

CAL POLY SPORTS COMPLEX FACILITY POLICY

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The Cal Poly Sports Complex is operated by Associated Students, Inc. (ASI). The policy-recommending body for the Cal Poly Sports Complex shall be the Sports Complex Use Committee (SCUC) with approval from the University Union Advisory Board (UUAB).

The Cal Poly Sports Complex is comprised of three synthetic turf fields, four natural grass turf fields, three softball diamonds, and five outdoor basketball courts.

Recommendations to the ASI Executive Director (and University President or designee) for approval, amendment, or repeal of any Cal Poly Sports Complex Facility Policy requires a 2/3 vote of the membership of the UUAB. Such an approved facility policy shall become the official policy of the Cal Poly Sports Complex.

The Cal Poly Sports Complex Facility Policy shall be in compliance with federal and state law, as well as university and CSU Board of Trustee's policies. The ASI Executive Director designates the ASI Director of Facilities Management to make decisions as noted in this policy. The University President's directive regarding use of university buildings and grounds is applicable to the Cal Poly Sports Complex and its adjoining grounds (CAP 144).

General Facility Policy

1. General facility policies apply to all individuals and/or groups who use the Cal Poly Sports Complex.
2. All [Campus Administrative Policies](#)¹ (CAP) apply to the Cal Poly Sports Complex.
3. Exceptions to the Cal Poly Sports Complex Facility Policy may be granted by the ASI Director of Facilities Management or designee with approval from the Sports Complex Use Committee and in accordance with campus policy.
4. Cal Poly Sports Complex operating hours will be determined by the ASI Director of Facilities Management or designee, in consultation with the Sports Complex Use Committee.
5. Use of the Cal Poly Sports Complex for commercial activity unrelated to the ASI mission is prohibited unless the ASI Executive Director or designee grants prior written approval. Advertisement, marketing, flyers and handouts are prohibited without prior written approval from the ASI Director of Facilities Management. All club fundraising activities must be 100% philanthropic in nature rather than commercial.
6. No exchange of funds is permitted at the Sports Complex. This includes entry fees, registration, donations, and sales. All monetary exchanges must be conducted off grounds.
7. ASI is not responsible for damage to or loss of personal items.
8. Health and Safety
 - a) The field supervisor is responsible for overseeing security and safety during specified hours of operation, and will serve as the primary customer contact for facility concerns.
 - b) Alcoholic beverages (unless approved by the Office of the University President) and gambling will not be allowed at the Cal Poly Sports Complex in accordance with state and Campus Administrative Policy (CAP 172).
 - c) Use of tobacco and E-cigarettes is prohibited at the Cal Poly Sports Complex (CAP 171).
 - i) Smoking is permitted in designated areas only; refer to [campus map for smoking zones](#)².

¹ Campus Administrative Policies: <http://policy.calpoly.edu/>

² campus map for smoking zones: https://afd.calpoly.edu/facilities/maps_campusmaps.asp

- d) Animals are not permitted in any area of the Sports Complex, except for service dogs or animals involved in authorized research or instructional programs. Dogs must have a valid license which also serves as evidence of a current rabies vaccination (CAP 357). In accordance with campus policy, pets may not be tethered on campus (CAP 357.1).
- e) No person, while on university property, shall possess, carry or have control of any firearm, whether loaded or not, unless it is with the written permission of the Office of the University President or designee (CAP 354.4).
- f) All use of electricity at the Cal Poly Sports Complex must conform to the National Electrical Code.
- g) Open flames are not permitted at the Cal Poly Sports Complex. Explosives and chemical combustions, including fireworks or rockets, are not permitted at the Cal Poly Sports Complex.
- h) Any blood and/or bodily fluids expelled must be cleaned up by the reserving party.
- i) Barbeques are only permitted in the bark chip area located adjacent to the outdoor basketball courts and in parking lot H15, with a pre-approved reservation.
 - i) A fire extinguisher must be present when a barbeque is in use.

Conduct and Responsibility

1. All individuals are required to follow campus and Cal Poly Sports Complex policies and procedures pertaining to their activity or program.
2. Groups reserving Cal Poly Sports Complex facilities are responsible for the conduct of their members and guests. Groups will be held financially liable for any damages caused to the Cal Poly Sports Complex facilities, property, grounds or equipment by their members or guests.
3. All participants are responsible for leaving all Cal Poly Sports Complex spaces in a reasonably clean and orderly condition. A damage/security deposit of \$1,000 may be required from groups, based on historical experience and the nature of the event.
4. Any group or individual failing to comply with these policies, or causing repeated damage to the facility, will be denied further use of campus facilities and will be subject to disciplinary action through the Dean of Students Office and/or University Police Department.

Definitions of Terms

1. Sports Complex Use Committee

- a) Oversight of the Sports Complex shall be conducted by the Sports Complex Use Committee (SCUC). This committee shall provide ongoing review of the facility. The committee will review the facility use, recommend policy revisions, and revise block schedules (CAP 850).
- b) The Sports Complex Use Committee shall be comprised of representatives from ASI, Athletics, State Facilities, UUAB, and the Dean of Student's office. The following positions are designated representatives from each department:
 - i) ASI Executive Director or designee
 - ii) ASI Student Government UUAB Chair or designee
 - iii) Cal Poly Director of Athletics or designee
 - iv) Block P Chair or designee
 - v) Dean of Students or designee
 - vi) ASI Director of Facilities Management or designee
- c) This advising body meets on a regular basis to review the overall field status, field maintenance and improvements, approve event requests, and collaborate on block schedules. SCUC will be responsible for reviewing and approving the following event requests:
 - i) Sports Club events and tournaments
 - ii) Department events (excluding Cal Poly Athletics team practices)
 - iii) Club & Independent Student Organization events
 - iv) Athletic camps
 - v) Off campus user events
 - vi) Large scale university activities

2. Authorized Users

- a) Associated Students, Inc.
- b) Cal Poly Clubs and Sports Clubs
 - i) Student clubs that have been officially recognized and chartered by the university.
- c) Independent Student Organizations (ISO's)
 - i) Independent Student Organizations that have been officially recognized and rostered by the university (i.e. Greek organizations).
- d) CPSU Departments, administrative units and support groups
 - i) Cal Poly offices and administrative units
 - ii) Cal Poly departments
 - iii) Cal Poly Athletics

- iv) Kinesiology
- v) Cal Poly colleges
- vi) Alumni groups
- e) Private use by Cal Poly students and faculty/staff
 - i) Students and faculty/staff scheduling facilities for private, non-professional, non-campus programs and activities
- f) Off campus organizations and Individuals
 - i) Community organizations and individuals not associated with campus

3. Block Schedule

- a) A block schedule is defined as a unit or units of time set aside for specific groups to use designated space within the Cal Poly Sports Complex. ASI develops block schedules in collaboration with the Sports Complex Use Committee to ensure campus partners have approved access to the facility on a regular basis.
 - i) Refer to the Cal Poly Sports Complex [Block Schedules](#).³
- b) Groups and programs included in the Sports Complex Block Schedules include ASI, Cal Poly Athletics, Cal Poly Sport Clubs, Maintenance, and Conference and Event Planning (summer quarter only).
- c) All Athletics and Club Sport blocks are shared with Kinesiology academic courses upon request.

³ Cal Poly Sports Complex Block Schedules: http://www.asi.calpoly.edu/block_schedules

Reservation Policy

1. Reservable Spaces

Space	Non-Permitted Activities	Notes
Synthetic Turf Field 1 (160-162A)	Rugby Baseball	75,600 sq. feet Not Allowed: metal cleats, food
Synthetic Turf Field 2 (160-162B)	Rugby Baseball Lacrosse	75,600 sq. feet Not Allowed: metal cleats, food
Synthetic Turf Field 3 (160-162C)	Rugby Baseball	73,440 sq. feet Not Allowed: metal cleats, food
Grass Turf Field 4 (160-163A)	Rugby, Fall	During NCAA Soccer seasons
Grass Turf Field 5 (160-163B)	Rugby	No Notes
Grass Turf Field 6 (160-163C)	None	No Notes
Grass Turf Field 7 (160-163H)	None	No Notes
Softball Field 4 (160-163D)	None	No Notes
Softball Field 5 (160-163E)	None	No Notes
Softball Field 6 (160-163F)	None	No Notes
Outdoor Basketball Courts (160-162F 1-5)	Volleyball Badminton Skateboarding Hockey	No Notes

2. Reservable Space Reservation Policy

- a) Space at the Cal Poly Sports Complex must be reserved through the appropriate scheduling entity.
 - i) ASI program staff submit requests through ASI Event Scheduling and Management.
 - ii) Cal Poly Clubs, Sports Clubs, and Independent Student Organizations submit requests through the ASI E-Plan process.
 - iii) Campus departments submit requests through University Scheduling.

- iv) Academic courses submit requests through Class Scheduling.
 - v) Athletic camps and revenue generating events or activities submit requests through Conference and Event Planning.
 - vi) Private use by Cal Poly students and faculty/staff and off-campus organizations submit requests through Conference and Event Planning.
- b) No organization may reserve space on behalf of another organization. However, a sponsoring organization may schedule an event that incorporates multiple participating entities within one reservation. Organizations may not sell or transfer reservations to another individual or organization.
 - c) All details associated with Sports Complex reservations must be completed by the deadline date. The deadline date will be determined as follows:
 - i) Reservations which require no staffing or set-up such as Sports Club practices, Athletic Department practices, and Kinesiology academic classes:
 - (1) Three (3) business days prior to the event date
 - ii) Reservations that require staffing or approval from the Sports Complex Use Committee
 - (1) Fourteen (14) calendar days prior to the event date
 - iii) Reservations that require a special permit (e.g., campus building permit for electrical use, temporary structures, etc.):
 - (1) Twenty-one (21) calendar days prior to the event date
 - d) All reservations are subject to cancellation if the details are not submitted by the due date.
 - e) ASI Event Scheduling and Management and the appropriate scheduling entity must be informed in advance of any change regarding an event. Changes made after the due dates referenced above will incur a fee as outlined on the [ASI Rate Sheet](#).⁴
 - f) Failure to comply with policy will result in the cancellation of all current reservations and immediate loss of all scheduling privileges. This is at the discretion of the ASI Director of Facility Management or designee in collaboration with the Sports Complex Use Committee.
 - g) Informal recreation by the Cal Poly community is a critical component of the Sports Complex. The ability to “drop in” and utilize the Sports Complex facilities in a non-organized fashion is an important component of the Cal Poly recreational opportunity. In the absence of scheduled activities, all fields shall revert to informal recreation on a first come first served basis.

3. Reservation Priority

- a) ASI reserves the right to give preference to university events sponsored or endorsed by the university president. Additionally, events of global importance on campus will be given top priority and may, with SCUC approval, supersede the block schedules. Request will be reviewed on a case-by-case basis.
- b) The following schedule identifies the first date that groups may request reservations in the Cal Poly Sports Complex for the following academic year:
 - i) May 1: Block Schedule Entities

⁴ ASI Rate Sheet: http://www.asi.calpoly.edu/form_policies/show/473

- (1) Identified users (below) have assigned Sports Complex Blocks and may request space within their designated blocks for the following academic year.
 - (a) ASI
 - (b) Kinesiology (shares with Athletics and Club Sports)
 - (c) Maintenance
 - (d) Cal Poly Athletics
 - (e) Cal Poly Club Sports
 - (f) Independent Student Organizations
 - (g) Conference and Event Planning
 - (2) Reservation requests made by entities categorized within the same block are processed in the order received.
 - (3) Cal Poly Athletics and Club Sports are required to collaborate with the Kinesiology Department in sharing Sports Complex facilities for university classes.
- ii) Seven (7) weeks prior to the start of each quarter:
- (1) All requests within designated blocks are due. Unused blocks may be made available to other eligible users in accordance with Sports Complex Facility Policy.
- iii) Six (6) weeks prior to the start of each quarter:
- (1) Unused times within designated blocks will be released for the following spaces:
 - (a) Synthetic Turf Fields (Fields 1 – 3)
 - (b) Grass Turf Fields (Fields 4 – 7)
 - (c) Softball Fields (Fields 4 – 6)
 - (2) Unused block time will be processed in the following priority order on a date stamped first come first served basis:
 - (a) ASI Programs
 - (b) Cal Poly Athletics
 - (c) Kinesiology
 - (d) Maintenance
 - (e) Club Sports
 - (f) Recognized Student Clubs and ISOs
 - (g) Campus Departments
 - (h) Conference and Event Planning

4. Cancellation and No Show Policy

- a) Cancellation of reservations must be made by the requestor or other authorized individual three (3) business days prior to the scheduled event by contacting their appropriate scheduling entity in writing.

- b) If a group fails to notify their scheduling entity of a cancellation three (3) business days in advance, the group will be considered a “no show.”
- c) “No shows” will be issued a written warning and incur a fee as outlined on the applicable [ASI Rate Sheet](#)⁴
- d) Additionally, charges for staff time will be billed for all cancelled or “no-show” events when staff support is required or when actual costs have been incurred by ASI.
- e) If a group has delinquent fees, they will not be allowed to book further reservations, nor will their current reservations be honored, until all "no-show" fees are paid.
- f) Failure of a group to cancel an event three (3) times in a quarter will result in the cancellation of all remaining reservations for the quarter.

Supervision

1. ASI Supervision

- a) The ASI Director of Facilities Management or designee has the right to adjust event staffing levels in individual situations in order to address safety and facility oversight.
- b) Responsibilities
 - i) ASI will staff the Sports Complex with a minimum of one field supervisor during posted hours. This staff member will be CPR and First Aid certified, trained in blood borne pathogen response, and will be the on-site individual with keys and facility knowledge. Their responsibility will be to oversee the scheduled activities, as well as informal use, to ensure that field policies are followed and facilities are properly used.
- c) Facilities
 - i) ASI Field Supervisors shall be responsible for supervising the following spaces:
 - (1) Upper Synthetic Turf Fields
 - (2) Lower Grass Turf Fields
 - (3) Softball Fields
 - (4) Basketball Courts
- d) Event Types
 - i) ASI Field Supervisors will supervise events at the Sports Complex held by the following groups:
 - (1) ASI Intramurals
 - (2) ASI Events
 - (3) Chartered club & rostered ISOs
 - (4) Conference & Event Planning
- e) Costs
 - i) Please refer to the [ASI Rate Sheet](#)⁴ for costs associated with supervision.

2. Cal Poly Athletics Supervision

a) Responsibilities

- i) During any practice, event, or camp sponsored by Cal Poly Athletics, an appointed coach or athletic trainer will be on-site. They are responsible for ensuring the safety of the participants and spectators as well as overseeing the proper use of all facilities. These individuals are CPR and First Aid certified and trained in blood borne pathogen response.

b) Facilities

- i) Athletic Coaches and/or Athletic Trainers shall be responsible for supervising the following spaces:
 - (1) Upper Synthetic Turf Field
 - (2) Lower Grass Turf Field
 - (3) Softball Fields

c) Event Types

- i) Cal Poly Athletics shall be responsible for supervision of the following events:
 - (1) Athletic games
 - (2) Athletic practices
 - (3) Athletic camps processed through Conference and Event Planning

3. Club Sports Supervision – Club Sport Event Management

a) Responsibilities

- i) The Club Sport Event Management staff is responsible for providing an organized, well maintained event. Their role is to develop and improve the overall experience of teams participating in the event as well as fans attending. They will serve as the first responder in the event of an emergency, provide the equipment needed for the event, supervise both players and fans, and enforce all Club Sport Event Management, Sports Complex Policy, and Campus Administrative Policies. These individuals are CPR and First Aid Certified and trained in blood borne pathogen response.

b) Facilities

- i) Club Sport Event Supervisors shall be responsible for supervising the following spaces:
 - (1) Upper Synthetic Turf Fields
 - (2) Lower Grass Turf Fields
 - (3) Softball Fields

c) Event Types

- i) Club Sport Event Supervisors shall be responsible for supervision of the following events:
 - (1) Club Sport Games
 - (2) Club Sport Tournaments

d) Costs

- i) Please refer to the Club Sport Program Event Staff Agreement for information on the cost of Club Sport Event Supervision.

4. Academic Programs

- a) Responsibilities
 - i) The registered course instructor is responsible for overseeing class activities to ensure participant safety, that facility policies are followed, and arrange for equipment needed for the event. They will develop an emergency plan and serve as the first responder in the event of an emergency.
- b) Facilities
 - i) Instructor shall be responsible for supervising the following spaces:
 - (1) Upper Synthetic Turf Field
 - (2) Lower Grass Turf Field
 - (3) Softball Fields
 - (4) Basketball Courts
- c) Event Types
 - i) Academic courses offered through PASS and scheduled through Class Scheduling.
 - ii) Ad Hoc Classes that are used to supplement existing courses and are Scheduled through University Scheduling.

Field Maintenance

1. Maintenance shall be overseen by Cal Poly State University and managed by Cal Poly Facility Services. Responsibilities include:
 - a) Natural grass fields: Mowing, irrigation, renovation
 - b) Synthetic turf fields: Grooming
 - c) Adjoining space: Landscaping and irrigation
 - d) Lighting compliance, including bulb replacement
 - e) Refer to lease agreement for specifics parameters
2. Maintenance Schedules
 - a) Academic Year
 - i) A minimum of two (2) hours per field will be allocated daily for maintenance as designated on the Block Schedules.
 - b) Summer
 - i) Natural grass fields may be closed for up to six weeks during summer quarter for annual renovations.
 - c) All maintenance times must be entered into the campuswide scheduling software

Field Closures

1. Maintenance Closures

- a) Major field maintenance, renovations, and repairs will take priority during quarter breaks, holidays, and summer.
- b) Unanticipated Closures
 - i) Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Facilities Management or designee. Whenever possible, ASI will notify groups of any reservation change in advance.
 - ii) ASI reserves the right to cancel an event or modify the extent of services provided in the event of weather, construction, utility interruptions, campus emergencies, natural disasters or catastrophic events.

Equipment

1. General

- a) The ASI Director of Facilities Management or designee will determine property to be located and housed in the storage units at the Cal Poly Sports Complex.
- b) ASI sporting equipment may not be removed from the Cal Poly Sports Complex without prior written approval from the ASI Director of Facilities Management or designee.
- c) All equipment at the Sports Complex fields must be in proper working condition.
- d) Broken or damaged equipment must be properly disposed of by the responsible party. Failure to remove the equipment within fourteen (14) days will result in removal and disposal costs.
- e) Equipment utilized by off season teams shall be removed from playing surfaces.
- f) All equipment must be returned to its original location at the completion of scheduled activities.
- g) Groups are financially responsible for damages caused by the improper use or movement of equipment (i.e. soccer goals, lacrosse goals, field hockey goals).

2. Equipment Replacement

- a) The Sports Complex Use Committee will reference the following table when replacing existing equipment. If a program chooses to purchase additional equipment, not including replacing old or broken equipment, they may do so at their own expense.

Type of Equipment	ASI	Cal Poly Athletics	Club Sports
Soccer Goals	33.33%	33.33%	33.33%
Soccer Nets	33.33%	33.33%	33.33%
Soccer Corner Flags	33.33%	33.33%	33.33%
Lacrosse Goals	0%	0%	100%
Field Hockey Goals	0%	0%	100%
Rugby Posts	0%	0%	100%

Field Lining and Striping

1. The Sports Complex fields may be lined for a variety of different sports upon request. Field lining must be consistent with field use guidelines and is subject to approval by the Sports Complex Use Committee. All requests for lining must be submitted to the appropriate entity a minimum of fourteen (14) days in advance.
 - a) Groups will be charged for paint application and removal. All paint removal must be performed or supervised by Facility Services.
 - b) Responsibilities - The following Cal Poly entities are authorized to line fields for designated groups, spaces, and activities:
 - i) ASI
 - (1) ASI Intramural activities
 - c) Club Sport Event Management
 - i) Club Sport practices
 - ii) Club Sport games and competitions
 - d) Facility Services
 - i) Athletic practices and games
 - ii) Conference and Event Planning events
 - iii) Club and ISO events
 - iv) Department events
 - v) Academic courses
2. Field Lining Materials
 - a) Upper Fields (1-3)
 - i) Only paint formulated for synthetic surfaces as recommended and authorized by Facility Services may be used.
 - (1) Contact Facility Services for current standards and acceptable paint
 - ii) Any use of improper paint could result damage to the fields and significant charges to the sponsoring organization.
 - b) Lower Fields (4-7)
 - i) Natural turf paint or chalking as recommended and authorized by Facility Services.
 - c) Available Field Lining
 - i) Other lines will be considered on case-by-case basis

Space	Permanent Lines	Temporary Lines (Upon Request)
Synthetic Turf Field 1 (160-162A)	Soccer Flag Football	Football Lacrosse, Men's Lacrosse, Women's
Synthetic Turf Field 2 (160-162B)	Soccer Flag Football	Not Applicable
Synthetic Turf Field 3 (160-162C)	Soccer Flag Football	Field Hockey Lacrosse, Men's Lacrosse, Women's
Grass Turf Field 4 (160-163A)	Not Applicable	Football Lacrosse, Men's Lacrosse, Women's Rugby Soccer
Grass Turf Field 5 (160-163B)	Not Applicable	Football Lacrosse, Men's Lacrosse, Women's Soccer
Grass Turf Field 6 (160-163C)	Not Applicable	Rugby Soccer
Grass Turf Field 7 (160-163H)	Not Applicable	Rugby Soccer
Softball Field 4 (160-163D)	Not Applicable	Softball
Softball Field 5 (160-163E)	Not Applicable	Softball
Softball Field 6 (160-163F)	Not Applicable	Softball
Outdoor Basketball (160-162F 1-5)	Basketball	Not Applicable

Key Authorization

1. All keys are issued and approved by the ASI Director of Facilities Management or designee. A key authorization form must be completed and signed by the ASI Director of Facilities Management or designee.
2. Keys and key codes cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key privileges.
3. All keys must be returned as appropriate. Lost keys must be reported immediately to the ASI Director of Facilities Management or designee. The signatory agrees to pay a replacement fee for each lost key. Individuals who fail to return keys or pay the replacement fee, will have a hold placed on their academic records. If a master key is lost, the signatory will be held liable for the cost of re-pinning all areas accessible by the lost key.