

# **THE CITY OF STAMFORD**

*Recreation Services Division*

**A Guide to Athletic Field Use Policies**

# **THE CITY OF STAMFORD FIELD USE POLICIES**

## **SECTIONS**

1. Allocation
2. General Rules and Regulations
3. Fees
4. Tournaments/Tournament Fees
5. Cubeta Stadium
6. Field Rules for Approved/Permitted Users

# THE CITY OF STAMFORD FIELD USE POLICIES

## Section 1.

### ***Allocation Policy (Including Cubeta Stadium\*)***

- #1 – All Recreation Services programs\*\* - this includes all leagues, camps and activities sponsored directly by the City of Stamford's Recreation Division.
- #2 – Current youth user groups – Stamford Babe Ruth, American Legion Baseball (3 teams), Girls Babe Ruth, Stamford Little Leagues, Stamford Youth Soccer, Stamford Youth Foundation. First priority will be given to the leagues with the largest number of Stamford children and on down the line(based on last years actual registration numbers).
- #3 – Current Adult user groups – Over-30 men's baseball(2 teams), Twilight Baseball league(2 teams), WBA – (2 team), Stamford Americas soccer league, Saturday evening soccer league, Co-ed soccer league, Women's soccer league, Cricket clubs(2), Men's Shoreline Soccer league(1 team), Connecticut Soccer league (1 team), & LASO. Priority use will be decided by number of Stamford residents.
- #4 – Youth Tournament play – This includes any tournaments run by the sanctioned groups listed in #2 above. All tournaments must be approved by the Parks and Recreation Commission.
- #5 – Adult Tournament play – This includes any tournaments run by the sanctioned groups listed in #3 above. All tournaments must be approved by the Parks and Recreation Commission.

\*Cubeta Stadium is allocated contractually first to Wright Tech.

\*\* This applies only to park fields. The Board of Education has first priority on all school fields. Therefore, the number one priority above on school fields becomes number two and continues on down the line in that manner. When necessary, Recreation Services allows BOE special play such as FCIAC's, CIAC state tournament games, etc priority on park fields.

# **THE CITY OF STAMFORD FIELD USE POLICIES**

## **Section 2.**

### ***General Rules and Regulations***

1. All leagues/programs and any organized use must be sanctioned and pre-approved by the Parks & Recreation Commission to use approved City fields. All youth leagues/teams must be affiliated with a national organization (i.e: Babe Ruth, Little League, American Legion, CT Jr. Soccer, etc).
2. Any significant additions (such as new divisions or teams) to an existing approved program must also be approved by the Parks & Recreation Commission.
3. General use requests for all Commission approved leagues/teams must be on a Recreation Services field use application and include a master schedule of all games and practices at a minimum of two months in advance of the requested start date, a certificate of insurance naming the City of Stamford, the Board of Education and its/their employees, agents and officers designated as additional insured (\$1 million in general liability) that states coverage is for all league, non-league, and all-star/travel teams and tournament play, and a most recent financial statement.
4. All all-star/travel teams participating in regional leagues must provide a full league schedule and must play at least 50% of their games away.
5. Sanctioned leagues/teams, Stamford residents, Stamford businesses/corporations, or Stamford non-profit agencies must obtain permission from the Parks & Recreation Commission to host any special event, clinic, camp or tournament at assigned fields. (See section 4 on tournament play and section 2 on camp/clinic rules). Applications for any open fields for one time informal use by Stamford residents, businesses/corporations, or non-profit agencies may be accepted on a first come, first served basis as conditions and or availability warrant. (See section 3 on use fees for all of the above).
6. With the exception of tournament play (see separate policy on tournaments), no games may be scheduled in Cubeta or any City field with non-Stamford based teams. At least one team must be a Stamford team.
7. To be considered a Stamford team at least 75% of the team roster must be Stamford residents. Roster sizes must be a reasonable number related and appropriate to the sport.

## **Section 2.**

### **General Rules and Regulations (contd.)**

8. Non-sanctioned or commercial organizations that want to use City fields for camps and clinics must submit a written request to the Superintendent of Recreation. Insurance is required in the amount of one million in liability (see attached) and organizations must partner with the City (Recreation Services) to utilize park fields or City gym, and pay a 25% administrative fee based on total registration revenue collected. In turn, the organization will receive use of the field or facility, registration processing, accounting of fees and advertising from Recreation Services.
9. Organizations who are non-sanctioned or of a commercial nature, and do not want to partner with Recreation Services may rent City school field or gym. Contact the Board of Education at 977-4525 for information.
10. Sanctioned organizations must follow the same rules to host camps or clinics as outlined in Rule #8 above.

# **THE CITY OF STAMFORD FIELD USE POLICIES**

## **Section 3.**

### **Fee Schedule/General Use**

\*All adult teams, businesses, corporations or leagues will be charged \$60.00 per game for a field with lights and \$40.00 per game for non-lighted fields.

\*Sanctioned youth organizations or adult non-profit agencies are not charged for field use.

\*Users with teams having any player over the age of 20 are considered adult teams.

# **THE CITY OF STAMFORD FIELD USE POLICIES**

## **Section 4.**

### ***Tournaments***

1. All tournament requests may be submitted for consideration no earlier than January 2 of each year in writing to the Parks & Recreation Commission, but at least two months in advance of the tournament date.
2. All tournaments must be pre-approved by the Parks & Recreation Commission.
3. Tournaments may not interfere with regular season or post-season play unless user groups are willing and able to give up their scheduled time.
4. State, regional, and district tournaments shall only be held once every three years in Stamford. This includes adult and youth play.
5. Each sanctioned youth organization may host only one tournament per year per age group on any City field including Cubeta Stadium.
6. All tournaments shall be limited to a maximum of seven consecutive days on any City field including Cubeta Stadium.
7. Tournament scheduling shall follow the same priority allocation established for all City fields including Cubeta Stadium.
8. All approved tournaments must provide a certificate of insurance naming the City of Stamford as an additional insured (\$1 million in general liability) covering the entire tournament, coaches, players and officials no later than one week prior to the scheduled start date.

## **Section 4.**

### **Tournament Fee Policy**

#### **Adult Tournaments**

NOW, THEREFORE, BE IT RESOLVED, that the 28th Board of Representatives of the City of Stamford, pursuant to and within the limitations of Sec. C2-10-2(6) of the Charter of the City of Stamford, does hereby approve the following tournament fee schedule for the use of ballfields in the City of Stamford:

1. Charity Tournament: \$100 per day/per.  
For Profit/Corporate Tournament: \$250 per day for first field and \$100 per day for any additional fields\*
2. Fundraiser for charity/scholarships (100% of the revenue after expenses must go to the charity) - \$150.00 per tournament without lights, \$200.00 with lights.\*
3. For profit tournament to fund a Stamford based team or league expenses - \$300 without lights, \$350.00 with lights.\*
4. Stamford based Corporate/Organization/Group Outing Tournament - \$300 without lights, \$350.00 with lights.\*

#### **\*Additional fee's that may be charged:**

Staff person to turn on lights, be on site for equipment needs: \$100 per day.

Lights: \$50 per day/per field.

Maintenance Fee: Fee will be determined upon tournament needs.

#### **Youth Tournaments**

No Fee.

- The Recreation Services staff or the Parks & Recreation Commission will not entertain proposals for tournament fee waivers.
- The above tournament fees allow for the use of no more than three fields per day. If more than three fields are required, an additional \$25.00 per day per field will be charged.
- The above tournament fees are for a maximum of seven days. Any further days will be charged an additional per day fee of \$50.00 for adults up to a maximum of ten days per tournament.



## **THE CITY OF STAMFORD FIELD USE POLICIES**

### **Section 5.**

#### ***Cubeta Stadium***

1. Any organization requesting the use of Cubeta Stadium for fund raising events, (tournaments, all-star games, etc.) must submit a current financial statement for that year to the Parks & Recreation Commission along with their request.
2. A financial statement summarizing the fund raising event must be submitted upon completion of the event.
3. Any organization using the concession facilities must obtain the necessary permit from the Health Dept.
4. Organizations using Cubeta for profit must pay the expenses for stadium use unless waived by the Parks & Recreation Commission.
5. No City of Stamford employee shall be involved in collecting moneys at Cubeta Stadium.
6. Organizations sponsoring tournaments/events must provide necessary police protection as determined by the Police Department.
7. The maximum number of games to be scheduled on the field at Cubeta shall be 200 per season.
8. No 12 year olds may play at Cubeta Stadium and 13 year olds teams are limited to a maximum of two games per season.
9. No practices (with the exception of Wright Tech) are to be scheduled. Practice games with the approval of the Parks & Recreation Commission, shall only be permitted to the host team of a major tournament and shall be limited to one night prior to said tournament. All players, coaches and managers must be uniformed and the practice game must be umpired by certified officials.

10. The hosting organization shall have the right of concession within the guidelines set by the Parks & Recreation Commission. The hosting organization may either run its own concession or contract out the concession to professional concessionaires, service clubs, or any organization, which can assist it. During the term of the tournament, all City concessionaires shall, as part of their permit, stay at least 200 feet from the fence at Cubeta, unless contracted by the hosting organization to service the concession stand within the stadium.
11. Hardball only is to be permitted on Cubeta fields. Cubeta is considered a premier baseball facility and is costly to upkeep; therefore no softball will be permitted.
12. No soccer games are to be scheduled in Cubeta other than Wright Tech as mandated by state contract. The Recreation Services Division is to ensure that the uses that are scheduled are properly supervised and secured by forbidding any unauthorized activity.
13. Starting time will be 6 PM with an 11 PM curfew. No inning shall start after 10:45 PM.
14. The curfew hour may be waived by the Parks & Recreation Commission for State, National and Regional tournaments. Even if the curfew is so extended, no public address system may be used after 11PM.

# THE CITY OF STAMFORD FIELD USE POLICIES

## Section 6.

### ***Field Rules for Approved/Permitted Users***

#### **A. Weather Related Issues**

1. All field users are required to call the Fields Hotline **DAILY** to check on field's availability due to weather conditions. The telephone number 977-4641.
2. If the Fields Hotline indicates that a field is closed, it is **CLOSED, NO EXCEPTIONS!** We will monitor the field conditions and update the Hotline daily.
3. If fields are **CLOSED** due to inclement weather, **ALL** teams should curtail practices and games. Failure to abide by the field closure rule will result in disciplinary sanctions against teams and coaches who willingly violate the rule.
4. Weather conditions can change suddenly, with thunderstorms and rain showers. All coaches and managers should keep this in mind and cancel practices or games if weather conditions deteriorate during use of the field. Our objective is to **PREVENT** unnecessary **DAMAGE** to playing surfaces.
5. Violation of this inclement weather policy will result in the following penalties being imposed on the organization.

First Offense:                      Written warning to team and President of the organization.

Second Offense:                      Suspension of the team or organization from using the fields for two weeks and a \$90 fine. Failure to pay the fine will result in automatic forfeiture of further use for the rest of the season.

Third Offense: A \$90 fine and forfeiture of a team or organization's privilege to either practice or play games on all City of Stamford or Board of Education fields or facilities for the remainder of the season. Also, in order to obtain a permit for the following season, the organization must appear before the Parks & Recreation Commission to be reinstated.

## ***B. Related Conditions***

1. All teams and organizations must take care to manage litter generated as a direct result of their usage. If the field is found littered upon your arrival, please call the City's Customer Service line to report such at 977-4140.
2. The Parks & Recreation Commission may require permitted users to provide at their expense police or other services.
3. All permitted teams or organizations are required to provide the Recreation Services Division with team rosters including each player's name, home address, and home telephone number.
4. Raffles are permissible with a state permit **ONLY**. **50/50 raffles** are **NOT** legal raffles and shall not be held on any City park or School field.
5. There are to be **NO glass containers** on City Park or School fields.
6. There shall be **NO amplified music** without prior approval from the Parks & Recreation Commission.
7. There is to be absolutely **NO installation of any type of permanent fixtures** or structural, electrical, or plumbing changes on any City or School field without prior approval of the Parks & Recreation Commission.
8. If using beach park fields (that require entry by permit only), all approved users will be provided with a Recreation Services issued "**Sports Sticker**". One free pass per team member and coaches will be issued. Any additional passes may be purchased for \$2.00 per pass at the Recreation Services office. The Sports Sticker **MUST** be hung in clear view from the vehicles rear view mirror (affixed to driver's side windshield) or a fine will be issued. **NO EXCEPTIONS** will be made.
9. Teams or individuals who use city fields and facilities **without the proper permits**, or after an event has been officially cancelled, will be **FINED** \$90 in accordance with the City Code of Ordinances, Sections 175-2, 175-3.