

# New Braunfels Little League

## 2009 New Braunfels Little League Facilities – Camps & Clinics Policy

(Effective 5/9/09, revised 5/9/2009)

### **General Considerations:**

1. Practice fields and facilities are available for rental to non-NBLL entities only if not needed for use by the NBLL. NBLL has no obligation to any outside entity in regard to consideration, allowance, or denial, of an application to use the NBLL facilities for a camp, clinic, meeting or other affair. Fredericksburg Road fields are not available for sub lease to non-NBLL entities.
2. Prior to submitting an application for facilities rental the event coordinator is encouraged to speak with the league President and discuss in general terms what is planned and in general terms what NBLL would expect as reasonable compensation (i.e., rental fees). Once this general information has been considered all outside entities desiring use of the NBLL facilities must submit a request to the league President 45 days prior to the intended affair. This allows proper time for the President to look into past activities of the requestor and to seek consul of the appropriate board members prior to making a final decision for or against the requested use.
3. An application for use of the NBLL facilities for a camp, clinic, or other affair will be submitted on the attached form with all areas filled out by the event coordinator; who is defined as the person assuming overall liability and responsibility for operation of the intended activity.

The following items must be in place and provided as supplementary material with the application for field use.

- A.** The agent must provide a certificate of liability insurance for the event naming NBLL as an additional insured with participants excess accident endorsement. All players, instructors, and/or attendees must sign an individual waiver and this will be submitted to NBLL prior to the start of the event. For the purposes of this application an instructor is a person of no less than 18 years of age that is associated with the event coordinator and will assume responsibility for some phase of event operation. Instructors must be at least 18 years of age and under the supervision of the event coordinator.
- B.** An operational plan that defines the fields or other facilities to be used, the activities that will be occurring on each field or area, and the numbers of participants and attendees that will be permitted at each location will be filed with the application. The operational plan should detail how a maximum participant to instructor ratio of no more than 25 to 1 at each individual location (i.e., field or area on a field) will be maintained.
- C.** The operational plan must contain contingencies for emergencies related to removal of participants or instructors. Mechanisms that will be in place to maintain participant supervision should one of the instructors be required to leave the facilities in response to an emergency situation should be detailed. Also, contingencies for care of attendees and operation of the event in case of deterioration of weather conditions should be detailed.
- D.** The operational plan provided by the event coordinator must detail how the NBLL grounds

will be maintained and cleared of trash and other items related to the hosting of the event, at the end of each day, and at the end of the event.

- E.** The operational plan will provide a list and description of all equipment that is to be used during the event; where and when it is to be installed and removed. All due diligence with regard to safety issues surrounding use of such equipment will be detailed.
- F.** Once an event coordinator has been approved to rent NBLL fields or facilities, the approved operational plan will be posted at the fields and may not be altered without prior approval from the NBLL president. Should a responsible party from the NBLL observe operations or behavior inconsistent with the plan, or feel that continued operations places participants in an unsafe situation, the NBLL may terminate the event. In such situation the fees rendered for facilities rental will not be refunded.
- G.** Rental fees and a deposit to be determined by the scope of the event must be pre-paid. In the event of damage to facilities, the cost of damages will be deducted from the deposit. The event coordinator will be responsible for damages in excess of the deposit amount should they occur. The cost of clean up and/or repairs will also be deducted from the deposit.

# Application for Event Field Use New Braunfels Little League

Name of Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phones:

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Business: \_\_\_\_\_

Type of Event Requested (e.g., clinic, camp, meeting, etc.): \_\_\_\_\_

Facilities Needs (# fields, bathrooms, concession, cages, etc.): \_\_\_\_\_  
\_\_\_\_\_

Dates and Times requested (for each listed above): \_\_\_\_\_

Number of attendees and ages: \_\_\_\_\_

Instructors and Experience (for each): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Event(s) Operated Event Coordinator: \_\_\_\_\_

Reference Name & Contact Number From Previous Event(s): \_\_\_\_\_

Complete this form; attach appropriate documents (Insurance & Operational Plan: see 2009 New Braunfels Little League Facilities – Camps & Clinics Policy) and submit to the NBLL President for consideration.

NOTE: It is highly recommended that you speak with the NBLL President about your event request prior to submitting this form and operational plan.