TOWN OF SUSSEX POLICY

Subject		*Number*
BALL FIELDS BOOKING PROCEDURE, USAGE & MAINTENANCE		RD-16
Date	*Approved by*	*Date*
JANUARY 20, 2009	COUNCIL [X] OTHER(S) [ ]	FEBRUARY 15, 1993
Signature	*Date of Revision*	PAGE 1/4
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1. THIS BALL FIELD BOOKING PROCEDURE IS FOR THE FOLLOWING FIELDS:

   MURRAY G. CARR MEMORIAL FIELD;
   EAGLES;
   McKNIGHT;
   MacAFEE;
   STEWART; AND
   FEDERAL.

2. ALL BALL FIELDS ARE SCHEDULED TO OPEN ON A REGULAR BASIS FROM THE DAY FOLLOWING VICTORIA DAY UNTIL THE END OF THE SECOND WEEK IN THE MONTH OF SEPTEMBER.

3. ALL DIAMONDS/PLAYING FIELDS MUST BE BOOKED THROUGH THE RECREATION DEPARTMENT (432-4573).

4. THE RECREATION DEPARTMENT WILL ACCEPT BOOKINGS ***ONE WEEK IN ADVANCE***, FOR BALL FIELDS, FROM MAY 1ST TO THE LONG WEEKEND IN MAY (INCLUSIVE).

5. BALL FIELDS WILL NOT BE AVAILABLE FOR SCHEDULED LEAGUE GAMES OR EXHIBITION GAMES UNTIL THE DAY FOLLOWING VICTORIA DAY IN MAY.

6. TEAMS WILL NOT BE CHARGED FOR THE USE OF FACILITIES WHICH INITIALLY HAVE NOT BEEN MAINTAINED (I. E. PRE-SEASON USE ***"AS IS"*** CONDITION, AT YOUR OWN RISK).

7. TEAMS MUST BOOK FIELDS PREVIOUSLY SCHEDULED FOR YOUR LEAGUE (I. E. MEN'S TEAM CANNOT BOOK A MINOR FIELD, ONLY FIELDS BOOKED FOR MEN'S LEAGUE).

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8. SUMMER MONTHS REGULAR USE

   A. ALL GROUPS, REQUESTING TIME, WILL BE NOTIFIED OF TOTAL USER FEE COSTS FROM STARTING DATES TO THE END OF THE SEASON.

   B. ALL GROUPS WILL PAY FOR THEIR TOTAL TIME REQUESTED, FROM THE STARTING DATE TO THE END OF THE SEASON, ***PRIOR TO THE START OF THE SUMMER SEASON.***

9. PLAYOFFS/FINALS

   A. IT WILL BE THE RESPONSIBILITY OF ALL GROUPS TO BOOK IN ADVANCE FOR PLAYOFFS OR MAKE-UP GAMES PRIOR TO THE END OF THE SEASON. ONLY THOSE FIELDS REQUIRED AND BOOKED WILL RECEIVE MAINTENANCE.

10. PRE-SEASON MAINTENANCE

   A. GENERAL MAINTENANCE WILL BE CARRIED OUT BEFORE THE VICTORIA DAY WEEKEND. REGULAR MAINTENANCE BEGINS ON THE DAY AFTER VICTORIA DAY IN MAY. IN OTHER WORDS, DO NOT SCHEDULE ANY GAMES (PRE-SEASON OR OTHERWISE) ON OR BEFORE VICTORIA DAY.

11. POST SEASON MAINTENANCE

   A. MAINTENANCE ON ALL FIELDS WILL FINISH AT THE END OF THE SECOND WEEK IN THE MONTH OF SEPTEMBER.

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12. WEEKLY MAINTENANCE

ALL TOWN BALL FIELDS, WHICH HAVE BEEN BOOKED FOR USE, ARE MAINTAINED DURING REGULAR WORKING HOURS ON A REGULAR BASIS THROUGH THE WEEK AND THEY INCLUDE:

A. DRAGGING INFIELDS DAILY;
B. REPLACING BASES AS REQUIRED;
C. REPAIRING INFIELD, DAILY, AS REQUIRED;
D. REPAIRING DUGOUTS, FENCES AND BACKSTOPS AS REQUIRED;
E. LINING INFIELDS, DAILY, DURING NORMAL WORK WEEK, EXCLUDING WEEKENDS AND HOLIDAYS; AND
F. ALL OF THE ABOVE ARE SUBJECT TO WEATHER PERMITTING. IT IS ALSO REQUESTED THAT USERS REPORT ANY IRREGULARITIES IN THE FIELDS THAT THE RECREATION DEPARTMENT MAY OVERLOOK.

14. REGULATIONS GOVERNING ALL PLAYING FIELDS/BALL DIAMONDS

A. ONLY TOWN OF SUSSEX RECREATION VEHICLES AND AUTHORIZED MAINTENANCE EMPLOYEES ARE PERMITTED ON DIAMONDS/PLAYING FIELDS TO DRAG OR WORK ON FIELDS. SOME EXCEPTIONS MAY BE MADE. PLEASE CHECK WITH THE RECREATION DEPARTMENT (432-4573).

B. TEAMS PRACTICING ON DIAMONDS/PLAYING FIELDS, WITHOUT HAVING PERMISSION, MUST VACATE THE FIELD FOR THE TEAM THAT HAS BOOKED THE FIELD.

C. DRINKING IS PROHIBITED AT TOWN PARKS AND/OR BUILDINGS.

D. INDIVIDUALS OR TEAMS WHO ARE CAUGHT CONSUMING ALCOHOL ON OR AROUND TOWN PLAYING FIELDS WILL BE SUSPENDED AND CAUSE THEIR TEAM TO BE PROHIBITED FROM FURTHER USE OF ANY TOWN PLAYING FIELD.

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14. REGULATIONS GOVERNING ALL PLAYING FIELDS/BALL DIAMONDS *(CONT'D)*

E. TAMPERING WITH LIGHTING, OR OTHER TOWN OWNED EQUIPMENT, IS PROHIBITED.

F. CLOSING OF FIELDS, DUE TO WEATHER CONDITIONS, WILL BE ANNOUNCED AFTER 4:00 PM ON THE CJCW RADIO STATION AND WILL BE RECORDED ON THE RECREATION DEPARTMENT'S MAIN LINE AFTER 4:00 PM. WE HAVE UNTIL 4:00 PM TO MAKE THIS DECISION.