I may experience in connection with activities sponsored by the Town of Kingston, or when using properties owned by the Town of Kingston.

*I hereby consent to emergency medical procedures deemed advisable for myself if I am not able to speak on my own behalf, or my child in the event I cannot be reached, and my child has sustained an injury. The Town of Kingston does not provide accident or hospitalization insurance for participants of its programs. All participants are advised to have adequate personal coverage. Please consider participant's own health,*

experience, and tolerance for risk before participating in any program. I also consent to the use of my or my child's photo, video, artwork etc. by the Town of Kingston for flyers, presentations etc.

**Reasons for Field Closings and Procedure:**

***Closure of fields ensure the safety of the athletes and limits the risk for injury due to unsafe playing condition. In addition, the integrity of the fields is taken in to consideration when a field is closed. Damage to the fields can have a lasting and costly effect on the playing surface and could result in an unplayable surface of a field.***

- If there has been considerable rain which has comprised the integrity of the turf of the field, that field will be closed. Ex., mud, topsoil and or grass that is easily pulled up with cleats is reason for closure
- Any standing water on the field with continued rain is reason for closure
- Raising water while walking in addition to continued rain is reason for closure

Procedure for Field Closing:

- If a Coach decides to close a field due to the above-mentioned reasons, that Coach must alert their KYSO representative, the KYSO President, or the Recreation Commissioner designee for overseeing the Opachinski and Reed field operations.
- If the KYSO President closed a field due to the above-mentioned reasons, they will alert ALL KYSO leagues/teams/coaches, and the Recreation Commissioner designee for overseeing the Opachinski and Reed field operations.
- If the Recreation Commissioner designee for overseeing the Opachinski and Reed field operations closes the fields for any reason, they will alert the KYSO President, and all KYSO Representatives and Organization Presidents. Each KYSO organization must alert their own coaches/leagues/teams.
- **Field Damage: *If any KYSO Team/Coach/Organization uses the fields after notification of field closure, then KYSO may incur an incremental user fee assessment of \$250 per occurrence.***
- **Field/Complex Clean Up:** KYSO Organizations are responsible to ensure that any debris created by your group (or visiting teams) is cleaned up by them, and properly disposed of prior to leaving the field. Dumpster is available on site, and trash bags are available in the back meeting room area.

Each KYSO sports organization needs to schedule a **minimum** of two clean updates each season for complex clean up; one prior to the start of their season, and one at the end of their season

- ***This includes, but is not limited to:***
  - ***Shed organization and clean up***
  - ***Equipment removal from fields (equipment can be pushed to the sides of the fields if storage in sheds is not possible); broken equipment removed and disposed***
  - ***Meeting Room – organization and clean up***

All above conditions must be adhered to prior to your organization utilizing the field/facility requested. Please feel free to contact the Parks and Recreation Department/Commission with any questions or concerns; 781-585-0533.

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KYSO President

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Chairperson, Recreation Commission

\_\_\_\_\_  
DATE

• \_\_\_\_\_  
Recreation Commissioner, Field Designee

\_\_\_\_\_  
DATE