

**SALEM RECREATION COMMISSION
MEMORANDUM
OF
UNDERSTANDING**

Adopted: April 21, 2014

Sue Spang, Chairman
Bob Appleby
Jim Burke
Pam Henry
Dave Kennedy
Al Giansanti
Doug Morrow

Salem Recreation Commission

Memorandum of Understanding

The Town of Salem Charter states:

- The Recreation Commission shall have the following powers and purposes:
- To plan, establish, maintain, supervise, and conduct Town recreation and athletic programs and the use of Town property and facilities therefore.
- To plan for the development, improvement, maintenance, and expansion of the recreation lands of the Town.
- To acquire, erect, install, maintain, improve, repair, and replace recreation and athletic facilities and equipment.
- To expend such funds for the foregoing purposes as may be appropriated by the Town.

The Salem Recreation Mission Statement:

“The Salem Recreation Commission supports programs for a variety of ages and interests. Our mission is to promote health, well being, fitness and good sportsmanship through organized sports and open recreational activities. The Commission is devoted to the development and maintenance of town owned recreational sites and facilities.”

DEFINITIONS

Town	The Town of Salem
Commission	Salem Recreation Commission
Sponsored Entities	Groups, Leagues, Clubs, or Programs the Commission supports through funding, direct control, or by contract.
Non Sponsored Entities	Groups other than Sponsored Entities
School	Salem School
Facilities	All fields and buildings under the authority of the Commission as granted by Ordinance and Charter
DPW	Salem Department of Public Works

Commission Responsibilities

- Liability Insurance coverage: coverage for personal liability and property damage.
- Town DPW maintains recreational facilities (weather permitting) including but not limited to weekly mowing, infield dragging, weed control, seeding, aerating, tilling, edging the fields, minor stone removal, filling clay/dirt/sand infields and a yearly safety check of outdoor fields, playground equipment, fencing, and bleachers.
- Maintain all facilities under the jurisdiction of the Commission
- To offer and expect all sponsored entities to adhere to promoting a safe environment that includes fairness in competition and be free from discrimination based on race, color, national origin, religion, gender, age or ability.
- Confirm that background checks are being maintained yearly by sponsored entities, for people who are in contact with the children by coaching, assisting, training, teaching, leading, guiding or running the children's programs.
- Maintain copy of incident reports received for any accidents or injuries occurring on town recreational property and/or programs.
- Meet with Sponsored Entities on a yearly basis before the start of each regular season.
- Recreation commission has final say on scheduling and field usage

Sponsored Entities Responsibilities

- Provide the Commission with current copies of Liability Insurance showing Town of Salem as additional insured with a \$1,000,000 minimum of liability insurance.
- Liability insurance will cover any damage to facilities incurred by the sponsored entity
- Submit yearly budget and fiscal year ending bank statement copies prior to regular seasons first match/game/opening day.
- Submit the total number of participants broken down by season (example 20 winter, 50 spring, 20 summer, 51 fall) yearly.
- Furnish the results (pass/fail) of the background checks on all coaches or persons dealing with kids as well as list of coaches and assistants for each team and team name prior to first match/game/event taking place.
- Notify Commission and provide a copy of incident report for any accidents or injuries occurring on town recreational property
- Provide current by-laws and updates
- No unauthorized maintenance, repairs or construction to recreational facilities or fields without prior consent.
- You are responsible for costs of repair/replacement of damaged property and facilities (not limited to fences, fields, structures) outside of the usual wear and tear.
- You should expect to find the facilities tidy and cleared out from prior use and should notify the Commission if there are *habitual* offenders. Facilities including fields should be left tidy and in good condition with all trash and debris removed prior to you leaving for the next user.
- Your fields will be groomed by DPW weekly (weather permitting) but you are expected to rake and line for your own games. Please leave the field/facility in a safe and usable condition for the next user. It is understood that extreme weather or conditions are out of DPW control.
- Sponsored entities using Salem School must abide by School rules and policy.
- You must have a policy in place how to handle unruly adults/children
- Notify the Commission of any incidents of threatening to any player/coach that may or may not involve police.
- No child will be left alone at the end of any practice, play, etc.

- All sponsored entities will follow safe and reasonable rules/guidelines as they pertain to weather, darkness, unsafe conditions.
- Sponsored entities have priority for facility scheduling. However, once a town field or facility is rented and/or under contract, these dates are set and may only be changed by the Commission. Notification of any such change in schedule/field use will be generated only by the Commission.
- Season specific sports or activities will have priority use of facilities.
- Provide and maintain the full season schedules or updates (begin to end). This information is submitted to DPW by the Recreation Commission, it includes any weeks there may be use, and includes tournaments or special events which may require additional maintenance.
- We need your help maintaining our excellent fields by understanding that they can't be used during excessive wet or dry conditions.
- If there is use of the concession stand there must be a certified food handler responsible.
- Close down concession stand when the season ends. Clean and unplug all appliances
- No alcohol use on town property

Non-Sponsored Entities Responsibilities

- Provide the Commission with current copies of Liability Insurance showing Town of Salem as additional insured with a \$1,000,000 minimum of liability insurance.
- Notify Commission and provide a copy of incident report for any accidents or injuries occurring on town recreational property
- No unauthorized maintenance, repairs or construction to rec facilities or fields without prior consent.
- You are responsible for damaged property and facilities (not limited to fences, fields, structures) outside of the usual wear and tear.
- You should expect to find the facilities tidy and cleared out from prior use and should notify the commission if there are *habitual* offenders. Facilities including fields should be left tidy and in good condition with all trash and debris removed prior to you leaving for the next user.
- Your fields will be groomed by DPW weekly (weather permitting) but you are expected to rake and line for your own games. Please leave the field/facility in a safe and usable condition for the next user. It is understood that extreme weather or conditions are out of DPW control.
- We need your help maintaining our excellent fields by understanding that they can't be used during excessive wet or dry conditions.
- All requests for field use will be required to use the appropriate forms provided by the Commission along with any fee before field use will be granted.
- The Commission will not provide refunds if the non sponsored entity did not use the field for any reason including weather.
- No alcohol use on town property

Use of Salem School Facilities

The Commission reserves the school for recreational activities. All Commission sponsored entities will request school use through the appointed Commission member who will be the contact between the school and the Commission. No sponsored entities will contact the school directly for use of the school for recreational purposes

- Use of School facilities will be limited to the rooms requested and reserved by the Commission. All other areas of the school are off limits to participants, their siblings, friends, parents.
- All participants are expected to leave the school in good, clean condition. Any damage created by groups should be reported to the Commission.
- Any damage created by the sponsored entity will be expected to be covered by their insurance.
- All entities will use the school facilities for the time reserved and will leave the building once your time has ended.

CHECKLIST OF REQUIRED ITEMS

(May not apply to all user groups)

- Insurance
- Required use forms
- Bylaws
- Policies
- Procedures
- Food certification certificates
- Required fees
- Schedules
- Injury reports
- Background checks
- Roster numbers for each season
- Budget and bank statements

“I/We _____ shall fully indemnify, defend, and hold harmless the Town of Salem and/or the Salem Recreation Commission and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by _____, and even If caused by the negligence of the Town of Salem or the Salem Recreation Commission or any of their officers, employees, agents, servants and volunteers.”

Salem Recreation Commission
Chairman

(user)