Purpose: Policies and procedures relevant to the operations of the Club Sports Complexes 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 Club Sports Complex.

Policies:

I. CLUB SPORTS COMPLEX

a. Access to the Club Sports Complex is reserved to qualified Competitive Sports teams and groups provided for by Competitive Sports;
b. Informal access to the Club Sports Complex is strictly prohibited;
c. Parking at the Club Sports Complex is limited to the allocated paved spots;
   i. Vehicle access to the field is strictly prohibited;
d. The following are prohibited:
   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.
e. Field is 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.

Procedures:

I. CLUB SPORTS COMPLEX – OPENING AND CLOSING

a. Opening Procedures
   i. Retrieve the complex M89 key from the Recreational Sport Complex batting cage office
   ii. Unlock the complex gate upon arrival and flip sign to ‘Fields Open’;
   iii. Unlock the complex facility and restrooms;
       1. Check facility for cleanliness and stock bathrooms as needed
       2. Check that ice machine is working properly
   iv. Set-up a table, AED and First-Aid kit for Competitive Sports check-in and supervision;
   v. Walk field checking for dangerous debris and trash on field;
   vi. Remove facility trash as needed
b. Closing Procedure
   i. Return all facility equipment to storage;
ii. Check facility restrooms for cleanliness and stock bathrooms as needed;
iii. If applicable, turn off field lights;
iv. Lock all facility doors and restrooms;
v. Upon leaving, lock the facility gate and flip sign to ‘Fields Closed’;
vi. Return the complex M89 key to the Recreational Sport Complex batting cage office.

c. Winter Procedure
i. Turn on facility water at the beginning of operating hours by turning master valve to be parallel with the pipe;
ii. Turn off facility water at the end of operating hours by turning master valve to be perpendicular with the pipe;
iii. Check restrooms, plumbing and faucets for leaks;
iv. If necessary, clear pipes of ice accumulation.