



2011

**REGULATIONS AND PROCEDURES FOR BOOKING THE
HALIFAX MAINLAND COMMON & HARBOUR EAST
ALL WEATHER SPORT FIELDS**

ELIGIBILITY:

Booking priority will be given to individuals who reside within the boundaries of Halifax Regional Municipality. All requests will be assessed on their own merit. Clients that have been accommodated in previous years and whose **account balance is up to date with no monies outstanding from the previous season**, will be eligible to receive priority booking status provided that applications are received by the specified date *****(please refer to the 'Deadlines' section of this document)***. If the application is received after the deadline, the application will be assessed and processed on a first come first serve basis with all other requests.

All leagues and/or clubs must submit the enclosed Client Information Form that will provide us with a complete list of executive members with current addresses, phone numbers, and postal codes. All other Clients must provide two (2) contact names, addresses and phone numbers. Leagues and/or clubs must submit the contact name/s and number/s for the individual/s responsible for scheduling, payments, etc. This information must be submitted with your request. False information will result in loss of facility time.

DEADLINES:

Requests for the 2011 season are now being accepted and must be accompanied by a **\$15.00 non-refundable application fee**. In order to be considered:

- 1. Applications for the March/April/May period must be submitted no later than Wednesday, February 16th, 2011**
- 2. Applications for regular season play must be submitted no later than Wednesday, March 9th, 2011.**

It is important to remember that field time is at a premium.

Once time has been confirmed by HRM Facility Scheduling Staff, time will not be permitted to be cancelled. Further, the client will be responsible for full payment.

All field set up requirements are to accompany your application form(s). Any applications that are returned with incomplete and/or incorrect information will be returned to you for clarification which could result in scheduling delays.

LENGTH OF BOOKING:

Client requests need to include the appropriate amount of warm up and interval times on their application for use. YOU MUST BOOK THE TIME YOU NEED IN ADVANCE. There is a grass field adjacent to the turf for pre-game warm-ups. Please ensure any grass and/or mud is removed from all footwear prior to going on to the All Weather Turf surface. Once your booking is completed, clients are asked to clean up their bench and usage areas and allow the next client on to the field.

START OF BOOKING:

Clients are not permitted on the turf UNTIL the previous groups has completed their time. The on-site Facility Monitor will ensure that proper transition times are enforced. **On-coming clients are not to warm up in the end zones or on the sidelines until the present group has completed their use of the turf.**

FACILITY

CONFIRMATION:

Staff will endeavor to process and confirm received/completed applications **no later than March 2, 2011**. Once field time is booked and confirmed, payment must be made in full by VISA, MasterCard, American Express, debit card, cheque or cash at the same time that the Rental Contract is being signed. Any potential payment schedules are to be discussed and approved by the Scheduling Office.

Should any contracts not be paid for and/or signed within the agreed upon time lines the facility will be booked out to another client.

DAILY CONFIRMATION

OF USE:

Each client is responsible for signing the **Daily Confirmation of Use** form supplied by the Facility Monitor each time they use the facility.

**SPECIAL EVENTS/
TOURNAMENTS:**

Clients wishing to book Special Events/Tournaments should submit a Special Event Supplementary form which includes any equipment needs and/or services required for the event/s. All Tournaments and/or Special Events must be requested in writing with as much advanced notice as possible with a minimum of eight (8) weeks' notice. All applications will be dealt with on a historical basis first and then on a first come, first serve basis.

Each special event/tournament application must be accompanied by a **non-refundable \$15.00 application fee. Contract payment, signing, and pick-up for Tournaments/Special Events are due six (6) weeks prior to the date of the event. If contracts are not paid for, picked up, and signed for, facilities are considered open to be booked by other potential clients.**

CANCELLATION:

Once time has been confirmed by HRM Facility Scheduling Staff, time will not be permitted to be cancelled. Further, the client will be responsible for full payment. If a client wishes to sell off some of their confirmed time to another party, they must provide at least forty-eight (48) hours' notice to the HRM Facility Scheduling Office in order to have the Facility Monitors made aware of the actual client who will be arriving to use the facility.

Exceptions are permitted for special events/tournaments providing eight weeks' notice is provided to the Scheduling Office. In this circumstance, a cancellation penalty of \$250.00 or 25% of the total cost of the contract, whichever is less, will be charged. If the cancellation is not made within the required time line, HRM reserves the right to withhold the refund of the remaining amount paid for the facility use.

HRM reserves the right to cancel a client from the facility at any time when deemed necessary. Whenever possible, five (5) working days' notice will be given to the league/group representative and HRM will try to provide alternative time as soon as possible. Any clients affected will have their accounts credited for any time that cannot be re-scheduled.

****Please note that the grass 'warm up fields' located adjacent to the All Weather Facilities (both locations) fall under the same Field Condition Procedures as all other HRM grass fields.****

SCOREBOARDS:

Use of the scoreboards must have prior approval from the Facility Operations Coordinator.

EQUIPMENT USE:

Prior approval by the Facility Operations Coordinator is required for the movement of any on site equipment (including soccer goals) in or around the facility and for the installation of any tents, canopies, and/or temporary structures. Facility Monitors must be in attendance and supervise the movement of any and all equipment in order to protect the All Weather surfaces.

CHARGING

ADMISSION:

Clients wishing to charge admission must receive prior approval from the Facility Operations Coordinator.

**CONCESSIONS/
FUND RAISING
OPPORTUNITIES:**

Clients must receive prior approval from the Facility Operations Coordinator and clients are responsible for obtaining any/all required licensing and permits.

SECURITY:

Security requirements for all scheduled use must be agreed to by both HRM and the client. Any associated costs will be the responsibility of the client. When HRM is involved, then such payment is to be made in accordance with the HRM Facility Scheduling Office regulations.

**SERVICES/
SPONSORSHIPS:**

HRM has entered into agreements for the provision of various services and sponsorships. The client agrees to abide by the terms associated with these services and/or sponsorships. Any conflict arising must receive written approval by the Facility Operations Coordinator prior to any use of the facility or the posting of any advertising that may be in conflict with an existing service/sponsorship.

CODE OF CONDUCT/REGULATIONS:

Facility Monitors will be on site to assist clients and enforce the Facility Regulations/Code of Conduct. We would appreciate your full cooperation in notifying and educating your players and team followers/spectators to respect and properly use these million dollar facilities. The list below outlines some of the main concerns.

- **No smoking, sunflower seeds, peanut products, chewing tobacco, alcoholic beverages, glass products, hair clips, bobby pins or similar products are permitted in the facility.**
- **Any disposable of gum should be into a garbage container and not on the All Weather turf surface.**
- **No tape to be applied to the All Weather surfaces.**
- **No pets permitted in the facility.**
- **No metal cleats (unless approved by Facility Operations Coordinator), high heels, lawn chairs or golfing permitted on the playing surface.**
- **No swinging or hanging off the soccer/football/rugby goals or soccer/lacrosse netting.**
- **No spectators permitted on the All Weather surfaces and especially in the player bench areas. Spectators are to keep to the bleacher areas. Anyone that does not comply with the request to stay off of the All Weather surface will be requested to leave the facility.**
- **All clients and as many team followers as possible are requested to clean up after themselves and use the appropriate garbage container and/or recycle unit. Such cooperation will maintain the appearance and the life of the All Weather surface and the facilities.**
- **No motorized vehicles permitted within the fenced areas unless approved by the Facility Operations Coordinator.**
- **Parking regulations will be enforced by HRM staff.**
- **Washrooms are provided at both facilities.**
- **Clients of the Halifax Mainland Common do not have access into the facilities owned by Soccer Nova Scotia unless scheduled in advance through Soccer Nova Scotia.**

At the discretion of HRM, the following fines will be charged for any and all offences outlined in the Code of Conduct as deemed necessary. Penalties may also be enforced where complaints are made against a team and/or league.

First Offence: A \$150.00 fine will be issued to the client/league and you will be told to leave the facility immediately.

Second Offence: A \$300.00 fine will be issued to the client/league and the client/league will lose priority in field bookings for the following season.

Third Offence or Failure to Pay Fines:

A \$500.00 fine will be issued and the client/league will immediately lose their field bookings for the remainder of the season.

February 1, 2011