Purpose: Policies and procedures relevant to the operations of the Recreational Sports including day-to-day and special event operations.

Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in the Facility Operations at the Recreational Sports Complex.

Policies:

I. RECREATIONAL SPORTS COMPLEX

a. Normal operating hours include all hours between sunrise and sunset.
b. Field space is open for informal recreation unless otherwise reserved for academic, university or third-party programming.
c. Vehicles are not allowed on fields for purposes outside of Game Day Parking or Special Event needs.
d. All groups must comply with the request of Recreational Sports Staff, especially during the situation of medical emergency or severe weather.
e. The following are prohibited from the fields:
   i. Firearms and explosives;
   ii. Alcoholic beverages and intoxicated persons;
   iii. Weapons;
   iv. Illegal drugs and tobacco products;
   v. Any activity or equipment that may damage the facility, including but not limited to: archery, golf, egg toss, food, and tug of war;
   vi. Littering;
   vii. Glass containers;
   viii. Open Flames including candles and grills
   ix. Pets on fields with the exception of service animals.
f. Dogs must be on a leash in provided areas.
g. Parking at the Recreational Sports Complex is subject to the restrictions established by UGA Parking Services.
h. Fields are subject to closure under the following conditions:
   i. Inclement Weather (i.e. rain, sleet, ice, snow, etc.);
   ii. Rest and/or rotation of the fields;
   iii. Field repair and maintenance
   i. Field Closure is posted on the UGA Recreational Sports website and updated as necessary.

Procedures:

II. RECREATIONAL SPORTS COMPLEX- GAME DAY OPERATIONS

j. The Recreational Sports Complex closes for public use by 5pm the day prior to any home UGA Football game until 12pm the day following;
k. Field gates should be locked with university-issued M89 locks;
l. Tennis gates should be locked with padlock and chain;
m. Facility bathrooms should be locked prior closure and re-open;
n. Field water boxes should be covered and clearly marked with traffic cones;
o. Facility trash should be emptied before complex closure and re-open;
p. Prior to re-open, all fields should be swept for possible dangerous debris and trash.

III. RECREATIONAL SPORTS COMPLEX- OPENING

q. If not already, unlock the Rec Sport Building at the complex;
r. Check fuel level of both utility vehicles and turn on to allow for a 5 minute warm-up of each vehicle engine;
s. Perform an initial rove of the complex, looking for:
   i. Initial patron count;
   ii. Safe field conditions (e.g. no standing water, unexpected field damage, etc.)
   iii. Remove all facility trash;
   iv. Check for water leaks along complex road and around complex buildings;
   v. Check facility restrooms, ensuring they are clean and properly stocked.
t. If applicable, check Competitive Sports schedule and perform set-ups 45 minutes prior to the start time of each program on each field;
u. If applicable, provide a table, 5-gallon water cooler, ice, ice bags, AED, and First-Aid kit for Competitive Sports practice(s).

IV. CLOSING

v. Complete breakdown all of Competitive Sports / Special Event programming equipment including tables, chairs, coolers, field markers, pylons, and scoreboards;
w. Remove all facility trash;
x. Check facility restrooms for cleanliness;
y. Return lost & found to complex storage;
   i. Valuables should be returned to the Ramsey Student Center and provided to facility managers;
z. Return utility vehicles to Rec Sport building and turn off;
aa. Remove all trash from Rec Sport building and check for cleanliness within the building;
bb. Lock the Rec Sport building and return keys to the batting cage office.

V. RECREATIONAL SPORTS COMPLEX- SEVERE WEATHER

cc. Lightning
   i. Remove SkyScan Lightning Detector unit from the batting cage office and place in an outdoor space away from electronics;
   ii. Lightning proximity limit is 8 miles;
   iii. In situation of lightning, clear all fields and move patrons to their vehicles or Intramural Field Parking Deck, Tennis Pavilion or Rec Building restrooms;
   iv. Lightning delay is a 30-minute delay;
   v. Delay re-starts with each additional lightning strike.

dd. Tornado
   i. Tornado warning indicates that a tornado has been seen in the surrounding area(s);
   ii. Clear all fields and advise patrons to move to a Severe Weather Safety facility (e.g. Intramural Fields Parking Deck, Tennis Pavilion and Restrooms);
   i. In the situation of hail, sleet or snow the Recreational Sports Complex is closed and should be clear of patrons.