

2018

TOWN OF HUNTINGTON

DEPARTMENT OF PARKS & RECREATION

2018
Policy & Regulations Manual
For Use of
Town Athletic Fields
All Sports / All Seasons

TOWN BOARD

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Dear League/Organizer Applicant,

As the weather warms and our spring leagues begin to make plans for the 2018 season, we would like to share with you our Policy & Regulations Manual for use of both synthetic and grass Town athletic fields.

This manual will cover and guide you through the expectations of the Town for all sports, including soccer, baseball, softball, field hockey, football, lacrosse, and our newly approved adult kickball league.

We work closely with our youth and adult sports organizations to ensure all programs and activities are conducted in the best interests of all. We require that every organization conduct itself to these generally accepted standards and abide by the policies in the manual.

Once we all understand what is expected of our partners, it levels the playing field for everyone.

Here's to a fun and successful 2018!

Sincerely,

A handwritten signature in black ink that reads "Chad A. Lupinacci". The signature is written in a cursive, flowing style.

Chad Lupinacci
Supervisor

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Article I. PARKS & RECREATION

Mission Statement:

“The Town of Huntington Department of Parks and Recreation strives to enhance the quality of life and meet the ever-changing recreational needs of Children and Adults of all abilities by providing state-of-the-art facilities, services, and cultural programs in a safe well-maintained environment.”

STAFF

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Article II. INTRODUCTION AND GENERAL POLICIES

The top priority of the Department of Parks and Recreation is to provide safe and enjoyable recreational opportunities for children and adults of all abilities. The benefits received by participating in positive youth sports programs are vast and diverse. Aside from enhancing the physical growth, fitness and development of children, sports programs provide invaluable mental benefits that help to establish a strong foundation that will help them through childhood and teenage years.

Every child who participates in any one of our youth sports organizations has the right to have fun. It is imperative that we never stray from this simple, yet vitally important, mission.

Our Parks and Recreation staff is committed to working closely with our youth and adult sports organizations to ensure that all programs and activities are conducted in the best interest of all. We require that each and every sports League, agency, and organization conducts itself according to the generally accepted standards of quality youth sports programming and abide by the policies and procedures that are established by our department as a condition for the use of fields and facilities.

As always, we appreciate your continued support and cooperation.

Here's to a fun and successful 2018 season.

NATIONAL STANDARDS FOR YOUTH SPORTS

The Town of Huntington has embraced the philosophies set forth in “*National Standards for Youth Sports*,” a publication compiled by the National Alliance for Youth Sports based on an assembly of 48 of the nation’s leading experts representing a vast variety of disciplines affecting youth sports. The following Standards apply:

Standard #1 – Proper Sports Environment Parents must consider and carefully choose the proper environment for their child, including the appropriate age and development for participation, the type of sport, the rules in the sport, the age range of the participants, and the proper level of physical and emotional stress.

Standard #2 – Programs Based on Well-Being of Child Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.

Standard #3 – Drug, Tobacco, and Alcohol-Free Environment Parent must encourage a drug, tobacco and alcohol-free environment for their children.

Standard #4 –Part of Child’s Life Parents must recognize that youth sports are only a small part of a child’s life.

Standard #5 – Parents’ Active Role Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, League administrator and/or caring parent.

Standard #6 – Positive Role Models Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and support their child’s coaches.

Standard #7 – Safe Playing Situations Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications, should the need arise.

Standard #8 – Equal Play Opportunity Parents, coaches, and League administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.

Standard #9 – Drug, Tobacco & Alcohol-Free Adults Parents as coaches, fans, and League administrators must be drug, tobacco and alcohol-free at youth sports activities.

Youth and adult sports organizations wishing to utilize a town-owned field and/or facility are required to submit a formal application with the Department of Parks and Recreation which has the sole authority to issue permits for field and facility use. It is imperative to understand that this process is timely based on a number of requirements set forth in this document. Those seeking use of a town-owned field or facility should plan accordingly.

The demand for field and facility use continues to escalate and the Department of Parks and Recreation strives to meet the requested use as best we can. Unfortunately, not all requests can be fulfilled. It is our hope that all organizations understand the high demand for field and facility use and respect other organizations when submitting applications.

In an effort to streamline the application process, the Department of Parks and Recreation has established time tables and deadlines for the spring, summer, fall and winter seasons. These time tables and guidelines are outlined in “Appendix A.” Organizations are required to adhere to the prescribed guidelines. Organizations who obtain permits one year should not assume the use will automatically be reserved for the following year. A new application is required for each and every season.

Once an application is submitted, Recreational staff will begin the scheduling process. While we understand changes may need to be made to the original requests, the Department does not have the time nor staff to make daily and weekly changes to submitted applications. Once a permit for field and facility is issued, organizations are expected to adhere to the permitted dates and times as best they can.

The first step in the process is obtaining a formal “Sports Facilities Permit Application.” This document can be downloaded from the Parks & Recreation website at www.huntingtonny.gov, click on “Parks & Recreation”, click on “Permits & Special Events Info”, click on “Ball Field Permits, Rosters & Information Sheets.”

Approval for use of fields will be given up receipt of “Sports Facilities Permit Application, “Information Sheet” and “Financial Report.

Spring Season: March 1 thru June 30 – Permits will be YELLOW

Registrations accepted: January 1 through 2nd Friday of February

Registration deadline: 2nd Friday of February

If not received by this date, fields become available to anyone interested

Modifications to schedule: 2nd Friday of March

Summer Season: July 1 thru August 31 – Permits will be BLUE

Registrations due: May 1 through 2nd Friday of June

Registration deadline: 2nd Friday of June

If not received by this date, fields become available to anyone interested

Modifications to schedule: 2nd Friday of July

Fall Season: September 1 thru November 30 – Permits will be GOLD

Registrations due: July 1 through 2nd Friday of August

Registration deadline: 2nd Friday of August

If not received by this date, fields become available to anyone interested

Modifications to schedule: 2nd Friday of September

Fall Season Deadline for all Softball, Little League and Baseball League field use is determined by the Director of Parks & Recreation each year. All rain outs, playoffs and tournaments must be built into the schedule. No practices, games or make-ups will take place after this date.

Winter Season: December 1 thru February 28 – Permits will be GREEN

Registrations due: October 1 through 2nd Friday of November

Registration deadline: 2nd Friday of November

If not received by this date, fields become available to anyone interested

Modifications to schedule: 2nd Friday of December

Permit dates must run within the specified season. No dates can fall/flow into the following season. A new permit application must be submitted for dates that would fall within the next season.

If major modifications are proposed after the deadline, a \$25 fee will be assessed to each modification.

- Ball fields will be scheduled in accordance with the following procedures to assure the equitable distribution of Town facilities, according to the principles established in this regard.

- Seniority will prevail in all allocations and seniority is based upon the number of years a group has been allocated a permit for Little League or baseball.

Article III. APPLICATION PROCESS

A) INSURANCE REQUIREMENTS

- 1) Any League or team using Town-owned athletic fields with a valid permit must carry comprehensive Liability Insurance. This shall include Leagues in all sports and all tournaments.
- 2) A certificate of insurance must be submitted to the Parks and Recreation office and approved by the Director of Parks and Recreation, before any permits can be issued for Town facilities.
- 3) Certificate of insurance must indicate Comprehensive General Liability Insurance with Bodily Injury limit of \$2,000,000 combined/single limit.
- 4) The Town of Huntington must be named as Additional Named Insured. Certificate must indicate coverage for any occurrence arising out of the use of the premises by the insured.
- 5) If a team or League is using a field that is not a Town field, the team/League, must name both the Town of Huntington and Town of Huntington Board of Trustees as additional insured on the certificate of insurance, for that location.
- 6) It is of the utmost importance that the Town of Huntington Department of Parks and Recreation is notified within 24 hours of any incident or any accident occurring on Town Property.
- 7) Failure to do so could be cause for revocation of your permit either temporarily or permanently.

B) RESIDENCY AND NON-RESIDENCY RULES

Resident Leagues:

Little Leagues:

- All teams playing on Town fields must have no more than five (5) non-residents per team.

Adult Resident Baseball/Soccer/Lacrosse Leagues:

RESIDENT ADULT LEAGUES:

- 1) Minimum Residents: Seven (7) adult players must be Town of Huntington residents.
- 2) Maximum Non-Residents No team may roster more than five (5) non-resident players per team.
- 3) Roster Player Minimum: 12 players per adult roster.
- 4) Roster Player Maximum: 20 players per adult team.

Corporate League Rules:

- 1) Team sponsor must be a legitimate Huntington based Corporate/Industrial Business.
- 2) Rostered players must work for said businesses and work in Town of Huntington location.
- 3) Original Company letterhead submitted by Personnel or Human Resources Dept.
- 4) Letter to include Name and address of each individual player, notarized - stating the employee's work for the said company at the Town of Huntington business address/location.
- 5) Roster (original complete TOH) with attached letter & Valid Resident I.D. & Non-Resident I.D. Cards.

C) RULES FOR ROSTERING

- 1) TEAM ROSTERS for the season are to be submitted to your League president along with copies of ID Cards and due 2 weeks prior to your Leagues starting date. Individual rosters will not be accepted at the Department of Parks and Recreation.
- 2) ALL ROSTER INFORMATION must be complete and legible. Please print or type only. Incorrect, illegible or incomplete player information will be considered invalid. Falsified information will result in penalties, and an automatic suspension of the player(s).
- 3) No team will be permitted to play without a valid roster. Incorrect and illegible rosters will be returned for clarification. No team may continue play until roster is returned and approved.
- 4) Roster must have a team name, League # and division #
- 5) Roster must have Name, Address, Home Phone and Business Phone of Team Representative or Manager.
- 6) A Player's last name, first name, signature, valid ID card number and ID card expiration date are required on the Roster. Any team found playing with a non-card holding player(s) will be expelled from the League.
- 7) It is imperative that each player carefully read the liability waiver statement posted on the team roster. Before signing roster, all players should clearly understand waiver liability statement.

Note: Each independent League will govern all roster protests regarding a player's eligibility. Direct all such protests to your League officials. The Recreation Department will determine a player's eligibility based on the Town's Recreation ID Card.

D) RECREATION ID CARDS

All teams consisting of 13 year old or older players must submit a photocopy of all valid team players I.D. cards, to the Department of Parks and Recreation. Failure to do so could be cause for revocation of field allocations. These documents are due no later than two weeks after the start of the season.

Resident Adult (18 years and above – valid 2 years)	\$20
Resident Senior Citizen (60 years and above), Disabled or Teen (13 years – 17 years – valid 2 years)	\$10
Lost Card Replacement	\$5
Non-Resident Recreation ID (valid 1 year)	\$50
Suffolk County Resident Card (valid 2 years)	\$20
- for Suffolk County Residents playing a sport at Veterans Park and/or Breezy Park facilities or an activity at Coindre Hall	

Residents who have the cards listed below do not need the Recreation Card. These cards are honored as Recreation Cards:

- Crab Meadow Golf Card
- Dix Hills Pool Membership Card

To obtain the Recreation I.D. Card, residents are required to present two current proofs of Town of Huntington residency.

- One proof must be a photo ID (Driver’s License, Passport, Non-Driver ID)
- The other acceptable proof must be one of the following:
 - Tax Bill; Utility Bill;
 - Vehicle Registration;
 - Telephone Bill
 - For teens: School ID, Report Card Progress Report; plus parent’s proof of residency must be used.

REGISTRATION

Parks and Recreation Office, 100 Main Street, Town Hall, Huntington

- Monday – Friday, 9am-4pm

Dix Hills Ice Rink, 575 Vanderbilt Parkway, Dix Hills

- Monday - Thursday, 8am-8pm
- Friday, Saturday and Sunday, 10am-5pm

For more information, contact the Parks and Recreation Department at 631-351-3089.

E) GUIDELINES FOR FIELD SCHEDULING

PURPOSE: To establish uniform procedure, rules and regulations for the use of athletic field facilities in Huntington Town Parks.

The diversity in the types of ballfields and their desirability is such that a conscious effort will be made to avoid the concentration of a single League schedule, to a point where they monopolize a facility, except where this facility is not in the general demand.

Although we recognize that it is advantageous to have Leagues or teams with a stable home field, the equitable distribution of the existing fields will be considered of greater importance in the scheduling process.

The time slots available for use are as follows:

Synthetic Fields and Grass Fields – during school months

MONDAY through FRIDAY

3:00pm – 5:00pm

5:00pm – 7:00pm

7:00pm – 9:00pm

9:00pm – 11:00pm

SATURDAY AND SUNDAY

9:00am – 11:00am

11:00am – 1:00pm

1:00pm – 3:00pm

3:00pm – 5:00pm

5:00pm – 7:00pm

7:00pm – 9:00pm

9:00pm – 11:00pm

Synthetic Fields and Grass Fields – during non-school months

MONDAY through FRIDAY

9:00am – 11:00am

11:00am – 1:00pm

1:00pm – 3:00pm

3:00pm – 5:00pm

5:00pm – 7:00pm

7:00pm – 9:00pm

9:00pm – 11:00pm

SATURDAY AND SUNDAY

9:00am – 11:00am

11:00am – 1:00pm

1:00pm – 3:00pm

3:00pm – 5:00pm

5:00pm – 7:00pm

7:00pm – 9:00pm

9:00pm – 11:00pm

A reservation is specifically for a time slot and void if a team is not on the field, ready to play, within one-half hour of the starting time specified on the permit. Play period is not to exceed what a Permit authorizes.

PRIORITIES – ATHLETIC FIELD SCHEDULING

➤ **PRIORITY I**

Programs which are operated under the jurisdiction of the Parks and Recreation Department will be designated **Priority I**. These programs will receive first priority for scheduling purposes.

➤ **PRIORITY II**

Independent Leagues or teams whose membership is drawn from a Town wide base and with up to 100% of participants as Town residents will be designated **Priority II**. Due to their Town membership, these groups will be allocated fields on a Town wide basis.

➤ **PRIORITY III**

Independent Leagues or teams whose membership is limited to a community area or business such as a single school district, village or neighborhood will be designated as **Priority III**. Due to their limited service area, the department will attempt to assign fields in that geographical area.

➤ **Priority IV**

Individual teams in Leagues with non-resident teams not from a Town wide base or with 100% Town Residents or Town Residents wishing to reserve a field for a particular date will be designated **Priority IV**.

➤ Ballfields will be scheduled in accordance with the following procedures to assure the equitable distribution of Town Facilities, according to the principles established in this regard.

➤ Seniority will prevail in all allocations. Leagues registering for the first time in the current year will receive any remaining allocations, after equitable distribution of time slots has been given to the Leagues registered in the prior year.

F) L. L. & BASEBALL PLAYOFF RULES

- 1) Playoffs must be built into your season schedule and end promptly by season end date:
- 2) Little League - Spring/Summer Season & Playoffs - June 30, 2018
- 3) Baseball - Sr. Baseball - Spring/Summer Season & Playoffs –
 - i. August 31, 2018
- 4) Little League/Baseball Fall Season - Regular Season & Playoffs- October 31, 2018
 - a. Season extension will not be given for playoffs, for any reason, including inclement weather.
- 5) Regular season rules apply: No new inning may start after 10:50PM; Park closes promptly at 11:00PM. No extension of time past 11:00PM is permitted, per Town Code Section #159-20 (i.e. 2 out of 3's are permitted - MUST finish in the time restraint). No Loitering is permitted in parks or parking lot after final contest.
- 6) League must have a Representative at all playoffs. Playoffs will not be permitted without a League official checking in at each site. Failure to comply can be cause for cancellation of games.
- 7) Copies of Playoffs Schedules are Mandatory and must be submitted to the Department of Parks and Recreation one week prior to starting date.
- 8) No person shall use any violent, obscene or profane language while on park grounds nor shall anyone conduct himself/herself in a disorderly manner. Fighting or physical violence will not be tolerated and will result in immediate and indefinite suspension pending further review.
- 9) Any player, manager or League official that obstructs the Town Lighted Ballfield Supervisor/Town workers from performing his/her duties may be subject to suspension. **FOR SAFETY REASONS, THE PARKS DEPARTMENT RESERVES THE RIGHT TO DECLARE A FIELD UNPLAYABLE AT ANY TIME.**

G) FIELD COORDINATION/CLOSED DATE REMINDER ON FIELDS

Additional individual field closed date reminders will be sent as soon as dates are known.

DAY	DATE	FIELDS	TIME	LEAGUES AFFECTED
Mon.	1/1/18	ALL PARKS	ALL TIMES	ALL LEAGUES
Sat.-Mon.	5/26/18-5/28/18	ALL PARKS	ALL TIMES	ALL LEAGUES
Wed.	7/4/18	ALL PARKS	ALL TIMES	ALL LEAGUES
Sat.-Mon.	9/1/18-9/3/18	ALL PARKS	ALL TIMES	ALL LEAGUES
Sat.-Mon.	10/6/18-10/08/18	ALL PARKS	ALL TIMES	ALL LEAGUES
Thurs-Fri	11/22/18-11/23/18	ALL PARKS	ALL TIMES	ALL LEAGUES
Mon.-Tues.	12/24/18-12/25/18	ALL PARKS	ALL TIMES	ALL LEAGUES
Tues.	1/1/19	ALL PARKS	ALL TIMES	ALL LEAGUES

1. Do not schedule any games.
2. Cancel games already scheduled.

Article IV. ATHLETIC FIELD RULES & REGULATIONS

A) LITTLE LEAGUE & BASEBALL ATHLETIC FIELD RULES

- 1) Under no circumstances is any sports organization using Town of Huntington ball fields and having a permit for same, permitted to allocate a ball field to another organization for either a game or practice. If any organization is found in violation of this policy, it risks revocation of League permit for the season.
- 2) If a field is not being utilized the organization must notify the Parks and Recreation Department immediately.
- 3) No field can be reallocated by organizations to another organization or group. If a field is not needed, it is to be returned to the Parks & Recreation Department immediately.
- 4) Do not hold a field for rainouts.
- 5) Managers are to make sure that the dugouts are litter free at the end of each game.
- 6) Each organization must provide the department with a list of names and addresses of the officers and Board of Directors.
- 7) All Resident players 13 years of age and up must obtain a Recreation ID Card and Non-Resident players 13 years of age and up must obtain a Non-Resident Athletic Card (see fee schedule).

Photocopies of ID Cards must be turned in - failure to do so will be cause for loss of field allocation.

- 8) All teams must be ready to play 15 minutes prior to an allocated time session. Under no circumstances will any League be allowed to infringe on the playing time of another League.
- 9) No inning may start ten minutes prior to curfew (11:00PM under LIGHTS). Leagues using twilight time slots on lighted fields must remove themselves from the field area by 7:45 PM to allow 8:00 PM groups to be on the field.
- 10) Any Player or Team using a bat not Certified by their League or United States Specialty Sports Association (USSSA), Armature Softball Association (ASA) or National Softball Association (NSA), will be subject to the rules and regulations of that League for using an illegal bat.
- 11) No beverages and or snacks are to be sold in Town Parks unless a contract with the Town of Huntington has been authorized.
- 12) The Town's Department of General Services makes all decisions regarding the playable condition of fields due to inclement weather. Decisions will be made before 4:00 PM and all pertinent information is posted on the Town's Rain Phone (631) 351-3101.
- 13) If there is inclement weather after 5:00 PM, the Town Lighted Ballfield Supervisor, in conjunction with the umpires, will decide on the playing of games. Any Player, Manager or League Official who obstructs or hinders the Town Lighted Ballfield Supervisor or his staff from performing their duties may be subject to suspension. The Parks Department reserves the right to declare a field unplayable at any time, for safety reasons.
- 14) All injuries to players or spectators must be reported within 24 hours to the Department of Parks and Recreation at (631)-351-3089.
- 15) No glass bottles or alcoholic beverages are permitted on Town property. This includes playing fields, dugouts and parking areas Town Code Section 159-18. *This law will be strictly enforced.*

- 16) No person shall use any violent, obscene or profane language while on park grounds nor shall anyone conduct himself in a disorderly manner.
- 17) Fighting or physical violence will not be tolerated and will result in immediate and indefinite suspension pending further review.
- 18) All LIGHTS on athletic fields are shut off at 11:00 PM or 15 minutes after final evening game. Town Code Section 159-20.
- 19) League Playoffs must be conducted within the framework of the regular League schedule.
- 20) Rain make-up dates must be built into the regular League schedules by organization and so designated on schedules submitted to the Parks & Recreation Office.
- 21) Parks & Recreation will provide bases for all play.
- 22) All tournaments must be played on specified dates as per the Tournament Policy.
- 23) Starting dates and finishing dates are essential and must be accurate.
- 24) All teams are expected to use common sense and proper judgment when taking batting practice before games.
 - Mill Dam Park Ballfield #1 - from third base be aware of cars beyond left field fence
 - Mill Dam Park Ballfield #2 - from third base
 - Commack Park Ball field #1 - from first base, beware of people, cars and houses beyond right field fence. No Outfield batting practice
 - Otsego Park Ballfield #8 - not from third base
- 25) Lightning: All players, on or off of the field, are to act in a mature manner during the occurrence of lightning. The Umpires and/or Town of Huntington employees may postpone temporarily and/or cancel game for the safety of all concerned.
- 26) No Loitering is permitted in the Park or Parking Lot after final evening game.

- 27) No **Metal Cleats** permitted on Town of Huntington Ballfields.
- 28) If an umpire fails to show for a game, teams are not permitted to conduct run own game. Teams are also prohibited from practicing.
- 29) The following acts are considered an act of vandalism by the Department of Parks and Recreation and the Department of General Services: removal of clay from ball field, sweeping of clay into grass, digging of trenches, foreign matter put on field (dirt, rocks, sand, and kitty litter). Only light raking is permitted on Town fields.
- 30) Alcoholic Beverages are strictly prohibited in Town Parks per Town Code 159-18. No team/players/spectators should be found consuming alcoholic beverages. The sale of alcoholic beverages and food is strictly prohibited. Any violations of the above may result in the suspension of League and tournament play on Town of Huntington ball fields.

B) JUNIOR BASEBALL PROGRAM

UP TO 18 YEARS OF AGE

This is for all baseball programs playing on 90-foot Town Baseball Fields.

- 1) Leagues composed of 100% Town of Huntington Residents will have first priority on the use of 90-foot fields.
- 2) All players 18 years of age and under in this division must be Town of Huntington residents.
- 3) Any team with more than three 18 year olds will be classified as an adult team and will follow their rules and regulations.
- 4) All Resident players 13 years of age and up must obtain a Recreation ID Card and Non-Resident players 13 years of age and up must obtain a Non-Resident Athletic Card (see fee schedule). Photocopies of ID Cards must be turned in - failure to do so will be cause for loss of field allocation.
- 5) A separate "Information Sheet" and "Roster Sheet" must be completed for each League age grouping.
- 6) All tournaments must be requested using a separate Tournament Application accompanied by a \$50.00 application fee per event.
- 7) No fields can be reallocated by the organization to other groups or teams. If a field is not needed, it is to be returned to the Department of Parks and Recreation immediately via email.
- 8) All managers are to be sure that the dugout areas are litter free at the end of each game.
- 9) No inning can be started after 10:50pm on lighted fields.

C) BASEBALL PROGRAM 90'

This is for all baseball programs, 18 years of age and older playing on 90-foot Town Baseball Fields.

- 1) Leagues composed of 100% Town of Huntington residents will have first priority on the use of 90-foot fields.
- 2) Intramural Leagues must be 100% Town of Huntington Residents.
- 3) At least one of the teams playing on Town fields in the travel Leagues must meet rule #5.
- 4) All team players must have a Recreation Card and teams may have a maximum of five (5) Non-resident players as long as they obtain a Non-Resident Athletic Card.
- 5) Rosters must be completed for each League age grouping. (name, address, phone #, date of birth and valid ID Card must be listed for all players along with a photocopy of each ID Card to be turned in with the roster. *Any team found playing on a field with non-card holding player would be expelled from League play on Town of Huntington fields.*
- 6) All tournaments must be requested on a separate Tournament Application accompanied by a \$50.00 application fee per event.
- 7) No fields can be re-allocated by the organization to other groups or teams.
- 8) All managers are to be sure that the dugout areas are litter free at the end of each game.
- 9) No new inning can start after 10:50pm.

Article V. OFFICIAL LISTING OF ATHLETIC FIELDS

A) LISTING OF FIELDS

PARK	FIELD	FIELD #	BASE FIELD DIMENSIONS
ARBORETUM PARK	1 SOFTBALL/LITTLE LEAGUE	1	60', 70'
BREEZY PARK	1 MULTI PURPOSE/TURF (LIGHTS)	1	
	1 MULTI PURPOSE/TURF (LIGHTS)	2	
	1 SMALL GRASS SOCCER	3	
CALEDONIA PARK	1 SOFTBALL/LITTLE LEAGUE	1	60', 70'
	1 LITTLE LEAGUE	2	60'
	1 FOOTBALL/LACROSSE/SOCCER	3	
CARAVAN PARK	1 LITTLE LEAGUE	1	60'
CEDAR ROAD PARK	1 PEE WEE	1	60'
	1 PEE WEE	2	60'
	1 LITTLE LEAGUE (SCHOOL FIELD)	3	
	1 LITTLE LEAGUE (SCHOOL FIELD)	4	
	1 LITTLE LEAGUE	5	60'
	1 LITTLE LEAGUE	6	70'
	1 Little League	7	60', 70'
	1 Little League	8	60'
COMMACK PARK	1 Softball/Little League (LIGHTS)	1	60', 70'
	1 Little League (LIGHTS)	2	60'
	1 Little League	3	60'
	1 Little League	4	60'
DEPOT ROAD PARK	1 Little League	1	60'
ELWOOD PARK	1 Softball/Little League	1	60', 70'
ERB PROPERTY	1 Small Soccer Field	1	
	1 Regulation Soccer Field	1	
	(under construction now – shown on Active Parks / School Maps) Dix Hills Soccer Club		
GREENLAWN PARK	1 Little League (LIGHTS) – HEID	1	60'
	1 Little League - volunteer	2	60'
	1 Baseball (LIGHTS)	3	90'
	1 Little League (LIGHTS) – memorial	4	60'
	1 Little League (LIGHTS) – founders	5	60'
	1 Pee Wee – Duffy	6	45
	1 Pee Wee – pee wee 2	7	45

PARK	FIELD	FIELD#	BASE FIELD DIMENSIONS
HALF HOLLOW PARK	1 Soccer Field	1	
	1 Soccer Field	2	
	1 Soccer Field	3	
	1 Soccer Field	4	
	1 Soccer Field	5	
	1 Soccer Field	6	
	1 Soccer Field	7	
	1 Soccer Field	8	
	1 Soccer Field	9	
	1 Soccer Field	10	
HECKSCHER PARK	1 Softball/Little League (LIGHTS)	1	60', 70'
JOHN J. WALSH PARK	1 Baseball	1	90'
	1 Little League – Schram	2	60'
	1 Little League – Shue	3	60'
	1 Little League – que	4	60'
	1 Pee Wee	5	45
	1 Pee Wee	6	45
KOSTER PARK	1 Softball/Little League	1	75
MANOR PARK	1 MULTI PURPOSE/TURF – EMERSON BOOZER FIELD (LIGHTS)	32	
	1 Baseball (LIGHTS)	2	60', 70', 90'
	1 Soccer	3	
	1 Softball (LIGHTS)	4	60', 70'
MIDDLE EARTH PARK	1 Soccer Field	1	
	1 Soccer Field	2	
MILL DAM PARK	1 Softball/Little League (LIGHTS)	1	60', 70'
	1 Softball/Little League (LIGHTS)	2	60', 70'
	1 Softball/Little League (LIGHTS)	3	60', 70'
	1 Softball/Little League (LIGHTS)	4	60', 70'
OTSEGO PARK	1 Little League	1	60', 70'
	1 Little League (LIGHTS)	2	60'
	1 Little League	3	60'
	1 Little League	4	60', 70'
	1 Little League (LIGHTS)	5	60'

PARK	FIELD	FIELD #	BASE FIELD DIMENSIONS
	1 Little League	6	60'
	1 Baseball (LIGHTS)	7	90'
	1 Softball/Little League, baseball (LIGHTS)	8	70', 90'
	1 Softball (LIGHTS)	9	60', 65', 70', 90'
	1 Little League	10	60'
	1 Pee Wee	11	45'
	1 Pee Wee	12	45'
	1 Pee Wee	13	45'
	1 Pee Wee	14	45'
PETER A. NELSON PARK	1 Softball/Little League	1	60'
	1 Little League	2	60'
	1 Soccer	3	
	1 Softball/Little League (LIGHTS)	4	60', 70'
SUNSHINE ACRES PARK	1 Little League	1	60'
TERRENCE FARRELL PARK	1 Little League	1	60'
	1 Little League	2	60'
	1 Baseball	3	90'
VETERANS MEMORIAL PARK	1 Little League	1	60'
	1 Little League	2	60'
	1 Soccer (LIGHTS)	3	
	1 Multi-Purpose/turf (LIGHTS) – west	4	
	1 Multi-Purpose/turf (LIGHTS) - east	5	
WHITMAN PARK	1 Softball/Little League	1	60', 70'
	1 Soccer	2	
WM. J. BYRNE PARK	1 Little League	1	60'
WM. E. KESSLER PARK	1 Little League	1	60'
	1 Softball/Little League	2	60', 70'

B) FIELD FEE SCHEDULE

SYNTHETIC FIELD FEES YOUTH		
Single Date Non-Prime (Monday – Friday)	9am-5pm	\$45 hour
Single Date Prime (Monday – Friday)	5pm-11pm	\$65 hour
Single Date Prime (Saturday & Sunday)	9am-11pm	\$65 hour
Up to 12 Weeks Non-Prime(Monday – Friday)	9am-5pm	\$15 hour
Up to 12 Weeks Prime (Monday – Friday)	5pm-11pm	\$30 hour
Up to 12 Weeks Prime (Saturday & Sunday)	9am-11pm	\$30 hour
Non-Profit Youth Tournament/Fundraiser/Showcase (Proof required)*	9am-11pm	\$750 per field, per day
For-Profit Youth Tournament/Fundraiser/Showcase (Proof required)*	9am-11pm	\$1500 per field, per day
*weekdays and weekends		
Travel Non-Prime (Monday – Friday)	9am-5pm	\$50 hour
Travel Prime (Monday – Friday)	5pm-11pm	\$80 hour
Travel Prime (Saturday & Sunday)	9am-11pm	\$100 hour
SYNTHETIC FIELD FEES ADULT		
Single Date Non-Prime (Monday – Friday)	9am-5pm	\$75 hour
Single Date Prime (Monday – Friday)	5pm-11pm	\$125 hour
Single Date Prime (Saturday & Sunday)	9am-11pm	\$125 hour
Up to 12 Weeks Non-Prime (Monday – Friday)	9am-5pm	\$45 hour
Up to 12 Weeks Prime (Monday – Friday)	5pm-11pm	\$95 hour
Up to 12 Weeks Prime (Saturday & Sunday)	9am-11pm	\$95 hour
Non-Profit Adult Tournament/Fundraiser (Proof required)*	9am-11pm	\$800 per field, per day
For-Profit Adult Tournament/Fundraiser (Proof required)*	9am-11pm	\$1600 per field, per day
*weekdays and weekends		
Travel Non-Prime (Monday – Friday)	9am-5pm	\$80 hour
Travel Prime (Monday – Friday)	5pm-11pm	\$145 hour
Travel Prime (Saturday & Sunday)	9am-11pm	\$155 hour
GRASS FIELD FEES YOUTH		
Single Date Non-Prime	9am-5pm	\$50 per field
Single Date Prime	5pm-11pm	\$15 hour
Up to 12 Weeks Non-Prime	9am-5pm	\$50 per field
Up to 12 Weeks Prime	5pm-11pm	\$12 hour
Non-Profit Youth Tournament/Fundraiser** Proof required	9am-11pm	\$475 per day, per field
For-Profit Youth Tournament/Fundraiser**	9am-11pm	\$750 per field, per day
Youth Travel League Non-Prime	9am-5pm	\$25 hour
Youth Travel League Prime	5pm-11pm	\$50 hour

GRASS FIELD FEES ADULT		
Single Date Non-Prime	9am-5pm	\$60 hour
Single Date Prime	5pm-11pm	\$100 hour
Up to 20 Weeks Non-Prime	9am-5pm	\$16 hour
Up to 20 Weeks Prime	5pm-11pm	\$20 hour
Adult Travel League Non-Prime (baseball, soccer, football, lacrosse only)	9am-5pm	\$35 hour
Adult Travel League Prime (baseball, soccer, football, lacrosse only)	5pm-11pm	\$50 hour
Corporate Softball	5pm-8pm	\$20 hour
Non-Profit Adult Tournament/Fundraiser** Proof required	9am-11pm	\$475 per field, per day
For-Profit Adult Tournament/Fundraiser**	9am-11pm	\$750 per field, per day

Camps, Commercial Recreation & Trainers

Camps, Commercial Recreation & Trainers – WEEKDAYS Prime	5pm-11pm	\$200 per hour
WEEKDAYS non-Prime	9am-5pm	\$150 per hour
WEEKENDS Prime	9am-11pm	\$200 per hour
Non-Resident Organization Tournament/Fundraiser/Showcase Surcharge		\$500 per day

Article VI. FORMS – SAMPLE OF REQUIRED TOWN
DOCUMENTS

A) Documents Due by League



**Town of Huntington
2018 Documents Due by Leagues**

Department of Parks & Recreation
100 Main St, Huntington, NY 11743
(631) 351-3089 Fax: (631) 351-3100
email: parksandrec@huntingtonny.gov

Date:

Dear League President or Team Manager:

Your permit will be deemed effective upon receipt of the following:

- Not for Profit Documentation, copy of 501c3 IRS Documentation required
- Field Application
- Application Fee ('s) _____ @ \$50 each = _____
- Information Sheet
- Financial Report
- Field Fees (if applicable) 3 or more 18 year olds is considered adult team

Amount Due:

- Comprehensive Liability Insurance (naming the Town of Huntington and Town of Huntington Board of Trustees) as Certificate Holder and Additional Insured) in the amount of two (2) million dollars each occurrence
- Rosters - Youth Ages 12 and under. Must include name, address, telephone and date of birth
- Rosters Ages 13 and up, complete **with copies of all team member Resident and Non-resident ID Cards** - Maximum of five (5) non-residents per team.
- Schedules (must be complete and accurate) before start of season
- League Officer's List/Board of Directors

No league will be issued a final permit or be allowed to utilize a Town of Huntington ball field without the above listed requirements submitted and approved.

Your continued cooperation is appreciated.

R:/Forms Due By Leagues

B) Financial Report

Financial Report 2018
Department of Parks & Recreation
 100 Main St, Huntington, NY 11743
 (631) 351-3089 Fax: (631) 351-3100
 email: parksandrec@huntingtonny.gov



LEAGUE NAME: _____ SPORT _____

Entry fee charged per team: _____

This fee covers the following season: _____

Show the breakdown for each item and the total should add up to the entry fee per team:

EQUIPMENT (balls, nets etc.)	
OFFICIALS	
INSURANCE	
ADMINISTRATION	
TOWN FEES	
OTHER	
OTHER	

If there are any additional costs to the team through the league list the item here and the cost:

NAME OF OFFICIALS ASSOCIATION USED:

Cost per official:

One official per game: _____

Two officials per game: _____

Three officials per game: _____

C) Information Sheet

Information Sheet – 60 Foot Fields 2018

Department of Parks & Recreation

100 Main St, Huntington, N.Y. 11743

(631) 351-3089 Fax: (631) 351-3100

email: parksandrec@huntingtonny.gov



Date	
Organization Name	
President's Name	
Address	Town & Zip
Phone: Home	Cell
Alternate League Contact	
Address	Town & Zip
Phone: Home	Cell
Leagues official name	
Age groups	
Number of participants in league	
2017 Male _____ 2017 Female _____ 2018 Male _____ 2018 Female _____	
Number of teams in league 2017 _____ 2018 _____	
Number of teams in league that Travel 2017 _____ 2018 _____	
Teams play Single Games _____ Double Headers _____	
Starting Date	Ending Date
Number of games per team each week _____	
How much do you charge per youth?	per family?
Do you plan a special opening day?	Have you filed an application?

D) Roster



TOWN OF HUNTINGTON DEPARTMENT OF PARKS AND RECREATION

YOUTH SOFTBALL 2018 - RULES FOR ROSTERING

- No Bottles or Alcoholic Beverages are permitted in Town of Huntington Parks, Town Code Section 159-18. The code will be strictly enforced.
- NO METAL SPIKES ON TOWN OF HUNTINGTON BALLFIELDS WITH JOX BOXES.
- FORFEIT TIME... ALL LIGHTS GO OUT when umpire leaves field.
- ROSTER REQUIREMENTS:
 1. *TEAMS ARE NOT PERMITTED MORE THAN (5) FIVE NON-RESIDENTS with valid non-resident ID Cards. Expired cards are invalid.*subject to change
 2. Roster must have team name, league name and division.
 3. Team manager/representative required with address, home phone and work or cell phone.
 4. Roster must have a minimum of 7 resident players and a minimum of 12 total players listed to be valid.
 5. Roster must have printed player name, player signature (no one else may sign for a player) and valid player ID card number.
 6. Roster must be complete and legible. Incomplete or illegible rosters will be returned.
 7. Original Rosters are due two (2) weeks prior to your leagues requested starting date.
 8. Copies or faxes of rosters WILL NOT be accepted.
 9. Copies of ID cards are required to be submitted with your roster. No team is permitted to play without submission of both the roster and copies of ID Cards.
 10. Submission of roster is to your league president and will not be accepted at the Parks and Recreation Department.
 11. Late rosters will be subject to a \$50 late roster fee and delay of season start for your team and your scheduled opposing team.
 12. Huntington corporate softball teams require a signed letter from a Town of Huntington based business personnel or human resources director listing player's/employees and be attached to roster. The Town of Huntington will verify employment.
 13. Any team found playing with non-card holding player ('s) will not be permitted to continue to play on Town of Huntington ball fields.
 14. Roster additions will be permitted through 12 noon of the last Friday of the season via mail to the Softball Director. Copy of original roster with ink signed new players only will be accepted. After this date, all rosters are frozen.
 15. Please make additional copies of your roster for your own use.
 16. ID Cards must be available at the ball field for presentation to the Softball Director or any Town Official. Failure to produce an ID: First Offence-verbal/written warning. Second Offence-player suspended from play for rest of game('s) or season until a valid ID card is presented.
- Barbecue Grills with propane tanks (20lbs. or over) require a permit from the Bureau of Fire Prevention (per Town Code 377-N), No exceptions. Charcoal permitted only at designated parks with built in charcoal grills.
- NOTE: Each independent league will govern all roster protests regarding a player's eligibility. Direct all such protests to your league officials. The Recreation Department will determine a player's eligibility based on the ID Card.