

## CLUB SPORTS COMPLEX

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

**Scope:** Satellite Operations Staff and Managers

### Policy:

- 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. Upon arrival flip sign to 'Fields Open';
    - ii. Retrieve the complex M89 key from the lockbox at the gate. Unlock and roll back the gate.
    - 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
- vii. If applicable, turn on field lights

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. Close and lock the main gate and return the complex M89 key to the lockbox.
- vi. Upon leaving, lock the facility gate and flip sign to 'Fields Closed';

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.