

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.