

# North Fields Activity Center

## Athletic Usage Policy

Updated November 2004

### 1.0 General Usage Policies

It is ultimately the responsibility of the coach to insure that members of their team respect the North Fields Activity Center policies and adhere to directions of Campus Recreation student and professional staff members.

#### 1.1 Lobby Use

Upon arriving at North Fields Activity Center, each team should make it a point to not congest the lobby area. It is important that community members, faculty, staff and students have the same opportunity to sit down and change their shoes as athletic teams do. Once a team member or coach has changed their shoes, they should immediately head into the facility without delay. Do not loiter on the couches or stand in the lobby. Be sure to bring all equipment and personal items into the facility. Campus Recreation will not be held responsible for lost or stolen items.

#### 1.2 Check-in

When a team member arrives at North Fields Activity Center, they must check-in at the reception desk before entering the facility.

#### 1.3 ID Policy

Each team member and coach should have their college issued ID with them when they arrive at North Fields Activity Center to expedite the check-in process. Campus Recreation equipment will not be checked out without a valid college issued ID.

#### 1.4 Shoe Policy

Each team member and coach must have a second pair of shoes available to show the reception desk attendant when they check-in at North Fields Activity Center. The second pair of shoes must be clean and free of debris. Should a team member not have a second pair of shoes, they will be asked to leave the facility to get an additional pair.

#### 1.5 Athletic Team Storage Lockers

Each team has the opportunity to purchase a storage locker that they may use to store equipment inside North Fields Activity Center. The Director of Campus Recreation must approve any locker purchases. Any team that has a locker will be responsible for maintaining their own lock and key.

#### 1.6 Athletic Equipment

During practice, teams shall keep their equipment within the netting system of the surface they are practicing on or in the area to the right of the revolving door near the training tables.

### 2.0 Scheduled Athletic Team Practice Requests

Prior to the beginning of each semester, a scheduling meeting will be held between the Director of Campus Recreation, Assistant Director and Athletic coaches who use North Fields Activity Center. After the meeting, no scheduling changes will be accepted (exception: weather-related changes, see section 2.5). Each team will be limited to two (2) hours of practice time per day.

#### 2.1 Small Group Practices

Any team that wishes to have a small group practice must reserve those blocks during the fall scheduling period. If a team has not reserved the space necessary during that time period, then that team must make alternate arrangements. A coach must be present for the practice to occur. All

small group practices on the turf surface may reserve only one half of that surface either length-wise or width-wise.

## 2.2 Surface Times

North Fields Activity Center is available to intercollegiate teams during the following time periods:

### ***Cardio/Strength Area***

|                |                 |
|----------------|-----------------|
| Monday- Friday | 10:00am- 4:00pm |
| Saturday       | 9:00am-9:00pm   |
| Sunday         | 9:00am- 4:00pm  |

### ***All other areas:***

|                  |                |
|------------------|----------------|
| Monday- Thursday | 6:30am- 5:30pm |
| Friday- Saturday | 6:30am- 9:00pm |
| Sunday           | 5:00pm- 9:00pm |

## 2.3 Surfaces Available

The following surfaces are available for reservation\* by Athletic teams:

- Turf (whole or half)
- Basketball Courts (one court or two)
- Volleyball Courts (one court or two)
- Tennis Courts (one court or two)
- Multi-purpose Area
- Batting Cage
- \*The Strength and Conditioning Area may not be reserved exclusively, but shared with other patrons.

## 2.4 Informal Practices

No informal or captain's practices will be allowed at any time. Groups of student athletes may continue to utilize North Fields surfaces for recreation, but may not monopolize any surface at any point.

## 2.5 Weather Related Scheduling Changes/Cancellations

All weather related scheduling changes must be made by 10:00am that day. The order of priority is dependent on the teams that are in-season. Changes can be made by contacting the Assistant Director of Campus Recreation. At no time will the student staff be allowed to accommodate any scheduling requests. Any Athletic team not making use of scheduled practice time must contact the Assistant Director and cancel the day prior. Athletic coaches who do not cancel space on a regular basis (three times or more per semester)

# 3.0 Camp/Clinic/Tournament Scheduling

## 3.1 Definitions:

- **Camps:** a larger scale event that operates over the course of several days in a row.
- **Clinic:** a one day event held either only once, or over a series of weeks or months.
- **Tournament:** a one day or weekend event. Tournaments usually take up most of the day or weekend.

## 3.2 Reservations

North Fields Activity Center may be reserved through the Assistant Director of Campus Recreation. Reservations must be made at least two weeks prior to the event. When reservations are made the Assistant Director will confirm the reservation by scheduling the event on the Air Frame master calendar and sending an invitation to the involved coaches\*. To check on the status of a surface reservations take the following steps:

- In the Outlook program, go to 'Public Folders'

- Under 'Public Folders' click on 'All Public Folders'
- Under 'All Public Folders' click 'Air Frame'
- Under 'Air Frame' click on the calendar icon.
- Find the date and times listed on the calendar to confirm.

Confirm all reservations by responding to the invitation via e-mail or contacting the Assistant Director by phone. Any unconfirmed reservations will remain tentative unless responded to and are subject to replacement by other functions.

\*Only those approved by the Athletic Director may run camps, clinics or tournaments in North Fields Activity Center. Coaches may not 'sub-let' clinics to Assistant Coaches or players without permission from the Athletic Director. Anyone approved to run a camp, clinic and/or tournament must still make reservations through the Assistant Director of Campus Recreation.

### 3.3 Availability

- During the academic year: surfaces are available on Fridays, Saturdays and Sundays only.
- During the summer: surfaces are available seven days a week.
- Over scheduled breaks: surfaces are available for use seven days a week when the facility is open. At no point will an event be scheduled before or after normal operating hours. North Fields Activity Center operating hours for camps, clinics or tournaments are:
  - During the academic year: 9:30am-8:00pm
  - During the summer: 7:30am-7:30pm
- Over scheduled breaks: subject to change based on the discretion of the Assistant Director of Campus Recreation.
- Conclude all activities within the scheduled times.

### 3.4 Set-up/Break-down

Although Campus Recreation will reserve the surface for the event, the set-up and break down will be facilitated through the camp/clinic/tournament director or coach. All set-up and break down needs are to be done through the Facilities Department. Follow these steps to make for a seamless event:

- Contact Thelma D'Alessio via e-mail and cc: Doug Carty, Jennifer Maxwell, Frank Angier, Jean St. Pierre, John Weir and Barbara Peloquin. Ask for a specific number of chairs, tables and give locations for setting them up in the facility. The Facilities Department will contact the Director or Assistant Director of Campus Recreation to determine the best time to bring in the set-up equipment.
- Confirm with all parties listed above no later than one week before the event.
- Thelma will send out work orders to have North Fields set-up properly.
- **Water needs:** if you are going to provide water for your event, use the Athletics water jug behind the EVS area inside the Air Structure. Use the white hose only (potable water hose) to fill the bucket on the cart. A tarp must be placed under the cart to avoid puddles of water on the floor. Coaches are responsible for providing cups if deemed necessary. Do not use the yellow water jug allocated to North Fields Activity Center patrons.
- **Trash Disposal:** dependent on the size of the group, request a number of trash barrels to be placed in areas around the event to minimize overflowing garbage. All trash barrels will be triple-lined by EVS so they may be emptied, tied off and placed in the Clubhouse stairwell when full. Any event with spectators must have a minimum of one trash barrel per spectator area and one additional trash barrel in the lobby. All trash barrels are to be removed at the end of the event and placed in the stairwell to the Clubhouse for removal by EVS. If there is to be a concession stand in the Clubhouse, a minimum of three trash barrels must be placed in that area.
- **Break Down:** after the event has concluded, any chairs or tables on playing surfaces must be removed to the side of North Fields Activity Center nearest the airlock.
- **Campus Recreation Equipment:** Campus Recreation will provide the use of electronic scoreboards, extension cords and sign holders only. Coaches are responsible for any balls, bats,

helmets, uniforms, clipboards, writing utensils, paper products or any other equipment deemed necessary. Arrangements for equipment can be made through the Director or Assistant Director of Campus Recreation.

### **3.5 Down Time**

During tournaments especially, teams have down time in between their next game. During this time the following policies apply:

- Attendees of camps/clinics/tournaments may not check out Campus Recreation equipment for personal use.
- Attendees may not use any other surface to practice in and the cardio/strength area is strictly off-limits.
- Attendees may not loiter in the lobby. All attendees should be either in the facility or in the Clubhouse.

### **3.6 Spectators**

Areas for spectators will be marked as such and chairs will be set out on tarps. The chairs may not leave the tarps at any point. The spectator areas are as follows:

- Turf: a spectator area will be set up on the blue surface outside the track next to the golf net.
- Basketball courts: a spectator area will be set up on the blue surface outside the track next to the training tables and on a tarp-covered surface on the multi-purpose area floor.
- Clubhouse: spectators are welcome to draw chairs near the Clubhouse windows to watch the event.
- Spectators are not allowed to watch from the lobby area, nor are they allowed to linger in the lobby to read or watch television.
- Spectators may not watch from within the netting system during an event. Risk management protocols forbid this. Only coaches, trainers and assistant coaches may be within the netting system during an event.
- The shoe policy does not apply to spectators in consideration of their limited use of the facility. They will be encouraged, however, to wipe their feet before entering the building and will be asked to stay within the spectator area when inside the facility.

### **3.7 Assumption of Risk Documents**

All participants who participate in any camp, clinic or tournament must have a North Fields Activity Center Assumption of Risk document on file at the reception desk. Coaches will be asked to provide the documentation prior to an individual's participation. A hand written note from parents or guardians is not acceptable documentation, so please be sure the correct form is filled out. All waivers expire after one full year.

### **3.8 Fees**

In lieu of using North Fields Activity Center as a location to generate income, any coach who runs a camp/clinic/tournament will pay a fee of \$100 per separate event. Fees can be paid at the North Fields Activity Center reception desk by cash or check made out to Franklin Pierce College. Events are defined as:

- A single, multi-team tournament.
- A series of single sport based clinics.
- Individual, one-on-one sessions do not qualify as an event as they do not impact the facility.

## **4.0 Area Specific Rules**

### **4.1 Batting Cage**

While using the batting cage, each team must adhere to the following rules:

- Only two individuals are allowed in the cage at any time.

- Equipment that has been removed from the cage must be placed back in the cage at the conclusion of practice.
- The batter must always wear a helmet.

#### **4.2 Multi-Purpose Area**

While using the multi-purpose area, each team must adhere to the following rules:

- Only pitching, catching and soft toss are allowed.
- No cleats or turf shoes on the multi-purpose area floor.
- Pitching mounds must have a foam pad between the mound and the floor to minimize damage.
- Any piece with metal feet (L-screen, pitching machine, etc.) must be placed on a closed cell foam pad.
- Soccer, lacrosse and field hockey nets may not be used on this surface.
- The badminton net may not be removed.
- The ping-pong table must be put back in place if moved.

#### **4.3 Turf**

Any athletic team who wishes to use this space may reserve the 50-yard turf field. Turf policies:

- Batted, kicked, or thrown balls should never be directed towards the Clubhouse portion of North Fields Activity Center.
- Only a coach may do live hitting on the turf.
- No cleats or spikes allowed.
- Any equipment that is brought onto the turf for practice (goals, etc.) must be returned to its place after conclusion of practice.

#### **4.4 Basketball Courts**

The basketball courts may be reserved for athletic team practice, but is limited to the volleyball and basketball teams specifically, on an as needed basis.

#### **4.5 Tennis Courts**

The tennis courts are available to the Men's and Women's tennis teams only.

#### **4.6 Cardio/Strength Area**

No group greater than six players and two coaches may use this area at any point during operating hours

- Teams are limited to 1-hour training blocks, per training group.
- Teams may NOT exceed a total of 3 hours of training per day.
- The team must be supervised in the cardio/strength area at all times by a coach or assistant coach.
- No more than one team may be using the cardio/strength area at any time.

#### **4.7 Clubhouse**

The clubhouse must be reserved by a coach prior to use. Coaches should follow the procedures listed under Camps/Clinics/Tournaments for any special set-up/break down needs. Any chairs taken from the stacked chairs must be replaced at the conclusion of the meeting.

