



SPORTS FIELD USER HANDBOOK

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mapleridge.ca/1494

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MAPLE RIDGE

British Columbia

SPORT FIELD USER FEES

The City of Maple Ridge follows the Fees and Charges by-law for sport field use.

In addition to hourly fees (if applicable) every player registered in outdoor, field sports in Maple Ridge and Pitt Meadows will pay towards a sport field fund. The fund will be used to pay for the replacement of synthetic carpets on our artificial fields and will also go towards smaller capital projects that are recommended by the Sport Field Association. **Winter athletes will pay \$30 per registration and summer sports will pay \$15 per registration.**

CANCELLATION POLICY

Cancellations must be made two weeks in advance of booking or 50% of rental will be charged. Cancellations not made at least 48 hours in advance of the booking will result in the total amount of the rental being charged. Some discretion is made by the City of Maple Ridge with regard to tournaments which depend on participation from teams outside our municipalities.

If the facility is closed by the City of Maple Ridge staff due to weather or maintenance concerns, the Licensee will receive a refund or will possibly be scheduled to another facility.

DAMAGE DEPOSITS

- All regular field users will be required to pay a damage deposit to the City of Maple Ridge before their season begins.
- Amounts of deposits will be set from time to time under the City of Maple Ridge Fees and Charges policy.
- Fields will be monitored regularly by parks staff. Damage beyond fair wear will be assessed by the City of Maple Ridge and charged against the damage deposit of the team or teams responsible.
- Damage deposits must be topped up by the league involved before the offending team or teams may resume play. Failure to pay damages may result in suspension of the entire league.
- Damage deposits will be doubled for any Team / Club who have used a field contrary to the sport field closure policy.
- Any team who violates this policy, and have had to have their damage deposit drawn down repeatedly, may have their play and practice privileges suspended for a period of time to be determined at the discretion of the Director of Parks and Facilities.



ALLOCATION

Fields will be allocated according to the previous year's registration numbers from each eligible sport club. No field users will be allocated sports fields if there is an outstanding account from the previous season

All sport fields are multi-purpose in nature and allocations will be determined based on community need. Every attempt will be made to meet the needs of the user groups based on current demand, sport fields required and historical use. The City of Maple Ridge however, reserves the right to manage the field allocation process in a manner that meets the needs of the entire community.

SEASONS & SCHEDULING

There are two separate allocation seasons:

- **Fall/Winter**
 - September 1 to March 15
- **Spring/Summer**
 - April 1 to August 15



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SCHEDULING PROCESS

1. The City of Maple Ridge will e-mail all regular users asking for their season's requirements or requested modification to their previous year's allocation.
2. Each regular user group will submit their registration numbers from the previous season.
3. Regular users will submit any requests for special events and tournaments.
4. The City of Maple Ridge and the City of Pitt Meadows will collaborate and propose a draft schedule for the upcoming season.
5. User groups will be given the opportunity to comment on the proposed schedule at the annual sport field allocation meeting.



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CONDITIONS OF USE

All sports fields are subject to weather and field conditions. Please see section on Field Closures and Damage Deposits.

Each team coach must also complete a safety check prior to commencing each game to ensure that there are no new risk conditions that have occurred since the safety inspection was completed.

Stakes or spikes are not permitted without prior approval of the City of Maple Ridge. Stakes and spikes could result in puncturing or breaking irrigation, drainage, electrical or gas lines.

The longevity of the assets depends on how well it is looked after. Please follow these guidelines to help preserve the life of our parks:

BALL DIAMONDS

- Fill any holes and rake the home plate area, the pitching mound and the base paths after use.
- Refrain from pushing any infield material onto the grass surface.

GRASS FIELDS

- Replace divots during the winter season when turf is weak.
- Sport User Groups are responsible for the lining of the fields. Only latex paint is permitted. If field is shared with another sport, do not apply lines more than 24 hours in advance of your game.
- Do not enter the fenced playing area until the time listed on your contract. Players, coaches and officials must be out of the fenced playing area and benches prior to the end time of their contract.
- Only players, coaches and officials are allowed on the field and benches. Spectators must remain outside the playing surface.
- Please remove all your equipment, water bottles, tape and garbage from the field when you leave.



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CONDITIONS OF USE *CONTINUED*

ARTIFICIAL/SYNTHETIC FIELDS

- Before using the field, footwear should be cleaned on the brushes and mats at the players' entrance.
- No metal studded footwear.
- Only water is permitted on the playing area. No food, drinks, sunflower seeds, chewing gum, or tobacco is allowed.
- Heaters are not permitted on the field or in the player boxes.
- No pets allowed on the field.

STORAGE UNITS, BATTING CAGES, GOAL POSTS & INFIELD FENCES

- With permission from the City of Maple Ridge designate, storage units may be placed on some sites. The locations will be determined by the City of Maple Ridge. If the location is on school property, permission must be obtained from the School District 42.
- Batting cages and storage units are the responsibility of the organization that placed it. It must remain in good repair without graffiti. User groups are expected to tend to any of their batting cages or storage sheds within 72 hours of receiving notice that they have been compromised.
- Fences may be erected in specific parks only when the City of Maple Ridge has given permission. These fences must be kept in good repair and in standing position throughout the season. Parks staff ask that the fences be raised up 3 inches from the ground in order to allow the groundskeepers easy access to the turf underneath. It is also understood that the fences **MUST** be secured with chain in the off season in a location where they are not dangerous for the public.
- Goal posts must be locked to a perimeter fence when not in use; do not lock them to football uprights. It is the responsibility of the last user of the sport field to ensure the goal posts are locked properly.



FIELD CLOSURES

Sports fields will be monitored regularly by Parks staff and when conditions require will be closed and so posted. When fields have not been closed by staff, user groups will be responsible to decide on game days whether fields are playable (**User Discretion***). Any play causing damage beyond fair wear will result in fines and suspensions as determined by the City of Maple Ridge and withdrawal from the group's damage deposit of funds to effect repairs to the field.

FIELD CONDITION REPORTS

City of Maple Ridge's subscription service, Notify Me, is updated weekly during the fall/winter season. It is the responsibility of the Coaches and Club representatives to sign up and monitor Notify Me to determine if the field they have been assigned is open for play, and for any special conditions that they need to be aware of regarding the playability of the field.

Visit www.mapleridge.ca/list.aspx to subscribe.

**The field has been inspected by Parks Staff who consider the field to be safe and useable on the day of the inspection, however they have some concerns that the weather conditions may change prior to game day, and that games played during inclement weather conditions may be detrimental to the field for the balance of the season.*



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SIGNS

Signage is not permitted unless permission is granted from the City of Maple Ridge, staff designate.

WASHROOMS

It is the responsibility of the user to open the washrooms when they arrive and lock them when they leave the park. Keys must be pre-ordered and may be picked up at the front desk of the Maple Ridge Leisure Centre. All keys are to be returned at end of season.

If you are hosting a special event and require additional washroom facilities (i.e. portable toilets) and/or additional servicing, please request approval from the City of Maple Ridge at time of event request.

LIGHTING

There is lighting available at several sport field locations throughout Maple Ridge. At most locations, it is the responsibility of the user to turn them on and off. Lighting schedules are set by City of Maple Ridge staff and lights may be unavailable if fields are not booked.

It is the responsibility of the user to ensure that lights are turned off and washrooms are locked at the end of their booking.



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INSURANCE

It is mandatory to provide proof of insurance when using any City of Maple Ridge or School District facility. This requirement is necessary in order to reduce the risks to the city and provide coverage for the volunteer organizers of each community sport and recreation group.

1. All sport organizations must carry liability insurance with a minimum value of \$5,000,000. The following three entities must be listed as additional insureds:

CITY OF MAPLE RIDGE

11995 Haney Place, Maple Ridge, BC V2X 6G2

CITY OF PITT MEADOWS

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

SCHOOL DISTRICT 42

22225 Brown Avenue, Maple Ridge, BC V2X 8N6

2. Occasional renters will be required to purchase the appropriate insurance either (1) online using the Municipal Insurance Association Portal; or (2) you can purchase insurance through a separate insurance provider. The Insurance Portal can be found at: miabc.eventpolicy.ca. The insurance must be submitted to the Facility Bookings team no later than 14 days prior to your rental.

SPORT FIELD ETIQUETTE

PARKING

Parking is not permitted in the following areas:

- Roadways that are intended for emergency access only.
- On school property that is not designated as a parking lot.
- All weather fields unless authorized by the City of Maple Ridge.

The first group opening each day is responsible for unlocking the gates to the parking lot. The last group leaving at the end of the night is responsible for locking the gates out of the parking lot.



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SPORT FIELD ETIQUETTE

CONTINUED

LIQUOR

Consumption of liquor in a public place (sports field, parking lot, change room, dugout, or bleachers) is an offence under Section 47 of the Liquor Control and Licensing Act.

BEER GARDENS

Beer gardens are permitted in some locations in Maple Ridge. Please contact the Facility Booking teams for more information on hosting a Beer Garden. Note the following:

- Group hosting must be a non-profit organization and retain \$5,000,000 insurance liability coverage for the event.
- Alcohol is to be served in plastic cups.
- Beer garden must be set up in designated area. If no area is designated, City of Maple Ridge staff must review the plan for set-up at least two weeks prior to the event. Snow fencing is required if park does not provide enclosed area.
- Users must apply for a Special Event Liquor Permit online at bcldb.com.
- Host organization must adhere to the regulations on their special event liquor license.
- A copy of a Special Event Liquor Permit must be provided to the City at least 30 days prior to the event.

NOISE

No person or team shall make or cause, or permit the making or causing of, any noise or sound that disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity. Loud music, after-hours sports activities, foul language, and the misuse of equipment to make noise are all examples of disorderly noise behaviour.



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CONTACT US

LIST FOR INQUIRIES

If you have questions please use the following list to find the person to direct your inquiry to.

**Booking Clerk
& Recreation
Coordinator**

Sport Field Allocator

Inquiries:

- Bookings
- Allocation
- Contract Adjustments
- Special Events
- Invoices

Phone:

604-467-7357 ex.2

Email:

facilitybookings@mapleridge.ca

COLIN PRIDDLE

*Manager of Parks &
Open Spaces*

Inquiries:

- Parks and Facilities
- Administration

Phone | 604-467-7396

Email | cpriddle@mapleridge.ca

CARLEEN MCDOWELL

*Manager of Recreation
& Culture for the City of
Pitt Meadows*

Inquiries:

- Pitt Meadows field maintenance & issues

Phone | 604-465-2484

Email | cmcdowell@pittmeadows.ca

BYLAW

For further information on park and recreation facility regulations please see the Parks Bylaw at mapleridge.ca/304.

ADVERTISING

PARKS, RECREATION & CULTURE PROGRAM GUIDE

- City of Maple Ridge | communications@mapleridge.ca

COMMUNITY BOARD

- City of Maple Ridge | communications@mapleridge.ca



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