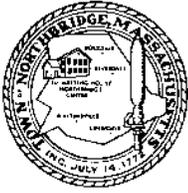




## Revision History

| <b>Version</b> | <b>Date</b>        | <b>Revisions Made</b>                     |
|----------------|--------------------|---|
| 1.0            | September 20, 2008 | First Version                             |
| 1.1            | October 21, 2008   | Formatting, Sections 11 and 16            |
| 1.2            | November 20, 2008  | Section 11, general formatting            |
| 1.3            | January 12, 2009   | Section 11, field usage fees              |
| 1.4            | March 6, 2009      | Corrected section 24                      |
| 1.5            | March 9, 2009      | Removed reference to MA GL and Town Bylaw |
| 1.6            | November 9, 2009   | Various revisions                         |



TOWN OF NORTHBRIDGE  
PLAYGROUND & RECREATION COMMISSION  
**NORTHBRIDGE TOWN HALL**  
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## **Section 1: Mission Statement**

We believe recreation is significant in broadening the horizons of life. Therefore, the Northbridge Playground and Recreation Commission recognizes and accepts its responsibility to better the social, moral and physical environments of the residents of Northbridge, while enhancing life's satisfactions through recreational opportunities. This philosophy will be pursued in a professional manner; always mindful of the public trust this Commission has been given.

The Northbridge Playground and Recreation Commission is dedicated to:

- Uniting the spirit of the community through coordination of playground and recreational activities for both youth and adults within a clean, safe and appealing environment.
- Cooperating with and advising town officials to efficiently and effectively schedule and maintain fields.

## **Section 2: Structure of Playground and Recreation Commission**

The Playground and Recreation Commission (PRC) is a commission comprised of five (5) members.

Chairman

Vice Chairman

Clerk/Secretary

2 additional members

One of the Members will also act as Treasurer.

The PRC shall, at a minimum, annually elect from its membership, a Chair, Vice Chair and Clerk/Secretary. The annual election shall occur in July of each year or immediately following the annual appointment of members by the appointing authority. The PRC shall file a report immediately following its annual organization and election of officers on the Town Clerk Approved form, in the office of the Town Clerk.

## **Section 3: Mode of Appointment**

The Board of Selectmen (BOS) shall appoint members of the PRC.

## **Section 4: Duties of the Playground and Recreation Commission**

The PRC advises and otherwise assists the Town Manager in the establishment of rules and regulations concerning the use of all playground and athletic fields, including those on school property. During the regular school year, fields on school property are reserved for use of school activities. After the school activities are finished for the day, town activities may take place. The Northbridge School Department will provide PRC with all

schedules. PRC will be responsible for scheduling all fields. Field request forms must be filled out and approved for all school and town activities. The PRC further advises and otherwise assists the Town Manager in planning and establishing rules and regulations for development, servicing and delivery of recreational activities in the town.

The PRC is an advisory commission wherein the body has no legal authority to promulgate rules or regulations, decide individual case or enact policy.

The PRC may advise and make recommendations with respect to town owned land set aside for the purposes of a public playground or recreation center, and may conduct and promote recreation, play, sport and physical education, for which admission may be charged, on such land.

The PRC shall have no authority and shall not provide advice or recommendations with respect to any Town Common or Memorial Square.

### **Section 5: Interrelationships**

Board of Selectmen: The PRC works with the BOS in an advisory capacity relative to the establishment of policies concerning recreational programming within the town.

Town Manager: The PRC interacts with the Town Manager to ensure that rules and regulations concerning playgrounds, athletic fields, and the development and delivery of recreational activities are effective. The PRC receives administrative support from the Town Manager for this purpose.

School Board: The PRC works with the Northbridge School Board to make sure all town fields used by the School and PRC are approved programs:

After 5 pm during the school year and on weekends, all fields are under the jurisdiction of the PRC and PRC assigns all fields. All school athletic events will be assigned field space first, and if one of their schedules changes, a program may lose their field usage if a school athletic event needs the field.

Weekdays, all town programs that have a field after 5 pm, will have to wait until a school athletic event is over or PRC will not assign a field after 5pm if there is a school athletic event scheduled for the same day.

### **Section 6: Duties of Chairman and Vice Chairman**

Chairman has the sole responsibility for the following unless he/she is absent, in which case the Vice Chairman shall perform said responsibilities:

- Posting meetings on Town Hall bulletin board
- Setting agenda
- Serving as presiding officer at all quorum meetings

- Maintaining order at all meetings
- Advising the Town Manager on behalf of the Commission
- Serving as spokesperson for the Town Meetings or can request another member to speak on his/her behalf.

### **Section 7: Duties of Secretary**

The Secretary is responsible for the following:

- Taking, maintaining and filing all minutes of posted Playground and Recreation Commission meetings.
- Conducting all external communications and relaying all information to PRC members, unless otherwise voted upon by the PRC board to have another Commissioner take on this responsibility.
- Responsible for filing all minutes with the Town Clerks in a timely manner.
- Sending all invitations to external groups to attend meetings, unless otherwise voted upon by the PRC board to have another Commissioner take on this responsibility.

### **Section 8: External Communications**

All external communications from the PRC will go through the secretary or the member of the PRC that is voted to handle external communications. Once the commission has approved the letter or email, the secretary will then send it to the appropriate party or parties.

External party or parties could be the Town Manager, Selectmen, other commissions, private citizens, sports organizations, private organizations, summer parks program, etc.

### **Section 9: Meetings**

All meetings shall be open and public. All meetings shall be held in places to which members of the public have a convenient right of access, and shall be consistent with the Open Meeting Law.

No meeting shall be scheduled so that it conflicts with a regularly scheduled session of the Northbridge Town Meeting.

### **Section 10: Format of Meetings**

*(All meetings will follow “Roberts Rules of Order”)*

1. The Chairman shall call the meeting to order.

2. Approval of Minutes: Meeting minutes will be discussed, approved or changes made.
3. Citizen Forum: Any organizations, groups or citizens will be introduced and topics/issues discussed with them.
4. Discussion: Agenda items will be discussed and tasks issued to appropriate commission members.
5. Decisions:
6. Old Business/New Business: Update on prior issues/tasks will be discussed along with any new business
7. Next meeting date and time set
8. Meeting closed

### **Section 11: Policies for Field Requests and Field Improvements**

The following information outlines the procedure for requesting use of field space in the Town of Northbridge. Fields affected are as follows:

Legion Field (with the Rockdale Foundations approval)  
High School Field  
Lasell Field  
Linwood Field  
Riverdale Field  
Vail Field  
Plummer Park  
Balmer Field

Organizations wishing to use any of the above mentioned fields for any organized athletic or recreational purpose must request permission from the PRC. Requests for use must be submitted on the PRC Use Request Form. Forms can also be emailed to [playandrec@northbridgemass.org](mailto:playandrec@northbridgemass.org)

The PRC will review requests at their monthly meeting. Meeting notices are posted on the Town Hall bulletin board outside the Town Clerks office in Town Hall.

Organizations wishing to use a field(s) for a one or two day event or camp(s) may request field usage at any time during the year prior to the event but they must give the PRC adequate time to meet and review the information.

Organizations wishing to use a field(s) for a season must make their request by the following dates:

1. Fall Season (\*September – December) – Field Requests are due by June 1. Decisions will be made by June 30.
2. Spring/Summer Season (\*March – August) – Field Requests are due by January 10. Decisions will be made by February 15.

*\*PRC understands that some league's schedules will overlap into subsequent seasons. We will accommodate these needs on a league-by-league basis but leagues that start new seasons with new schedules will be considered starting a new season.*

*\*\*If a league has the possibility of continuing into an All-Star Season, please make sure the original Field Request includes this information.*

*\*\*\*The above dates are for a preliminary schedule that can be revised per requests for the organizations*

Seasonal field requests will **not** be granted on a first come, first served basis. Instead, they will be granted based on the percentage of participants from the Town of Northbridge from the prior year. New Organizations will be required to provide proof of participants' residence through registration forms. If two or more leagues have the same percentage, the PRC will assess the total number of players, teams, etc. and invite the leagues to a meeting to come to a fair and just compromise.

- 1) Applications for use will be reviewed by the PRC and a decision made as to whether to grant use.
- 2) Approved requests will receive a Field Use Permit with the dates, time and location indicated. Only organizations holding a Field Use Permit will have primary use of the field. Anyone can use a field, but the approved league or organization will have primary use and may have a group of people removed if they do not have a Field Use Permit.
- 3) Any Organization that needs to change their field use must do so by submitting a revised Field Request. The PRC will **NOT** honor changes made amongst the organizations using the fields.
- 4) Any Organization with an Approved Field Usage Permit who chooses to not abide by the times and dates awarded by the PRC or an Organization without an Approved Field Usage Permit, will have their field use suspended for up to 14 days while the PRC reviews the issue(s) and makes a decision. Enforcement of immediate cease of operations during the PRC review will be handled as follows:
  - a. The PRC will notify the Town Manager and the Organization's board.

- b. Teams will be immediately removed from the fields by a member of the PRC based on the PRC hierarchy
  - c. If another team of the Organization is on the field during the PRC review, they will be immediately removed from the fields by a member of the PRC based on the PRC hierarchy. It is the responsibility of the Organization to notify all teams that until the review is complete their field usage is suspended until further notice.
- 5) Fines will be imposed by the PRC as follows:
- a. First Offense - \$20
  - b. Second Offence - \$50
  - c. Third Offense - \$100
  - d. Fourth Offense – possible consequences could be loss of field usage, removal of league representatives, coaches or team, a fine of up to \$500 or a combination of the above. The PRC will review the issue(s) and present the findings and recommendations to the Board of Selectmen. The Organization will have an opportunity to defend themselves before the Board of Selectmen makes a final ruling.

If the Organization so chooses, they may appeal fines and rulings for first, second and third offenses to the Board of Selectmen.

All waivers, liability insurance and fees must be submitted to the PRC prior to any tryouts, practices, games or other uses. If this process is not followed, the organization/league/group runs the risk of losing the field and will be charged the first offense fee of \$20 for each player not providing a signed Liability Waiver. Fees will be waived for the school system.

Due to the high number of requests and limited availability of field space in Town, it is imperative that field requests are submitted by the dates identified in [section 11](#). Seasonal requests submitted after the deadlines will not be guaranteed field space. Every effort will be made to accommodate all requests. The PRC reserves the right to rescind or modify any approved requests at any time.

Any organization that damages a field, over and above normal wear and tear, will be held fiscally responsible by the PRC for all repairs.

Anyone wishing to work on a field must submit a request to the PRC Commission. The PRC will then further investigate the request to determine if permits are needed. No individual league, organization, camp or resident can perform any work on the fields without the approval of the PRC and all necessary permits must be obtained. Anyone not working for the town must sign a Volunteer Form available at the town hall. Leagues are permitted to do some general upkeep, such as lining fields, trash pick-up and raking of infields.

Any volunteers who are licensed contractors and want to do major improvements to a field must provide the PRC with a proper Certified License and insurance. The PRC must submit this information to the Director of Public Works for written approval. No work can begin until the PRC has a permit for the work from the necessary town departments. The PRC will oversee the work of the contractor to ensure the work is completed properly and all permits are approved at completion of the job.

After all scheduled field use (games, practice, event, etc.), all leagues and Organizations using the fields are required to ensure that all trash is placed in the appropriate receptacles and all equipment is removed from the field, unless prearranged with the PRC (i.e. soccer nets).

Anyone requesting work by the Department of Public Works must inform the PRC, which in turn will communicate said request with the Town Manager and seek their approval.

If an issue is unclear, please contact the PRC via the town hall or attendance at a posted meeting.

6.) Field Usage Fees

- a. Each participant in a sports league is charged a fee \$10 for residents of Northbridge, \$15 for non-resident.
- b. The Northbridge Public School District will be the only organization that will not be charged a Field Usage Fee.
- c. Field Usage fee for camps, one-day events, functions, try outs, etc. is \$30 per day.

**Section 12: Town Laws Relating to Fields**

**Chapter 45: Section 13. Trespassing in parks; destruction of park property; penalty**

Section 13. Any person who willfully or maliciously drives cattle, horse or other animal, or any vehicles, on or across such grounds or ways, or destroys or removes any fence or railing on such grounds or ways, or plays games thereon, or otherwise interferes with or injures the work of the corporation having the care of the property so injured, shall be punished by a fine of not more than twenty dollars, which shall be paid over to such corporation.

**Section 13: Purchase of Equipment**

The PRC shall, by majority vote, determine the need for new or replacement of equipment for playground use.

Because public funds are being spent and because the public has a right to know how the governments business is being conducted, controls are needed.

**Sound Business Practices:** For purchases of supplies or equipment in the amount of less than \$5,000, the PRC shall exercise sound business practices. All purchases shall be authorized by majority vote of the PRC.

**Three Quotations:** For purchases of supplies or equipment in the amount greater than \$5,000 but less than \$25,000, the PRC, after a majority vote to affirm the need for said supplies or equipment, shall seek written quotations from no fewer than three persons customarily providing such supplies or equipment. The PRC shall record the names and addresses of all persons from whom quotations were sought, the names of the persons submitting quotations and the date and amount of each quotation on a Vendor Quote Summary Form. Said Form shall then be forwarded to the Town Manager.

**Advertising:** For purchases of supplies or equipment in the amount greater than \$25,000, the PRC shall submit such request along with a statement of need for such supplies or equipment to the Town Manager for proper advertising.

### **Section 14: Inventory of Equipment**

The PRC shall perform an annual inventory of all Town equipment, used for playground matters, regardless of its physical location. Said inventory log shall include the following:

- Inventory number for all items
- Date of purchase of all items
- Vendor and manufacturing name and address
- Description of quality of each item
- Date of physical inventory

### **Section 15: Surplus Inventory**

**No Resale Value:** Obsolete, broken, or unwanted items and equipment with no resale value or salvage value may be disposed of by the Town.

**Value Under \$5,000:** Disposal of obsolete or unwanted items with a resale or salvage value under \$5,000 shall be per the Towns written policy.

**Value Above \$5,000:** Disposal of obsolete or unwanted items with a value greater than \$5,000 shall be via process as outlined in Massachusetts General Law Chapter 30B.

### **Section 16: Operations of Vehicles**

No person, unless by permission of the Department of Public Works, Playground and Recreation or the School Committee, shall operate a motor vehicle, except an emergency vehicle in or upon parks or other public grounds except upon the driveways thereof.

## **Section 17: Selling Goods and Wares: Amusement Tents, Booths, Etc.**

No person, except through permission by the PRC or the School Committee, shall expose for sale or sell any goods, wares or merchandise in or upon any park or other public grounds, nor erect or maintain a booth, stand, tent or apparatus of any kind for the purpose of amusement or show in any park or on public grounds.

## **Section 18: General Nuisances**

No person shall commit a nuisance in parks or on other public grounds.

## **Section 19: Throwing Projectiles**

No person shall throw a stone, snowball or other missile objects in or upon any park or public playground.

## **Section 20: Damaging Property and Access to Town Property**

No person shall pull up, break, cut or deface any of the seats, fences or railings upon or around any park or other public grounds, nor deface any monument or statue in any park or on public grounds.

All gates, fields, and buildings under the PRC's jurisdiction that require a key must be obtained by the Organization from the PRC. A designated member of the PRC board will hold all keys. The Organization will be required to sign out the key and return the key by a specified date, or they will incur a \$5 a day fine for every day the key is late.

No copies of the keys are to be made. If an Organization is caught making copies they will incur the cost from the PRC to change the locks and will lose key access privileges.

## **Section 21: Use of Tobacco, Alcohol or Controlled Substances**

There is absolutely no use of tobacco, alcohol or illegal drugs on any of the town's field.

## **Section 22: Use of Recreational Vehicles**

The use of recreational vehicles is prohibited on all fields, including those located on school property.

## **Section 23: Animals**

There shall be no pets allowed on any field in the Town of Northbridge.

**Anyone found to be in violation of the PRC rules and regulations listed above is subject to criminal charges and any fines.**