

# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Paul J. Moosey, P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

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Edward M. Augustus Jr., City Manager

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## **Permit Application Required Documentation**

### **Required by the season due date:**

- Permit application
- A roster including the names and addresses of all registered participants as of permit application date.
- Down payment
- Schedule of games and tournament including times for the fields requested.
- Schedule of practice times at each facility.
- List of current Board of Directors (with titles) and field manager including e-mail and cell phone information.
- Confirmation in writing by the League/Organization President that CORI checks have been completed on all coaches, volunteers or anyone involved with children under the age of 18.
- Copy of by-laws, code of conduct and disciplinary guidelines.
- Copy of a Certificate of Insurance General Liability naming the City of Worcester as additionally insured party for a minimum of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage.

### **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.