



February 3, 2011

To Clients of the HRM All Weather (Artificial) Sport Fields:

Requests for the 2011 season are now being accepted. All Applications must be accompanied by a \$15.00 non-refundable application fee.

In order to be considered, **applications for the March/April/May period must be submitted no later than Wednesday, February 16, 2011; applications for regular season play must be submitted no later than Wednesday, March 9, 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.**

Enclosed you will find the following information:

- , 2011 Booking Procedures
- , Code of Conduct/Regulations

Please refer to the HRM website for the documents listed below:

<http://www.halifax.ca/rec/AllWeather.html>

- , All Weather Sport Facility Application for Usage
- , 2011 Fee Schedule
- , Client Information Form
- , Payment Procedures
- , Faxing Procedures

It is the responsibility of the client to review all of the information provided and to familiarize yourself with the procedures/regulations set forth by the Municipality. We ask that you pay close attention to the Procedures for Booking and Payments to avoid any confusion or surprises as we begin the scheduling process. Regulations dealing with the picking up and signing of contracts as well as payment of accounts will be strictly enforced. Any applications that are returned with incomplete and/or incorrect information may be returned to you for clarification which could result in scheduling delays. Staff will attempt to process and confirm requests within two weeks of receipt of completed applications.

**As stated, a copy of the All Weather Facility Code of Conduct is included. It is imperative that all clients, coaching staff, team administrators, team followers, representatives of organizations, and as many spectators as possible are made aware and adhere to the facility regulations. Please feel free to distribute copies of the Code as required. As you are aware, these multi-million dollar facilities must be respected and cared for by all. Smoking, litter, sunflower seeds/peanut shells, hair pins/clips, and pets are our greatest concerns and are not permitted on turf. Please have your participants clean up after themselves, especially in the players bench areas.**

Any questions or concerns around the **on site operation** of either of the All Weather Fields may be directed to **Andrea Falconer, Coordinator of Facility Operations**. Andrea may be reached by calling 490-4631.

The **Facility Scheduler for the scheduling** of the All Weather Sport Fields is **Crystal Geizer**. Crystal is located in our Dartmouth office at 81 Ilsley Avenue, Suite 12. She may be reached by calling 490-4003.

We look forward to working with you to make 2011 a success.

Yours in Sport,

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Ann Wambolt  
Coordinator of Sport and Community Events

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Crystal Geizer  
Facility Scheduler

/amw  
Enclosures