



Edmonton Rugby Union Field Use Agreement

Contents

Executive Summary.....	2
Overview	2
Vision	3
Desired Outcomes.....	3
Purpose.....	3
Conclusion	3
Appendix 1.A Field Provider - Base Level of Maintenance:	4
Appendix 1.B Field User - Stewardship:.....	5
Appendix 2. Field Use Rates.....	6
Appendix 3. Playoff and Championship Games	8
1.0) Overview.....	8
2.0) Bid Application Process and Site Selection	8
3.0) Site Selection Considerations	9
4.0) Marketing / Advertising / Revenue Generation	11
5.0) Community / Special Events	12
6.0) Food Services	12
7.0) Team Services	12
8.0) Medical / Emergency Services	12
9.0) Volunteers to Stage an Event of This Magnitude.....	12
10.0) Insurance.....	12
11.0) Merchandise / Awards	13
ADDENDUM A – Sample Budget Sheet	13
ADDENDUM B – Field & Facility Safety Checklist	14

EXECUTIVE SUMMARY

With the anticipated sale of the Ellerslie Rugby Park (ERP), the Edmonton Rugby Union (ERU) shall assure that enough facilities are available to the union to support rugby as the game grows in the future. The creation of a “Field Use Agreement”, is deemed necessary to gain alignment from the member clubs to achieve the following objectives:

- Assure fields are available for new or existing rugby clubs that do not have their own facilities
- Fields are available for clubs that have outgrown their existing facilities
- Provide fields for clubs that lose access to their fields
- Establish a process for clubs to host City or Provincial Championships

To facilitate future growth of the game and to ensure that there are fields available to host all home games, playoffs, and championship games a formal “Field Use Agreement” between member clubs in the ERU should be adopted.

OVERVIEW

The guiding principle for this “Field Use Agreement” is that we as member clubs must work together to ensure an equitable sharing of fields between the members clubs in the ERU, to facilitate all home, playoff, and championship games.

The allocation of home games at the host club’s facilities will remain the first priority when developing the fixtures each year. A club’s priority should be to host their home games at their own facility and only look to host at another ERU members club when their own fields are not available. All efforts should be made by clubs to make their fields available for their own home games.

This document and the related attachments will consider the games and events that were previously scheduled and played at Ellerslie Rugby Park. This “Field Use Agreement” will take effect only in the event of Ellerslie Rugby Park no longer being available for games or practices for the Edmonton Rugby Union member clubs.

In this document the responsibilities of the Field Provider (Host Club) are detailed in “Appendix 1.A”, while the responsibilities of the Field User (Visiting Club(s)) are detailed in “Appendix 1.B”. These guidelines are in place to set clear expectations for all parties.

The Field Use Rates are defined in “Appendix 2” and provide an overview of the rates that will be paid by the ERU to the Host Club, out of the dues collected by the ERU and gaming funds. These rates will cover rental fees payable, as well as provide a reasonable sum to the Host Club for field maintenance and staffing expenses. Individual clubs will not be responsible for paying for field rentals to other clubs.

To set expectations for the eventual hosting of playoffs and championship games at fields other than Ellerslie Rugby Park, there is a detailed outline of the bid process and expectations in “Appendix 3”.

VISION

Each ERU member club has their own unique circumstances affecting their field use with one club owning their property, and the other ERU member clubs leasing from the city, county, provincial agency, or municipality that they reside in. The home fields of each of the member clubs will need to be booked according to their lease agreement.

It is imperative that the home teams are prepared for the increased volume at their facility, and that any visiting team or team utilizing another member club's facility for a home game, treat the facility with the outmost respect. A positive and clear understanding between the member clubs of the ERU on how they will share the use of their home fields and how playoffs and championship games are managed will drive increased utilization, and help to maximize the facilities that we have, for the betterment of the game.

DESIRED OUTCOMES

- A fair and equitable sharing of resources
- An established base level of maintenance on all fields (*see Appendix 1.*)
- Field users contributing to the operation, maintenance and cleanup of fields and facilities (*see Appendix 1.A*)
- Teams in need of fields to play their home games will have reasonable access to fields. Detailed in Field Sharing (*see Appendix 2.*)
- Establishment of rules and standards for hosting playoff and championship games (*see Appendix 3.*)
- Establishment of a principle of stewardship for field users (*see Appendix 1.A*)
- Increase exposure and promotion of rugby in the club's local communities
- Encouraging Clubs to consider both increased maintenance and safety at their facilities (*see Appendix 3 - Addendum B.*)

PURPOSE

The "Field Use Agreement" seeks to provide a process to manage the equitable sharing of member clubs' fields and facilities in an efficient manner that considers the needs of all stakeholders, and also clarifies how playoff, city finals and championship games are managed.

CONCLUSION

The "Field Use Agreement" is a common starting point where stakeholders and the joint use partners can begin to work together to improve the delivery of sports fields for the betterment of rugby in northern Alberta.

Continued stakeholder involvement in the evaluation of the agreement, annually, to incorporate suggestions, and amendments will encourage continuous improvement to meet the changing need of users. A comprehensive review of the "Field Use Agreement" will take place, at the end of the first year, again at the end of the fourth year and then every five years ongoing after that with an ERU Committee ensuring the field use agreement is best

meeting the ongoing needs of all stakeholders. ERU board approval requirement for changes (simple majority), will be followed for changes to the “Field Use Agreement

APPENDIX 1.A FIELD PROVIDER - BASE LEVEL OF MAINTENANCE:

- a) The host club providing the field will need to have all proper line markings visible to World Rugby standards
- b) The host club providing the field will need to have flags available to mark center line, 22-meter line, goal lines, and dead ball lines
- c) The host club providing the field will need to provide goal post pads for all goal posts
 - i. No post pads required for U5, U7 and U9
 - ii. Post pads required for all other age grades including high school games
- d) The host club providing the field will need to make sure that grass is cut to reasonable length as to not impede play
 - i. Note that during periods when fields are under stress host club reserves the right to keep the grass longer to maintain the pitch
- e) The host club providing the field will need to make sure there is access to washroom facilities & change rooms for teams and referees “as specified in Appendix 2. Table 1.”
- f) The host club providing the fields will need to make sure there are adequate garbage cans near the fields and in the change rooms
- g) No reasonable request to host a game at a club facility should be denied. The availability of fields for fixture booking will be communicated to the ERU by March 1st and once scheduled a game cannot be cancelled by the host club, without consideration for relocation of the booking. Any changes to the field allocations will need to be completed no less than 30-days before the beginning of the season
 - i. Any dispute over the refusal to grant reasonable access to fields would be mediated by the ERU Director of Discipline, and the failure of mediation would result in a decision being made by a panel made up of representatives of the ERU Board of Directors.
 - ii. In the event that a new club is formed in the ERU, or an existing member club loses their fields, a contingency plan should be provided with these clubs being given priority in the booking of games

APPENDIX 1.B FIELD USER - STEWARDSHIP:

- a) The use of fields and/or facilities under the “Field Use Agreement” is a privilege. At all times your club and members behavior should reflect that of a guest invited into someone’s home
- b) A Club utilizing another club’s field and or facility to host a home game shall be responsible for all participants from both their team and the visiting team,
- c) All visiting clubs will show respect for the facility and any equipment used and shall not use or alter equipment without prior consent from the facility manager
- d) Clubs or their guests will not bring any outside alcohol onto the property
- e) Teams utilizing other club’s fields to host a home game must leave the fields and facilities in a clean condition. They are to pick up all garbage such as water bottles, tape, pro wrap etc. on fields, in change rooms and in the club house
- f) Teams utilizing other clubs’ fields are to immediately notify the field manager of any damage present to the fields and or facilities
 - i. In the event of a visiting team(s) causing damage to the “Host Clubs” facilities the issue would be mediated by the ERU Director of Discipline, and the failure of mediation would result in a decision being made by a panel made up of representatives of the ERU Board of Directors.
- g) Parking to take place only in dedicated parking areas
- h) At the discretion of field management, users to play on designated fields only. Users to warm up in designated areas
- i) All players using other club’s fields are required to have current valid Rugby Canada registration in order to play.
- j) The ERU will work with Rugby Canada to secure a blanket certificate of insurance indicating that all current fully paid ERU member clubs are covered under the rugby Canada commercial general liability insurance when participating in a rugby Canada sanctioned event at any of the ERU member clubs’ facility

Non-Performance:

Failure to live up to the expectations of the field use agreement may result in a written warning, sanctions, up to and including monetary penalties, loss of points and suspension of play of individuals, teams, or clubs, as decided by the director of discipline or a panel made up of representatives from the ERU board.

APPENDIX 2. FIELD USE RATES

The rates proposed under this “Field Use Agreement” are summarized below (Table 1). The rescheduling and relocation of rugby games that had previously been hosted at Ellerslie Rugby Park will follow a structure similar to the Ellerslie Rugby Park rates from the 2020 season (Table 2). The proposed rates from “Table 1” will be paid from the ERU to the hosting club, out of the ERU budget, except in the case of the high school games which will be paid by the public and metro leagues.

Rate Category	User	Rate	Hours of Usage	Player and Spectator Amenities	Total Rate
1	U5, U7, U9, U11, U13, U15	\$45/Hour/Field	2 hours	Bar, Concession & Changerooms	\$90
2	U17, U19, U21	\$45/Hour/Field	2 hours	Bar, Concession & Changerooms	\$90
3	High School	\$45/Hour/Field	2 hours	Washrooms	\$90
4	Rugby Alberta Senior Games & Edmonton Gold Games	\$45/Hour/Field	2 hours	Bar, Concession & Changerooms	\$90
5	Rugby Alberta Senior Games & Edmonton Gold Practices	\$45/Hour/Field	2 hours	Washrooms & Changerooms, pop pads, tackle bags as needed.	\$90

Based on the 2019 fixtures, the approximate number of Senior games needing to be relocated to new fields is 20 games. The approximate number of Junior/Minis games needing to be relocated to new fields is 24 games, and the approximate number of High School games is 6. The total number of games needing to be relocated in a season is estimated to be a maximum of 50 games.

This Field Use Agreement Policy will become effective when Ellerslie is sold and is no longer available to host games. At that time all juniors and mini’s festivals/games will be subsidized by the ERU, regardless of if they were “paid to host clubs” by the ERU in the past.

Only Senior Games, U17, U19, and U21 games involving teams that are not from the host club providing the fields will be reimbursed using the above table structure. All games that are “normal hosting” will be handled as they always have been, at the expense of the home team who is also the hosting club.

Examples:

- Parkland Sharks vs. Grande Prairie playing at the LTs would have the LT’s receive funding according to the “Rate Category 4 in Table 1”, \$90/game.
- LTs vs. Parkland Sharks playing at the LT’s would not receive funding.

Table 2- Proposed ERU Expense for Relocation of Games – To Be Paid to Host Clubs			
Game Type	Games or Event Days	Cost Per Game	Total Cost (\$)
Senior League Games	20	\$90 (Rate Category 5)	\$1,800
Junior Festivals	3 (4-Games Per Event)	\$90 (Rate Category 2)	\$1,080
Mini's Festivals	3 (4-Games Per Event)	\$90 (Rate Category 1)	\$1,080
Total	50 Games		\$3,960

The projected cost of reimbursing clubs for games each year is estimated at \$3,960/year under the current structure.

Post-Match Hosting

The coordination of after game hosting will be coordinated between the “Home Team” (according to the ERU fixtures) and the Hosting Club. This format will be similar to the structure currently in place when games are hosted at Ellerslie Rugby Park.

- Once fixtures have been finalized the “Home Team” and the “Hosting Club” will come to a hosting agreement in advance
- Hosting clubs to provide a \$/person charge for hosting prior to the confirmation by the “Home Team”. The cost will be paid by the “Home Team”
- In situations where the hosting capacity, and/or the quoted rates from the “Hosting Club” are not in line with “Home Teams” needs, coordinating outside food to be brought to the Hosting clubhouse will be allowed
- All profits from hosting will go directly to the hosting club

APPENDIX 3. PLAYOFF AND CHAMPIONSHIP GAMES

1.0) Overview

The Edmonton Rugby Union City Final, ARU Provincial Championships, and Touring Team Games are some of the most exciting and high-profile events that the Edmonton Rugby Union membership takes part each season, bringing together the top teams from within the city and across the province. The hosting one of these events will become a unique and special opportunity. These popular rugby events can be very profitable, and the intent is that the proceeds from these events be utilized towards a legacy project as part of the successful bid.

This Bid Guidelines document outlines the requirements involved, and the opportunities available, for ERU member clubs interested in submitting a bid to host a City's Final, the ARU Provincial Championship or a Touring Team event. If hosting one of these events is something your club is interested in, please review the bid document thoroughly. Clubs that have coordinated the hosting of touring sides directly with those clubs are still authorized to do so, this document addresses touring sides that are coordinated through the ERU. A comprehensive bid application that addresses all details will improve your chances to be selected if the event has multiple applicants. The format and layout of the application is up to the individual applicant.

This approach for dealing with City Finals, ARU Provincial Championships, and Touring Team Games is a process that will be grown into and expanded upon over time. If deemed necessary, the ERU will be prepared to partner with the host clubs to share the workload and to ensure the success of the events. The ERU as part of such a partnership would be prepared to share the fiscal responsibility of the event.

The Edmonton Rugby Union sanctions, and is responsible for overseeing each City Final, ARU Provincial Championship or Touring Team Games. The winning bidders Host Committee for each event will be required to work with and provide regular reports to the ERU on the progress of their event. Some aspects of the event may require approval/permission of the ERU. The ERU will have a corresponding event subcommittee which will review all applications and work together with the successful bidder to help ensure a successful event.

2.0) Bid Application Process and Site Selection

The Edmonton Rugby Union reserves the right to make changes to the bid criteria as necessary and to request additional information from the potential host sites concerning the application. In alternating years when cities and provincials both take place in Edmonton, an applicant can apply for Cities, and/or Provincials. The bids will be considered on their merit by the ERU Board.

- **TIMELINES & PROCESS STEP 1:** January 30th – Deadline for clubs to submit bids All Bid Applications MUST be submitted to the ERU office by this deadline. Bids must be submitted via email in PDF document format to info@edmontonrugby.com
- **TIMELINES & PROCESS STEP 2:** February 7th – February 21st – Review of Bids. A selection committee will undertake the review of all bids and request additional information or answers to follow up questions at any point in time to assist with the review of bids. The Selection Committee will conduct site visits to confirm details laid out in a bid or to confirm technical requirements as outlined in the bid
- **TIMELINES & PROCESS STEP 3:** February 21st – Selection and Notification. In submitting their applications to host the bid applicants have acknowledged that the decision to award the hosting of the City Finals, Provincial Championships or Touring side games rests solely with Edmonton Rugby Union (ERU) through the Selection Committee. The ERU selection committee will make its decisions and will forward a copy of the Hosting Manual and Agreement to the selected clubs prior to December 13th. A signed copy will be due back from each selected host group prior to any public announcement being made
- **TIMELINES & PROCESS STEP 4:** February 28th – Announcement of Host Sites Upon receiving a signed copy of the Hosting Agreement, The ERU will announce the selected host sites to the public. It is the responsibility of the host committee, host club, and any other bid partners to begin fulfilling the obligations of the bid guidelines as well as the commitments laid out in the winning bid immediately upon being awarded the event
- **WOMEN'S PREMIER FINALS:** As the Women's premier division finals takes place in August the highest seeded team would host for the semifinals, city finals, and in years where Edmonton hosts provincials the Edmonton team playing in the provincial finals would host.
- **NO BIDS:** In the events there are no bids, the highest seeded team will host the playoff games for semi finals and for the city finals.

3.0) Site Selection Considerations

The bid presentation will contain components, laid out below, to enable the selection committee to make a detailed evaluation of the bid submissions. This section will provide details of responsibilities and expectations. For a club to be considered as a potential host, the following minimum hosting standards must be met:

- Be an ERU member club in good standing
- Have a strong volunteer base within the rugby and business communities
- Have fields and facilities suitable for the respective games
- Have suitable parking

A) COMMUNITY OVERVIEW

The bid application should contain an overview of the hosting community and area, as well as any other characteristics which may enhance the bid

- Rationale supporting the bid, highlighting the characteristics of the communities and surrounding areas that will be utilized during the event

B) HOST COMMITTEE

Bid will include an introduction to key personnel on the club host committee and their roles. The role definition can be laid out in the form of an organization chart. As part of the bid application, the club host committee will need to:

- Establish a complete budget for the event
- Appoint the following committee chairpersons: Operations, Marketing and Communications, Social-Media, and Facilities
- Include information on event goals and ways to track and measure the success of the event

C) BUSINESS PLAN:

The bid application should include a business plan which will serve as the primary guide for the organization and the financial operation of the event. The business plan should tie together a ticketing plan, sponsorship plan, marketing/advertising, and budget.

The business plan should include the following information:

- Key financial objectives, including breakeven and targeted goals (*see Addendum A - Sample Budget Sheet*)
- Financial forecast reflecting all potential revenues and all potential expenditures related with the event. Include information to support the numbers and how you plan to reach your targets (*see Addendum A -Sample Budget Sheet*)
- Ticketing plan detailing every phase of ticket sale, price points, timelines, and targets
- Sponsorship plan detailing levels of sponsorship, prospect list, timelines, and goals
- Overview of key tasks the host committee will be attempting to accomplish in hosting the event. The net proceeds or losses of the event will be the responsibility of the host committee and the ERU. The ERU asks that the Host Committee have a legacy plan to deal with potential surplus and that it is outlined in the bid presentation (*see Addendum A -Sample Budget Sheet*)

The Host Committee's obligations for event expenses should include, but are not limited to the following:

- Field and facilities allocation, and field use planning
- Necessary staffing and officials (referees, and touch judges) parking attendants (where applicable), food and beverage personal, cleanup personal, participating team host
 - **NOTE: Game officials, touch judges, and emergency services to be provided by ERU**
- Announcer and/or Game Music Coordinator
- Marketing and promotional expenses consideration (newspaper, television, radio station, etc.)

- **Tournament Program:**
 - The ERU will share the responsibility for finding a printer and covering all costs related to program printing, promotional posters, and other event day promotional materials
 - The ERU will share the expenses associated with producing and printing the official tournament program for the event
 - The ERU will provide four (4) pages of content for the program (front and back covers, and inside cover pages) in digital format
- Various event administration expenses
- Tickets, security, and VIP accreditation (ERU) will provide passes for sponsors, volunteers, players, team officials, officials, and host committee members
- Optional event items to consider that can add to the event experience:
 - Tournament banquet, luncheon, or breakfast
 - Awards (player of the game)
 - Hospitality VIP room
 - Opening/Closing ceremonies

D) OPERATIONAL PLAN:

Fields and facility requirements to host an event of this type must be met, including:

- The host fields and facilities must be available on an exclusive basis to the Host Committee for the duration of the event
- The host fields and facilities must have adequate seating space
- A minimum of four (4) dressing rooms, one (1) officials' room, and one (1) physio room are required for this event
- Foyer/display area for merchandising, draw boards (schedule), and sponsor requirements as applicable

4.0) Marketing / Advertising / Revenue Generation

Each host is required to have a marketing/advertising plan. This plan should detail the advertising/media plan, including promotion of sponsorship and ticket sales plans.

- **Venue Sales** - plans should indicate the level of sales which can be achieved at the venue in food and beverage, raffles, and souvenir programs
- **Local/Regional Sponsorship** - plans should outline the market potential for cash and contra (product) sponsorships
- **Municipal support/ Granting** - if available should be noted, including major financial contributions for hosting events
- Contributions such as in-kind donations and services should be included in the bid

The ERU will support in the promotion of the event(s), through the use of: Facebook, ERU Website, and online paid advertisement. Tickets Plans should outline the strategy for the pricing and packaging of ticket sales for the event. The Host Committee may charge gate admission and parking for the event

5.0) Community / Special Events

The host committee will be responsible to coordinate all protocol arrangements for the event ensuring activities such as opening and closing ceremonies, special receptions, and hospitality arrangements.

The host committee is encouraged to expand the event into the community with the staging of both on and off field special events to create a unique atmosphere for your community, athletes, and fans. The plan for special events should be outlined in general terms during the bid presentation.

Some event ideas include:

- Rugby Skills at half time / Intermission shows
- Special draws for those in attendance or program purchasers
- Festival or Carnival – with face painting, games, mini rugby etc.

6.0) Food Services

The Host Committee is responsible for providing meals for the assigned ERU/ARU Representatives and Game Officials throughout the event. Participating Teams and fans meals are to be made available however they are responsible for the cost of such meals.

7.0) Team Services

The Host Committee and the ERU will provide participating teams with the following team service elements:

- Appropriate changing facilities, with drinkable water
- Ambulance service (on call) for all games (ERU to Provide)
- A list of other qualified medical professionals that can be made available (on call) for the teams during the tournament. Dentist, Physio, Massage, etc. Participating teams to be responsible for any costs associated with these professionals

8.0) Medical / Emergency Services

It is mandatory that the host committee provide a risk management/safety plan to deal with issues/emergencies as they arise and provide medically responsible personnel available or on site for every game (i.e., St. John Ambulance).

9.0) Volunteers to Stage an Event of This Magnitude

The Host Committee will recruit, train, support and direct the efforts of numerous community volunteers. In consideration of this the bid documents must include Volunteer program and plan for training, coordination, screening, recruitment, and recognition

10.0) Insurance

The ERU and the host committee are responsible for verifying that the Rugby Canada insurance policy will cover the event, and the games. The host committee is responsible to secure event cancellation insurance in the event must be cancelled for seen or unforeseen reasons.

11.0) Merchandise / Awards

The host committee will be responsible for all aspects of the procuring and distribution of any merchandise to be provided to participants or made available for sale at the event. Each Host Committee will be provided with electronic files of the official Provincial Championship logo, as well as logo pantones, and other necessary information.

If a host committee desires to adapt the official ERU or Provincial Championship logo to include local information such as Town, Division, and/or Date, a copy of the proposed logo MUST BE submitted FOR APPROVAL to the ERU.

The ERU will provide the following:

Marketing Support, Championship Banner, Championship Trophy(s), or other Championship Apparel. Medical personnel will be coordinated by the ERU.

ADDENDUM A – Sample Budget Sheet

Most tournament costs can be determined in advance of the scheduled event.

PROJECTED REVENUE:	PROJECTED TOTALS (\$)
Advertising	\$
Door Admittance	\$
50/50 Draw	\$
Other Draws	\$
Program Sales	\$
Merchandise	\$
Sponsorship	\$
Food and Beverage Sales	\$
REVENUE TOTAL	\$
PROJECTED EXPENSES:	
Food for Officials	\$
Food for Players	\$
Medical Service	\$
Program Printing	\$
50/50 Ticket Printing	\$
Merchandise Banners/Decorations	\$
Postage	\$
Volunteer Recognition	\$
Paid Staff	\$
EXPENSE TOTAL	\$
PROJECTED PROFIT (Revenue Less Expenses)	\$

ADDENDUM B – Field & Facility Safety Checklist

Checklists will use scales, YES/NO, and/or written responses.

A. EXTERIOR/GROUNDS/BUILDING ENTRANCES RATING			
1 - POOR	2 - GOOD	3 - EXCELLENT	NA - (Not Applicable)
1.	Exterior lighting		
2.	Parking - handicapped parking available		
3.	Building address identified		
4.	Grounds free of unusual hazards		
5.	Fences are structurally sound (if applicable)		
6.	Sidewalks, entrances are clear of snow/debris		
7.	All doors are in working order		
8.	Fire hydrants are accessible		

B. INTERIOR/LOBBY/CONCESSION (YES/NO/NA)			
1.	Concession; is one available		
2.	Concession; area seating available		
3.	Office area		
4.	Meeting room		
5.	Inside field area viewing		
6.	All stairways equipped with adequate handrails		
7.	All areas are handicapped accessible		
8.	Fire suppression system checked every six (6) months		

C. FIRE SAFETY (YES/NO/NA)			
1.	Stairways/exits clearly marked		
2.	Washrooms clearly identified		
3.	Emergency exits clearly marked and unobstructed		
4.	Staff and volunteers trained in extinguisher operation		
5.	Fire extinguishers serviced annually		
6.	Adequate fire extinguishers are present and operable		
7.	Kitchen auto extinguishing systems serviced every 6-months		
8.	Fire alarms/smoke detectors checked regularly		
9.	Fire doors are not propped open		
10.	Emergency lighting is provided, tested, and maintained		
11.	Furnace rooms/electrical rooms free of combustibles		
12.	Evacuation procedure posted		
13.	Exhaust ducts professionally cleaned every 12-months		

Edmonton Rugby Union Field Use Agreement

D. FIELD AREA/SURFACE (YES/NO/NA)	
1.	Playing surface in good repair
2.	Goal posts in good repair
3.	Goal post pads installed and in good repair
4.	Safety ropes separating spectator location from playing surface
5.	Bleachers and Garbage cans safe distance from playing surface

E. FIRST AID (YES/NO/NA)	
1.	First aid room available
2.	First aid available and easily accessible at work site
3.	First aid supplies are checked and replaced as required
4.	Defibrillator on site and accessible
5.	Access to emergency equipment kept clear of obstacles: fire extinguishers, defibrillators, emergency eye wash and showers

F. SUPERVISION (YES/NO/NA)	

G. FACILITY IS SUPERVISED AT ALL TIMES DURING USE. If no, please explain

H. OTHER COMMENTS