



CITY OF NEW BEDFORD

PARKS RECREATION & BEACHES

JONATHAN F. MITCHELL, MAYOR



Field Permit Application & Procedures

The City of New Bedford Department of Parks Recreation & Beaches has set the following procedures to ensure the safety of participants and prevention of long term, irreversible damage to the park, field and/or facility. The City reserves the right to deny/revoke an activity or event from use of a City property and/or require an activity to conclude due to inclement weather, unsafe/poor field conditions and/or failure to comply with those rules/regulations set forth by the City of New Bedford.



Application Checklist

1. Completed and signed application
2. Insurance certificate enclosed or sent to Parks Recreation & Beaches immediately upon receipt
3. CORI Compliance letter attached (see attached CORI information packet)
4. Team Roster attached or received within 30 days of permit start date. Roster must list all players and coaches and the city they live in.
5. If applicable fee included. Please make check payable to the **City of New Bedford**

The above information must be received by the Parks Department in order to receive a permit. Permit allocations will be based on availability, scheduled renovations, and turf control measures, implemented by the Parks Department in cooperation with the Department of Public Infrastructure. Simply because a field looks open and available does not mean it will be permitted. It may be scheduled for renovation or have been renovated with controls that are not readily visible or may have been deemed unusable by the Park Department and/or Department of Public Infrastructure. If the city determines an organization has used a field without permission, the user may be subject to loss of any existing permits or for future consideration of one. The City will make a concerted effort to schedule field renovations and turf maintenance after the athletic season is over.

User Priority

Applications will be considered for all reservations according to the following priority:

1. **Priority I** –New Bedford Parks Recreation & Beaches programs
 2. New Bedford* Youth Programs
2. **Priority II** -New Bedford* Adult Organizations
3. **Priority III** – Non-resident Youth and Adult organizations

**Resident Requirement- 70% of team roster must be New Bedford residents*

IT'S IMPORTANT TO NOTE THAT FIELD REQUEST PERMITS ARE NOT AUTOMATICALLY RENEWED AND APPLICANT MUST REAPPLY EACH YEAR.

PLEASE KEEP THE FOLLOWING PAGES FOR YOUR RECORDS

Permit Schedule

<u>FIELD TYPE</u>	<u>PERMIT DATES</u>	<u>APPLICATION OPENS ON</u>
Baseball Diamonds	Spring Permits <u>March 15th to May 31st</u>	February 1 st
	Summer Permits <u>June 1st to August 31st</u>	May 15 th
	Fall Permits <u>September 1st to November 15th</u>	July 15 th
Soccer Fields	Spring Permits <u>April 1st to June 30th</u>	February 15 th
	Summer Permits <u>July 1st to August 31st</u>	May 15 th
	Fall Permits <u>September 1st to November 30th</u>	July 15 th
Basketball Courts	Spring Permits <u>April 15th to June 15th</u>	March 1 st
	Summer Permits <u>June 16th to September 15th</u>	May 1 st
OTHER Permits	Spring Season <u>April 1st to June 30th</u>	February 15 th
	Summer Season <u>July 1st to August 31st</u>	May 15 th
	Fall Season <u>September 1st to November 30th</u>	July 15 th

Any permit request outside of the permit seasons above will be dealt on a case by case basis. The request for a field during these times can be made no more than **45 days prior** to the start date. Permits will be awarded as soon as possible and once all required information is received and fees have been paid.

Permit Guidelines

A permit will be issued for a 3 hour block on weekdays and a 4 hour block on weekends. You will need 1 permit for each day; multiple permits will be needed for each day. Permits will be issued starting at 8am and permits will end at 8pm. Permits cannot be shared without the permission of the Parks, Recreation, and Beach Department.

Monday through Friday

8:00 am to 11:00 am
11:00 am to 2:00 pm
2:00 pm to 5:00 pm
5:00 pm to 8:00 pm

Saturday and Sunday

8:00 am to 12:00 pm
12:00 pm to 4:00 pm
4:00pm to 8:00 pm

Permit holders are only to use those fields specifically designated on the permit.

There may be another group following yours, so it is essential that the field is vacated by the scheduled ending time.

The reservation is for field use only. Field permits are issued "AS IS": bases, goals, balls and other equipment are not included in the permit.

Background Checks (see attached CORI Policy)

The City of New Bedford requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI (Criminal Offender Registry Information check) is performed on all staff and volunteers working directly with the youth, in accordance with Massachusetts General Law. In an effort to further protect the children of Massachusetts, Chapter 385 of the Acts of 2002, "An Act Further Protecting Children", was signed into law by Governor Jane Swift in November 2002. The law imposes several new requirements, including "...any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less or that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer."

Organizations requesting a field permit must submit in writing on their organization's letterhead, a letter stating that all staff, coaches and volunteers have had a CORI check conducted on them and passed based on the City of New Bedford CORI requirements. A list of these league members must be listed in this letter. A copy of the actual CORI check may be requested, if necessary. This letter must be signed by your organization's authorized CORI officer. A new CORI must be done for each permit. **Staff, coaches and volunteers cannot begin working with your program until a CORI check has been completed on them. If this is not received a permit will not be issued.**

Insurance

A certificate of insurance is required from all user groups **naming the City of New Bedford as additionally insured**. The certificate of liability insurance should be in an amount no less than \$1,000,000.00 for each occurrence and \$3,000,000.00 in the General Aggregate. This certificate should be updated for each season with the department. **If insurance is not on file, the permit will not be issued and if the policy is out-of-date the permit will expire with the policy's end date.**

Fees/ Residency Requirement

Team rosters must be on file prior to final field permit approval. All City of New Bedford teams will be charged a \$50.00 processing fee per block of time, per location permit fee. Teams with fewer than 70% New Bedford residents, or out-of-town organizations/applicants will be charged a \$150.00 per block of time, per location permit fee.

Permit Cancellation

If at any time the City of New Bedford has any issues with the permit holder not following the rules and regulations, the Parks Department has the right to revoke the permit. Also, if the permit becomes idle and not used for more than 5 occurrences the Parks Department has the right to revoke the permit. If at any time the permit holder does not need this permit any longer please contact the Parks Department so we can re-permit the field to another organization.

Trash Policy

It is the responsibility of the permit holder to keep the area clean while using the permitted field. At the end of each use the permit holder is responsible for the removal of any trash generated by the participants and spectators. Please contact the Parks Department with any questions. All trash must be placed in proper receptacles. Dumping of residential trash in any park trash receptacles is not allowed. Recycling is also mandatory in all city parks.

No food or drink on turf field facilities.

Closings Due to Outside Circumstances

The City of New Bedford Parks Recreation and Beaches Department reserves the right to cancel, postpone, or suspend any field permit at any time for health or safety reasons. In addition, if weather conditions do not permit the use of facilities, PRB may cancel or postpone any event at any time. No economic consequences shall impact the City of New Bedford due to such cancellations. PRB staff will work with the permit holder in advance to limit this occurrence and also help with securing a new date if feasible based on availability. Also, at times the Parks Department may have to suspend your permit for an event happening in the park but will make effort to limit this from happening. PRB will contact the permit hold in a timely manner.

Liability & Subletting

There is no subletting of any field or facility in the City of New Bedford. Full responsibility and financial liability for -any property damage will be assumed by the user group. Groups do not have permission to charge any fees for admission or for rental of any City of New Bedford field without prior permission from the Park Board. Any structure such as, but not limited to, dumpsters or portable restrooms cannot be delivered to any city park or field without prior permission from the Park Department. The actual Field Permit must be on site at all times during the use of assigned field.

RECREATION and BEACHES RULES & REGULATIONS

This beautiful public space is yours to enjoy for relaxation and recreation. Please respect others and keep our park clean. Parks and playgrounds are open 6 am to 10 pm.

The Board of Park Commissioners of the City of New Bedford, by virtue of its authority has set forth the following rules, regulations and requirements suitable for safe, reasonable, and orderly use of the parks. Violation of rules and regulations may result in the field use permit being revoked and potential fines governed by City ordinance.

1. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.
2. Park use is not permitted between the hours of 10pm and 6am except Tot Lots which shall be closed from sunset to 6am.

Prohibited activities:

- ✓ Use of or possession of alcohol or illegal drugs
- ✓ Use of vulgar or threatening language
- ✓ Operation of unauthorized vehicles on park property
- ✓ Parking or Driving on the lawn
- ✓ Bicycles on the lawn
- ✓ Dumping or littering
- ✓ Vandalism of a tree, plant, or park structure
- ✓ Unleashed animals or any animal within 100 ft of a recreational area
- ✓ Fires, fireworks, or firearms of any kind
- ✓ Feeding birds or wildlife
- ✓ Disturbing any birds or wildlife including habitat such as nests
- ✓ Use of metal detectors without a permit
- ✓ Golfing
- ✓ Smoking
- ✓ Performances, solicitations, or commercial activity without license from Parks, Recreation & Beaches
- ✓ Use of the park after it is closed without proper permission
- ✓ Skateboarding except where indicated
- ✓ Sleeping



CITY OF NEW BEDFORD

PARKS RECREATION & BEACHES

JONATHAN F. MITCHELL, MAYOR



Criminal Offender Record Information (CORI) Guidelines and Recommendations

The City of New Bedford requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI (Criminal Offender Registry Information check) is performed on all staff, including volunteers, in accordance with Massachusetts General Law. In an effort to further protect the children of Massachusetts, Chapter 385 of the Acts of 2002, "An Act Further Protecting Children", was signed into law by Governor Jane Swift in November 2002. The law imposes several new requirements, including "...any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less or that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer."

Organizations requesting a field permit must submit in writing on their organizations letterhead, a letter stating that all staff, coaches and volunteers have had a CORI check conducted on them. A roster of these league members may be requested with individual verification of CORI check, if necessary. This letter must be signed by your organizations authorized CORI officer. **Staff, coaches and volunteers cannot begin working with your program until a CORI check has been completed and a record of the inquiry is filed with the Parks Recreation & Beaches Office.**

CORI Policy for Municipal Properties and Facilities:

Attached is the "CORI Policy for Municipal Properties and Facilities;" all CORI Officers are expected to follow the procedures contained within. The purpose of the document is to outline comprehensive procedures for all organizations using public space to protect children, elderly persons and disabled persons. All organizations must maintain a written policy accessible to all members or volunteers, explicitly stating the requirement that applicable parties participating in organizational activities are subject to a CORI check.

All organization CORI Officers must certify that they have received the CORI Policy for Municipal Properties and Facilities, and on behalf of the organization they represent, they will follow the procedures set forth within.

ADMINISTRATIVE OFFICES
181 HILLMAN STREET, BLDG. #3
NEW BEDFORD, MA 02740
PHONE 508-961-3015

MAILING ADDRESS
181 HILLMAN STREET
Box #9, NEW BEDFORD, MA 02740
FAX 508-991-6175

CITY OF NEW BEDFORD
CORI POLICY FOR MUNICIPAL PROPERTIES & FACILITIES
Amended March __, 2006

I. PURPOSE

The Purpose of this Policy is to set forth a comprehensive, uniform procedure to reduce the risk that children, elderly persons and disabled persons will become the victims of sexual and/or physical abuse while participating in activities run by private organizations and entities on municipal properties and at municipal facilities in the City of New Bedford.

II. POLICY

Any individual, associated with a private organization or entity, who may work with children, elderly persons and/or disabled persons on any of the municipal properties or at any of the municipal facilities of the City of New Bedford shall be subject to the CORI Policy for Municipal Properties & Facilities, and shall comply with the procedures set out below. These procedures are intended as a minimum requirement for all relevant leagues, organizations and/or other entities that utilize municipal facilities, and nothing contained herein shall prevent any league, organization and/or other entity from imposing rules and/or regulations that are more strict as may be required by that league's, organization's and/or other entity's specific needs and requirements.

III. DEFINITIONS

1. For the purposes of this policy, the phrase "works with children, elderly persons and/or disabled persons" shall apply to any individual who has or may have direct and unmonitored contact with children, elderly persons and/or disabled persons, or who has the potential to have such contact within the context of the particular activity, whether as an employee, volunteer, program administrator, coach, agent, contractor, vendor or any other position.
2. For the purposes of this policy, the term "children" or any derivative thereof shall mean any individual who is under the age of eighteen.
3. The term "CORI" shall mean criminal offender record information, as defined and regulated by Massachusetts General Laws chapter 6, § 172 *et seq.*, as amended.
4. The term "CORI Compliance Agent" shall mean that person designated by a private organization or entity to be the person responsible for ensuring that the entity abides by the requirements set forth in this document.
5. The term "CORI Policy Compliance Monitor" shall mean the City of New Bedford employee who is designated by the Commissioner of Health and Human Services to be responsible for the oversight of the CORI Policy for Municipal Properties and Facilities.
6. The term "disabled person" or any derivative thereof shall mean any individual who is mentally retarded, as defined by Massachusetts General Laws Chapter one hundred twenty-three B, Section one, as amended, or who is otherwise mentally or physically disabled and as a result of such mental or physical disability is wholly or partially dependent on others to meet his/her daily living needs.
7. The term "elderly person" or any derivative thereof shall mean any individual who is sixty years of age or over.

IV. PROCEDURE

1. Any organization, league or other entity that utilizes the municipal property or facilities of the City of New Bedford, shall designate a CORI Compliance Agent who shall be responsible for conducting the CORI screening process on all employees, volunteers, program administrators, coaches or any other persons with positions in the organization.
2. The CORI Compliance Agent shall be responsible for maintaining appropriate certification with the Commonwealth of Massachusetts, and shall provide a copy of said certification to the Commissioner of Health and Human Services, or his/her designee, on an annual basis.
3. The CORI Compliance Agent shall maintain all screening forms and information derived from such inquiries in a secure location, and shall prohibit the dissemination of such information for any purpose other than to further the protection of children, elderly persons and disabled persons.
4. The CORI Compliance Agent, on behalf of each organization, league or other entity that requests the use of the municipal property or facilities of the City of New Bedford shall submit an Affidavit of Compliance with the CORI Policy for Municipal Properties & Facilities to the Commissioner of Health and Human Services, or his/her designee. Said Affidavit, attached hereto as Exhibit "A", shall be made on a form that is specified by the Department of Health and Human Services of the City of New Bedford and shall be submitted:
 - a. annually, no later than, December 31 for each organization, league or other entity that seeks repetitive use of municipal property or facilities; or
 - b. at least thirty (30) days prior to the anticipated occasion of a one-time use of a municipal property or facility.

5. The Department of Health and Human Services may set a reasonable fee to accompany such submission which will be used to offset the administrative cost of processing said submission.
6. Any individual, associated with a private organization or entity, who works or may work with children, elderly persons and/or disabled persons on any of the municipal properties or at any of the municipal facilities of the City of New Bedford, whether as a volunteer, program administrator, coach or any other position shall cooperate with the CORI screening process by completing and signing a CORI Disclosure Form, and shall agree to complete and sign a CORI Disclosure Form on an annual basis.
7. Any individual, associated with a private organization or entity, who works or may work with children, elderly persons and/or disabled persons on any of the municipal properties or at any of the municipal facilities of the City of New Bedford, whether as an employee, volunteer, program administrator, coach or in any other position shall complete appropriate annual trainings provided by the organization and or approved by the organization's CORI Compliance Agent.
8. The CORI Policy Compliance Monitor shall conduct regular testing of compliance with the provisions of this policy. The CORI Policy Compliance Monitor may also conduct such additional compliance checks of any organization, league or other entity requesting use of or using municipal properties and facilities as the Compliance Monitor reasonably believes is necessary to insure compliance with the policy.

V. DISQUALIFYING EVENTS

1. A person shall be disqualified and prohibited from working for a private organization or entity with children, any elderly person and/or any disabled person, on or in any municipal property or facility, whether as an employee, volunteer, program administrator, coach, agent, contractor, vendor or any other position, if the person has been convicted of any crime (including any crimes the record of which has been expunged, pleas of "no contest" or cases which have been "continued without a finding") that carries a maximum penalty of life imprisonment in state prison, or any crime of violence against children, an elderly person and/or a disabled person, or any crime which indicates that the person may pose a risk to the safety and well being of the children, the elderly and/or the disabled person under his/her supervision, including but not limited to:
 - a. Indecent assault and battery on a child under fourteen. M.G.L. ch. 265, § 13B.
 - b. Indecent assault and battery on a mentally retarded person. M.G.L. ch. 265, § 13F.
 - c. Indecent assault and battery on person fourteen or older. M.G.L. ch. 265, § 13H.
 - d. Assault and battery upon a child. M.G.L. ch. 265, § 13J.
 - e. Assault and battery upon an elderly or disabled person. M.G.L. ch. 265, § 13K.
 - f. Assault and battery with dangerous weapon; victim sixty or older. M.G.L. ch. 265, § 15A.
 - g. Assault with dangerous weapon; victim sixty or older. M.G.L. ch. 265, § 15B.
 - h. Assault with intent to rob or murder; victim sixty or older. M.G.L. ch. 265, § 18.
 - i. Robbery by unarmed person; victim sixty or older. M.G.L. ch. 265, § 19.
 - j. Rape. M.G.L. ch. 265, § 22.
 - k. Rape of child under sixteen with force, M.G.L. ch. 265, § 22A.
 - l. Rape and abuse of child (statutory rape). M.G.L. ch. 265, § 23.
 - m. Assault with intent to commit rape. M.G.L. ch. 265, § 24.
 - n. Assault of child; intent to commit rape. M.G.L. ch. 265, § 24B.
 - o. Kidnapping; child under sixteen. M.G.L. ch. 265, § 26.
 - p. Kidnapping of minor or incompetent by relative. M.G.L. ch. 265, § 26A.
 - q. Enticement of child under age sixteen. M.G.L. ch. 265, § 26C.
 - r. Abuse of patients in long-term care facilities. M.G.L. ch. 264, § 38.
 - s. Larceny by stealing; victim sixty five or older. M.G.L. ch. 266, § 25.
 - t. Inducing minor into prostitution. M.G.L. ch. 272, § 4A.

- u. Living off or sharing earnings of minor prostitute. M.G.L. ch. 272, § 4B.
 - v. Open and gross lewdness. M.G.L. ch. 272, § 16.
 - w. Matter harmful to minors, dissemination. M.G.L. ch. 272, § 28.
 - x. Posing or exhibiting child in state of nudity or sexual conduct. M.G.L. ch. 272, § 29A.
 - y. Knowing purchase or possession of visual material of child depicted in sexual conduct. M.G.L. ch. 272, § 29B.
 - z. Dissemination of visual material of child in state of nudity or sexual conduct. M.G.L. ch. 272, § 29C.
 - aa. Lewd and lascivious conduct. M.G.L. ch. 272, § 35.
 - bb. Unnatural and lascivious acts with a child under sixteen. M.G.L. ch. 272, § 35A.
 - cc. Distribution and or trafficking of narcotics or other controlled substances. M.G.L. ch. 94C, various sections.
 - dd. Violation of a restraining order involving physical or sexual abuse of a child or elderly person. M.G.L. ch. 208 and 209A, various sections.
 - ee. Intent to commit any of the above offenses.
2. The CORI Compliance Agent for any organization or entity shall disqualify and prohibit from working with children, any elderly person and/or any disabled person, on or in any municipal property or facility, whether as an employee, volunteer, program administrator, coach, agent, contractor, vendor or any other position, any person that has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, an elderly person or a disabled person; is subject to any court order involving the sexual or physical abuse of children, an elderly person or a disabled person; has had his/her parental rights terminated for reasons involving sexual or physical abuse of children. The CORI Compliance Agent for an organization or entity shall also conduct a reasonable investigation into any credible allegations of abuse made regarding members of the organization. After the investigation, if the CORI Compliance Agent reasonably determines that a particular person presents a risk of abusing children, an elderly person, or a disabled person, that person shall be prohibited from working for the organization or entity on or in any municipal property or facility.
 3. A person may be disqualified and prohibited from working for a private organization or entity with children, any elderly person and/or any disabled person, on or in any municipal property or facility, whether as an employee, volunteer, program administrator, coach, agent, contractor, vendor or any other position, if the person has been convicted (including any crimes the record of which has been expunged, pleas of "no contest" or cases which have been "continued without a finding") of a misdemeanor crime within the last five years, or a felony crime within the last ten years, not specifically enumerated in Paragraph 1, which in the discretion of the CORI Compliance Agent indicates that the person may pose a risk to the safety and well being of the children, the elderly person and or the disabled person under his/her supervision.
 4. Any individual who fails to comply with the screening process shall be disqualified and prohibited from working for an organization or entity with children, any elderly person and/or any disabled person, on or in any municipal property or facility, whether as an employee, volunteer, program administrator, coach, agent, contractor, vendor or any other position. A person shall be deemed to have failed to comply if the person:
 - a. refuses or fails to complete the CORI Disclosure Form; and or
 - b. refuses or fails to attend and complete required training courses.

VI. NOTIFICATION

Any individual who is disqualified and/or prohibited from working with children, any elderly person and/or any disabled person, on or in any municipal property or facility, whether as an employee, volunteer, program administrator, coach, agent, contractor, vendor or any other position, as provided above at V, shall be notified in writing by the CORI Compliance Agent of the basis for the disqualification within three (3) business days of said disqualification.

VII. PENALTIES

1. Any CORI Compliance Agent who knowingly submits an Affidavit of Compliance with false, incomplete, misleading or erroneous information shall be prohibited from serving as a CORI Compliance Agent.
2. The Commissioner of Health and Human Services may petition the City of New Bedford, or any of its Boards and Commissions with custodial supervision of any municipal property or facilities of the City of New Bedford to suspend, revoke or deny any approval for use of municipal property or facilities by any league, organization or other entity whose CORI Compliance Agent has knowingly submitted an Affidavit of Compliance with false, incomplete, misleading or erroneous information.

3. Any organization, league or other entity who shall have been found by the Commissioner of Health and Human Services, in his or her reasonable discretion, to have employed, engaged or otherwise arranged for any individual who has or may have the ability to have direct and unmonitored contact with children, elderly persons and/or disabled persons, without complying with the provisions this Policy shall be sanctioned by the Commissioner of Health and Human Services with an appropriate punishment of a minimum of a one (1) year suspension up to a maximum of permanent banishment from the right to use any municipal properties or facilities of the City of New Bedford.

VIII. SUSPENSION PROCEDURE

1. Prior to suspending, revoking or prohibiting the use of any municipal property or facility by an organization, league or other entity as a result of application of the Policy, the CORI Compliance Monitor together with the Commissioner of Health and Human Services shall give written notice of such intent to suspend, revoke or prohibit to said organization, league or other entity. Said written notice shall include:
 - a. the name and address of the organization, league or other entity and the name and location of the relevant municipal property or facility;
 - b. the specific violation(s) on which the decision to suspend, revoke or prohibit has been based;
 - c. the effective date of the suspension, revocation or prohibition;
 - d. the right to a hearing before the City of New Bedford Board and/or Commission responsible for oversight of the applicable municipal property, said hearing to be held no later than thirty (30) days after receipt of the request;
 - e. the right to inspect and obtain copies of all relevant inspection reports, orders, notices and other documentation in the possession of the relevant Department, Board or Commission with custodial supervision of the relevant municipal property or facility;
 - f. the right to be represented at any hearing; and
 - g. the name and address of the relevant Department, Board or Commission with custodial supervision of the relevant municipal property or facility.
2. Upon receipt of a request for a hearing the relevant Department, Board or Commission with custodial supervision of the relevant municipal property or facility shall hold said hearing within thirty (30) days of the request and within five (5) business days of the close of said hearing shall issue a written.
3. Any decision suspending, revoking or prohibiting the use of the relevant municipal property or facility by said organization, league or other entity shall be mailed to said organization, league or other entity by certified mail, return receipt requested.
4. An organization, league or other entity's use of a municipal property or facility may be immediately suspended on a temporary basis pending a hearing as set forth in this section if both the CORI Compliance Monitor together and the Commissioner of Health and Human Services find that the continued use of the facility by the organization or entity creates a substantial threat to the safety and well being of a child, elderly, or disabled person.

Amended March __, 2006



CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

PARK AND RECREATION

FIELD PERMIT APPLICATION

ID#: _____

Date Rcvd: _____

Staff Initials: _____

Contact Name & Title: _____

Name of Organization: _____

Type of Activity: Soccer Softball Baseball Lacrosse Football
 Basketball Other _____

Field of Choice

	Ashley Park Basketball Court		Brooklawn Park Soccer Field
	Buttonwood Park – Diamond	1 2 3	Buttonwood Park Basketball Court
	Ben Rose Field		Camara Soccer Field
	Clasky Common Basketball Court		Gomes School Park
	Hazelwood Park Basketba Court	1 2	Lot 13 Baseball Field
	Magnett Park Field		Morton Avenue Soccer Field
	Brooklawn Park Basketball Court	1 2	Riverside Park
	Other:		Renwick Soccer Field

Requested Start Date _____ Requested End Date _____

Day of Week: _____

Time Slot (Please Check) Weekdays 8am to 11am 11am to 2pm 2pm to 5pm 5pm to 8pm
Weekends 8am to 12pm 12pm to 4pm 4pm to 8pm

Number of Participants: _____ Estimated Number of Spectators: _____

Email Address: _____

Organization's Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Permit Holder Contact Name _____

Phone Number _____

My signature acknowledges that I have read and received a copy of permit procedures, rules and regulations pertaining to the field/park usage and agree to accept responsibility for the group issued the permit. I acknowledge that this application package is complete and a permit will only be issued upon receipt of all required documents.

Signature _____

Date _____

PLEASE ATTACH ALL CORI, INSURANCE, PAYMENT and ROSTERS TO THIS APPLICATION.

CORI VERIFICATION

The City of New Bedford is committed to the safety of our youth program participants. The purpose of our CORI Verification Form is standard practice and serves to provide another layer of protection for our youth.

PLEASE COMPLETE THE INFORMATION BELOW:		
NAME OF ORGANIZATION:		
PLEASE LIST ALL: <ul style="list-style-type: none"> • STAFF • COACHES • VOLUNTEERS • GAME OFFICIALS 	1	
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PLEASE NOTE: This letter MUST be printed on your organization’s letterhead and signed by your organization’s authorized CORI officer. A new CORI must be done for each season.

I verify that all staff, coaches, volunteers & game officials have had a CORI check conducted on them and passed based on the City of New Bedford CORI requirements. I verify that the passed CORI Check is valid for the duration of the requested permit dates listed on the application.

CORI OFFICER’s NAME (Please Print)

CORI OFFICER’s SIGNATURE

DATE

ROSTERS

The City of New Bedford requires that you submit your Team Roster within 30 days of permit start date. Roster must list all players and coaches and the city they live in along with time block & field they will use.

Organization:	Team/Group Name:
Time Block:	Facility:
Day:	

PLEASE LIST ALL COACHES & VOLUNTEERS FOR THIS TIME BLOCK			
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

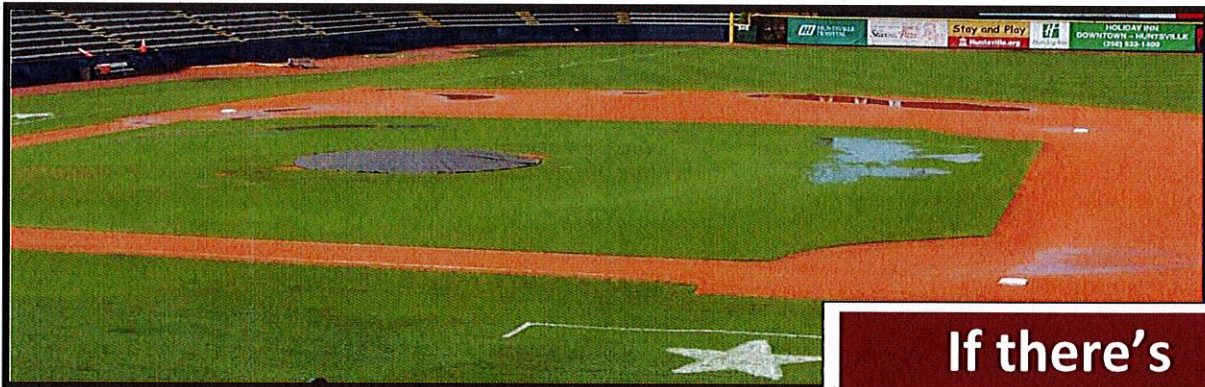
TEAM/GROUP ROSTER			
	Name	Age	City/Town
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Section 1

Baseball and Softball Field Maintenance

A. Determining Field Playability

The decision to play on fields that are too wet is the number one cause of damage to ball fields and the top reason for player injury. And often, techniques used to make a wet field “playable” cause additional damage. Making the tough call to postpone a game due to wet conditions is the best decision for player safety and to preserve season-long playability of the ball fields.



**If there's
standing water
on 5% of the
infield, it's TOO
WET for play!**



**If your shoe
leaves an
impression like
these, it's TOO
WET for play!**

