



Tolland Recreation Department Natural Field Usage Policy

This policy is intended to be the guideline for managing the priority and usage of natural grass fields in the Town of Tolland. This policy has been approved and is administered by the Tolland Recreation Department. The purpose of this policy is to ensure that natural grass fields are not adversely impacted by overuse. If the Tolland Recreation Department determines that an overuse condition exists, that Department will reserve the right to restrict issuance of approval.

Season Approval: The Town of Tolland's natural grass fields are reserved for the use of approved Town of Tolland based organizations only. Use of natural grass playing fields requires prior approval, which is issued by the Town of Tolland Recreation Department. The Tolland Recreation Department will begin accepting applications starting March 1st.

The application to request approval for the seasons is found on page 3 of this policy. Only organizations that are based in the Town of Tolland and have an 80% membership of Tolland residents are eligible to apply. Groups without approval from the Tolland Recreation Department are not permitted to use Tolland's natural grass fields and may be subject to fines in accordance with Section 112-8 of the Tolland Code.

Event Approval: The Town of Tolland's natural grass fields are available to use for a one-time event for both Tolland and Non-Tolland based organizations. Natural grass field usage for both Tolland and non-Tolland based organizations can be requested through the application process (**Attachment A**) and sent to the Recreation Director for consideration for the event. Based on the organization applying there may be a fee charged as described in the Fees section of the policy. Liability Insurance Coverage naming the Town of Tolland as an additional insured for a minimum of (1) one million dollars is required and must be submitted before the facility request will be approved. Exceptions to the above requirements, including changes to the insurance requirements, is subject to the sole discretion of the Town of Tolland.

Priority Usage: Approvals are issued based on the following priorities:

Field Maintenance: The Town of Tolland Recreation Department is responsible for determining when field maintenance is needed and will determine when fields may be opened following adverse weather. Approved users are expected to stay off fields during maintenance down time and when fields are closed due to weather conditions. Those who use the field during these times may be subject to fines in accordance with Section 112-8 of the Tolland Code.

Approved Season Applicants: All Tolland based organizations that have been approved by the Recreation Department for season use, will adhere to the rules and guidelines of the natural grass fields listed in this policy. Failure to follow the rules and guidelines can result in removal from the approved list for the season. Priority will be given to organizations, with discretion by the Recreation Director, that have worked collaboratively year round with the Recreation Department in terms of upkeep, volunteer maintenance, and funding for upgrades. The fields rely heavily on donations and volunteer hours of these organizations to keep the fields useable. The Recreation Department reserves the right to waive any fees deemed necessary.

Approved Events: Tolland and Non-Tolland Based Organizations could apply to use the Tolland's natural grass field for use with approval from the Recreation Department. Priority will be given



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to organizations that are approved for the season and approval for events will be based on availability. All applications will be reviewed and approved at the discretion of the Recreation Department.

Fees: Found on application

Rules and Guidelines:

1. Complete the request for rental form legibly, make sure all information is provided to prevent delay of response. Requests for use will be processed on a first come first served basis with recognized Tolland groups given priority.
2. This form is a request until it is approved and required fees are paid and proof of insurance provided. Submitting a request is NOT a guarantee of availability or approval. Requests for use are reviewed based on town policy, facility and staff availability. The Town reserves the right to deny any rental which is deemed inappropriate. The Town reserves the right to deny rentals on holidays.
3. Requests for field use should be submitted at least (2) two weeks prior to the date requested. No one under the age of 21 may enter into a use agreement for the purpose of securing a field rental.
4. Liability Insurance Coverage naming the Town of Tolland as an additional insured for a minimum of (1) one million dollars is required and must be submitted before the facility request will be approved. Exceptions to the above requirements, including changes to the insurance requirements, is subject to the sole discretion of the Town of Tolland.
5. Each rental customer shall appoint one contact person for communication purposes. Communications between Town staff and individuals other than the contact person shall be regarded as informal discussions and are not considered binding.
6. If approved this is a contract between the Town and the Renter only. Under NO circumstances can the facility be sub leased at any time.
7. The activity listed on the permit is the only activity approved by the Town for field use. Any changes to the activity must be approved in advance by the Town. All changes, postponements or cancellations must be arranged and agreed upon in writing.
8. The Town of Tolland may require additional permission, permits, fees and security deposits in some cases. The Town reserves the right to increase the fee based on the size and nature of the activity. If Public Safety coverage, additional trash cans or porta johns are needed for an event there will be additional costs to be paid by the renter.
9. Special accommodations and requests may be approved by the Recreation Advisory Board.
10. The Town reserves the right to cancel any facility use agreement to those facility users not abiding to the Governor's Executive Orders. Update orders can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>



Tolland Recreation Department Field Usage Application

(A minimum 2 weeks notice is required for field preparation)

Applicant/Organization Name:	Applicant/Organization Address:
Applicant Phone: (C) (H)	Email Address:

Activity Information

Location Requested: <input type="checkbox"/> Birch Grove <input type="checkbox"/> Crandall Park 1 <input type="checkbox"/> Crandall Park 2 <input type="checkbox"/> Cross Farms <input type="checkbox"/> Heron Cove <input type="checkbox"/> Lion's Field <input type="checkbox"/> River Park <input type="checkbox"/> TMS <input type="checkbox"/> Tolland Recreation <input type="checkbox"/> THS	Specific Area Requested:
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Practice Days/Times:	Start/End Date:
Game Days/Times (attach game schedule to application):	Start/End Date:

Average number of participants per team:	Number of teams:	Age group:
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Please indicate the field Dimension you will require

Soccer Fields

☐ 11 V 11 ☐ 9 V 9 ☐ 7 V 7 ☐ 4 V 4 ☐ 60yds X 25yds ☐ New Layout (See Attached Diagram)

Lacrosse Fields

☐ 110yds X 60yds ☐ 60yds X 40yds ☐ 60yds X 35yds ☐ New Layout (See Attached Diagram)

Other Comments:

Fees for field usage: \$100 per 1.5 hours. This fee is in 1.5 hour increments for a maximum of 9 hours.

Fees for field light usage: \$30 per hour. This fee is in 1 hour increments for a maximum of 9 hours. (if applicable)

The Town of Tolland reserves the right to make any fee adjustments deemed appropriate.

I agree, on behalf of the organization requesting the use of the above fields, that all coaches and field users will be made aware of the rules for use that were put in place to help keep the fields safe and playable. We agree only to use the fields assigned to us and only during the dates and times requested. We understand using fields that are wet causes compaction which is a major killer of grass and will do our best to stay off them when they are wet. We will provide you with a copy of all team practice and game schedules in a timely manner including those for make-ups and post season play. We will show the coaches how to inspect the fields for safety issues prior to each use and will immediately report any that are found. We agree to help keep the fields clean by properly disposing of trash and picking up litter. We further understand that we will be charged for any damage that may result from our using the above field (s) and that future requests for use of Town fields will be denied if we fail to follow these rules.

Authorized Signature

Date



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By signing this agreement you agree to comply with all **CT DECD Sector Rules for return to play entitled "Sports, Sports Clubs & Complexes, Gyms, Fitness Centers, & Pools"** (see appendix A of Field Usage Agreement for a copy) and all CT Executive Orders issued in 2020 including but not limited to social gatherings, social distancing, sanitation, and facemask use. You can find the most current and up to date executive orders and guidelines at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>

INDEMNIFICATION AGREEMENT

The Contractor shall fully indemnify, defend and hold harmless the Town of Tolland and/or the Tolland Board of Education and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the facility user, and even if caused by the negligence of the Town of Tolland and/or the Tolland Board of Education or any of their officers, employees, agents, servants and volunteers. This obligation shall further apply to:

- (1) actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising, directly or indirectly, in connection with this contract, including any environmental matters, and including the acts of commission or omission (collectively, the "Acts") of the facility user or any of its members, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or entity with whom the contractor is in privity of oral or written contract (collectively "facility user parties");
- (2) liabilities arising, directly or indirectly, in whole or in part, in connection with this contract, out of the facility user's or facility user parties' Acts concerning its or their duties and obligations as set forth in this contract, and;
- (3) all damages, losses, costs and expenses, including but not limited to, attorneys' and other professional fees, that may arise out of such claims and/or liabilities for personal injury, bodily injury, workers' compensation, emotional injury, death, property damage or any other injury or loss caused in whole or in part by the Acts of the facility user or any facility user's parties.

The facility user hereby covenants and agrees that the Town of Tolland and/or the Tolland Board of Education shall be endorsed on the facility user's policies of insurance as additional insured.

The facility user hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of liability as shown in this Section under rules and guidance #4 containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Town of Tolland and the Tolland Board of Education or any of their officers, employees, agents, servants and volunteers

The facility user hereby further covenants and agrees to obtain an endorsement to said policy of insurance policy that the Contractor's insurance is primary and any insurance obtained, or self insurance provided, by the Town of Tolland and/or the Tolland Board of Education is excess.

The facility user's insurance carrier will waive all rights of subrogation against the Town Tolland and the Tolland Board of Education, and all of their respective officers, employees, agents, servants and volunteers.

The facility user hereby further covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences.

Revision: 6/2020

Signature: _____ **Date:** _____

SPORTS, SPORTS CLUBS & COMPLEXES, GYMS, FITNESS CENTERS, & POOLS

The sudden closure of school and recreational activities has left student/youth-athletes without structured physical activity since mid-March. A safe return to interscholastic/youth athletic experiences must account for the deconditioning which may have occurred during this prolonged departure from normal physical conditioning and skill development.

Sports included in the Moderate to Low risk categories can begin all of the below activities starting in Phase 2. Higher risk sports are allowed to perform camps and numbers 1 and 2 below. Higher risk sports will be allowed to do everything below post July 6th.

1. Individual or group training.
2. Controlled practices.
3. Scrimmages, games, meets, matches, etc.
4. Tournaments allowed after July 6th (no satellite fields).

NOTE: Camps, per Executive Order No. 7PP, Camps as defined in 19a-420 of the CT general statutes must follow Office of Early Childhood Guidance for camps. Other sports programs, including clinics that do not fall under Executive Order No. 7PP, Section 7 shall follow the guidelines as laid out in this document.

HIGHER RISK

Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Examples: wrestling, boxing, football, lacrosse, competitive cheer, dance, rugby, basketball, roller derby, ice hockey, water polo, 7 on 7 football, and martial arts

MODERATE RISK

Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants.

- Examples: volleyball, soccer, gymnastics, field hockey, tennis, swimming relays, pole vault, high jump, long jump, crew with two or more rowers in shell, synchronized swimming, baseball, and softball

LOWER RISK

Sports that can be done with social distancing or individually with no sharing of equipment, or the ability to clean the equipment between use by competitors.

- Examples: individual running events, throwing events (javelin, shot put, discus), individual swimming, golf, weightlifting, sideline cheer, single sculling, cross country running (with staggered starts), diving, fencing, ice skating

SPORTS, SPORTS CLUBS & COMPLEXES, GYMS, FITNESS CENTERS, & POOLS



SCREENING

Event organizers, staff, coaches, players, umpires/officials must conduct daily symptom assessments (self-evaluation).



TRAVEL

Athletes are strongly recommended to travel to the venue alone or only with members of their immediate household, if possible. Face coverings are strongly recommended for individuals traveling to and from the venue, walking in and out of the venue, and while not actively participating.



TEAM MEALS

Suspend post-activity group snack.



SHARED EQUIPMENT

Ensure athletes do not share equipment to the most extent possible. If shared, clean and disinfect frequently.



HYDRATION

All players and coaches shall bring their own water bottles. Water bottles shall not be shared.



PRACTICE

Coaches should keep players in small groups at practice to allow for physical distancing.

- Practices will be scheduled with at least a 15 minute buffer to prevent overlap of participants, and allow for time to clean and disinfect commonly used surfaces including, but not limited to:
 - Benches/dugouts
 - Door knobs/handles if indoors



GAMES

Will be scheduled with at least a 30 minute buffer to prevent overlap of participants.

- Start times should be staggered where no more than half of the complex is changing over at any given time. Games may end in a draw if time expires.
- Consider adopting temporary rules to accommodate athlete safety.



GAME BALL(S)

Will be disinfected before and after every clinic, practice, and game.

SPORTS, SPORTS CLUBS & COMPLEXES, GYMS, FITNESS CENTERS, & POOLS



HUDDLES

Players will not huddle at any point during the game/practice. Sportsmanship will continue in a touchless manner – no handshakes/slaps/fist bumps after games.



CONCESSION STANDS

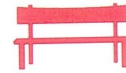
Allowed to open but must follow Sector Rules for Restaurants.

- Sales of only prepackaged food and drink does not have to follow Sector Rules for Restaurants.



WATER FOUNTAINS

Players shall be required to bring their own water bottles. Water fountain use shall be restricted to water bottle filling stations only. Congregating at water bottle filling stations shall be limited and signage reinforcing the use of water bottle filling stations only must be displayed.



DUGOUTS, BENCHES, & BLEACHERS

Are allowed to open only if they can be thoroughly cleaned before and after every use, and 6 ft of distance can be maintained.

CROWD CONTROL

Staff should assist with crowd control by reminding spectators to maintain social distancing when queuing at the gate or other common areas. Spectator compliance with social distancing should be encouraged through periodic announcements or audio recordings.

- Individuals shall not congregate in common areas or parking lots following an event or practice. Strategies should be developed that will avoid large crowds at exits, such as dismissing crowds by section.

PARENT SEATING AREA

Are allowed to open only if they can be thoroughly cleaned and disinfected before and after every use, and 6 ft of distance can be maintained.

SPORTS, SPORTS CLUBS & COMPLEXES, GYMS, FITNESS CENTERS, & POOLS

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a facemask or other cloth face covering that completely cover the nose and mouth, unless doing so could be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves and eye protection are required when using cleaning chemicals.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If businesses do not have adequate personal protection, they cannot open.

PERSONAL PROTECTION FOR CUSTOMERS

Customers are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition. Customers do not need to wear a mask while engaged in physical activity if 12 ft of distance can be maintained, but should as they enter and exit the facility and use the restrooms.

PERSONAL PROTECTION FOR CLASS INSTRUCTORS

Class instructors do not need to wear a cloth face covering during classes if they are partaking in physical activity as long as 12 ft of distance can be maintained.

PERSONAL PROTECTION FOR COACHES/STAFF/ATHLETES

Coaches and staff are required to wear a face mask or cloth face covering when unable to easily, continuously, and measurably keep 6 ft of physical distance from others, unless doing so would be contrary to his or her health or safety due to medical conditions. Athletes are encouraged to wear face coverings when not engaged in active play. While engaged in the active play of sports or strenuous activities, athletes do not need to wear a face covering. However, athletes shall wear face masks at all other times.



PERSONAL PROTECTION FOR SPECTATORS

Spectators are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition.



POOL ACTIVITIES/AREAS

Cloth face coverings shall be worn throughout these facilities, with the exception of while swimming/showering unless doing so would be contrary to his or her health or safety due to medical conditions. Cloth face coverings can be difficult to breathe through when they're wet.

SPORTS, SPORTS CLUBS & COMPLEXES, GYMS, FITNESS CENTERS, & POOLS



HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



HANDWASHING

Ensure employees wash their hands routinely using soap and water for at least 20 seconds.



CLEANING, DISINFECTANT PRODUCTS, &/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces, where possible, e.g.:

- Machinery and equipment
- Free weights
- Bathrooms



BATHROOMS

Clean and disinfect frequently, and implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.



INTRADAY CLEANING

Employees shall clean all equipment frequently, and customers must wipe down equipment after each use. This includes free weights.



CLEANING & DISINFECTING

Businesses shall follow federal guidelines (CDC, EPA) on what specific products shall be used and how.

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Disinfectants are irritants and sensitizers, and should be used cautiously.
- Avoid all food contact surfaces when using disinfectants; these surfaces should be sanitized instead.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use. Examples include:
 - Entrances and exits
 - Payment devices (e.g., PIN pad)
 - Water bottle refill stations

SPORTS, SPORTS CLUBS & COMPLEXES, GYMS, FITNESS CENTERS, & POOLS



DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees should stay home if sick.



IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers, and follow state testing and contact tracing protocols.

- Additional guidance can be accessed at:
<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>



WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-19 related safety and health conditions.

- Additional information for the public sector can be accessed at
www.connosha.com
- Additional Information can be accessed at www.whistleblowers.gov



LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at:
<https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at:
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>