

**PARK AND RECREATION
TOWN OF NEEDHAM, MASSACHUSETTS**

INFORMATION FOR COACHES

All league officials are required to provide this information to their coaches, prior to the season beginning.

Permits

1. Permit information is available on the Park and Recreation website. *In the case of a dispute, only a group that can show it has a permit will be allowed to stay on the field.*
2. Coaches may not request additional field space. Any questions related to field space must be directed to your league officials.
3. Needham Public Schools have first priority on fields on weekdays. They have the right to complete games that extend beyond their permitted time, and to schedule make-up or post-season varsity games outside of their permitted time.
4. Any questions related to field permits must be directed towards league officials. Coaches may not interfere with any other permitted group's use of a field, or the instigating coach's league may face the loss of the field permit.
5. The organizational permit only gives permission for practices and games for most groups. Approved Special Events supersede regular permits. No special events or tournaments may be held without the permission of the Park and Recreation Commission or Trustees of Memorial Park, and no additional equipment for a special event may be placed on Town land without prior permission of the Park and Recreation Commission or Trustees of Memorial Park.
6. Some special event requests will require attendance at a board meeting prior to the Commission or Trustees voting on the request.

Inclement Weather

The Town of Needham website – Field Status www.needhamma.gov

- The “**Field Status**” option can be found on the left hand side, under “Welcome to Needham.”
- “**Notify Me**” can also be found under “Welcome to Needham.” When clicked, it will bring up a screen asking for your e-mail and/or cell phone number and ask you to choose the category for updates. “**Field Status**” is one of the options you can choose. All league officials, parents, coaches, players are welcome to sign up for this notice.

1. **The website is only updated on days when Town staff is working, and it is not done until AFTER 3 PM.**
2. Weekdays decisions are not made until after 3 PM, to give fields the most opportunity to dry and be used. If decisions were made earlier, there would be more field closures.
3. On weekends, holidays, and on weekdays when weather conditions have changed after the 3 PM decision, contact your league officials who are responsible for inclement weather decisions.
4. Use of wet fields jeopardizes the safety of participants, causing 5 times the damage of the use of a dry field. It also adds increased maintenance to the field. Do not use a field with

standing water, and do not attempt to do any maintenance on your own that has not been authorized by Park and Recreation.

5. Use of wet fields may jeopardize your league's permit.

Safety Information

1. All coaches should walk the field and surrounding areas, prior to using the field. A potential hazard must be reported to the participants and the opposing team. Report unsafe conditions to your league officials, who will in turn, notify Park and Recreation.
2. No field may be used when it has been closed by Park and Recreation...no exceptions.
3. Coaches are responsible for making sure participants/parents drive and park in a safe and legal manner. When a parking lot is available, it should be used. On-street parking should follow all laws. Access should always be available for emergency vehicles, and neighbors should not be blocked from accessing their own homes.
4. Children should never be dropped off in dangerous areas, i.e. crossing a busy road to reach the field.
5. Do not feed geese. That only encourages them to stay on the field area.

Legal Information

1. No person shall possess or consume alcoholic beverages nor illegal drugs as defined by Mass. General Laws.
2. Ice cream trucks and vendors are not permitted within 1,000 feet of any recreational park or school in organized use, as defined by Mass. General Laws.
3. Dogs are not permitted to be off-leash nor to defecate on Town property, as defined by Needham By-Law. Dogs are not permitted at DeFazio Park and Memorial Park, with the exception of service dogs.

Accidents

1. Leagues should provide specific guidelines for the prevention of safety, and should train all coaches on how to deal with accidents. Basic first aid should be available on site.
2. All accidents must be reported to Park and Recreation within 24 hours or by the first official day of business.

Important Information

1. All trash, including water bottles, **must** be removed from the field by coaches and players at the end of each event.
2. Lost and Found items will be left at Park and Recreation at 500 Dedham Avenue.
3. Groups authorized to use the lights at Claxton should not use the "old" lights in the outfield, as they are out of code and extremely expensive to operate. The "new" lights provide sufficient light for approved activities. The key to the lights may not be shared with any other group.
4. Coaches should provide directions to fields to parents/participants. Ask league officials for any special parking restrictions at the fields you use.
5. Walker-Gordon may not be scheduled for baseball use for participants over the age of 13.