

PMBA Facility Usage Policy

Approved by PMBA Executive: January 15, 2026

Applies to All Teams, Coaches, Players, and Event Organizers

1. Purpose

This policy outlines the expectations for how PMBA facilities—including diamonds, practice fields, batting cages, sheds, equipment, and concession spaces—are accessed, maintained, and shared. It ensures fair use, field safety, and accountability across all age divisions and programs.

2. Booking and Field Access

- All official games and practices must be scheduled through the appropriate **PMBA executive member**.
 - Diamond time is allocated fairly among teams based on division, registration numbers, and availability.
 - Ad-hoc or unscheduled field use by PMBA teams is discouraged unless pre-approved or in open/unused time slots.
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3. Shared and Partnered Facilities

- PMBA partners with the **Town of Ponoka** and other municipalities to access public diamonds and athletic facilities.
 - Users are expected to respect shared spaces, posted rules, and any Town of Ponoka field closure notices.
 - PMBA fields may also be used for partner events, tournaments, or maintenance. Notice will be provided when these bookings affect regular use.
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4. Equipment and Storage Use

- Only designated coaches, managers, or executive members are permitted access to **equipment sheds, lockboxes, or batting cages**.
 - All equipment (bases, pitching machines, L-screens, tees, etc.) must be returned after use in clean and working order.
 - Damage, missing items, or facility issues must be reported promptly to the **Equipment Coordinator**.
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5. Facility Care and Clean-Up

All teams are responsible for:

- **Placing and returning the mound** before and after each use.
- Picking up all trash, bottles, and forgotten items from dugouts and spectator areas.
- Locking any gates, sheds, or boxes they used.
- Leaving the space as clean—or cleaner—than they found it.

Repeated failure to follow field care expectations may result in restricted facility access or disciplinary review by the executive.

6. Safety and Supervision

- A **coach or responsible adult must be present** at all times during PMBA-sanctioned facility use.
 - Unauthorized or unsupervised use of fields, cages, or equipment may result in removal of access privileges.
 - Any injuries or safety incidents occurring at PMBA facilities must follow the **Safety & Incident Reporting Policy**.
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7. Weather and Field Closures

- Fields may be closed by the Town of Ponoka or PMBA in cases of poor weather or field damage risk.
 - Coaches must **check for updates** and avoid using facilities that are posted as closed.
 - **Knowingly using a closed field may result in disciplinary action** in accordance with PMBA's Coach or Player Discipline Policies.
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8. Special Events and Tournaments

- Any team or group looking to host an event (e.g., tournament, exhibition weekend, fundraiser) must submit a request to the executive for approval.
- PMBA may require coordination with town staff, insurance coverage, or special permits depending on the nature of the event.