



TOWN OF BROOKFIELD
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Department Policies
BrookfieldParksAndRec.com
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ROLE OF PARKS AND RECREATION

The Parks and Recreation department is responsible for the management of over 725 acres of municipal land. This includes 11 parks, 18 ball fields, three school grounds, the municipal complex, police station, two fire stations, library, the Still River Greenway, two cemeteries, several traffic islands, and four bus stops. The Director of Parks and Recreation leads the department, while the Parks and Recreation Commission, overseen by the Board of Selectmen, provides support.

The daily operations of field and park administration are overseen by the Director and their team, who are responsible for maintaining clear communication with community groups utilizing the fields. In addition to the upkeep of public parks and athletic facilities, the Parks and Recreation department is tasked with providing seasonal programs for all age groups and managing the operations and maintenance of various other facilities.

Within the Parks and Recreation Department, the maintenance of athletic fields is just one of the many tasks that require attention, and all projects must be prioritized alongside other obligations. Starting in March and subject to weather and workload conditions, athletic field maintenance proceeds in priority. High School Athletics fields, particularly those used by varsity teams, receive the highest priority. The next priority level goes to fields designated for spring tournaments or special events, while Youth Sports Organizations' priority requests determine the following level. Lastly, fields used exclusively by adults receive final priority. Organizations or person(s) must seek permission from the Parks and Recreation Department before performing any maintenance on the fields.

Beyond managing and upkeeping athletic fields, the Parks and Recreation Department carries a wide range of responsibilities. Therefore, when assessing requests from field users, other pressing priorities of the department will be considered. To ensure timely consideration, it is advisable to submit requests in advance.

ROLE OF PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission serves as a voluntarily appointed group responsible for developing and advising on broad policies related to the Parks and Recreation Department. This includes recommending, revising, and implementing policies that promote the safe and appropriate use of department facilities and programs, and approving an annual department budget. The Commission values public input and encourages comments during a designated portion of each meeting, though the chair may limit discussion to ensure adherence to the agenda.

It is expected that Commission members attend and actively participate in not less than 60% of scheduled monthly meetings, annually. Board members shall stay informed about items pertaining to the Department and are encouraged to attend meetings relating to projects or initiatives sponsored by the Parks and Recreation Department, if so requested.

The Commission shall review and update these policies annually and as deemed necessary. In addition, all Town of Brookfield user organizations are encouraged to identify items of concern regarding the Field Administration Policy and provide the Commission with a written summary of those concerns for consideration during the review process.

GENERAL POLCIES

Non-Permitted Group Use of Fields:

Non-permitted groups are not allowed to use the fields, as it can result in detrimental effects such as increased compaction and wear. If you are aware of any such groups that frequently use the fields, please provide detailed information to the Parks and Recreation Department so that the Police Department can be informed. It is crucial for coaches to have written documentation to ensure scheduled use. If any group wishes to use the athletic fields regularly, they must obtain a permit and comply with the established rules and regulations.

Work on Fields:

The Parks and Recreation Department has a regular schedule of maintenance related to safety on the athletic fields. Any group requesting overtime work on the fields must follow the rules and regulations as set forth by the Board of Selectmen and union agreements. No unauthorized work may be done at any facility or field. If work is done without approval, that organization will pay for additional repair work that is made necessary and will be in jeopardy of losing their permit.

School Fields:

In conjunction with the Parks and Recreation Department, the Athletic Department schedules all High School and Middle School sponsored athletic events. All other field requests go through the Parks and Recreation Department, not the High School.

Artificial Turf and Track Rules and Regulations:

1. Field use is scheduled through Parks and Recreation only, scheduled events have priority.
2. The track and field are closed during school hours.
3. The track is closed during all school athletic contests on the track/field.
4. Food items, including gum, soda, juice, sports drinks, and sunflower seeds, are not permitted on the turf fields or track. The only acceptable beverage is water.
5. Sunblock may be applied before entering the track or field. No suntan lotions, oils, or creams are allowed on the track or field.
6. Spiking or anchoring of any equipment, including goals, corner flags, benches, and field markers, is prohibited on track or field.
7. No animals of any kind are allowed on the turf field or track.
8. Spectators are not allowed on the field or track at any time.
9. Tables, chairs, tents, and canopies are not allowed on the track under any circumstance.
10. Tables, chairs, tents, and canopies are not allowed on the or turf unless a mat is placed completely under the entire equipment.
11. Tape on the track is prohibited, but sidewalk chalk is permitted.
12. Shoe spikes must be no longer than $\frac{1}{2}$ inch on turf and $\frac{1}{4}$ inch on the track, and no metal spikes are permitted.
13. No cross-country skiing on the field or track
14. No stakes or poles can be inserted into the turf or track.
15. Field use is not permitted when lightning is present.
16. Groups using the turf and bleachers must clean up all garbage after use.

17. Group leaders and coaches must supervise their group and ensure compliance with all rules.
18. Coaches must carry an appropriate first aid kit and cell phone.
19. Unmanned aerial systems (drones) are prohibited in the physical confines of the entire property of Brookfield High School.

Failure to follow these rules may result in financial penalties and/or loss of privilege to use the facility.

To provide the best possible playing conditions we need the help of our users. The goal is to have athletic facilities that provide a safe and clean environment for the athletes and help prevent injuries as much as possible.

Lining Of Athletic Fields:

Parks and Recreation will line multi-purpose fields and baseball/softball field foul lines weekly. Lining needs outside of this are subject to the following rules and regulations:

- Parks and Recreation is responsible for the initial lining of all fields.
- Only two sets of lines will be permitted on any grass field. Typically, the primary set will be painted in white, and the secondary set will be painted in blue or yellow.
- A community group may not hire a Town of Brookfield Parks employee to do maintenance, including lining, on their own time. This in accordance with the State of Connecticut State Ethics law.
- A community group shall not do its own maintenance, nor shall it hire its own maintenance contractor to line the fields, without prior written consent from the Parks and Recreation Department.
- If approval is given to an organization to hire their own vendor to line fields, the paint product used must be approved, in advance and in writing, by the Parks and Recreation Department.

Inclement Weather:

The decisions on field use are made by 3 PM on weekdays by the Parks and Recreation Department. This decision may differ for various locations, based on the weather and field conditions at that time. The decision may be made closer to 3 PM to give fields the most opportunity to dry.

On weekends and holidays, league officials will determine a decision regarding the weather changes after the 7:45 AM department decision. Similarly, if there are any changes in weather after the 3:00 PM decision on weekdays, the league officials will make the decision. It is important to note that any fields closed by the Parks and Recreation Department cannot be opened by any individual or organization, regardless of the reason.

Fields used when closed will result in the imposition of fines as outlined in the fine schedule. Field privileges will be revoked until all fines have been paid. The participants and parents in each program should be given a resource for finding out these decisions. All groups make their own decisions about using synthetic surfaces not normally closed in inclement weather.

Referees do not supersede decisions made by Parks and Recreation or the department's rules. As an example, a referee cannot declare a field playable after Parks and Recreation has closed the field for play. Practices and games cannot begin in April until word is given, by the Parks and Recreations Department, that fields are open, no matter what the first date is on the schedule. Fall schedules for community groups do not begin in August. They must have special time scheduled in the Spring/Summer field permits to use fields in August. Fields closed for summer maintenance are not opened prior to September first for fall events.

If/When the area receives at least 1/2 inch of rain within 24-hours, field facilities will close. There must be a 24-hour dry period following such precipitation.

If/When thunder and/or lightning occurs during a training session or match, immediately exit the field, seek shelter, and wait for thirty (30) minutes. There must be no thunder and/or lightning for 30 minutes before returning to fields. Should thunder and/or lightning take place at any point during the initial thirty (30) minute pause, remain sheltered in place and reset the clock for thirty (30) additional minutes.

- Leagues/organizations/person(s) may not open any fields deemed closed by Parks and Recreation.
- Use of wet fields jeopardizes participants' safety, causing five times the damage of a dry field. It also adds increased maintenance to the field. Do not use a field with standing water or try to do any maintenance not authorized by Parks and Recreation.
- Use of wet fields may jeopardize the organizations or person(s) permit.

Signs:

No signs or banners may be posted at any field or park without written permission from the Parks and Recreation Department and proper permitting from the Zoning/Building Departments.

Tournaments:

The special event form must be completed. The word "tournament" includes all special events. Permission must be granted by the Parks and Recreation Commission before any event is scheduled. No clinics, of any type, may be held without Department permission. No inflatable structures or tents, of any type, may be put up without permission.

All events must be requested through the Parks and Recreation website. All groups are responsible for reading the organizational permit carefully. All efforts should be made by event organizers to reduce the event's effect on other groups.

Dogs:

In accordance with Town Charter 115-3 "No person owning, keeping or having custody of any dog shall permit such dog on any property of a person other than the owner, keeper or custodian of said animal or on any street or sidewalk unless such animal is accompanied by such owner, keeper or custodian and is firmly under the control of such owner, keeper or custodian, either by being on a leash held by such owner, keeper or custodian or by being inside an enclosure."

Please respect other users and remember to pick up after your pets. Sports groups need to communicate this policy with coaches and participants. Please be sure this message is made clear to opposing teams or when hosting special events. Dogs may not be on the athletic fields, within playground areas or on tennis/pickleball/basketball courts and track.

Pavilion and Grill Use:

All organizations or person(s) using fields or hosting an event wishing to utilize a pavilion and/or permanent grills must reserve these facilities specifically.

Authorized Grills: The Town provides permanent charcoal grills at Cadigan Park and Town Beach. These are the only grills permitted for use within Town Parks and facilities.

Charcoal Disposal: Users must extinguish charcoal in the grill after use.

Prohibited Grilling Areas: Grilling outside of the designated areas (Cadigan Park and Town Beach) is prohibited. Violators may face fines or other penalties.

Accidents and Injuries:

To ensure prompt and proper handling of accidents caused by field/facility conditions, accident forms must be submitted within 24 hours or the earliest business day. Preventive measures such as keeping all fields in use "911 ready" with accessible emergency access and fully stocked first aid kits, including CPR masks, can aid in accident prevention and mitigate the severity of any injuries and must be followed. Furthermore, it is the responsibility of leagues/organizations to provide clear safety guidelines and training for coaches to effectively manage accidents and injuries.

Lost and Found:

The Parks and Recreation Department refuses any responsibility for lost or stolen items, and any articles left unclaimed for over a month will be contributed to nearby charitable institutions.

Respect and Safety:

- Alcohol, cannabis, or illegal drugs and substances are not permitted at any town facility or field.
- Smoking/vaping is not permitted at any town facility or field.
- Equipment used must meet the current safety standards.
- Litter must be picked up and disposed of properly at the end of each field use.
- Resolve conflicts between groups promptly and fairly.

Donations:

The Parks and Recreation Commission must approve all donations, including projects, in-kind items, renovations, and financial donations. Any donation or gift for a specific intended purpose or for any purpose must be submitted, in writing, to the Commission and must comply with all Town regulations regarding memorials and/or donation policies in effect at the time of the donation, as may be amended from time to time.

For all requests, the current collective bargaining agreement between the Town of Brookfield and all Parks and Recreation employees will be honored. The Parks and Recreation Department may choose to train volunteers from community groups for specific projects. Contact the Parks and Recreation Department with questions. All community groups considering a donation of services or materials to the Town for an athletic field must make the request in writing on the organization's letterhead. The president of the organization must sign the request, indicating the board of directors has approved the donation. The letter is sent to the Parks and Recreation Commission to be addressed at their regularly scheduled meetings, and if approved, will then go to the Board of Selectmen for official acceptance of the gift. The applicants will be notified of the decision in approximately sixty days, if not sooner.

Starting and Ending Use Times:

Town fields may be permitted as available ½ hour before sunrise to ½ hour after sunset, unless given permission by the Parks and Recreation department. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the permit's start time and must have them cleaned, picked up and off at the end indicated on the permit. Field preparation and participant warm up allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended use beyond the times listed on the permit. Permits will list specific times users may access the fields.

Parking and Field Notes:

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users' responsibility to alleviate traffic and parking issues. No vehicles are allowed on Town fields or property, other than parking lots, without written permission noted on the use permit issued by the Parks and Recreation Department.

- No parking or driving on any field.
- Parking lots must be used where available. No parking on grass. No parking in boat trailer parking (Cadigan Park).
- Be courteous to neighbors at parks without parking areas. No one should park on neighbor's lawns or block driveway access.
- Directions, including proper parking, must be provided to visiting teams.
- All parking laws must be followed.
- Ensure there is emergency access to all parks and on all neighborhood roads.
- Do not block any gates.

Unmanned Aerial Systems:

Unmanned aerial systems, more commonly known as drones, are prohibited at any Parks and Recreation facility without written consent from the Parks and Recreation Department. The Commission must provide specific dates and times of usage. This applies to the entire stadium/field. An unmanned aerial system, for this policy, refers to any aircraft that lacks a human pilot.

ROLE OF SPORTS ORGANIZATIONS

Sports Group Communication:

Each group is responsible for making sure that all coaches, parents, and participants are aware of all rules regarding use of fields and that the parks and neighbors are treated respectfully. All requests for field usage must be submitted through the Parks and Recreation website. If you are unsure of the request's status, call the Parks and Recreation office and follow through.

Each group is responsible for securing additional services (portable toilets, garbage, recycling, pavilions) for special events. Nothing is done automatically due to the unique needs of all, and the substantial number of special events held by many groups other than sports organizations throughout the year.

The Parks and Recreation Department will make the decision on what tasks can be done during the workday, and what work must be funded by the specific organization.

Coaches, parents, and participants should not contact the Parks and Recreation Department for league related matters. They will be asked to contact their league officials to make a formal request. This is for the protection of league officials, who often make decisions for their whole program that might not have been accepted by the minority. This also reduces the amount of phone calls or confusion, considering we receive a high volume of calls from residents on many topics.

Sharing Scheduled Use/Permits:

Allocated field time cannot be shared with any group that does not have a current permit form from the Parks and Recreation department. Two groups permitted by the Parks and Recreation Department can work together to share field space but must notify Parks and Recreation of those agreements.

League Presidents:

Unless otherwise requested by the League President, the President will be the primary contact with the Parks and Recreation Department. This individual is responsible for:

- Submitting field request information by the appropriate dates.
- Submitting insurance for their organization listing the Town of Brookfield as an additional insurer before the season starts. Coordinating use with other groups, especially when there is shared use or schedule conflicts.
- Training coaches and parents on the rules of field usage.
- Communicating field closures during inclement weather (evenings, holidays, and weekends).
- Submitting Field Administration and Surcharge Fees to be submitted with team rosters by scheduled date.
- Contacting Parks and Recreation with requests and safety concerns.
- Ensuring that all participants of their group are participating in a safe program.
- May assign one point of contact to serve as primary contact point with Parks and Recreation.
- Provide the Parks and Recreation department with each team roster, including player addresses, no later than two weeks after the season begins and submit any additional players added through the season within two weeks of additional players. A late fee of \$20 will be charged each week that the roster is not submitted.
- Submitting lighting schedules and assuring lights are turned off when not in use.
- Any organization that does not have a governing organization must provide proof that all coaches complete a background check every three years and are clear to work with children.
- Must ensure that all coaches hold a current Adult/Child CPR/First Aid/AED certification, and at least one certified coach must be present during each field use.
- Provide Parks and Recreation a copy of all coaches and their certifications and proof of background check

Field Scheduler:

Based on the field space made available to the league through the group permit, this person schedules all games and practices. This person may be named by the league to be the main contact with Parks and Recreation. This individual is responsible for:

- Creating a schedule that works within the time given to the league.
- Ensuring that all coaches know when special events supersede permits.
- With League President, communicating field closures during inclement weather (evenings, holidays, and weekends).
- Contacting Parks and Recreation with tournament requests.
- Submitting lighting schedules and assuring lights are turned off when not in use.

INFORMATION FOR COACHES

Safety Information:

- 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 league officials, who will in turn, notify Parks and Recreation.
- No field may be used when it has been closed by the Parks and Recreation Department. There are NO exceptions.
- Coaches are responsible for ensuring participants/parents/guardians drive and park safely and legally. Access should always be available for emergency vehicles, and neighbors should not be blocked from accessing their own homes.
- Children should never be dropped off in dangerous areas, i.e., crossing a busy road to reach the field.
- Do not feed geese or wildlife. That only encourages them to stay on the field area.

Important Information:

- All trash, including water bottles, must be removed from the field by coaches and players at the end of each event.
- Groups authorized to use the lights must notify the department two hours before scheduled use to avoid charges. Lighting cancellation requests during the day to Parks and Recreation must be made, in writing, before 4 pm to avoid use charges. Group administrators may only cancel scheduled lights. There is no way individual groups can turn lights on or schedule lights for use. Please plan accordingly.
- All league officials must provide the Parks and Recreation Policies to their coaches before the season starts.
- Field use schedule/permit information is available to league schedulers on the Parks and Recreation website. In the case of a dispute, only a group that can show it has scheduled use will be allowed to stay on the field.
- Coaches may not request additional field space. Any questions related to field space must be directed to your league officials.
- Brookfield Public Schools have first priority on all fields. 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.
- Any questions related to field scheduling 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 use.
- The organizational permit only gives permission for practices and games for most groups. Approved Special Events supersede regular scheduled use. No special events or tournaments may be held without the permission of the Parks and Recreation Department or Commission and no additional equipment for a special event may be placed on Town land without prior permission of the Parks and Recreation Department.
- All areas must be left clean at the end of use, with trash secured away and not left out to attract animals.

- Some special event requests will require attendance at a Commission meeting prior to the event. Please plan accordingly.

MAINTENANCE ISSUES

Rest and Renovation:

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. Parks and Recreation attempts to accommodate user groups, but the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.

Field Modifications:

Requests to modify, resize, add multiple field use, or improve any Town field or facility shall be submitted, in writing, with conceptual drawings to the Town of Brookfield Parks and Recreation Department. No temporary or permanent structures or equipment shall be erected on any facility unless previously approved, in writing, by the Parks and Recreation Department and is dedicated for community use. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to Town policy. Approval will be provided as a written document and will outline the project's scope as approved. Adding additional fields to a site without permission will result in a violation and/or fine.

FIELD CLOSURE PURPOSE AND POLICY

Town athletic fields have been designed and are maintained for the enjoyment and use of Brookfield residents. The purpose of this policy is to guide the use of Town athletic fields, to prevent damage to the playing surface, and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality conscious fields and sport complexes. User groups are asked for assistance by accepting and adhering to these rules. Groups who use Town athletic fields and facilities are expected to help protect their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play. User groups are responsible for any damage caused to a field by playing in questionable weather. This includes damage done trying to dry out the field such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas, or applying a drying agent. Violations will constitute a strike against the organization or person(s) and/or may result in permit cancellation and the organization or person(s) responsible will be charged for repair costs.

Policy:

The Parks and Recreation department reserves the right to cancel or suspend outdoor facility or field use permits for games, practices, and other uses whenever field conditions can result in damage to the fields or injury to players. Permits may also be cancelled when participants' health and safety are threatened due to impending conditions, including heavy rains, weather alerts, pesticide application, and forces of nature.

Procedure:

The Parks and Recreation department or designated representative shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. During inclement weather, maintenance staff will assess the playability of all Town owned athletic fields to determine if use will occur. The Parks staff shall be

responsible for assessing field conditions and updating field status. Should weather conditions deteriorate, staff will reassess field playability and close fields if conditions change. Field use or playability will be determined by safety conditions and/or hazards that could be a deterrent to the welfare of user/players, existing and forecasted weather conditions for the day and potential damage to the field due to play or practice use.

ALL LOCATION PROCEDURES

Fields will be allocated by priority use and permitted as sustainability allows. After high school schedules are confirmed, the Parks and Recreation Department will work with user groups to permit fields. Fields will be allocated to teams/organizations based on the percentage of verifiable Brookfield residents participating on that team/organization in relation to all teams in that priority group. Verification of Brookfield residency will be established by providing such documentation the Parks and Recreation staff deem necessary, including team rosters and player addresses. Fields will be allocated regardless of competitive skill level. Field use times will be divided into prime time and nonprime time. Prime time priority is given to youth teams Monday through Friday 4:00 PM to 8:00 PM and all-day Saturday.

- Non-prime time priority is given to adult groups from 8:00 PM to 10:00 PM Monday through Friday and all-day Sundays as site specifics and sustainability allow.
- Parks and Recreation shall recognize one (1) established, non-profit (501c-3) youth recreational organization per sport, for its unique purpose. No other organization shall qualify for the same unique purpose under surcharge status for Brookfield fields.
- Teams and organizations must provide comprehensive schedules indicating the allocation of fields to be used. Failure to utilize the fields allocated to them by the appropriate organization or team indicated on their schedule will result in the forfeiture of the reserved period of use, which will then be reassigned. These schedules will be reviewed three times during a season. Teams and organizations will be notified when a field has gone without use by the Parks and Recreation staff and before reassignment. The Parks and Recreation Department reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events. All organizations hosting tournaments on Town fields must meet with Parks and Recreation staff at least 30 days prior to the tournament date to complete a Tournament Checklist Form. After all requirements for application of field use are met, a formal permit will be issued authorizing use of Town fields. Submission of a field request for a special event or tournament does not constitute approval. A copy of the permit must be available at each site approved for use for inspection by Town staff.

Allocation Procedure Formula:

Fields will be allocated to teams/organizations based on the percentage of verifiable total Brookfield residents participating on that team/organization in relation to all teams in that priority group. To resolve a discrepancy between two youth organizations that request use of the same site/field and that cannot be worked out between the two organizations, the following allocation formula will be used to determine the number of fields that will be allocated to each organization. The total number of organization participants that are Brookfield residents will be divided by the Minimum Roster Size for each sport to determine the total number of teams in an organization.

The total number of teams in an organization divided by the total number of teams from all organizations in question determines an organization's allocation percentage. An example of this would be:

- Baseball Group A has 180 Brookfield residents: 180 divided by 12 equals 15 teams. Baseball Group B has 300 Brookfield residents: 300 divided by 12 equals 25 teams.
 - $15 + 25 = 40$ total teams
 - 15 divided by 40 = 37.50% of allocation for Group A 25 divided by 40 = 62.50% of allocation for Group B
- All fields allocated for adult teams/organizations will be based on the total number of verifiable Brookfield resident players expressed as a percentage of all residents playing in all Group D and E organizations as the premise for allocation of hours.

SITE SPECIFIC FIELD USE

Tournament Procedures

All general rules and reservation procedures as specified in the Field Administration Policy are applicable during tournaments. Tournament applicants must submit a Field Use Application through the Parks and Recreation website. Submission of this form does not constitute approval. Written approval is given according to allocation policy, after fees are paid and when a permit is issued. Tournament applicants must receive Town approval/Permits to sell food, use a pavilion, or set up tents. This approval must be noted on the use permit prior to use. All organizations conducting tournaments using Town fields must meet with Parks and Recreation staff at least thirty (30) days prior to the tournament date and complete a Tournament Checklist. Game times and field use must follow all policies outlined in the Field Allocation and Use Policy.

ORGANIZATIONAL REQUIREMENTS FOR ALL A, B AND C USER GROUPS

- Must have a minimum of six (6), publicly advertised/posted board meetings per year, or more if required by charter.
- Organization bylaws must be posted/linked on leagues website. Must include current board member structure, election rules and voting eligibility.
- Current board members, including league email contacts must be listed on the league website.
- Link to national affiliation charter to be posted on league website.
- Annually submit organizations Treasurers Report or tax return information from the most recent fiscal year.
- Publicly post meeting minutes from board meetings, no more than 30 days from meeting.

User Organization Categories

These categories place non-school/non-Parks and Recreation organizations into scheduling categories listed in the following priority use levels. Users who add programming or change affiliations must present changes to the Commission before field use for approval.

- Category A - Must meet all criteria
 - Brookfield Non-Profit Youth organization (Proof of 501c3 required)
 - 80% or greater Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) and;
 - Youth Established Sport Organization and;

- Annually submit the organization Treasurers Report or tax return from the most recent fiscal year, due at the time of field request.
- Games and Practices only, this does not take priority over special events.
- Category B - Must meet all criteria
 - Brookfield Non-Profit Adult organization (Proof of 501c3 required)
 - 80% or greater "Brookfield residents (see definition) per team (proof shall be submitted to Parks and Recreation Department) and;
 - Adult Established Organization and;
 - Annually submit the organization Treasurers Report or tax return from the most recent fiscal year, due at the time of field request.
 - Special Events are not overridden by game schedules in terms of priority.
- Category C- Must meet all criteria
 - New Brookfield based Organization which meets all A or B criteria qualified for field usage under the "Field Administration Policy" (Proof of 501c3 required) and;
 - 80% or greater "Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) and;
 - For five years, they will pay surcharge rates double the current established rates.
 - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
 - Approved by the Parks and Recreation Commission as a qualifying organization for a period of one year prior to issuance of field time.
- Category D
 - Brookfield based Organization which meets all A or B criteria qualified for field usage under the "Field Administration Policy" (Proof of 501c3 required) and;
 - In-House Tournaments (One time, or no prior category or affiliation)
 - In Town Special Events (One time, or no prior category or affiliation)
 - Must be listed as an organization listed in prior categories
- Category E
 - Brookfield based Organization which meets all A or B criteria qualified for field usage under the "Field Administration Policy" (Proof of 501c3 required) and;
 - 80% or greater "Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department)
 - Camps and Clinics that do not fall within the regular season
- Category F
 - Brookfield Youth or Adult organization with:
 - Less Than 80% Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) or;
 - Regional teams based in Brookfield (Club, Premier, AAU, CFC, or other entity not qualified under category A and B or C)
 - Field usage fees due seven business days prior to scheduled use
- Category G
 - Non-Brookfield Youth or Adult organization with:
 - Less Than 80% Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) or;

- Regional teams based in Brookfield (Club, Premier, AAU, CFC, or other entity not qualified under category A and B or C)
- Field usage fees due seven business days prior to scheduled use

- Category H
 - Outside Tournaments (One time, or no prior category or affiliation)
 - Outside Special Events (One time, or no prior category or affiliation)
 - Any organization not listed in prior categories
 - Field usage fees due seven business days prior to scheduled use

- Category I
 - Resident (One time, or no prior category or affiliation)
 - Not listed in prior categories
 - Field usage fees due seven business days prior to scheduled use

- Category J
 - Non-Resident (One time, or no prior category or affiliation)
 - Not listed in prior categories
 - Field usage fees due seven business days prior to scheduled use

Fee Structure:

Spring/fall surcharge: \$10 per player Brookfield resident/\$20 per player non-resident

*PP (Per Player), PS (Per Season)

Category's I and J are in 4-hour blocks, these blocks cannot be divided.

	Grass No Lights	Grass With Lights	Turf No Lights	Turf With Lights
Category A	PP/PS Surcharge	\$0 per event Plus Surcharge	PP/PS Surcharge	\$0 per event Plus Surcharge
Category B	PP/PS Surcharge	\$0 per event Plus Surcharge	PP/PS Surcharge	\$0 per event Plus Surcharge
Category C	2x PP/PS Surcharge	\$0 per event Plus Surcharge	2x PP/PS Surcharge	\$0 per event Plus Surcharge
Category D	\$0	\$0	\$0	\$0
Category E	PP/PS Surcharge	\$0 per event Plus Surcharge	PP/PS Surcharge	\$0 per event Plus Surcharge
Category F	\$100/Hour	\$150/Hour	\$100/Hour	\$50/Hour
Category G	\$200/Hour	\$250/Hour	\$200/Hour	\$250/Hour
Category H	\$500/Field	\$500/field + \$50/Hour	\$500/Field	\$550/Field+ \$50/Hour
Category I	\$200/4 Hours	\$200/4 Hours + \$50/Hour	\$200/ 4 Hours	\$200/4 Hours + \$50/Hour
Category J	\$300/4 Hours	\$300/4 Hours + \$50/Hour	\$300/4 Hours	\$300/4 Hours + \$50/Hour

DEFINITIONS:

Authorized Maintenance: Tasks undertaken by an organization approved, in advance and in writing, by the Parks and Recreation Department.

Back Turf: Those used by High School, adults, and older youth. This is the back turf field at the High School.

Brookfield Residency: To be considered 100% Brookfield residency, the participants must live in Brookfield, attend Brookfield Public Schools or a private elementary school or high school located in Brookfield, or have 100% of participants employed in Brookfield, by a Brookfield based business.

Established Organization: Brookfield-based organization that has used facilities for a minimum of 5 years under the same organization, or prior to the establishment of field use policies.

Fall Season: September 1st through December 15th (Synthetic surfaces). Natural surfaces close November 15th (Brookfield High School may use fields through post-season game schedule).

Field Administration Fee: A fee charged to account for the cost of the administrative tasks undertaken by the Parks and Recreation Department and deposited into the Town of Brookfield's General Fund.

Field Surcharge Fee: A fee charged to assist with costs related to capital expenditures deposited into a designated fund within Parks and Recreation's Revolving Funds.

For-Profit: Any business, group, individual or organization not certified as a 501C3 or that has received a waiver from the Parks and Recreation Commission.

Junior Field: Those used by elementary aged and younger youth.

Non-Profit: An organization formed as a 501C3 for which proof must be provided, including certificate, copy of constitution and table of organization with list of paid employees.

Organized Activity: Any group of (10) or more individuals that communicate and meet regularly.

Permit: A set of documents provided by the Director of Parks and Recreation, including a calendar of approved dates and organizations, Regulations for Use, and safety information.

Priority Use: The order of preference when allocating the use of facilities to organizations.

Stadium Turf: Those used by High School, adults, and older youth. This is the front turf field at the High School.

Season: If a field reservation request exceeds ten weeks, the requesting party must pay an extra fee for each extra week. Each season is defined as ten consecutive weeks.

Special Events: Includes, but not limited to, clinics, tournaments, round-robins, practice-only organizations, charity events, carnivals, multi-inning/quarter games; approved only for events sponsored by Brookfield Parks and Recreation, Brookfield Public Schools or a Brookfield based non-profit organization.

Spring Season: March 15th for synthetic surfaces and April 15th for natural surfaces through the third Sunday in June (Brookfield High may start prior to April 15th based on CIAC schedule).

Standing water: Puddles that remain on the facility surfaces after inclement weather.

Summer Season: Monday immediately after third Sunday in June through August 31st. Traditional Use: Includes practices, games, or meets between two teams.

Waiver: A determination made by vote of the majority of the Parks and Recreation Commission that a specific organization may not meet all the requirements for a priority user group but is determined eligible based on

written documentation provided that determines organization's value to the community or requirements of league.

Youth Established Sport Organization: These organizations encompass many different types of sporting, athletic and character-building activities. Youth sports and athletic programs are for children up to and including age 17.

FIELD/FACILITY RULES AND REGULATIONS

In addition to the Field Use application, a completed, signed, copy of the Acknowledgement and Receipt Form is required. Applicants must abide by the specific rules of their application and other Town codes. Failure to comply may result in a fine, retention of a group's deposit, and/or cancellation of any current or future permits.

These rules include but are not limited to:

1. Groups consisting of ten (10) or more individuals wishing to use a field must acquire a field use permit from the Parks and Recreation Department. Field use permits must be available during use and presented to any Town representative upon request. The Parks and Recreation Department has exclusive discretion in decisions on the scheduling of Town fields and such a decision shall be final.
2. Selling food or other items is not allowed without Town approval and must be permitted through the Health Department.
3. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. Amplified sound is not allowed on any field without Town approval and must be noted on the permit.
4. Banners may not be posted without the appropriate Town approval and noted on each permit.
5. Balls and any other equipment thrown, batted, kicked, or otherwise landing on private property must not be retrieved without the property owner's permission. Do not climb walls or gates to gain access onto private property.
6. Property boundary walls or fences are not to be used as backstops at any time.
7. Portable goals and/or markers are allowed but must be removed daily.
8. Please leave park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors as most facilities are in residential neighborhoods.
9. Groups may not play on fields closed due to wet field conditions. Groups are responsible for distributing field closure information to its users.
10. No alcohol, cannabis, smoking, vaping, gambling, fireworks or flammable material, campfires, narcotics, or drugs are allowed on Town of Brookfield property.
11. Requests to use athletic fields or parks that are deemed by Parks and Recreation to be non-traditional or that will place a higher burden on the facility than typical use must be submitted through the Parks and Recreation website under facility requests (BrookfieldParksandRec.com). Special events must be approved by the Parks and Recreation Commission.
12. Facility allocation will be managed by Parks and Recreation and will be based on the categories listed in the next section, but may also consider field conditions, scheduled renovations, age and history of

organization, past practices of organization (positive and negative), age-appropriate sized facilities, and impact on neighborhood.

13. Priority use on 60' and 90' diamonds is given to baseball and softball organizations; priority use on multi-purpose fields will be given to organizations playing on rectangular fields, including football, soccer, and lacrosse.
14. The Brookfield Police Department will be notified when organizations allow coaches, parents, and/or participants to park illegally, or obstruct access to neighborhood homes or access by safety vehicles.
15. A permit may not be sub-let to a different organization. Parks and Recreation will work with current permit holders on any exchange when both permit holders agree to the exchange. Unauthorized permit sub-letting shall result in an immediate loss of permit.
16. Permits may be revoked if an organization does not abide by the Regulations for Use or allows a facility to be damaged through its actions or lack of action. Organizations with revoked permits may be denied permits in the future.
17. For-profit individuals and/or organizations will not be given permits for use of athletic fields or parks, to raise private funds, without a majority vote of the Parks and Recreation Commission and the Board of Selectman.
18. All organizations wishing to use Town of Brookfield facilities must meet an 80% residency requirement by individual team composition to use fields on a surcharge basis. All other groups or teams will be charged hourly.
19. All organizations wishing to use Town of Brookfield facilities must submit requests at bi-annual sports meetings, with schedules submitted three (3) weeks before the season starts. If schedules are not received on time, it will be assumed facilities are no longer required and made available to be scheduled by other groups. SCHEDULES MUST BE SUBMITTED TO PARKS and RECREATION WITH REQUESTS FOR LIGHTS CLEARLY NOTED ON THE SCHEDULE. Once facilities assignments have been made, any changes must be cleared through the Parks and Recreation office, with a minimum 48-hour notice.
20. Schools have priority use of facilities on school grounds. Every effort will be made to coordinate school usage with previously assigned sports group usage. (Any groups not utilizing assigned field time must notify Parks and Recreation 48 hours in advance.) The Parks and Recreation Department will notify the organization representative should any schedule or facility changes be required. The Representative will ensure that the facility usage complies with approved Parks and Recreation facility allocations. Time cannot be used or allocated for any activities other than practice or games. (Ex. camps, clinics, tournaments, etc.) *NOTE: If this request is a special program, clinic, camp, or tournament request an Organization Representative MUST obtain the appropriate request form and submit it to Parks and Recreation.*
21. All complaints about facility conditions, assignments, etc., must be brought to the organization's Representative, who will then contact the Parks and Recreation Director.
22. The Parks and Recreation Department has final say as to whether games or practices will take place on fields under our authority. Safety of participants and avoiding damage to fields must be of the highest priority, no matter how tight schedules become. Once it has been determined that the fields are closed, no repairs will be done to deem a field playable.

23. The Parks and Recreation Department will notify the organization's Representative should any schedule or facility changes be required. The Representative will ensure that facility usage complies with approved Parks and Recreation facility allocations.
24. Any group using facilities after being instructed not to by the Parks and Recreation Department, or any group using poor judgment in playing in severe weather or scheduling events not approved by Brookfield Parks and Recreation, will risk fines and/or forfeiture of seasonal facility rights.
25. Any facility improvements (including equipment or services) will not be initiated until written approval with explicitly outlined task(s) has been given by the Brookfield Parks and Recreation Commission.
26. Any organizations failure to comply with the Regulations for Field Use will result in the imposition of fines as well as forfeiture of facility rights, subject to the discretion of the Parks and Recreation Director and/or Assistant, in accordance with the Parks and Recreation Policy noted below:
 - a. First Offense - \$250.00 fine, possible forfeiture of facility rights
 - b. Second Offense - \$500.00 fine, possible forfeiture of facility rights
 - c. Third Offense - \$1,000.00 fine forfeiture of facility rights
 - d. Additional Offenses - \$1,500.00 fine forfeiture of facility rights
27. Any groups losing use of a facility for misuse of said facility must meet with the Parks and Recreation Director before regaining use and must appear before the Parks and Recreation Commission.
28. Any damage to facilities caused by an organization must immediately be reported to the Parks and Recreation office. Any damage your organization may notice, see occur, or feel can soon occur, must also be reported. Damages to facilities by sports groups will be evaluated and will be charged to the appropriate group.
29. All organizations are responsible for removing all garbage from the field(s) used, recycling is strongly encouraged. The league must remove all garbage and debris from the field before leaving the field, even if another activity immediately follows. Coaches are responsible for reporting violations to the organization president. Continual violations will result in fines and or loss of use of facilities.
30. Any work groups set up by an organization to do annual field preparation to start the season must work through the Director of Parks, with regards to what must be done, materials, machinery, etc. Specifics are to be worked out by one person in charge of the group and the Director of Parks.
31. All organizations requesting use of town facilities, which require scheduling, custodians, mowing, grooming, lining and/or other maintenance operations, are required to pay a per player, per season surcharge, as set by the Brookfield Parks and Recreation Commission. This surcharge, including rosters with participant's addresses, must be received in the Parks and Recreation office within three (3) weeks of the start of the season. Failure to adhere to this policy will result in loss of facilities until surcharge is paid and a \$250.00 fine, at the discretion of Parks and Recreation.
32. The surcharge fee for the year as set by the Parks and Recreation Commission is \$10.00 per player Brookfield Resident and \$20.00 per player non-resident.
33. Annually approved tournaments may impact field availability to other User Organizations.

CODE OF CONDUCT FOR FIELD USERS ON ALL PARK AND BOE FIELDS

The Brookfield Recreation Code of Conduct will be enforced before, during, and after all field reservations for practices, games, or tournament play. Town of Brookfield Park rules, regulations and ordinances will be strictly enforced. Individuals or organizations that reserve fields from the Town of Brookfield will be responsible for

the conduct and actions of ALL individuals involved with the rental. Once the rental contract has been made it is to be understood that ALL individuals associated with the user group have been made aware of all park rules and regulations in addition to the code of conduct.

The following outlines the basic categories of those involved in Brookfield Recreation activities and guidelines designed to focus on acceptable roles and behaviors for each.

The Program Director:

- Must be committed to high standards of ethics, sportsmanship and personal conduct for themselves, members of the coaching staff and the athletes representing the recreation department.
- Will develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the programs, coaching staff, sports teams, individual athletes, and spectators.
- Will provide appropriate supervisory personnel at each event.
- Will openly recognize exemplary sportsmanlike behavior while also discouraging undesirable conduct by participants, coaches, and fans.
- Shall provide and enforce a code of conduct for players, coaches, and spectators.
- Program Director or their designee has responsibility and authority to eject any player, coach, or individual for flagrant violation of the rules.

The Coach:

- Must be aware of their powerful influence in affecting the attitudes and conduct of the players and fans and shall model good sportsmanship in work and action.
- Shall be thoroughly acquainted with the spirit and letter of event rules and interpret these rules to team members.
- Must exhibit dignity and self-control during athletic events and follow proper and acceptable processes for registering a complaint or protest.
- Shall treat opposing players, coaches, and fans with respect, avoiding deliberate attempts to humiliate (such as running up the score).
- Must be aware of the importance of substituting whenever possible, especially when the outcome of the event has become clear.
- Must take quick and decisive action when athletes exhibit poor sportsmanship, removing them from the event if necessary.
- Will assist the program director in promoting sportsmanship among players and spectators.
- Shall respect the judgment of event officials, abide by the rules of the event, and display no negative behavior that could incite fans.
- Must assist the athletes in learning self-restraint and good sportsmanship both at practices and event situations.

The Athlete:

- Will always try to be the best that they can be both physically and mentally and play hard to win within the event rules.
- Will accept the responsibility and privilege of representing their team and community, always showing positive public action.
- Shall respect the judgment of event officials, abide by the rules of the event, and display no negative behavior that could incite fans.

- Will treat opponents with respect and resist the temptation to taunt or "showboat".
- Shall live up to standards of sportsmanship established by the league, recreation department and coach.
- Will resist the temptation to find fault with others on the outcome of the competition.
- Shall accept the fact that winning an event, which is everyone's goal, is not the only way to be a winner. (Knowing that you have done your best makes you a winner regardless of the score).

The Spectator:

- Must recognize that attending a Brookfield Recreation event is a privilege to enjoy the event, not a license to verbally assault officials or coaches.
- Should show respect and courtesy to both players and fans from opposing teams.
- Should know and understand the rules of the game.
- Should enjoy and acknowledge good performance from players from every team.
- Must respect the decisions of the officials and demonstrate self-control and restraint if they make a poor call, recognizing that they too, are human.
- Should congratulate players, coaches, and fans from both sides for following a well-played event.
- Should support without recrimination your players and coaches following a loss.
- Should denounce fans who share the stands with you who are abusive or use profanity in cheers or otherwise.
- Must be guided by the phrase "Cheer for your team, not against your opponent."

The Official:

- Must know and understand the rules of the event they officiate.
- Should understand their role in controlling the event, the safety of players and the environment.
- Must not tolerate unsportsmanlike behavior on the part of players or coaches, and must provide timely and appropriate rulings when such is displayed.
- Should use their influence to encourage players to learn and practice good sportsmanship and fair play.
- Must help players stay focused on the game before natural tensions and emotions get beyond control.
- Must be consistent, calling the same game throughout, making decisions promptly, fairly and without arrogance.
- Must maintain confidence and poise, must not exhibit emotions, or argue with participants and/or coaches when enforcing rules.

A Note to Parents:

- You have entrusted your child to the care of a coach. This coach has accepted the responsibility for many reasons, including they love the game, desires to pass on the benefits of athletic participation, thrives on the challenge and excitement of preparing a team for competition and genuinely enjoys the association with eager and enthusiastic children.
- You may not always agree with the philosophy or coaching techniques of your child's coach, but it is important to respect these differences. Your child will have many tutors as he or she matures. Dealing with these different influences enhances the maturation process.
- But if you find that your disagreement is sufficiently strong, be fair with the coach and openly discuss your concerns with him or her. If this communication proves unproductive, you are encouraged to

discuss the issue with the program director. Please refrain from "coach bashing." Such activity creates a negative environment which polarizes rather than solves problems.

- The Recreation department admires and respects the sacrifices made by the families of athletic children in the pursuit of sports. We appreciate your cooperation in helping us provide the most positive athletic experience possible.

The Athlete's Promise:

I will participate in athletic events to the best of my mental and physical ability and will accept victory or defeat with grace. I will respect my opponent and play fairly within the rules of the games, in the true spirit of sportsmanship.

The Spectator's Responsibility:

Cheer enthusiastically for your team, not against their opponent. Remember that you are watching a sport in which participants are friendly rivals, not enemies. Show respect and courtesy to the players and coaches from both teams. Demonstrate your support regardless of the event outcome, knowing that in hard, clean competition, all are winners.

Remember the officials are men and women who are assigned to administer the rules of the sport. Their experience and integrity qualify them for their part in our competitions. Please reflect on the attitudes of sportsmanship no matter what your personal feelings or loyalty may be. Athletics are for athletes, both on the field of play and in the stands.

Consequences For Violation of Rules or Code of Conduct:

- 1st Offense: Warning by Parks and Recreation staff and letter sent to permit holder
- 2nd Offense: Loss of next scheduled use and letter to permit holder
- 3rd Offense: Loss of field usage for the remainder of the year

Brookfield Town Road and Trail Race Policy

The Town of Brookfield Parks and Recreation Department is dedicated to promoting physical fitness and community engagement through various outdoor activities, including road and trail races. To ensure the safety of participants, residents, and the preservation of public spaces, all organizations or individuals interested in hosting a road and trail race including any Brookfield Public School, within the town's limits are required to obtain approval from the Brookfield Parks and Recreation Commission (BPRC). This policy outlines the procedures and requirements for the approval and conduct of road and trail races.

Policy Statement

1. **Scope:** This policy applies to all road and trail races, including but not limited to 5Ks, 10Ks, marathons, and cycling events that take place on public roads and trails or through town parks within Brookfield town limits.
2. **Approval Process:**
 - a. **Application Submission:** Interested parties must submit a road and trail race application to the BPRC at least 90 days prior to the planned event date.
 - b. **Application Content:** The application should include the following information:
 - i. Name and contact information of the organizer or organizing body.
 - ii. Purpose and beneficiary (if applicable) of the road and trail race.
 - iii. Proposed date and time of the event.
 - iv. Detailed route map, including start and finish lines.
 - v. Estimated number of participants.
 - vi. Estimated number of volunteers.
 - vii. Safety and emergency plans, including traffic management and medical aid.
 - viii. Cleanup plan to restore the public space used to its original condition.
 - c. **Application Review:** The BPRC will review the application considering the safety of participants, impact on the community, and compatibility with other scheduled events.
 - d. **Approval Notification:** The BPRC will notify the applicant of its decision within 30 days of submission. Approval may be subject to conditions or modifications.
3. **Safety and Compliance:**
 - a. Organizers must coordinate with local law enforcement and emergency services to develop and implement a traffic control and safety plan. Adequate sanitation facilities and hydration stations must be provided along the race route and at the start/finish areas (if applicable).
 - b. The race must comply with all local ordinances, state laws, and federal regulations.
 - c. Event liability insurance, naming the town of Brookfield as additionally insured, is required.
4. **Environmental Responsibility:**
 - a. Organizers are responsible for ensuring the route and surrounding areas are left clean and undamaged. A cleanup plan must be submitted with the application and executed as proposed. Any paint markings on the race route should be in water soluble paint.
5. **Post-Event Reporting:**

- a. Within 30 days after the event, organizers must submit a post-event report to the BPRC, including an overview of the event's success, any incidents or issues encountered, and feedback for future events.

Amendment and Termination:

The BPRC reserves the right to amend or revoke this policy or any race approval if deemed necessary for the safety, welfare, and benefit of the public or if the terms of approval are not adhered to.

Effective Date and Duration:

This policy shall take effect immediately upon approval by the Brookfield Parks and Recreation Commission and shall remain in effect until modified or rescinded.

Contact Information:

For questions or to submit applications, please contact the Brookfield Parks and Recreation Commission at:

Email: Parks&Rec@Brookfieldct.gov

Phone: 203-755-7310

Address: 162 Whisconier Road, Brookfield, CT 06804

By adhering to this policy, the town of Brookfield aims to support safe, enjoyable, and successful road and trail race events that contribute to the vibrancy and health of the community.