



OYSTER BAY-EAST NORWICH CENTRAL SCHOOL DISTRICT

2023 – 2024

Buildings & Grounds

USE OF FACILITIES GUIDELINES

The Oyster Bay – East Norwich Central School District recognizes the importance of providing a safe and secure environment for all persons that use our facilities and grounds. With that in mind, we have provided the following reminders and notes that must be adhered to.

1. Communication:

- a. Notify the Buildings & Grounds Office of any cancellations at 516-624-6556 or FacilityUse@obenschools.org, we will do our best to accommodate any rescheduling.
- b. In the event a field is not playable we will communicate our game and practice cancellations due to weather/field conditions so that you can cancel as well.
- c. When school is closed due to inclement weather or an emergency, your activity is also cancelled.
- d. School activities will take precedence over all requests.

2. Rosters of participants must be submitted to the Buildings & Grounds Office a week prior to the first use of the facility, including the names and addresses of all participants. Please note 75% of participants must be School District Residents.

3. Appropriate Insurance Coverage must be submitted to the Buildings & Grounds Office one week prior to the first use of the facility.

4. Fees:

- a. Fees for the use of facilities will not be charged during hours when the buildings and grounds are normally in operation.
- b. All groups will be charged for custodial overtime as necessary. The charging of fees is intended to simply pay for the additional labor cost of making the facility available.
- c. All groups will be responsible for any costs incurred by the School District for any repair and/or replacement of School District facilities or property damage caused by the group's usage.
- d. The District may deem it necessary to assign school security staff to your event. If deemed necessary, all costs will be charged to your group.

5. Use our parking lots:

- a. All persons using school facilities are expected to park in marked stalls only. Please be courteous to our neighbors and follow all parking regulations. There is no parking or driving on unpaved areas.

6. Clean up after games and practices:

- a. Please supply your coaches with trash bags as a general supply. While the OBEN grounds crew works hard to maintain the fields and trash removal, there may be times where the pails quickly fill to capacity. Having bags will prevent a bigger mess on everyone's hands.

7. Start Times:

- a. Please adhere to these times for your requests:
 - i. 6 pm or after home contests on Weekdays
 - ii. 12 noon or after home contests on Saturdays
 - iii. 10 pm on Sundays
- b. Please be respectful of other groups before and after your scheduled time. Please do not occupy any field being used by other teams or groups. Please allow officials, players, and coaches to completely clear out before playing and throwing.

8. Field Maintenance:

- a. Please allow only OBEN staff to tend to all repair work on the fields (aside from “Item b” below.) Consistent care is the best way to maintain these areas and too many methods of care create more work, damage, and costs.
- b. After rain, please add quick dry or turf dry to the wet areas.
DO NOT REMOVE our clay or turf.
- c. Use your best judgment when considering whether or not a field is playable after heavy rains. Always consider everyone’s safety and potential repercussions to the field. More damage will limit the use we want to enjoy.

9. Goals on Turf Fields:

- a. The youth soccer programs will be responsible to move these goals on & off the track infield while the OBEN lacrosse teams will be responsible to move their goals off at the end of their practices. Please help your athletes move equipment safely with the greatest of care.

10. Turf Field Use:

- a. Oyster Bay – East Norwich Central School District has two synthetic turf surfaces, one located at James Vernon School and the other at Oyster Bay High School. At these two sites we must take extra precautions to save and protect the playing surface.
- b. The following items are prohibited:
 - Metal or screw in cleats
 - Gum, candy, shelled nuts, sunflower seeds and other food
 - Glass bottles beverages other than water
 - Any tobacco products
 - Bicycles, rollerblades, skateboards, or any other wheeled equipment
 - Candles or open flames
 - Hitting golf balls
 - Pets
 - Devices, toys or any other items containing flammable liquids or battery acid

11. Public relations:

- a. Please remind coaches that when they use the fields they represent the children and families of the Oyster Bay community. It will be the responsibility of the group leader to ensure all participants behave appropriately. Lack of supervision may result in revocation of the group's permit to use the grounds and/or facilities.
- b. Players, coaches, and spectators should exhibit sportsmanship at all times.

12. Additional items:

- a. When using school fields, the school buildings are NOT open for the use of bathrooms.
- b. *Dogs* are not allowed in school buildings or on school grounds (regardless of if they are leashed or not). Exceptions include dogs used to aide disabled individuals as defined by the NYS Department of Health.
- c. *Golfing* is strictly prohibited on school grounds.
- d. Under NO circumstances are barbeques to be used on school grounds. Also, no open flames inside the school are allowed, such as but not limited to candles and sternos.

13. Safety of athletes:

- a. Do not allow athletes into wooded areas: Nests, hives, ticks, poison ivy, etc. are hazardous.
- b. Survey your field/area before allowing play. Please report any concerns to the Buildings & Grounds Office by email (FacilityUse@obenschools.org). Please follow our procedures below, as stated in the New York State High School Athletic Association Handbook:

Thunder & Lightning Policy:

Thunder and Lightning necessitated that field use be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion.

When thunder is heard and/or lightning is seen, the following procedures should be adhered to:

- (a) Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
- (b) Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers, and underground watering systems.
- (c) After thunder and/or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

Heat Index Policy: See Attached.

We appreciate your attention to the above agenda items. Please do not hesitate to call if there are any issues or concerns throughout the spring.

We appreciate the work you do for the youngest athletes within the Oyster Bay-East Norwich area and look forward to another good season.

Thank you.



HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

- Feels Like Temperature (Heat index) or THI using a Wet Bulb indicator on the field will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- Download WeatherBug app to your phone or log into www.weatherbug.com. Schools may also use a Wet Bulb indicator on the field that will be used.
- Enter zip code or city and state in the location section of the app or on-line or determine the THI by using a Wet Bulb indicator.
- If the Feels Like temperature (heat index) or the Wet Bulb Indicator is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) or Wet Bulb indicator at halftime or midway point of the contest. If the Feels Like temperature (heat index) or Wet Bulb indicator is 96 degrees (Fahrenheit) or more, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

	Feels Like Temp(Heat Index) or Wet Bulb indicator under 79 degrees	Full activity. No restrictions
R E C O M M E N D E D	Heat Index Caution: Feels Like Temp (Heat Index) or Wet Bulb indicator 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: Feels Like Temp (Heat Index) or Wet Bulb indicator 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: Feels Like Temp (Heat Index) or Wet Bulb Indicator 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
REQUIRED	Heat Index Alert: Feels Like Temp (Heat Index) or Wet Bulb indicator 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.



WIND CHILL PROCEDURES

Administration of Wind Chill Procedures:

- Feels Like Temperature (Wind Chill) will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 39 degrees (Fahrenheit) or lower.
- Download WeatherBug app to your phone or log into www.weatherbug.com.
- Enter zip code or city and state in the location section of the app or on-line.
- If the Feels Like temperature (wind chill) is 10 degrees or below, the athletic trainer, athletic director, or school designee must re-check the Feels Like (wind chill) at halftime or midway point of the contest. If the Feels Like (wind chill) temperature is -11 degrees (Fahrenheit) or lower, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

	Feels Like Temp (wind chill) above 40 degrees	Full activity. No restrictions
R E C O M M E N D E D	Wind Chill Caution: Feels Like Temp (wind chill) 39 degrees to 20 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing.
	Wind Chill Watch: Feels Like Temp (wind chill) 19 degrees to 10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss.
	Wind Chill Warning: Feels Like Temp (wind chill) 9 degrees to -10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss. Consider postponing practice to a time when the Feels Like temp is much higher. Consider reducing the amount of time for an outdoor practice session.
REQUIRED	Wind Chill Alert: Feels Like Temp (wind chill) -11 degrees or lower	No outside activity, practice or contest, should be held.

Special Note: Alpine Skiing will be exempt from this policy and will follow the regulations of the host ski center where the practice or event is being held.

Approved May 1, 2010
Updated July 27, 2016