

**RECREATION DEPARTMENT
POLICIES AND PROCEDURES**

POLICY NAME: Batting Cage Use and Guidelines

Policy No.: RRD11-150

Effective Date: 6/2011



1. Purpose:

- 1.1. The purpose of this policy and procedure is to provide guidelines and ensure proper use of the batting cages and equipment for all Tribal Members and establish the process for securing access to the batting cage facility.

2. Responsibility:


- 2.1. The Recreation Manager is the owner of this procedure and is responsible for its maintenance and implementation. The Recreation Manager is also the process manager.

3. Policy:

- 3.1. The Rincon Tribal Government has constructed two (2) batting cages (one cage for softball and one cage for baseball) for the Tribal Membership's use for both recreational and competitive team usage.
- 3.2. The term "Tribal Membership" shall be defined to include Lineal Descendants and Direct Descendants of an enrolled Tribal Member.
- 3.3. Applications must be submitted by an adult 21 years or older. Users of the batting cages and equipment must have an adult present while using the facilities. **Any individual under the age of 21, or any team comprised of players under the age of 21, must have an adult present at all times during that individuals or teams batting session.**
- 3.4. A batting session shall be one (1) hour in length per individual use, and no more than three (3) hours in length for team sessions.
- 3.5. The batting cages are available to Tribal Membership at no cost. However, the user will be required to pay for any damages to the cage structure, batting machines, or equipment resulting from actions inconsistent with the intended use of the facilities. Tribal Members who damage the batting cages or equipment will have the option to pay the damages or have them deducted from their per capita, depending on the level of damages.
- 3.6. The user will also be responsible to pay a fee of \$5.00 per ball for each softball/baseball that is missing following users session (24 balls per cage).

- 3.7. Supervision of team and individual users is the responsibility of the adult(s) in charge of the user(s).
 - 3.8. No smoking or alcoholic beverages are allowed in or around the batting cages. No food, drinks, glass containers, gum or seeds of any kind are allowed in or around the cages.
 - 3.9. The batting cage facility shall be available for use each day from 8:00 am to 10:00 pm with exception of the following holidays: New Years Eve and Day, Thanksgiving Day, Christmas Day Eve and Christmas Day.
4. Procedures:
- 4.1. The "Application for Rincon Sports Park Facilities Use" form is available at both the Recreation Department Office (located on the upper floor of the snack bar at Softball Field #3), and the Tribal Administrative Office (Butler Building).
 - 4.2. To schedule the batting cage for use, a Tribal Member will need to submit an "Application for Rincon Sports Park Facilities Use" form. On the form after "Name of Facility", the applicant shall write "Batting Cages"
 - 4.3. It is suggested that the "Application for Rincon Sports Park Facilities Use" form be completed and submitted to the Recreation Manager or his/her designee, at least one (1) week prior to the date of the intended use (see paragraph 3.3 for user age restrictions and requirements).
 - 4.4. The form may be submitted to the Recreation Department Office or the Tribal Administration Office.
 - 4.5. Within two (2) days of the application submittal date, the Recreation Department will notify the applicant by phone of the approval or denial of the request. The completed authorized form will be mailed back to the applicant, and a copy will be submitted to Tribal Law Enforcement to notify them of the status of the request.
 - 4.6. On the date of the scheduled use, a Recreation staff member will be at the batting cages 10 minutes prior to the requested batting session time to open the cages and turn the machine(s) on.
 - 4.7. If the Recreation staff is not on site within 10 minutes following the scheduled beginning of the batting session, it will be the user's responsibility to call Tribal Law Enforcement for assistance (760-297-2611).
 - 4.8. The Recreation staff will show the adult in charge how to adjust the machine for speed and pitch ranges for various batters. **No minor is permitted to operate the batting cage machines under any circumstances.**
 - 4.9. At the end of the batting session, the user will return all machine balls (24) to the storage bucket, and receive verification from the Recreation staff that all balls have been returned (see paragraph 3.6).

- 4.10. Following the scheduled use, the Recreation staff will have the adult sign the "Batting Cage Use Check List" form to verify the condition of the cages and the equipment prior to the team/individual leaving the grounds (see paragraph 3.5).
- 4.11. It is the responsibility of the user to make sure all trash and debris are picked-up/removed at the end of their session.

Approved: <u></u>	Date: <u>7-25-11</u>
Director of Tribal Administration	
Effective Date: <u>7-25-11</u>	Approved Date: <u>7-25-11</u>



Rincon Batting Cages User Checklist

Following the completion of the users batting session, a Recreation staff member will perform a brief inspection to verify that the facility is in order and note any damages or incidents that may have occurred during the user's session. Please review the following items with the user and have them sign the form to verify the check list.

Date of Use: _____ / _____ / _____

- All Fencing in good order/condition.....
- All trash and debris picked up and removed.....
- All balls (24) returned to designated bucket.....
- Pitching machines in good working order.....
- No signs of abuse/vandalism to pitching machines.....
- All netting in good working condition.....
- Home plates in good condition.....
- No personal items left behind.....

YES NO

YES	NO

Please list any concerns or damage below:

of balls missing: _____ (\$5 each per ball)

Paid \$ _____ cash or deduct \$ _____ from per capita for damages to batting cages.

Users Signature _____

Staff Signature _____

Date _____

Department Use Only	
Please list any Safety or Maintenance concerns/needs below:	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____