

## **NEWINGTON COMMUNITY ASSOCIATION BALL FIELD POLICY**

### **PURPOSE**

The purpose of this policy is to establish a fair and reasonable procedure for reservation and use of the NCA ball field.

### **AUTHORITY**

In accordance with Article VIII, Section 1, paragraphs (a) and (b) of the By-Laws, the Board of Directors is empowered to "adopt and publish rules and regulations governing the use of the common area and facilities" and "exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration". Under this authority, the Board of Directors has established the following rules for reserving and using the ball field.

### **ELIGIBILITY**

Only members in good standing and their guests are eligible to use the ball field. Non-resident members may, on an annual basis and in writing, assign their right to the current resident of their property only. Guests may use the ball field at the invitation of an eligible person only if that eligible person remains present at all times. If requested, evidence of eligibility must be presented in the form of a state-issued identification document or pool pass carried on their person. The existence of an approved reservation in no way alters these eligibility requirements.

### **GENERAL**

The ball field will be scheduled and used only during hours of full daylight. Any use or occupation of the ball field outside of this time period will constitute trespass and will be treated as such. Use of the ball field shall be for athletic activities only. Use of the ball field in any way that might unreasonably damage its appearance or its utility is strictly forbidden. The Community Manager is empowered to deny any and all use if the Community Manager determines that the ball field might be damaged. Members may appeal the Community Manager's decision to deny use of the field to the Board but the Community Manager's decision will stand until the appeal is processed. Although there is no charge for use of the ball field, eligible parties will be charged by the Association for any and all damage to the ball field caused either by themselves or by their guests.

### **UNRESERVED USE**

Eligible persons and their guests may use the ball field without a reservation *only* under the following conditions. Any other use of the ball field constitutes trespassing.

1. All unreserved use must terminate immediately when a party with a reservation for that time period declares their presence and displays their approved reservation request.

2. Unreserved use must be during full daylight hours, must be athletic in nature, and must comply with all NCA rules and policies.
3. Every person must be able to conclusively demonstrate eligibility by means of a state-issued identification document or pool pass. Any person unable to demonstrate eligibility must be claimed by an eligible person as their guest.
4. Under no circumstances may more than nine persons simultaneously occupy the ball field without a reservation. This nine-person restriction shall apply without regard for the eligibility of the persons on the field or their affiliation with one another..

## **RESERVATIONS**

*General and non-recurring reservations.* Eligible persons wishing to reserve the ball field for a group of ten or more persons must complete a reservation request form. This form must be signed and presented in person with appropriate identification at the Community Office. Requests must be presented at least one calendar week in advance of the requested reservation date. All eligible, properly-completed reservation requests will be recorded in a log showing date and time received. These reservation requests will be filled by the Community Manager in the order received. The Community Manager or designated representative will process the request and notify the person making the request as to its status. The approved request form must be placed in a clear plastic protective cover and attached to the ball field fence by a clip or other mechanism in such a way as to be visible from the street throughout any and all reserved use. The Community Manager, any member of the Board, or any Board-authorized representative may eject the group from the ball field if the approved request form is not so displayed..

*Recurring reservations.* The ball field may be reserved on a recurring basis by organized teams of ten or more persons so long as eligibility requirements are met. In addition to the general and non-recurring conditions for reservations stated above, the following conditions will apply:

1. An exclusive reservation may be made only when the group/team age is 11 and older. If the group/team age is 10 and under, the reserved time slot must be shared with another group of the same age.
2. Any time the Community Manager determines a group may not be using a reserved time slot or is under using that slot (fewer than ten persons during two consecutive reserved time periods), the Community Manager will make one attempt to notify the reserving party that their reservation is in jeopardy. The reserving party will have seven calendar days to present another completed application for approval. If not so presented and approved, the reservation will be canceled.
3. Any time the Community Manager determines that the group may no longer meet eligibility requirements, the Community Manager will make one attempt to notify the reserving party that their reservation is in jeopardy. The reserving party will have seven days to present another completed application. If not so presented and accepted, the reservation will be canceled.

*Sessions.* The Community Manager will accept and fill recurring reservations using the four sessions listed below. Recurring reservation requests for any given session will be accepted no earlier than the first business day which falls 15 days or less in advance of the session. From that date until the first business day that falls 30 days or more past the beginning of the session, no single group may reserve more than three hours per week. After this date, groups may schedule more time if it is available and if the Community Manager determines increased use will not endanger the beauty or utility of the ball field. (This limitation applies to the group/team actually using the ball field, not to the eligible applicant. It may not be circumvented by having another eligible person apply for use by the same team.)

First Session: January, February and March

Second Session: April, May, and June

Third Session: July and August

Fourth Session: September, October, November, December

## **IMPROPER USE**

The Community Manager will suspend the permission of any eligible person to use or reserve the ball field for 90 days if the Community Manager determines improper use has occurred. If improper or careless use of the ball field is caused by an organized team, the Community Manager will suspend the permission of that coach and team to reserve and use the ball field for 90 calendar days. The Community Manager's decision may be appealed in writing to the Board by the eligible person(s) involved. The suspension will remain in effect while the appeal is processed.

1. Without regard for the existence of a reservation or any other consideration, the ball field must not be used in ways which cause unreasonable damage. Specifically, but not exclusively, the ball field must remain closed to all use when the ground is soft or muddy or temperatures are below 35°F.
2. Without regard for how the ball field may have been found at the beginning of any use, the eligible party who uses the ball field (with or without reservation) will be responsible for ensuring the ball field is clean and orderly after use. Specifically, all trash and/or garbage must be removed and any equipment used must be returned to its properly stowed condition.

[NCA Ball Field Reservation Request Form](#)