

**Colchester Parks & Recreation**  
**Sport League Endorsement Policy & Application**  
(Revised on 10/3/16)

**Mission:**

To encourage and promote youth development and adult recreation as the primary goals of a community sports programs, and to facilitate the responsible use of fields and facilities.

**Eligibility\*:**

- Non-profit organization
- For youth leagues, at least 75% of league participants must be Colchester residents.
- For adult leagues, at least 50% of league participants must be Colchester residents or taxpayers, or employed in Colchester.
- Established policies that promote proper youth development as primary goal of league and maintain a recreational focus. (youth sports only)
- A league cannot be affiliated with Premier/AAU/Select or similar competitive levels of play (youth sports only).

\* Endorsed eligibility and requirements are over and above standard field use policies.

**Safety Requirements:**

- Concussion response education & protocol (youth sports only).
- All coaches must have valid CPR and First Aid certification.
- Parents and guardians of participating children shall sign emergency medical treatment/medical history forms. These forms shall be made available to each coach and shall be available at the facility at the time of such participants use.
- First aid kits shall be on the playing field/surfaces at all times, fully supplied.
- An emergency action plan and guidelines for coaches is required.
- Background checks of all coaches, and volunteers who have direct contact with children (youth sports only).

**Administrative Requirements:**

- A listing of Board/Officers and Coaches, Constitution/By-Laws, and regular meeting agendas and minutes.
- Initial NYSCA certification or sport specific equivalent of all coaches (youth sports only).
- Liability Insurance for the league and a signed Indemnification/Release Waiver. (submit yearly)

A copy of all other forms must be submitted to the Parks and Recreation Dept. upon request.

**Benefits:**

- Free use of fields.
- Primary access to scheduling, where applicable.

**Procedure for Endorsement:**

- Initial application to Parks & Recreation Department for review. If the Recreation Dept. provides approval, the application will move to the Recreation Commission for a final review.
- Re-approval every 3 years, or sooner if a change in league leadership.
- PRC member may serve as liaison to endorsed league.

**Violations:**

- If a violation occurs the sports league is subject to loss of field use, loss of a permit and/or a loss of endorsement status.