



**FIELD MANAGEMENT
COMMITTEE TOWN OF
WINCHESTER,
MASSACHUSETTS**

**USE OF ATHLETIC FIELD LIGHTS AT KNOWLTON STADIUM ON MANCHESTER
FIELD POLICY**

WHEREAS, this policy was originally approved by the Field Management Committee August 18, 2014 and amended and updated on this date of August ___ 2022 by a majority vote of both the School Committee and Select Board (hereinafter “Policy”).

NOW THEREFORE, the Field Management Committee set the following rules for use of athletic field lights at Knowlton Stadium on Manchester Field in Winchester under their jurisdiction and administration, with the support of the School Committee and Select Board.

The following Policy must be adhered to for any use of the lights on Knowlton Stadium on Manchester Field in addition to the Town of Winchester Field Policy Document:

1. Organizations using lights on Knowlton Stadium on Manchester Field are expected to be respectful of the neighborhoods and surrounding fields by strictly adhering to the Policy and taking special care to minimize noise and other impacts to the neighborhood.
2. The organization requesting use of the lights must complete an official Field Permit Request through the Recreation Department. Depending on the type of request, an organization may also be required to complete all Special Event Requests form required by the School Committee and Select Board as referenced in the Winchester **Field Policy Document for special event requirements**.
3. The permit request must include the reason for use of athletic field lights and the anticipated number of participants/spectators: practice, game, special event, and/or tournament. Other than for a Winchester High School scheduled or makeup game or a Winchester High School playoff game, no requests for permits will be considered for the use of the athletic field lights in conjunction with public address systems, music or other amplified systems. Consistent with other town policies, the use of all illegal substances, including the consumption of alcoholic beverages is strictly prohibited at recreation fields.
4. **Field use and light permitting shall be determined in accordance with the permitting priority and request deadlines in the Winchester Field Policy Document.**

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5. Winchester High School requests must be made through the Director of Athletics; other Winchester Public School requests must be made through a school principal or administrator.
6. Out of respect for the observation of religious/civic holidays, the Field Management Committee reserves the right to restrict use of athletic field lights on designated days.
7. Seasons and request deadlines are defined in the Winchester Field Policy Document. Lights are permitted for all seasons, 7 days a week with an off time of no later than 10 PM. Lights dim 15 minutes before the 10PM off time. Players, coaches, league officials, parents and other visitors are required to exit the recreation complex as quickly as possible during the dimming of the lights and are expected to be gone from the complex by the time the lights go off.
8. Winchester High School reserves the right to complete varsity games that extend beyond the designated time, only if the game is MIAA sanctioned, with a start time no later than 7 p.m. and in no event will the extended cut off time be later than 10 p.m. Winchester High School reserves the right to move a MIAA sanctioned event from Friday evening to Saturday evening in case of inclement weather or an emergency.
9. All trash must be picked up before the representatives of the organizations leave at the conclusion of the event. Trash must be placed in appropriate trash receptacles or removed from the site.
10. Organizations must request that all vehicles connected to the event utilize the parking lots available at McCall, designated parking spaces along Mystic Valley Parkway, and the Aberjona Parking Lot. Parking is not permitted in the neighborhoods adjacent to Manchester Field. Game/Special Event Parking will follow existing procedures for Manchester Turf Parking.
11. Rental rates are defined in the Winchester Field Policy Document that is reviewed yearly by Field Management Committee. To conserve energy, and limit the impact on the neighborhoods, each organization should make sure to notify the Winchester Recreation Department or High School Athletic Director during normal business hours 8:30 a.m. to 5:00 p.m. of any time when lights are scheduled but will not be used. Failure to do so, organizations will forfeit the permitting fee for that day.
12. An organization violating any of the rules and regulations for use of athletic field lights will (1) be given a written warning from the Recreation Department for a first offense; (2) have use of lights taken away until appearing before the jurisdictional board at a public meeting resolving the conflicts that led to the second offense; and (3) for a third offense, lose use of the lights for the remainder of the season.

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13. To make any changes to this Policy, the Field Management Committee must initially approve to review the Policy by a majority vote of Committee. Following this approval, the Committee will allow discussion, one meeting prior to voting its final decision, including holding one (1) public meeting. The Committee will use reasonable effort to invite abutters and neighbors and other interested parties to the meeting. Affirmative vote will then be forwarded to the School Committee for approval at their next meeting then, the Board of Selectmen for approval at their next meeting.

14. Control over the physical operation of the lights, e.g. turning on and off, shall be held by the holder of the title of Director of the Recreation Department and High School Athletic Department, or if a vacancy should occur, the person designated to act as such by the Town acting through its Recreation Department and High School Athletic Department, or if such Department is no longer in existence at such time, the Board of Selectmen. No other person, group or entity shall have the right to operate the lights, except in the case of an emergency.

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