

Carter Field Rules and Information

Carter Playground is a City of Boston Park, named after William Carter who was a decorated veteran of the Spanish America War. When the field(s) is permitted, that group has exclusive rights to the field(s) only, not the entire venue. When there is no permit in place, **the field(s) is open for public use** (occupying benches, playing soccer, general exercise, etc.). **Respecting ALL parties**, whether permitted patrons or not, is required and an essential component to this successful partnership with the City of Boston. Details on condoned use and regulations are outlined below.

Park Address: 709 Columbus Ave, Roxbury Crossing, MA 02120, USA

Boston Parks Reservations

Contact: Paul McCaffrey (Director, Parks Permitting Division, Boston Parks and Recreation Department)

Email: paul.mccaffrey@boston.gov

Permit Website: www.cityofboston.gov/parks

Report a Maintenance issue: www.cityofboston.gov/311

Emergency Contact: 9-1-1 (Boston Police Department)

Northeastern Reservations

Reservations/Programming: Nick Avery (Associate Director of Club Sports & Esports)

Email - n.avery@northeastern.edu

Facilities/Maintenance: Dave Frazier (Director, Athletic Facilities & Event Services)

Email - d.fraizer@northeastern.edu

NU Emergency Contact: 617-373- 3333 (NUPD)

Carter Field Rules:

All patrons & guests of Carter Field must abide by all rules and regulations as set forth by the City of Boston Parks and Recreation Department. Full list of rules and regulations can be found here:

<https://www.boston.gov/departments/parks-and-recreation/parks-rules-and-regulations>

**Additional requirements set forth for Northeastern Users outlined later in this document.*

General Park Rules:

- **Permitted activities have priority.** Organized activities are by permit only through the City of Boston. www.cityofboston.gov/parks
- Proper protective equipment should always be utilized
- No metal spikes are allowed
- No batting practice, soft toss, or exercise on any fence, backstops
- No Amplified Sound
- No Chairs or Tables on the turf fields
- No stakes of any kind in the fields
- No bikes, scooters, cargo/equipment trailers or other similar items on the playing surface

Behavior and Conduct: Spectators, coaches, and players should be committed to promoting good sportsmanship and a safe, positive playing environment for everyone to enjoy within the facility. All users are expected to reasonably comply with to Carter staff.

Food and Drink

- Only water is allowed inside the dome & on the turf
- Any food, gum, or sunflower seeds are **PROHIBITED**

- No cooking appliances, ex: grills, fryers, pizza oven, smokers, warmers
- No glass bottles or containers

Smoking/Tobacco use: No smoking, vaping, dip, or chew of any kind - strictly **PROHIBITED by law**

Alcohol/Drug use: Alcohol and drug use is strictly **PROHIBITED by law**

Parking: Parking is allowed only in the designated parking areas. Illegal parking is subject to tagging and towing at the owner's expense

(Note – Public parking is VERY limited. Columbus Avenue is mainly permit parking. Please consider when making plans)

Trash: Please use all trash receptacles when discarding trash. Bench and spectator areas should be cleaned up prior to leaving facility

Dogs and Pets: No dogs or pets are allowed inside the dome or on the turf fields. However, service animals are permitted. People can walk their dogs on a leash outside of the field areas. Pick up after your animal - it is the law.

Tents and Canopies: Tents and canopies are not allowed

Spitting: Please refrain from spitting inside the domes and on the turf fields.

Goals and Nets: Do not climb or swing from the goals inside the domes. Coaches and players should be the only people that are moving goals/nets.

Entering and Exiting the Dome: When entering and exiting the dome please use the revolving doors **ONLY**. The doors located to the left of the revolving doors are for **mobility impaired USE ONLY**. If you need assistance, please ask.

Entering and Exiting the Fields (When the dome is down): When entering and exiting the fields, please use the gates located on the outside of the fields. For safety reasons, please **DO NOT** climb or hop the fence.

Signage: It is prohibited to post any unauthorized signs or posters around the park without prior approval from Boston Parks and Recreation

No person shall:

- Abuse or harass another
- Break any bottles or articles of glass
- All commercial activities prohibited
- Enter the field between the hours of 12:01 AM and 6:29 AM
- Bring outside food
- Bring drones, rockets, or radio controlled vehicles
- Discharge any explosive or dangerous weapons
- Engage in disruptive, offensive or unsafe behaviors
- Photograph, video or record for commercial purposes unless authorized
- Interfere or attempt to interfere with any ongoing play on the fields
- Hop a fence to retrieve a ball or item. Instead, notify a staff member for assistance

Scheduling:

City of Boston Parks and Recreation Programming (Public Programming):

External Organization inquiries (Not affiliated with Northeastern) should be submitted through the Boston Parks and Recreation website.

Permit Website: www.cityofboston.gov/parks

NU Programming:

Schedule of Usage (NU Time)

Carter Field NU scheduled time is intended for Club Sports and Campus Recreation use which includes Club Sports, Intramurals, Fitness, Instructional Programs and other recreation based activities. Requests from Northeastern organizations should be submitted to the Associate Director of Club Sports & Esports. All events must be sport related and in line with the mission of Northeastern University.

Reservation Requests Deadlines

Requests for Carter Field must be submitted by the provided deadlines below:

- *Submit all Fall Requests by May 10th (for following Fall)*
- *Submit all Spring Requests by November 10th*

Scheduling Guidelines:

- All Northeastern events must be approved by the Associate Director of Club Sports & Esports prior to use.
- Depending on the nature of your request we may or may not be able to provide you with a space, as there are times when additional approval is required. We will provide you with more information about additional approval needed upon our initial contact with you.
- All events must be sport related and in line with the mission of Northeastern University.
- Failure to adhere to Carter Field policies & guidelines will result in loss of facility privileges.
- Club Sports reserves the right to deny requests based on programming limitations, confirmed bookings, nature of the event, safety concerns, budget implications, staffing restraints, max capacity, etc.
- Northeastern University reserves the right to put into effect any new guidelines that protect the health, safety and integrity of the participants using the facility.

Northeastern Programming Policies & Expectations:

Carter Field is a public park. As such, the Northeastern Community must respect and follow all of the City of Boston Rules. In addition to these rules, NU community members must abide by the following:

Participants and spectators will agree to:

Comply with any reasonable direction given by any police officer, by any Parks and Recreation Department employee, by any Northeastern University personnel (Campus Police, Facilities or Campus Recreation), or contained in any notice posted by the Parks and Recreation Department.

- Attempt to keep the noise levels down after 10:00 PM
- Immediately report any accidents, injuries or suspicious behaviors to staff on duty
- All members are expected to be respectful of field in play. If a time slot runs over the designated time and your team is waiting, reach out to the staff member on shift to resolve the matter
- Conduct yourself in a professional manner at all times
- All students must adhere to the rules and regulations set forth in the [Northeastern University Undergraduate Student Handbook & Northeastern University Code of Conduct](#)

Clean Up: It is the responsibility of the reservation holder to ensure proper clean up following an event. Any reports of misuse will be reported to the Club Sport office and possible disciplinary action may be implemented including but not limited to; fine, probation or temporary ban of usage.

Maintenance Issues: It is the responsibility of any/all Carter Field users (Club Executives, IM Supervisors, Club Coaches, Carter Support Staff and participants) to immediately report any maintenance issues to Associate Director of Club Sports & Esports and the Assistant Director, Athletic Facilities & Event Services. Report any sort of maintenance problem, such

as a faulty light or a broken vent, faucet problems, loose toilet seats, etc. If the problem is an immediate risk to the safety of patrons, close the area. Contact the Associate Director of Club Sports & Esports or one of the Club Sport Coordinators if patron safety is a concern for the remainder of the day.

Emergency Procedures:

All users are expected to follow the Carter Field EAP whenever an emergency occurs.

If an injury needs immediate medical attention, use the SafeZone app or dial 9-1-1 or 3-3-3-3.

All users are required to download the SafeZone app from NUPD

SafetyZone Application Information & Instructions : <https://www.northeastern.edu/nupd/safezone/>

SafeZone:

SafeZone is an app that will connect you directly to the Northeastern University Police Department should you need assistance or emergency support while you are on campus. SafeZone can be downloaded for free through either the [iTunes](#) App Store, the [Google Play](#) App Store, the [Windows Store](#) or by using this [QR Code](#).

- All Northeastern Club Sports Executives and participants must have the SafeZone app downloaded on their phones when using the Carter Field Facilities
 - o Valuable information in the case of an emergency (such as an Evacuation Alert) will be issued through push notifications from the SafeZone app
- Activate the “Emergency” Alert:
 - o If you feel threatened, or if someone has threatened you
 - o If you have been assaulted or are the victim of a serious crime
 - o If you are seriously hurt or injured (use First Aid Alert if minor)
 - o If you see somebody else being threatened, assaulted or robbed
- Use the “Help Call” Alert:
 - o If you want a safety escort after dark
 - o If you want to report a suspicious activity
 - o Any other scenario where you would use a help phone if one was available or for contacting security
- Use the “First Aid” Alert:
 - o If you are not sure whether you need an Ambulance, raise the First Aid Alert and ask the Responders for assistance

When an emergency is declared, all users are expected to follow and comply with any reasonable direction given by authorized personnel including any police officer, Parks and Recreation staff, Northeastern University personnel (NUPD, Carter Field Staff, Athletic Facilities or Club Sports/Campus Recreation), or contained in any notice posted by the Parks and Recreation Department or Northeastern personnel.

Incident Reporting

When an incident occurs on Carter Field, notify staff on duty so they can begin to the process of completing an Incident Form. All reports must be immediately submitted within 24 hours of the incident to the Associate Director of Club Sports & Esports.

If you are ever put in a situation to feel threatened by a facility user, do not hesitate to contact Northeastern Police for assistance. Notify the Carter Field staff member on shift to contact Campus Police in any uncomfortable situation by calling extension x2121 non-emergency or x3333 emergency. If you are uncomfortable with a situation and don't want

to call Campus Police, but need feedback, contact a full-time Recreational Sports staff member on duty at the time or call your immediate supervisor at home.

Injury Report Form

When an injury occurs on Carter Field, notify staff on duty so they can begin to the process of completing an [Injury Reports](#) Form. All Injury Reports must be immediately submitted within 24 hours of the injury to the Associate Director of Club Sports & Esports.

Conflict Resolution:

It is recommended that teams avoid confrontation and allow the Carter Staff to perform proper conflict resolution procedures. Report any incidents to the designated staff on duty to allow for proper conflict resolution.

Carter Field Trainings:

All teams utilizing Carter Field must complete the mandatory trainings set forth by each program director (IM/Club). To verify completion or review training required email the Associate Director of Club Sports & Esports for Club Sports or the Assistant Director of Campus Recreation – Intramurals & Facilities. Current executives are responsible for managing their team and ensure all team members are properly trained before participating.

Field Usage:

Northeastern Programs are only authorized to utilize Carter Field during their designated times & must receive confirmation of their reservation from Nick Avery or Drew Taylor prior to use. **Entering onto the field before/after your designated time is strictly prohibited.** Even if there are no users on the field when your team arrives early, the team must remain off the field until their designated time slot. Carter Field is a Public Park and entering the field to begin a team activity prior to your designated time is taking away public time regardless of use at that time and is strictly prohibited.

Failure to comply will result in disciplinary action, which may include loss of field privileges, fine or suspension.

Bathrooms:

Bathrooms for Carter users are located on the first floor of Squashbusters, which is directly next to the fields. Visiting Teams competing against Northeastern will have a list at the front desk of Squashbusters to authorize bathroom access. Visiting Teams must remember to report their roster (policy stated below) to allow the staff to have an accurate list.

Dress Code:

All participants must be appropriately dressed for sport activities including appropriate footwear. Carter Staff, Club Executives & Coaches are expected to monitor appropriateness of team members' attire and remove any individual from participation with clear safety concerns. These expectations of attire must be reviewed by each team to all participants prior to participation. *(Please reach out to designated staff if questions regarding attire occur)*

Weather Cancellations

Northeastern Personnel (NUPD, Facilities, Carter Field Staff, Club Sports) will monitor weather conditions and reservation holders in the case of a weather cancellation. If a dangerous condition with potential safety concerns is present (or notified by authorized personnel), the playing area should be vacated by all users and follow direction from staff on site. If an emergency evacuation is called by authorized staff on site, users should make safely vacate the premises and make their way to the Emergency Assembly Area (Columbus Garage). Resumption of activities may occur when the "all clear" designation has been given by the staff on duty.

Water:

There are water fountains throughout the facility that are available if needed to fill water bottles and jugs. It is the responsibility of the reservation holder to provide their own water during their practices and other team events. Each team is also responsible for providing opponents with water on game days.

Key Pickup (Storage)

Groups with equipment inside the Carter Field storage sheds should email Drew Taylor to coordinate logistics.

Ice Requests:

Ice can be found on the third floor of Squashbusters or at Marino Center.

Flyers, Written Signage, Promotional Content at Squashbusters Facility:

- All/any flyers must be approved by the Carter Field Staff prior to posting
- All content must comply with the Student Code of Conduct and University Policies
- All content written must be appropriate and work/program related
- Any offensive and/or derogatory language will be reported immediately for disciplinary actions

Lighting:

Carter Field Lights are specifically tailored to the programming on that particular day. If there is any issue (lights aren't on, lights go out), please find the nearest staff member. If no member is present, call the Coordinator of Club Sports for assistance. Most issues should be able to be handled at the field or remotely.

**Participants, Executives and Coaches must report any infractions noted on the list above. Report any infractions observed to the Associate Director of Club Sports & Esports within 24 hours of the incident. Failure to report may result in disciplinary action.*

Club Sports Policies

Student Registration

Executives are responsible for reviewing and approving all student profiles. It is the Executive Board's responsibility to regularly check their roster to ensure that all student forms are up-to-date.

Acknowledgement of Risk and Informed Consent

Safety of Club Sports participants is of the utmost importance. There are inherent risks involved in all aspects of competitive sport programs, and all participants need to be aware that their ***involvement is voluntary***. All students are required to register on our website prior to participating in ANY club activities including; travel, tryouts, practices or games. No student is permitted to participate without all of the mandatory documentation on file.

Executive Board / Safety Officer Guidelines

If there are no medical personnel present, it is the responsibility of the executive board safety officer / coaching staff to contact the event sports medicine staff, or host Institution, to guide management. If unsure, coaches and athletic staff are encouraged to act conservatively and activate the facility EAP. All occurrences of possible head injury must be reported to the UHCS & Club Sport staff as soon as possible and each club sport student athlete should follow up at UHCS at the earliest possible time.

CPR/ First Aid

At least two (2) members of a team must be certified in Red Cross CPR and Standard First Aid (or equivalent). It is required that **at least one certified member be at each practice and competition**. Cards of the certified individuals must be on file with the Club Sports Office.

Safety Officer: Responsible for the following but not limited to; maintain current CPR/AED/First Aid certification, event management, assume overall responsibility of emergency action response process, and risk management.

Accident/Incident Report

When an accident or injury occurs while participating in a Club Sport activity, the team executive board must fill out the [Injury Reports](#) Form. All Injury Reports must be immediately submitted to the Club Sports Office (within 24 hours of the incident).

Team Conduct Expectations

Each student-athlete will represent Northeastern University, the Club Sports Office, and their team in a professional and courteous manner. Team's executive boards will establish and develop team expectations in order to represent the goals and mission of Northeastern University. Student-athletes will conduct themselves accordingly, responsibly, and professionally at any Club Sports sponsored activity, including practices, events, fundraisers, as well as any other extracurricular activities.

Team Expectations:

- Promote the safety of all patrons by notifying staff on duty, coaches or executive board members of any concerns
- Educate and enforce all policies and procedures to team members prior to use
- Promote safe and proper use of facility and equipment (report any incidents to staff on duty)
- Conduct yourself in a professional manner at all times. This includes the following:
 - o Place customer service as a main priority and be responsive to the patron's needs
 - o Be respectful towards other Campus Recreation Staff, City patrons, Youth Organizations and daily users
 - o Present oneself as a professional in appearance, and while communicating with others
- Report all no-shows, late arrivals, or employees who are not performing their duties to the appropriate supervisor.
- Complete an incident report after having witnessed blatant disrespect for the facilities (*i.e. spitting on floors or walls, spitting gum on floors, kicking walls, hanging on rims, breaking racquets, etc.*).
- Attend all mandatory meetings/trainings. If you are unable to attend a meeting/training because of an emergency or because of a class requirement, call your immediate supervisor/program director and plan to make up the meeting on a mutually agreed upon time.

Transitions from Boston Park Time to NU Programs:

All members are expected to be respectful of field in play. If a time slot runs over the designated time and your team is waiting, reach out to the staff member on shift to resolve the matter. If there is no staff member in clear site during the time of transition, officers should utilize the content reviewed during the mandatory trainings to resolve the issue. Remember to be respectful and avoid conflicts when approaching the group. If the group does not comply with designated times notify the staff member on shift to allow proper resolution.

Event Setup/Lining Requests:

Any team with a specific field request (ex: lining the field) must submit their request to the Club Sport office at least 14 days prior to the event. Late requests will not be accepted.

Rosters and ID's for Visiting Teams:

If a team is planning on using Carter Field for a home event, please have the opposing team's representative email a full roster to the Club Sport office **5 days prior** to the competition. All students must also bring a student or photo ID upon arrival.

Medical Kits

Teams are allowed to request medical kits from the Club Sport office. Please forward all requests to the Coordinator of Club Sports at least one (1) week in advance.

Athletic Training

Club Executives must request athletic trainers 2 weeks prior to the event date. Athletic Trainers will be assigned at the discretion of the Club Sports office and prioritized based on risk.

Field Cancellations

Executives must cancel **5 days** prior to the start of their scheduled practice/game or the team will be charged with a late cancellation fee of \$100 per incident. (Cancellations must be submitted before 1 PM on Tuesday afternoon if the practice/Game being cancelled is scheduled between Fridays at 5 PM – Mondays at 10 AM) Clubs will also be charged for the Athletic Trainer & Event Staff if staffed for the event. *If a Club repeatedly cancels their reservations this can result in loss of facility privileges*

Executives are responsible for following up with the Club Sport office to reschedule cancelled games.

Weather Cancellations

In the case of inclement weather conditions, executives may cancel practice without penalty but must notify the Club Sport office as soon as possible.

The Club Sport office will also monitor weather conditions and notify teams in the case of a weather cancellation. A text message and email will be sent directly to the Club Sport executives and Carter Field staff with cancellation/delay details. If a dangerous condition with potential safety concerns are present (or notified by Club/Carter Staff), the playing area should be vacated by all participants. Resumption of activities may occur when the “all clear” designation has been given by the staff on duty at their discretion. All participants on the field should find safe shelter when an unsafe lightning situation has been determined. (Options: Functional Training Area – SqB or Squashbusters 1st floor/lobby).

Event Management - Executive Board Responsibilities:

- Prior to the Event:
 - All events must be approved by the CS office
 - All teams/executives must attend the mandatory Carter Field Use & EAP Training prior to use
 - Executives must coordinate the date/time/location with Club Sport Staff, all requests must be submitted at least 1 month in advance (*All event requests should be submitted by May 10th for Fall requests and November 10th for Spring requests. This will provide the greatest chance at securing the request. Requests after these deadlines will be considered based on the field availability & priority season/stakeholders effected*)
 - Any team with a specific field request (ex: lining the field) must submit their request to the Club Sport office at least 14 days prior to the event
 - Assign a Club Sport Safety Officer and verify they are present for the event (First Aid/CPR certified)
 - Request an Athletic Trainer from the Club Sport office at least 14 days prior to the event
- During the Event:
 - Responsible for reporting current student/teammates conduct during the event. Enforce policies and procedures while maintaining friendly customer service (Remember – This is a public park!)
 - All Club Sport student-athletes must adhere to the same rules and regulations set forth in the [Northeastern University Undergraduate Student Handbook](#)
 - All persons and organizations using University facilities are expected to leave the facility in the same or better condition than they found it. This includes responsibility for returning equipment to its proper place and removal of all debris, garbage, etc.
 - Possession and/or consumption of alcoholic beverages is prohibited during all club sport events
 - Be respectful to patrons, users, and staff
- Following the Event
 - Report any injuries using the Injury Report Form within 24 hours
 - Notify the Club Sports office with any misconduct within 48 hours

****Any student found violating these policies and regulations, may be subject to disciplinary action and could be referred to other University Departments (i.e.; OSCCR , Public Safety) for further disciplinary procedures based on the nature of the indiscretions.**