

Permit Application Required Documentation

Required by the seasonal due date:

- ☐ 1) Permit application.
- ☐ 2) A roster including the names and addresses of all registered participants as of permit application date.
- ☐ 3) Payment of \$45 per registered participant for all participants included on the roster submitted with application.
- ☐ 4) Schedule of games and tournaments including times for the fields requested.
- ☐ 5) List of current Board of Directors (with Titles) and Field Manager including e-mail and cell phone information.
- ☐ 6) Confirmation in writing by the League/Organization President that CORI checks have been completed on all coaches, volunteers or anyone involved with children less than 18 years old.
- ☐ 7) Copy of the Comm. Of Mass Attorney General – Certificate of Solicitation.
- ☐ 8) Copy of most recent IRS Form 990/990-EZ.
- ☐ 9) Copy of by-laws, code of conduct and disciplinary guidelines.
- ☐ 10) Copy of a Certificate of Insurance General Liability naming the Town of North Reading as additionally insured party for a minimum of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage.
- ☐ 11) Copy of the signed North Reading Parks & Recreation Indemnity Clause & Disclaimer by League President.

The above must be submitted in order for the application to be processed. If you are not a 501(c)3 group, you must submit a financial statement in lieu of Item #8. If you have contact and by-law information on your website, you do not have to submit #5 and #9.

Required Within Two Weeks after Final League Deadline:

- ☐ A final roster including the names and address of all registered participants as of the date that the league **will no longer** accept registrations.
- ☐ Payment of \$45 per registered participant for the difference between the payment made at permit application and the total due based on the final roster submitted.

Any league or organization not disclosing the final rosters and payment will be subject to our disciplinary policy.

LATE CHARGES:

A late fee of 1.5% per month will be assessed to a league for user fees not paid by the outlined due dates. The 1.5% late fee will be based on the prior year user fee payment.

Any league or organization not disclosing the final rosters and payment will be subject to our disciplinary policy.