

~ RSU5 ~
Guidelines for the Use of the
Joan Benoit-Samuelson Track and Field

Approved by the RSU5 Board of Directors: 3-22-17

Table of Contents

I.	Objectives.....	3
II.	Definitions.....	3
III.	Usage Priority.....	3
IV.	General Track and Field Use Rules & Restrictions.....	4
V.	Limitations on Use of Facility - When Field Lights are NOT Required.....	5
	A. Scheduling and Use	
	B. Time Constraints	
	C. Use by Freeport High School	
	D. Use by Freeport Middle School	
	E. Use by RSU5 Community Recreation Programs, Other groups	
VI.	Limitations on Use of Facility - When Field Lights ARE Required.....	6
	A. General Rules – Night Scheduling	
	B. Limitations	
VII.	Use of Public Address Systems.....	6
VIII.	Parking and Signage.....	7
IX.	Communication, Reviews and Updates to these Guidelines.....	7

Appended items:

Table 1 Allowable Facility Use Schedule

Table 2 Freeport High School Athletic Teams Facility Use Summary Schedule

Table 3 Summary of Allowable Events “Under the Lights”

Figure 1 Parking and Wayfinding Exhibit

I. Objectives

The Objectives of these Guidelines, listed in no order of priority, are:

- A. Maximize RSU5's use of our athletic facilities and the opportunities for RSU5 students, citizens, and teams to practice team sports, play competitive games and meets, and host tournaments, championships, league/conference events, and to enjoy both organized and unorganized (pick-up) fitness and recreational use of facilities.
- B. Preserve and protect RSU5's investment from excessive use, misuse, or neglect, and to provide scheduling boundaries that allow proper, efficient, and regular maintenance of the facilities.
- C. To control facility schedules and activities in order to reduce undue impacts on neighboring properties, residential, and commercial properties, through noise, light, traffic, and trespassing.

II. Definitions

The following definitions apply throughout this document:

- 1. *Facility*: the Joan Benoit Samuelson Track & Field
- 2. *Scheduled event*: a group event scheduled through the Freeport High School athletic or district calendar or RSU5 community calendar. This does not apply to "pick-up" play.
- 3. *daytime*: approximately 6AM to 5PM, unless lights are required
- 4. *nighttime*: approximately 5PM to 8:00 PM, and requiring the use of lights (with the exception of football games which extend to 8:30PM)
- 5. *night game*: game that requires the use of lights throughout the competition

III. Usage Priority

Gates to the facility will remain unlocked and it will be open to all RSU5 residents and their guests for unscheduled individual use for recreation, physical fitness and "pick-up" play. RSU5 reserves the right to restrict or limit use of the facility when: 1) the facility is being used by students for class time, 2) during routine track or field maintenance, and 3) RSU5 scheduled events may compromise the safety of the users.

To meet the needs of RSU5, the prioritized scheduled use of sports activities is in the following order:

- 1. Freeport High School sports teams;
- 2. Freeport High School physical education programming;
- 3. RSU5 Middle Schools sports teams;
- 4. All other RSU5 school physical education classes;
- 5. RSU5 Community Programs sponsored activities, teams, and sport camps;
- 6. RSU5 based and operated youth sports programs designed to primarily provide development and competitive athletic programming for RSU5 youth (i.e. Freeport United, Freeport Gridiron Club);
- 7. RSU5 based and operated adult sports programs designed to primarily provide recreational athletic programming for RSU5 adults;
- 8. Hosting of Maine Principal Association sponsored tournaments, championship games, meets, and showcases where Freeport High School teams may be eligible to play if their regular season win-loss or

play-off results provide Freeport High School teams an equal (or better) opportunity to compete in such tournaments, championships, or meets. Generally such hosting commitments will be made at the beginning of the “regular” season before Freeport High School’s eligibility to compete in any “post-season” play can be established;

9. Daytime (only) games and exhibitions by and between teams not necessarily from or associated with the RSU5, RSU5 Community Programs, or RSU5 based adult or youth sports programs only with the express permission of the Freeport High School Athletic Administrator and Recreation Coordinator of RSU5 Community Programs. An example of such an event would be a Western Maine Conference member in need of our facility due to their own extenuating field circumstances. Such events must adhere to the use and limitations outlined in these Guidelines.

Additionally, per the Agreement between the Town of Freeport and the RSU, the Facility is available to the Town of Freeport for a minimum of two (2) events.

IV. General Track and Field Use Rules and Limitations

- A. The Facility will not be used for concerts or other non-athletic events or non-academic events unless approved by the Superintendent of Schools and directly supervised by a designated RSU5 School Department employee.
- B. Below are general rules and restrictions regarding use and play on the track and field.
 1. Refer to Sections V and VI for scheduling times
 2. Refer to Section VI for Use of Field Lights
 3. Refer to Section VII for Use of PA System
 4. Trash, gum, sunflower seeds, sports drinks and soda are not permitted on the field or track. All food and drink, excluding water, is limited to the concession area and bleachers.
 5. Absolutely no unauthorized vehicles on the field or track.
 6. Gear must be carried not dragged.
 7. Scoreboard consoles, scorer’s table, public address system and lighting are under the strict control of the Athletic Administrator and use shall be strictly limited.
 8. Personal “boom boxes”, loudspeakers, PA systems are prohibited
 9. Artificial noisemakers, such as but not limited to, air horns, bull horns and sirens are not allowed at the facility.
 10. No metal or screw-in cleats are allowed. Track spikes limited to ¼ inch maximum.
 11. Keep storage shed and concession/toilet facilities locked when not in use; and supervised when open.
 12. DOGS ARE NOT ALLOWED on the track or turf field.
 13. Roadway gate must be kept locked at all times. Carry, do not drive, equipment to the field.
 14. Access is open for maintenance and emergency vehicles only.
 15. No unauthorized painting or marking on the field - use of cones for corner markers only.
 16. NO SMOKING on any school grounds - this facility is no exception.
 17. Phone service is not available at the field - coaches are advised to carry a cell phone.
 18. Athletes intending to use the field should cross the track only at designated location (on mat).
 19. Teams and spectators are responsible to patrol areas, including the bench areas, to remove all trash, debris. Trash receptacles will be available for use.
 20. Bikes, skateboards, hover boards, and in-line skates are prohibited.
 21. As with all RSU5 property, drugs and alcoholic beverages are prohibited.

V. Limitations on Use of Facilities - When Use of Field Lights is NOT Required.

Allowable Uses of the Facility are summarized on Table 1 appended to this document. Consideration to amend this schedule from year to year may be discussed during annual reviews, as outlined in Section IX of this document.

A. Scheduling and Use:

1. Limitations on scheduled uses and activities which do not utilize the field lighting system shall be determined by cooperative efforts between Freeport High School's Athletic Administrator and the Recreation Coordinator of RSU5 Community Programs, consistent with the priority list above and the requirements of these guidelines. Citizens wanting more information about the use of the facilities should contact RSU5 Community Programs or reference Board Policy, Community Use of School Facilities, Policy KF.
2. Due to heavy traffic in the Freeport Village district, scheduling of group events/competitions (excluding regular season high school competition games) with anticipated crowds larger than those in attendance at regular high school functions, or when the Traffic Control Plan needs to be implemented, should be avoided during days of peak tourist traffic and when other large events are taking place in town.
3. The Freeport Performing Arts Center and the RSU5 Athletic Administrator will work collaboratively to minimize/avoid scheduling events such that both the FPAC and the track and field have concurrent events, particularly on busy tourist weekends when possible.

B. Time Constraints:

1. No scheduled uses, events or activities will be permitted to begin before 8:00 AM on any regular business day Monday through Friday, (not including holidays), nor be permitted to continue after 8:00PM (excluding high school football games).
2. No scheduled uses, events or activities will be permitted to begin before 9:00 AM on Saturdays, nor be permitted to continue after 8:00PM (excluding high school football games).
3. No scheduled group uses, events or activities will be permitted to begin before 10:00 AM on Sundays, nor be permitted to continue after 6:00PM.
4. No scheduled uses, events or activities will be permitted to begin before 9:00 AM on weekday holidays, nor be permitted to continue after 8:00PM.
5. Notwithstanding these provisions, Freeport High School Physical Education (generally first academic period of each school day), and RCE fitness programs may use the facilities prior to 8:00 AM weekdays for non-competitive activities.
6. RSU5 retains the right to respond responsibly, and with flexibility, to requests for non-competitive activities with start and end times that are outside of these time restraints.

C. Use by Freeport High School:

1. Table 2 appended to this document provides a schedule of Freeport High School fall and spring sports teams that will be using the field and track for practices and competitions.
2. Freeport High School physical education and/or wellness classes may use the facility during school hours, 7:45AM to 2:20PM.
3. Freeport High School games will start no later than 6:00PM

D. Use by RSU5 Middle School:

The turf field or track may be used by RSU5 Middle School teams during daylight hours, provided the scheduling falls within the limitations outlined in this Section and is approved by the RSU5 Athletic Administrator. It is anticipated that the Middle School teams may play up to four (4) games on the field, with or without the use of field lights.

E. Use by RSU5 Community Programs and others:

The facility is available for use by RSU5 Community Programs, as well as other youth or adult recreational programs provided they are scheduled within the limits outlined in this document.

VI. Limitation on Use of Facilities - When Use of Field Lights IS Required.

Nighttime or evening activities and use of the lights place additional concerns regarding impacts on neighboring properties and homes. Therefore, the following limitations are established for activities, events, games, and meets that are scheduled for those hours when use of the lights may be required. Any scheduled event that may reasonably be expected to continue beyond sunset or 8:00PM, whichever is the earlier, shall be included in this category. Allowable night events (with lights) are summarized in Table 3 appended to this document.

A. General Rules - Night Scheduling.

1. Nighttime use of the facilities shall be permitted only when:
 - a. A Freeport High School team is directly participating in an interscholastic competition during the athletic season for that sport during the MPA established season, pre-season, and post-season play period; or when
 - b. Official practices of RSU5 High School Teams are required; or when
 - c. An RSU5 8th grade girls and boys Middle School team is directly participating in one (1) interscholastic competition each during the athletic season for that sport during the MPA established season, or post-season play period.
2. Any night games or activities authorized under this policy shall be scheduled such that they may reasonably be expected to be completed by 8:00PM, unless otherwise approved by the Athletic Administrator. All athletes and spectators should be asked to leave the facilities immediately following the games, meets, and every attempt will be made to turn off the field lights within 20 minutes of the completion of the game, meet or event.
3. It is understood that four (4) varsity football games will start no later than 6:00PM and will conclude at approximately 8:30PM. Every attempt will be made to turn off the field lights within 20 minutes of the completion of the game.
4. Any school team practices which require the use of lights shall be completed by 7:15PM and the lights should be turned off no later than 7:30PM, unless otherwise approved by the Athletic Administrator. Night practices shall be permitted Monday through Friday only.
5. No Saturday night games will be scheduled unless a makeup game is required.
6. No night games will be scheduled for Sunday nights.

VII. Use of Public Address System

- A. Any public address system shall be used for official Freeport High School varsity games and events only and shall not be used for practice sessions. The public address system will be used by adults only. All other PA will be limited for emergency or public safety announcements.
- B. The public address system may be used for pre-game announcements, post-game announcements, meet announcements, playing the national anthem, and half time routines. "Play by play" will only be utilized for home varsity football games. The speakers shall be aimed away from the adjoining neighborhood.
- C. Special, scheduled events which require the use of a PA system (and which fall outside these guidelines) will require approval for use from the Athletic Administrator and/or the Recreation Coordinator of the RSU5 Community Programs Director.

VIII. Parking and Signage

- A. For football games and other large events when spectator attendance is expected to be larger than normal, Freeport High School will implement the “Large Event parking Management Plan”. Figure 1, “parking and Way-Finding Exhibit” and appended to this document provides general parking available to visitors as well as pathways to the facility.

IX. Communication, Reviews and Updates to These Guidelines

- A. RSU5 will establish a Track and Field Advisory Board. The board will be comprised of the RSU5 Athletic Administrator, RSU5 Recreations Program Director, Freeport High School Neighborhood liaison, and other necessary parties. The Board will meet up to two times per year to discuss scheduled downtown, town, and community events, in consideration of proposed scheduled uses of the track and field. The Board will also be tasked with implementing necessary revisions to this document.

Any comments or concerns regarding the field use may be communicated directly with the RSU5 Athletic Administrator (tel. 207-865-4706) and the Superintendent of Schools (tel. 207-865-0928).

Table 1
Allowable Facility Use Schedule

User Group	Facility Hours ⁽¹⁾			Lights ⁽²⁾			PA/Sound ⁽³⁾		
	Weekdays	Saturdays/ preseason	Sunday	Weekdays	Saturday	Sunday	Weekdays	Saturday	Sunday
FHS Sports Team⁽⁴⁾ Practices	2:45 to 7:15pm	Varies	Rarely/Varies	sunset to 7:30 (fall only)	NO	NO	NO	NO	NO
Games	4:15 to 7:45pm	9am to 6:30pm	NO	sunset to 8:05 (fall only)	NO unless makeup game	NO	Yes	Yes	NO
	6 to 8:30PM (Football only)	1 to 3:30PM		sunset to 8:50 (Football only)			Yes	Yes	
FHS Physical education/wellness classes	7:45AM to 2:20PM	NA	NA	NA	NA	NA	NA	NA	NA
RSU5 Middle School teams Practices	Track practice with FHS	NA	NA	NA	NA	NA	NO	NO	NO
Games	One game per 8 th grade team/Middle School track/1 or 2 meets	NA	NA	1 game per 8 th grade team (lights required fall only)	NA	NA	Football only	NO	NO
RSU5 Community sponsored events	TBD	TBD	TBD	NO	NO	NO	Public Service/Emergency Only		
RSU5 Competitive Youth Sporting events	TBD	TBD	TBD	NO	NO	NO			
RSU5 Adult Sporting event	TBD	TBD	TBD	NO	NO	NO			
MPA post season tournament	Varies/when qualified	Varies/when qualified	NO	Varies/when qualified	Varies/when qualified	NO	Varies/when qualified	Varies/when qualified	NO
Conference, Regional or State post-season Competition, (max. 2/season)	Varies	Varies	NA	NO	NO	NO	Yes	Yes	NO
Town of Freeport 2 events per year	Varies	Varies	TBD	TBD	TBD	TBD	TBD	TBD	NO
Non-RSU5 sponsored events	TBD	TBD	TBD	NO	NO	NO	Public Service/Emergency Only		

Notes:

- 1) General Scheduled facility hours: Weekdays 8AM to 8PM; Saturdays: 9AM to 8PM; Sundays: 10AM to 6PM
- 2) Lights are only permitted for school sports practices and games
- 3) PA system only allowed for school sporting events
- 4) See Table 2 for specific FHS Athletic team schedules
- 5) NA- Not applicable
- 6) TBD- to be determined. Not enough information at this time

Table 2
Freeport High School
Athletic Teams Facility Use
Summary Schedule

Freeport High School Sports Teams	Practices		Home Games		
	Frequency	Practice Times (approximate)	Frequency	Game Times (start to end)	Maximum Games Proposed "Under the Lights" ⁽³⁾
Fall (mid August thru end of October) Soccer <i>(includes Boy and Girls varsity, Junior Varsity and First Teams)</i> Field Hockey <i>(includes Varsity and JV)</i>	5 to 6 days per week	3 Slots available: 2:45 to 4:15/4:15 to 5:45/5:45 to 7:15pm ⁽¹⁾ /weekdays 9am to 4pm Saturday	2-3 preseason 7 regular season Post season (unknown)	4:15 to 7:45pm ⁽¹⁾ (weekdays) else 9am to 6pm Saturdays 4:30 to 7:30pm (weekdays) ⁽²⁾ 9am to 6pm Saturdays	5 Girls 5 Boys 5
Football <i>(includes Varsity and JV)</i>		NA (practice at Pownal Road field)	1 preseason, 4 regular season (JV 1-2 home games).Post season unknown	6pm to 8:30pm(Friday night, excluding overtime) ⁽¹⁾ 1 to 3:30pm (Saturdays)	4 (Varsity only)
Spring (April thru 1st week in June) Lacrosse <i>(includes Boy and Girls Varsity and Junior Varsity)</i> Track & Field <i>(high school and middle school practice together)</i>	5 to 6 days per week	3 Slots available: 2:45 to 4:15/4:15 to 5:45/5:45 to 7:15pm ⁽²⁾ weekdays/9am to 6pm Saturdays	2-3 preseason 6 regular season; post season unknown	4:30 to 7pm ⁽²⁾ , else 10am to 12:30pm Saturdays 3:30pm start, weekdays/9am start, post season only	None ⁽⁴⁾ None
			2-3 regular season Post season unknown		

Notes:

1. Lights will be required to complete the practice or game beginning in mid-September
2. Lights not anticipated: April sunset 7pm or later
3. Excluding makeup or post season competitions
4. Lights may be utilized if limited natural light (overcast skies) creates a safety issue for players

Table 3
Summary of Allowable Events “Under the Lights”

User Group	Maximum Events Under the Lights⁽¹⁾
Freeport High School	
Team practices	as outlined in Table 2 ⁽²⁾
Team Games:	
Girls Varsity Soccer	5
Boys Varsity Soccer	5
Varsity Field Hockey	5
Varsity Football	4
Post Season	TBD
RSU5 Middle Schools	
Team Games:	
8th Grade Girls Soccer	1
8th Grade Boys Soccer	1
8 th Grade Field Hockey	1
8th Grade Football	1
Town of Freeport	TBD

Notes:

- 1) With the exception of Varsity Football Games and 3 potential existing varsity events, all events under the lights will be completed by 8:00PM
- 2) Night practices allowed Monday through Friday only. Practices shall be completed by 7:15 with lights turned off no later than 7:45PM

