

Bonnyville Amateur Football Association

Box 7507

Bonnyville, AB, T9N 2H8

Ray Scott Athletic Park Walsh Field Field & Track Rental Policy

Bonnyville Amateur Football Association (BAFA) wishes to grant field and track access to a wide variety of community/athletic groups at a reasonable cost provided such access does not conflict with existing BAFA programs or needs. Only adults acting in a leadership capacity for their organization may make an application.

Walsh Field Access and Usage

A field use permit and/or rental agreement is required for any groups who engage in organized play on BAFA's Walsh Field Turf Field.

Organized Play – a group is considered organized if they meet at least one of the following criteria:

- teams with uniforms
- presence of a ref
- team supplies (ball bag / cones / pinnies / zig zag poles / jump hurdles / etc.) on the field
- set time (players arrive for a per-determined time)
- a group larger than 10

BAFA requires that organized groups and parties that rent or have been permitted to use its turf facility show proof of their General Liability Insurance with a limit of \$2,000,000.

For BAFA sanctioned teams, parties and groups, players must be registered in the spring or fall season to be considered covered by the BAFA's sports liability insurance. For 3rd party groups (not part of BAFA), proof of liability insurance coverage is required.

Authorized Access and Use

The following groups are recognized for authorized use and access to Walsh Field

- Sanctioned and recognized BAFA teams where all players are covered under the club's sports liability insurance policy (players must be registered and have paid registration fees for the current season to be considered insured.) or students of a local high school team
- Sanctioned BAFA football events and/or football programming (Jamborees, Games, Development Camps) where all players are covered under the association's sports liability insurance policy.
- 3rd Party groups that have a signed rental agreement with the association and are accessing the field within the time slots defined in their rental agreement.
- Schools that have been authorized by the association and have been granted permission to use the field by the club. Groups permitted in this manner must still sign a rental agreement (even with zero fees), are to be treated as a renter and are subject to the terms and conditions of the rental agreement. Schools must also book their field time prior to use.
- Authorized contractors and personal who are on the fields to conduct maintenance and repairs
- Lakeland Catholic School Division 150 schools use from 9 am-3:15 pm on weekdays. (NDHS, NDES, Dr. Brosseau) as per the current school district lease agreements.
- Northern Lights Public Schools use from 9 am- 3:15 pm on weekdays. (BCHS, Duclos, HEB) as per the current school district usage agreement.

Unauthorized Use

- Organized groups who do not have a rental agreement in place to use the field or facility
- Organized groups who do not have association approval and permission to use the field or facility.
- Rental groups that have not been diligent paying their rental fees.
- Rental groups that engage in additional or unspecified activities and/or use that has not authorized in their rental agreement.
- Rental groups that access the field or facility outside their rental time slot (even when not in use). BAFA will extend a 15min period of grace before and after rental for groups where the field is vacant prior or post the rented time slot.

Public Use

- The general public can access Walsh Field when it is not in use by BAFA or in use by an authorized group with a valid rental permit.
- The general public can be asked to leave the field when the field has been booked for authorized use.

Renting the Field and Facility

All Rental Agreements include the following:

- Access will be granted for one hour time periods, booked on the hour. One hour = 55minutes plus 5 minutes to move off the field so that the next slot can begin on the hour.
- Hourly rate defined in Walsh Field Rental Rate Schedule and Pricing Framework.
- A deposit fee of \$500.00 may be required with each application (post dated cheque).
- Turf field lighting, if required, will be provided at an additional cost.
- Access to inside restrooms will not be provided. Restroom access will be via onsite portable toilets.

Rental for games

- Game times will be scheduled into current game time slots:
Weekdays: 6pm, 8pm
Weekends: 10am, 12pm, 2pm, 4pm, 6pm, 8pm, (try to make the game fit)
- Games that may include overtime must be booked to allow for overtime
Weekends: 9am, 12pm, 3pm, 6pm*
- Games require 2 hour booking minimum* (warm-up time and space is subject to available space prior to the game—teams are encouraged to find space if the turf is still in use)
- Basic equipment (corner flags, goals, nets, benches) are not currently included
- Access to change rooms (if needed) is not included

*For cup games where teams go into overtime or shootouts, bookings should include 'padding' in the event a cup game goes to overtime. Private clubs and commercial or pay-to-play for profit leagues or tournaments are required to pay for time used and incur fees for overtime games.

Access Priority – Walsh Field

Football Fall Season (Mid August – November) after 3:15 pm on Weekdays & Weekends

- Access priority is extended to BAFA Teams that are training and competing for the current football season.

Spring Season (April -July) after 3:15 pm on Weekdays

- Access priority is extended to BAFA Teams that are training and competing for the current football season.
- Secondary priority is to member teams of the Bonnyville Soccer Association.
- Other community groups such as men's soccer or field lacrosse would be considered next.

Enquiries, availability, application forms, deposit cheques and subsequent payment should be directed to the current booking coordinator, Bonnyville Amateur Football Association.

Long Term Rental Deals, Usage Proposals, and Partnerships

The current President or field booking coordinator can conduct Walsh Field Rental agreement negotiations.

It is recommended that each deal be financially vetted by a Board executive not involved in the deal prior to being presented at a board meeting. Ideally the Treasurer would vet deals and sign off however any Board member with financial background can vet the deal on behalf of the board.

For agreements that include products and service in-kind, a value must be assigned to the in-kind items and service at its appropriate market rate (or a reasonable rate the BAFA would pay if hiring the service directly). Any agreements that include offers in-kind must include a performance clause such that if the in-kind offer remains unfulfilled by the end of the agreement (due to the applicant not fulfilling their part of the agreement) that a penalty and surcharge is applied to the agreement and payment for the balance is rendered due.

All long term partnerships, usage proposals and rental deals must require a termination clause where failure of the Applicant or the BAFA to meet obligations of the agreement can be cause for agreement termination by the other party. Recurring and/or multi-year deals require periodic agreement review and performance evaluation.

All rental deals that are greater than 40 hours of field rental time and/or have been modified to allow for additional discounts beyond the rental pricing structure must be approved by the board.

General Rental Conditions

- 1 hour rental time = 55 minutes of time on the field + 5 min to clear off pitch.
- Rental agreement and booking should be arranged at least two weeks in advance, subject to availability. At the discretion of the field coordinator, BAFA may accommodate last minute bookings.
- Rental time and availability is first come / first serve
- Proof of general liability insurance coverage may be required.
- \$500 damage deposit may be required
- Renter: Entity Name, Legal Status, Full address, Primary contact, email and telephone numbers.

Rental Calendar

<https://calendar.google.com/calendar/embed?src=ufqmcuddvbi0aidovqj9dktm3s%40group.calendar.google.com&ctz=America%2FDenver>

Walsh Field Rate Schedule and Pricing Framework

Bonnyville Amateur Football reserves the right to alter, adjust or waive turf rental fees as determined by the association executive and subject to association approval.

Hourly Rate

Available to groups that wish to rent on an hourly basis.

Fee / hour	Group	Group
\$0	BAFA	Bonnyville Amateur Football affiliated for individual team play (practice and single games)
\$0	School	Lakeland Catholic School Division #150 (8:50 pm – 3:20 pm) Northern Lights Public Schools (8:50 pm – 3:20 pm)
\$0	Public	General Public Non-organized Play (when not booked and not in use)
\$25	Youth	Organized Non-profit Youth Play (max 40 players) Non-profit group renting for soccer programming, development play, player-pay events (other than tournaments) and soccer related activities

Game Rate

Available to groups that wish to rent for the purpose of hosting/playing competitive 90 min games.

Fee / game	Allotted time	Group
\$50	2 hrs field time 1 hr change rooms	Amateur Non-Profit Youth – Regular Soccer Games -- includes corner flags -- access to change rooms (before and after)

What's included in turf field rentals

- Use of 'wheeled' goals on turf. (2 full size goals)
- Use of team benches
- Access to garbage and recycle containers provided around the field

When teams and groups rent the turf, they are expected to clean up after themselves. Practice groups do not make a lot of mess so will not be expected to do much cleanup.

Groups that do a good job in treating the turf well will be given preferred rental priority in future agreements.

Rental Extras

- Field Lighting @ \$100.00 per hour.
- Use of tables and other BAFA owned equipment
- Concession Use. Profits are split 60/40 with BAFA.

Walsh Field Usage Rules

USAGE RULES:

- **STRICKLY PROHIBITED** in or around the turf field:
 - NO SMOKING
 - NO BEER or ALCOHOLIC BEVERAGES
 - NO DRUGS
 - NO DOGS or other animals
- NO SPIKES or any form of IN GROUND ANCHORING (do not puncture the turf surface)
- NO METAL CLEATS
- NO FOOD or DRINKS (other than water) on turf field. Dispose of waste in garbage bins.
- NO LITTERING – Team areas and fields are to be kept clean of garbage and debris. Orange peels, fruit or snack waste, tape, wrappings, bandages and used first-aid, and other garbage must be disposed of in supplied garbage bins.
- Do NOT drag soccer nets on the field – use the wheels or carry them.
- Do NOT push/pull/shove/slide turf field goals against the direction of the wheels (shear) while the wheels are down and engaged. This damages the wheels.
- Do NOT track grass onto the turf. Brush off grass OUTSIDE the pitch.
- Only players, coaches, managers, volunteer lines people, and officials on the field – all spectators behind the field perimeter fence or in the bleachers
- Dogs are strictly NOT ALLOWED within the fenced turf area. Dogs must remain outside the fencing.
- While the field is in use, teams are to stay OFF THE FIELD until their practice start time. When a team's time on the turf is over, they MUST vacate the turf immediately so that the next team may begin their session.

Acceptable Footwear

Recommended for sports play:

- Turf shoes
- Multi-studs.
- Cross-training shoes
- Running shoes

BANNED:

- No long studded cleats (includes 6 studs – designed for soft grass play and will damage turf surface.)
- No metal cleats permitted

Acceptable Sports

- Football
- Soccer
- Ultimate Frisbee
- Field Handball
- Field Lacrosse

Not Acceptable Sports

- Outdoor Volleyball, Badminton – no spikes, hooks, or fastening into turf carpet surface
- Baseball – turf field and fencing is not designed to stand up to baseball impacts; no backstops or dugouts for safety.
- Track and Field Throwing Events (especially not discus, javelin, shot-put or related throwing equipment)
- Golf
- Bocce, Lawn Darts, Horseshoes, Water Balloons, or other picnic/birthday party games.
- Field Hockey

Revision History

Date	Author	Change
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Ray Scott Athletic Park

Track Access and Usage

A usage/rental agreement is required for any groups who engage in organized use of the track at Ray Scott Athletic Park.

Organized Use – a group is considered organized if they meet at least one of the following criteria:

- School track meets
- School Practices
- Club Track meets
- Club Practices
- team supplies (ball bag / cones / pinnies / zig zag poles / jump hurdles / etc.) on the field
- set time (Athletes arrive for a per-determined time)
- a group larger than 10

BAFA requires that organized groups and parties that rent or have been permitted to use its track facility show proof of their General Liability Insurance with a limit of \$2,000,000.

Authorized Access and Use

The following groups are recognized for authorized use and access to the track

- 3rd Party groups that have a signed rental agreement with the association and are accessing the track within the time slots defined in their rental agreement.
- Schools that have been authorized by the association and have been granted permission to use the track by the association. Groups permitted in this manner must still sign a rental agreement (even with zero fees) and are to be treated as a renter and are subject to the terms and conditions of the rental agreement.
- Authorized contractors and personal who are on the fields to conduct maintenance and repairs
- Lakeland Catholic School Division 150 schools use from 9 am-6:30 pm on weekdays. (NDHS, NDES, Dr. Brosseau) as per the current school district lease agreements.
- Northern Lights Public Schools use from 9 am- 6:30 pm on weekdays. (BCHS, Duclos, HEB) as per the current school district usage agreement.

Unauthorized Use

- Organized groups who do not have a rental agreement in place to use the track or facility
- Organized groups who do not have association approval and permission to use the field or facility.
- Rental groups that have not been diligent paying their rental fees.
- Rental groups that engage in additional or unspecified activities and/or use that has not authorized in their rental agreement.
- Rental groups that access the field or facility outside their rental time slot (even when not in use). BAFA will extend a 15min period of grace before and after rental for groups where the field is vacant prior or post the rented time slot.

Public Use

- The general public can access the track when it is not in use by BAFA or in use by an authorized group with a valid rental permit.
- The general public can be asked to leave the field when the track has been booked for authorized use.

Renting the Field and Facility

All Rental Agreements include the following:

- Access will be granted for one-hour time periods, booked on the hour. One hour = 55minutes plus 5 minutes to move off the field so that the next slot can begin on the hour.
- Hourly rate defined in Track Rental Rate Schedule and Pricing Framework.
- A deposit fee of \$500.00 may be required with each application (post dated cheque).
- Lighting, if required, will be provided at an additional cost.
- Access to inside restrooms will not be provided. Restroom access will be via onsite portable toilets.

Rental for Track Meets

- Track meets are not to conflict with scheduled football bookings with the exception of:
 - District Track meets
 - Zone Track Meets
 - Provincial Track Meets
- Track Equipment is included (hurdles, timing, etc)

Long Term Rental Deals, Usage Proposals, and Partnerships

The current President or track booking coordinator can conduct track Rental agreement negotiations.

It is recommended that each deal be financially vetted by a Board director not involved in the deal prior to being presented at a board meeting. Ideally the Director of Finance would vet deals and sign off however any Board member with financial background can vet the deal on behalf of the board.

For agreements that include products and service in-kind, a value must be assigned to the in-kind items and service at its appropriate market rate (or a reasonable rate the BAFA would pay if hiring the service directly). Any agreements that include offers in-kind must include a performance clause such that if the in-kind offer remains unfulfilled by the end of the agreement (due to the applicant not fulfilling their part of the agreement) that a penalty and surcharge is applied agreement and payment for the balance is rendered due.

All long term partnerships, usage proposals and rental deals must require a termination clause where failure of the Applicant or the BAFA to meet obligations of the agreement can be cause for agreement termination by the other party. Recurring and/or multi-year deals require periodic agreement review and performance evaluation.

All rental deals that are greater than 40 hours of track rental time and/or have been modified to allow for additional discounts beyond the rental pricing structure must be approved by the board.

General Rental Conditions

- 1 hour rental time = 55 minutes of time on the track + 5 min to clear off
- Rental agreement and booking should be arranged at least two weeks in advance, subject to availability. At the discretion of the track coordinator, BAFA may accommodate last minute bookings.
- Rental time and availability is first come / first serve
- Proof of general liability insurance coverage may be required.
- \$500 damage deposit may be required
- Renter: Entity Name, Legal Status, Full address, Primary contact, email and telephone numbers.

Rental Calendar

<https://calendar.google.com/calendar/embed?src=ufqmcuddvbi0aidovqj9dktm3s%40group.ca%40group.ca&ctz=America%2FDenver>

Track Rate Schedule and Pricing Framework

Bonnyville Amateur Football reserves the right to alter, adjust or waive track rental fees as determined by the association executive and subject to association approval.

Hourly Rate

Available to groups that wish to rent on an hourly basis.

Fee / hour	Group	Group
\$0	BAFA	Bonnyville Amateur Football affiliated for individual team practice
\$0	School	Lakeland Catholic School Division #150 (8:50 am – 6:30 pm) Northern Lights Public Schools (8:50 am – 6:30 pm)
\$0	Public	General Public Non-organized Practice (when not booked and not in use)

Track Meet Rate

Fee / Meet	Allotted time	Group
\$0	Full Day	School Groups <ul style="list-style-type: none">• Concession profit is split 60/40 with BAFA
\$0	Full Day	Yellowjackets All concession income goes to BAFA All meet profits go to BAFA

What's included in track rentals

- Use of all available track equipment
- Use of team benches
- Access to garbage and recycle containers provided around the field

When teams and groups rent the track, they are expected to clean up after themselves. Practice groups do not make a lot of mess so will not be expected to do much cleanup. Conversely, groups that are hosting track meets with spectators are expected to tidy the bathrooms and empty the garbage cans at the end of their rental time.

Groups that do a good job in treating the facility well will be given preferred rental priority in future agreements.

Rental Extras

- Field Lighting @ \$100.00 per hour.
- Use of tables and other BAFA owned equipment
- Bathroom cleaning + garbage removal + access to extra garbage bags

Track Usage Rules

USAGE RULES:

- STRICKLY PROHIBITED in or around the track:
 - NO SMOKING
 - NO BEER or ALCOHOLIC BEVERAGES
 - NO DRUGS
 - NO DOGS or other animals
- Max 7mm Spikes
- Dispose of waste in garbage bins.
- NO LITTERING – Event areas and fields are to be kept clean of garbage and debris. Orange peels, fruit or snack waste, tape, wrappings, bandages and used first-aid, and other garbage must be disposed of in supplied garbage bins.
- Only competitors, coaches, officials, and volunteers on the track – all spectators behind the field perimeter fence or in the bleachers
- Dogs are strictly NOT ALLOWED within the fenced area. Dogs must remain outside the fencing.

Acceptable Footwear

Recommended for sports play:

- Running Shoes
- Track cleats/spikes

BANNED:

- No long studded cleats
- No metal cleats permitted
- Baseball cleats
- Football Cleats

Not Acceptable Activities

- Biking.
- Scooters.
- Rollerblading.
- Unauthorized vehicles