

St. John Bosco Catholic School BALLFIELD ALLOCATION POLICY

1. ELIGIBILITY

Any youth organization with participants ages 14 and under, may submit an application to St. John Bosco Catholic School (SJB) for field usage. The submission shall include:

- Ballfield Application For Use, with acknowledgement and acceptance of Code of Conduct and Field Usage Manual;
- Team Roster with Community Verification and designation of SJB sponsor (current SJB family);
- Certificate of Liability Insurance to which SJB could be added as an insured;
-- All forms attached below --
- Confirmation of attendance by head coaches, of current Safe Environment Training class for the school year during which fields are sought.

2. DEADLINE FOR SUBMISSION

Limited August/September/October Usage	August 1 st	Early Fall
November/December Usage	October 1 st	Fall
January/February Usage	December 1st	Winter
March/April/May Usage	February 1 st	Spring

3. PRIORITIZATION AMONG TEAMS

South Field Usage is prioritized for baseball and softball teams only. North Field may be leased by other sports teams, and accommodations will be made in the field calendars accordingly. Based upon the percentage of roster members* for each team submitting an application, who are students at SJB, the teams will be prioritized. If there is a tie in the percentage of roster members who are SJB students, then the tie will be decided based on priority to the team with a higher percentage of roster members who are parishioners of the Catholic Parishes of St. Benedict, Corpus Christi, St. Andrew, and Holy Spirit (referencing community designation on roster forms).

The four (4) teams with the highest percentage of their rosters consisting of SJB Students shall be granted first scheduling rights. A Field Allocation Calendar designating 4 generic team schedules (Teams A, B, C and D) shall be provided to the contact persons/coaches for the 4 priority teams, in their descending order of priority for a usage period. Each team coach shall select his/her preferred schedule, until all 4 have been allocated.

Despite designations of the Teams A, B, C and D schedules, SJB reserves the right to use its athletic fields on any date, at any time, for St. John Bosco and/or CYAA events, regardless of prior allocation. SJB will make best efforts to notify the teams or organizations as early as practicable of its intent to use its field for a date and time which conflicts with the published allocation calendar, and a refund of any rental fees paid for that date or dates will be made to the organization.

*** A player listed on a team roster, should be a player who is a legitimate member of the team applying for field usage, is identified on team rosters, has a designated uniform, and has played or is eligible to play in tournaments with this team.**

4. WAIT LIST

In addition to the top four prioritized teams who are allocated specific field usage, SJB shall maintain a waiting list of applicant teams, again, in descending order of SJB community priority. Each Friday, by 12:00 p.m., the four (4) allocated teams may relinquish designated field usage for the following week, without penalty. Any such openings created by a team shall be offered to Wait List teams and filled whenever possible.

5. COST/PAYMENT

Field Allocations shall be from 6:00 to 8:00 p.m. with field lights remaining on until 8:30 p.m. to allow post-practice field grooming and dugout clean-up. Usage shall be charged at the rate of \$25 per 2-hour practice time for South Field and \$20 for 2-hour practice time for North Field.

If a designated team cancels its allocated usage by Friday at 12:00 p.m. for the following week, there will be no penalty for cancellation, however, no-shows will be charged at the same rate as usage. All Field Allocation payments are due to SJB's Administrative Office, noting team name and Usage Period, on or before the last day of an allocation period.

6. LIMITATIONS ON USE

SJB Fields shall be used for practices only by approved teams with updated and accurate rosters. There shall be no more than 24 approved players on an SJB Field at any given time, and a ratio of players to coaches shall not be more than 15:1. No open try-outs, tournaments or games shall be permitted during SJB field allocations, except amongst allocated teams during their designated field times.

7. CALLED TO PROTECT

In an ongoing effort to protect our children, all coaches and application contact persons shall participate annually in a program designed to raise awareness and recognition of boundary violations and sexual abuse. Certificates of Completion for the Called To Protect program through the Diocese of Phoenix shall be provided with each team's completed Application Packet prior to field allocations. Information and registration for classes or annual online renewal can be found on the Diocese of Phoenix website, at: <http://safeenvironmenttraining.org/index.php>

8. STIPULATIONS FOR USE

To finalize the athletic field reservation and begin use of the allocated field space/time blocks, an organization must:

- a. Produce a certificate of insurance according to all requirements of St. John Bosco and the Parish of St. Benedict as outlined in the Application for Use.
- b. Sign Rental Agreement and return to SJB

BALLFIELD APPLICATION FOR USE

1. Name of Organization _____

2. Contact information for Coach/Manager who will be directing practices on the St. John Bosco Fields during allocated times:

Name

Address

E-Mail Address and Cell Phone Number

3. Season for which request is being submitted:

Early Fall (Aug-Sept-October) _____ Fall (November/December) _____
Winter (January/February) _____ Spring (March, April, May) _____

(If applying for all seasons, please note that updated rosters must be provided on or before the submission deadlines for each season.)

4. Number of players who will be on the field during allocated ball field usage:

(circle one) 1-10 10 – 16 16 - 24

5. Age range of all players who will be using the field? _____

6. I hereby certify that this team has current liability insurance in the amount of no less than \$1,000,000 and is willing to have St. John Bosco School, St. Benedict Parish and the Diocese of Phoenix named as additional insured on that policy if field allocation is awarded to this team.

7. I understand that even upon being allocated St. John Bosco Field usage for any of the Seasons indicated above, St. John Bosco reserves the right to cancel my field usage if the school requires usage of the field for its own teams or for field maintenance, and that notice of cancellation would be made to our team contacts.

8. I have read the St. John Bosco Ballfield Code of Conduct and SJB Field Use Manual and agree to abide by that policy and further, in the event of allocation to my team/organization, to ensure that all children, parents, coaches or others who enter St. John Bosco's property because of my team's field allocations, will be advised of the provisions of the Code of Conduct and Field Use Manual and instructed to follow those directives.

Signed this ____ day of _____, 20____.

Signature of Applicant

Team Name: _____

Date of Submission: _____

<h2>Team Roster Community Verification and Community Sponsor</h2>

PLAYER'S NAME	St. John Bosco	Other Catholic Named Parishes (check if applicable)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____

St. John Bosco Community Sponsor (please print) _____

Verification of Team Roster by Community Sponsor

Signature: _____

SJB BALLFIELD CODE OF CONDUCT

At all times, players, coaches, instructors, other participants, spectators and visitors shall respect the rights and privileges of others while utilizing the baseball field facilities at St. John Bosco and shall promote the development of athletic teams which are models of good sportsmanship. In so doing, all users of the SJB fields shall adhere strictly to the following rules:

1. Treat ballfield practice areas with respect at all times.
2. All players, coaches, instructors and other participants entering the practice area MUST be covered by a team liability insurance policy, listing St. John Bosco and the Parish of St. Benedict as additional insureds, a current copy of which shall be submitted to SJB prior to an allocated team using the field(s).
3. No player shall enter the field area until fifteen (15) minutes prior to their allocated practice time nor remain on the SJB or St. Benedict property for more than fifteen (15) minutes after the lights are extinguished following an evening practice. No player shall enter the academic areas of the school.
4. Drag the South infield with ATV in storage shed and metal drag provided. Return ATV to shed, secure door levers, and leave drag behind the first baseline per Field Manual.
5. At no time may a person without a valid driver's license or any person younger than eighteen (18) years old be permitted to operate or ride on the ATV.
6. Report any troubles with the ATV to dabril@sjbosco.org following scheduled practice time. Even with malfunction, please return ATV to storage shed if at all possible.
7. Store pitching mound(s) flat, and DO NOT prop up against the dugout fencing. No Metal cleats on the portable pitching mound!
8. Before departing the property, place all garbage items in trash receptacles provided and dugouts and field areas shall be left in clean condition.
9. Upon departure from the school grounds, ensure the gates onto school grounds have been pulled shut and are locked.
10. In the event field lights do not automatically come on at sunset or before, on an evening when practice has been allocated, a coach or team representative shall immediately call Chris Klee at: 480-619-1116.
11. Tobacco products and alcoholic beverages of any kind are prohibited from use or consumption on the premises.
12. All players in batting cages and in the practice area must wear helmets when batting.
13. Any individual or organization caught stealing, defacing or destroying the property of St. John Bosco School or the Parish of St. Benedict is subject to immediate termination of field allocations to their organization and forfeit of the deposit.
14. Any found items shall be left outside the Athletic Department doors.
15. A single restroom will be open for use by members of allocated teams during scheduled field times, located on the back wall of the school building during the school year.

SJB – Field Use Manual

WHAT'S NEW:

- NEW Breakaway Bases (Do NOT pull the field drag over the new WHITE base plates – see below)
- NEW Battery in the ATV – electric start
- NEWLY-cut edge to the outfield grass
- NEW Batting Cage Mats, repaired batting cage netting and pitcher's practice screen
- NEW Pink Survey Whiskers mark foul lines, foul poles, pitching rubbers, and infield grass edge
- NEW Portable Benches for use at the north field dugouts, and other areas

Base Installation and Use

The breakaway bases include new anchors, WHITE base plates, base pillows, and BROWN anchor covers. Base anchors are installed at 60' and 80' distances, and the pitching rubber locations are marked with whiskers at 46' and 60'-6" distances. Follow these guidelines to install and protect the new bases.

1. Base Installation: The breakaway base system consists of an in-ground anchor (filled with concrete), a WHITE base plate (with a post, and "nubs" to engage the base pillow), a base pillow (the base), and a BROWN anchor cover (with the green whisker).

- a. Install the WHITE base plates or the BROWN anchor covers. On top of each in-ground anchor are four (4) rectangular locations that must be cleared of dirt when installing the plate. See the underside of the plate or cover for the rectangular molded piece that fits into the top of the anchor. The WHITE or BROWN plates must fit snug to the top of the anchor. Use the broom.
- b. "TEEN" base pillows are used at 80' distance, "YOUTH" base pillows are used at 60' distance.
- c. Sweep dirt over BROWN anchor covers to hide those base locations not in use. Use the broom.

2. Base Removal:

- a. Both the base pillows and WHITE base plates are stored in the 3rd base dugout after use.
- b. Install the BROWN anchor covers at each base location to keep clean the base anchors, and to make ready the field for the next user. Install same as WHITE base plate. Use the broom.

Pitching Mounds, ATV and Field Drag, Storage

3. Pitching Mound / Storage:

- a. Remove the pitching mound from the field and store FLAT on the ground (do not lean against the dugout). Do not drop mound on edge.
- b. The mound is stored off the field in the landscape area beyond the 3rd base dugout, on the other side of the landscape curb.

4. ATV with Field Drag:

- a. The ATV has a new battery installed as of February, 2012. It should easily start with the electric starter, and can be kick-started, too. SJB will ensure gas and oil levels.
- b. Do NOT pull the field drag over the base locations. The field drag will damage the WHITE base plates and the "nubs" and ruin the connection between the base plate and base pillow.
- c. Remove the WHITE base plates before dragging infield. Install the BROWN anchor covers first.

- d. Infield–Outfield Grass Edge has been newly cut into a clean line. Do not pull the field drag over the grass edge; it is best to run the field drag 3-6-12” from the grass edge.
- e. Run the ATV/Drag in the opposite direction that you last dragged the field.
- f. Lower speeds are better when dragging the field. This helps prevent buildup at the edges.
- g. Do NOT pull the field drag over the base locations, or over the infield grass edge.

5. Field Drag / Storage:

- a. The field drag is stored in the landscape area beyond the 1st base dugout fence.
- b. Do NOT pull the field drag around the tree or through the grass near this location. This avoids damage to the grass edge of the infield, avoids dragging rocks and pebbles onto the infield, and avoids damage to the tree irrigation drip lines.
- c. When done, drive the ATV straight off the field and unhook the field drag. When hooking up, bring the field drag over onto itself, re-hook to the ATV, and pull straight onto the infield.

6. Leaving the Field, Trash, Security

- a. Dugout Doors – CLOSE and LATCH the doors, so that doors don’t interfere with the sprinklers.
- b. Trash – All trash in all areas should be placed in the trash receptacles (field, dugouts, dugout shelves, spectator area, batting cage, playground, AND parking lots). If you have large trash items, please consider taking them home with you...”Leave it better than you found it” ...
- c. Security – Close the Perimeter Gates – Make sure all three perimeter/exit gates are closed (batting cage w/ combination lock, and walkway north and south gates). Spin the numbers on the combo lock.

7. Trees, Infield Water and Flood Irrigation, Nail Drag

- a. Trees – The young trees will soon provide great shade! Please respect the trees, stakes, wires, and drip lines.
- b. SJB will water the infield using the sprinklers; do NOT mess with the water valves or heads.
- c. SJB schedules Flood Irrigation, typically for Friday nights or Saturdays. Teams will be notified of flood irrigation schedules as needed, as this may on occasion impact Friday/Monday usage.
- d. SJB will groom infield with nail drag as needed. The ATV is not capable of pulling the nail drag.

8. Tools and Equipment On-Site:

- a. Breakaway Base System: 3 WHITE base plates, 3 “TEEN” base pillows for use at 80’ distance (T), 3 “YOUTH” base pillows for use at 60’ distance (Y), 6 quick-change BROWN anchor covers.
- b. Two sweep brooms, one push broom, two landscape rakes, one dirt tamper
- c. One Chalk/Dry Line Marker, Bag of Chalk. The bag of chalk is placed intact in the cooler
- d. Two pitching mounds (big, medium)
- e. Batting Cage – two batting/pitching mats, pitcher’s protective screen, loose home plates
- f. ATV and Field Drag. The Nail Drag is for SJB use only (the ATV will not pull it)

FYI Base anchors are filled with concrete and are not removed.



When installing WHITE base plate, the four rectangular areas in base anchor must be clear of dirt, allowing for insertion of base plate.



Top of base anchor should be generally clean of dirt as shown, such that "waffle" pattern is fully exposed. Use broom to fit.

WHITE base plates are ALWAYS REMOVED after practice or game, and before dragging field. DO NOT PULL DRAG over base plates.



Molded rubber on bottom of WHITE base plate mates with top of base anchor.

BEFORE DRAGGING, and after practice WHITE base plates are removed, and BROWN anchor covers are placed over base anchors. Brown covers fit the same as WHITE base plates. Use broom to fit. BROWN anchor covers in unused base locations are covered with dirt for practice or game. Use rake.

