



Operating Procedures

6704 Pingree, Crystal Lake

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Usage Rules

1) This primary purpose of this facility is to provide training and instruction to softball players.

Coaches are responsible for the safety of players within the facility. Following the basic guideline of *no hitting or throwing outside of cage areas should be followed*. For example:

- No Hitting soft toss / or tees into outside walls of cages.
- Do not warm up pitchers in open areas outside of cages and infield.
- No catcher drills and other fielding drills outside of cages and infield.

2) Metal and rubber cleats are not permitted on the field.

3) Coaches and players must utilize pitching and hitting matts to reduce wear and tear on turf.

4) Pitching machines should be aimed at the end of cages with additional protection (hanging black mat's). Ceiling cords have been provided for machines in addition to a "floor mat" to protect the turf.

5) Head coaches will be provided access codes to access the facility. Coaches are not authorized to share codes without approval from facility manager.

6) Since we are "co-tenants" with other tenants utilizing "shared" common areas (bathrooms, meeting rooms) it is coaches responsibility to ensure these areas are kept clean.

7) Only players, parents, siblings associated with CTW or other authorized renters are allowed access to the facility.

8) No "loitering" in adjacent tenant spaces. These areas are off -limits and we need to be respectful of tenant property. It is the coaches and instructor's responsibility to ensure compliance.

9) Alcohol and smoking are prohibited on the premises.

10) No drinks, food, gum, or seeds is allowed on the turf. Players should consume drinks on the "Black" rubber mats". Food and drinks are allowed in the meeting room.

11) No animals are permitted at the facility.

12) Security cameras have been installed to ensure compliance.

13) Coaches end of practice checklist includes:

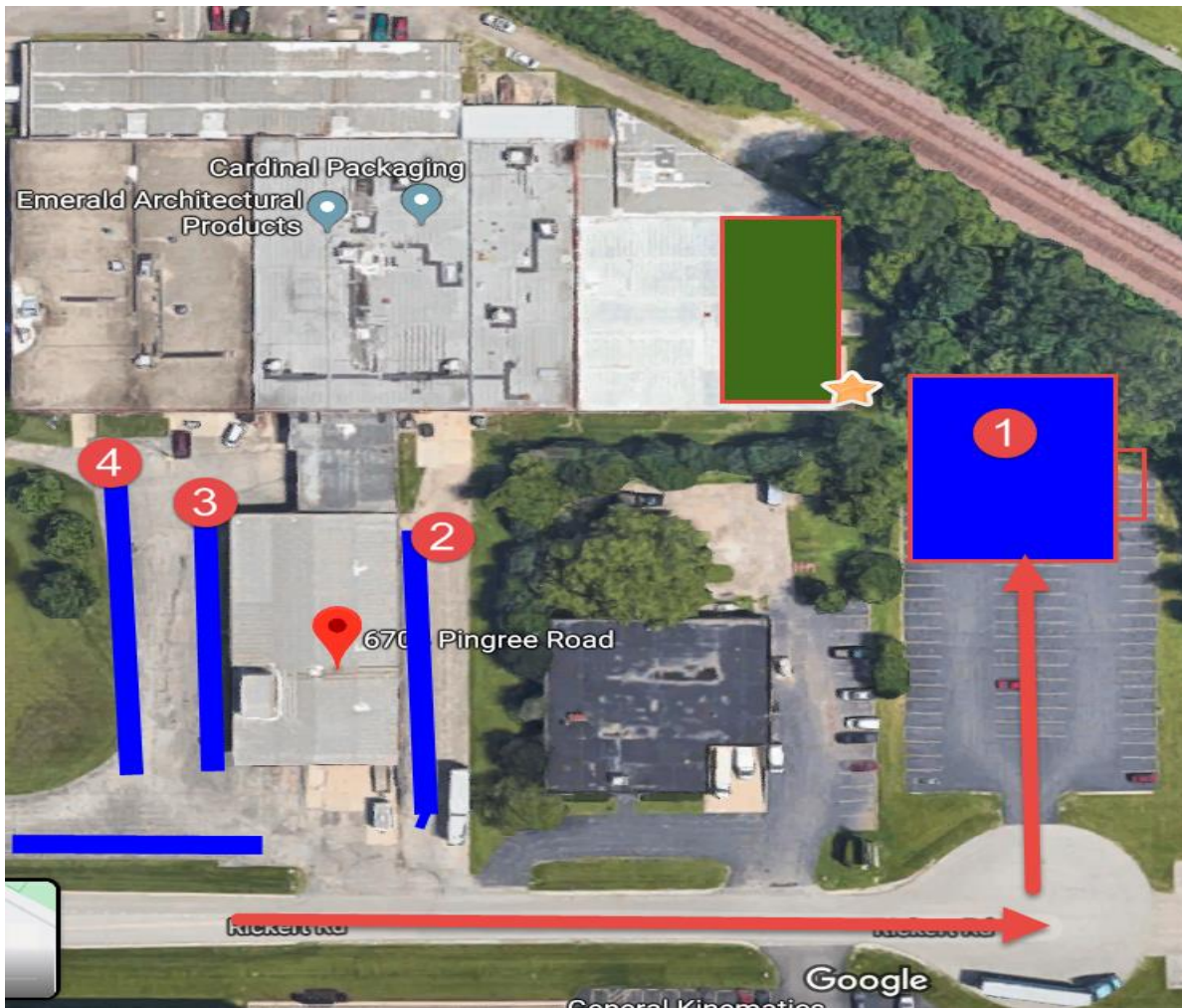
- Returning all screens to designated areas
- Returning pitching machines to designated areas
- Bathrooms and Break room are clean, picked up and trash disposed of
- Lights are turned off
- Break room door, facility door, and main entrance doors are locked
- Unidentified equipment is left in designated lost and found area

Parking

The formal address of facility is 6704 Pingree, Crystal Lake, IL 60014. The entry is off Rickert Road off Pingree

An Ariel view is listed below. The “Star” denotes the primary entrance to the facility. Designated parking areas are marked in “Blue” --- with 1 being primary and 2 thru 4 as overflow parking.

Please note that during the day(8 am to 5 pm), the paved parking lot will be full as this is employee parking for General Kinematics employees. You can drop off at 1 and then park in 2 thru 4 as needed if there is limited space.



Parking Rules include:

- Park in designated areas per map
- Vertical to the right of the building to allow room for vertical cars to back out of spots
- No parking on the grass.

Spectators

Spectators includes anyone not directly involved with practice and training of athletes (parents, siblings, friends, etc.) In order to provide a safe environment, we request all spectators remain in designated areas (along the block wall or behind cage 1). This will help with facility “traffic” and also maintain safety when cages are in use.

Facility Flow and Organization

Coaches and players are requested to line up player backpacks, coats, and street shoes in an orderly manner when arriving to the facility for practice. Instead of finding the first available “open space” for bags, designated areas will be marked off in “left field” outside the infield cage, along the block wall (cage 1), and behind cage 3.

Speed and Agility Area

This area is available for individual and teams to improve athletic ability. Spectators should not be loitering in this area in order to keep the area open and available for usage. Players and coaches are expected to put all equipment (weights, medicine balls, ropes, etc.) away after use.

Storage Areas

Shelving units are available by the main entrance for coaches to store equipment. Units are assigned by the Facility Manager.

Scheduling Rules

Each team is assigned a practice schedule. As a common courtesy to other coaches and also to maximize utilization of the facility, coaches need to notify “Facility” Manager if they will not be using their assigned time slots. Coaches also need to be considerate of the schedule and vacate their practice space prior to the start of the next assigned time slots.

All schedules will be available and maintained in “BookedIN” application. All coaches will have view access and authorized coaches will have “reserve” rights.

Evacuation Plans

There are 2 primary exits for the facility. The main entrance and also a secondary door by the security cage that leads to an outside exit.

Facility Management

Contact Phil Hempen at 224-558-8806 or Hempen7@comcast.net to report facility issues.

- 1) Security System
- 2) Reporting Damages
- 3) Reporting Issues
- 4) Cleaning Supplies
- 5) First Aid Supplies
- 6) Equipment

Acknowledgement

Operating Procedures Acknowledgment

Promoting a safe and secure practice environment and maintaining organizational resources is an important responsibility of coaches. The above document has been created to assist in meeting these responsibilities.

I have received, reviewed and agree to comply with the Operating Procedures above and understand failure to comply could result in removal of coaching responsibilities and ability of team to practice within the facility.

Print Name

Signature

Date

Revision History

Version	Description	Last Revised Date	Revised By
1.0	Initial version	11/11/2018	Phil Hempen
1.0	Revisions	11/20/2018	Phil Hempen
2.0	Minor revisions, acknowledgement section.	11/26/2018	Phil Hempen
2.0	Updated with Tidal Waves and Facility mission	12/3/2018	Phil Hempen
3.0	Updated Drawings	2/1/2019	Phil Hempen
4.0	Added sections for spectators, speed and agility, storage, Facility Flow & Organization, updated parking and main entrance drawings	10/31/2019	Phil Hempen