

## Guidelines on Access and Use of Stittsville Community Centre Grove-1 Batting Cage

Stittsville Minor Softball Association (SMSA) led an initiative to establish a Batting Cage built at Stittsville Grove-1 Park. Planning, fund raising, installation, and supply of all equipment within was done by SMSA, its supporters and corporate sponsors, and with the cooperation of the City of Ottawa. Its purpose is to develop the hitting skills of players currently registered with SMSA.

### *Who Is Eligible To Book Time and Use the Facility?*

Priority is assigned as follows for the booking and use of the Batting Cage:

- 1st Priority: Coaches of teams within SMSA
- 2nd Priority: Adult softball groups in Stittsville
- 3rd Priority: Coaches of other softball groups outside Stittsville

No access will be allowed to non-organized softball groups or individuals (only coaches and registered softball players are permitted inside the batting cage).

No access is permitted to children aged seven and under (below the Mite level).

**EXCEPTION for the 2008 season:** The minimum age for using the cage is being assessed.

So for the 2008 season, Tyke level teams will be assigned some batting cage times. These times will be requested by the Fun League Director and must be approved by the President.

### *What Does It Cost To Use the Batting Cage ?*

There is no cost for softball players registered with the SMSA.

SMSA operates the Batting cage on a cost recovery basis for groups excluded in the aforementioned. The 2008 fee is **\$10 per hour payable in advance** to “The Stittsville Minor Softball Association”. Fees are to be mailed to:

SMSA  
P. O. Box 85014  
1250 Main Street  
Stittsville, On K2S 1X6

### *How Do I Book Time ?*

Time is allocated **one week in advance** based on the priority established above.

Coaches are to send an email request to [battingcage@stittvillesoftball.org](mailto:battingcage@stittvillesoftball.org) providing the following information:

- a. Group name
- b. Responsible contact with primary *and* secondary phone #, and email address
- c. Number of users of the Batting Cage
- d. Age group of the users
- e. Preferred Date & Time requested (include duration)

Requests for batting cage bookings will be processed one week in advance. The batting cage attendant will process requests on Sundays so please try to submit your requests by noon on Sundays.

For example, requests received by noon on Sunday, May 11<sup>th</sup> will be for bookings the week of May 19<sup>th</sup> through May 25<sup>th</sup>. Requests for bookings made less than one week in advance will be accommodated, only if possible

Due to high demand during May-June bookings will **be limited to 1-hour per week.**

### *Can a Confirmed Booking be Cancelled ? ... YES !*

*SMSA reserves the right to cancel pre-arranged access due to a higher priority user request. In such case the Responsible Contact for the user group will be notified via the primary and secondary phone number provided at the time of booking.*

*SMSA reserves the right to cancel access either pre-arranged or during use with little or no notice due to rain or unexpected technical, safety, or other issues.*

### *Role/Responsibility of the SMSA Batting Cage Attendant*

- Checks emails to [battingcage@stittsvillesoftball.org](mailto:battingcage@stittsvillesoftball.org) frequently
- Schedules use of the Batting Cage and confirms booking with the requester (Responsible Contact)
- Unlocks the cage for use approximately ten (10) minutes prior to booking
- Ensures Batting Cage is functional.
- Reports to the SMSA on the use of the Batting cage and compliance with Batting Cage guidelines.
- Ensures the Responsible Contact places the Batting Cage, bats and balls in the storage shed after use.
- **Has the right to cancel any booking or terminate during use due to weather, equipment problems, or safety issue.**

NOTE: the SMSA Attendant does not setup, operate or put away equipment after use. That is the responsibility of the user group.

### *Role/Responsibility of User Group*

- Responsible contact for the user group must be identified at the time of booking.
- A designated adult must be present to ensure and to monitor the safe use of the Batting cage and the safety of the user group.
- Must supply a proper bat and properly fitting helmet for each batter.
- Responsible contact to ensure the Pitching Machine and all bats & balls are placed in the storage shed after use, ground raked level for next user, and **CAGE DOORS ARE LOCKED prior to departure.**
- Must leave the batting cage immediately if so instructed by SMSA Attendant.

### *What if it begins to Rain ?*

- **The pitching machine must not be exposed to rain.** Usage must be stopped immediately to protect the expensive machine and other items from potential damage.

- **Ensure all balls are picked up, equipment is put away in the shed or left covered, ground raked level for next use, and door locked prior to departure.**