

## Edmonton Track and Field Council – Foote Field Dome Policy Manual

The following volume is a written record of the policies created and voted on by the Edmonton Track and Field Council. These policies outline the desired behaviour and rules that govern our actions while using the Foote Field Dome.

### Table of Contents

Edmonton Track and Field Council – Policy Manual.....	1
Document Change History .....	2
Foote Field Dome .....	3
Admission.....	3
Facility Behaviour Policy .....	3
How to Book A Lane.....	3
Track Use.....	3
Booking Times.....	3
Dates Not Booked.....	3
Shared Use Schedule .....	4
Equipment .....	5
Items on Track.....	5
Long Jump Pit.....	5
Throwing.....	5
Field.....	5

## Document Change History

- December 12, 2016 – Initial Version Created
- September 26, 2017 – Update to include new booking times and how to book a lane.
- September 19, 2018 – Updated to include new booking times.
- September 27, 2019 – Updated to include new booking times.
- October 9, 2019 – Updated to include the new shared use schedule.
- October 13, 2021 – Updated to include new policy and dates.
- March 17, 2022 – Updated to include new policy and updated booking dates.
- Oct.13, 2022 – Updated with bookings times.
- October 26, 2023 – Updated with booking times.
- January 14, 2024 – Updated with booking times.

## Facility Behaviour Policy

The following outlines the policies regarding use of the shared space at the Foote Field Dome. These behaviours are required for continued access to the facility.

All coaches, athletes and associate club members must act and communicate in a respectful manner to other members, as well as members of the public and facility staff who may be in the area. Infractions are encouraged to be reported to the ETFC Board or Coordinator.

Failure to act in a respectful manner as described above, will result in a 3-Strike Warning, and then the individual will be asked to leave and refrain from using ETFC booked space until further notice.

Incidents can be reported through the Incident Report link on the ETFC webpage here:

<http://www.etfc.ca/incident-report>

## General Rules

The following are general rules for using the track during an ETFC booking:

- **All coaches are required to check-in** at the front desk of the Foote Field Dome before their club enters the facility.
- Any persons wanting to cross the track at any time must always watch for any oncoming athletes and actively stay out of the way.
- Due to crowding and insurance purposes. Family/friends of athletes are not permitted in the Dome during ETFC bookings.
- All athletes and coaches using the facility must be current Athletics Alberta members.
- All athlete and coaches are required to wait outside of the Dome until ETFC bookings begin.
- No sleds are permitted in the facility.
- Lane 4 will be a designated walking lane.

## Booking Times

The track and long jump pit in Foote Field Dome are booked during the following times from December 2, 2023– April 25, 2024:

- Mon - Thurs: 5:00 - 8:00PM
- Saturdays: 9:30 PM - 12:30 PM
- Sunday \*Only on Jan. 28 1-3:30pm when Saturday is not available

### \*Extended Use Charges\*

Access to your booked space is defined on our rental agreement. This means clubs are not to access booked space until your booking time starts, and you must be completely vacated and

## 2023/2024 ETFC– Foote Field Dome Policy Manual

have all equipment cleaned up by the end of your booked time. Should you exceed your rental time, extended use charges may be applied to the club.

### Date(s) Booked

The ETFC WILL have Foote Field Dome booked during the following date(s):

- December 2, 4, 5, 6, 7, 9, 11, 12, 13, 14, 16, 18, 19, 20, 21
- January 2, 3, 4, 6, 8, 9, 10, 11, 13, 15, 16, 17, 18, 22, 23, 24, 25, 28, 29, 30, 31
- February 1, 7, 8, 13, 14, 15, 17, 20, 21, 22, 24, 27, 28, 29
- March 4, 5, 9, 11, 12, 13, 14, 16, 18, 19, 20, 21, 23, 25, 26, 27, 28
- April 2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25

Dates may be subject to change. The ETF Coordinator will give coaches notice of any changes to the schedule.

### Date(s) Not Booked

The ETFC will not have the Foote Field Dome booked during the booking date(s):

- December 22, 2023 – January 1 2024 – Christmas Break
- January 20, 27
- February 3, 5, 6, 10, 12, 19, 26
- March 6, 7, 30
- April 1, 6, 13, 20

### Shared Use Schedule

As per the 2023 AGM, the ETFC membership has decided to only permit one club to use the Dome at a time unless numbers allow, and coaches pre-arrange to share the space. All bookings MUST be indicated in the Team Up Calendar as per below.

Booking options will be:

M- Th: 5-6:30pm OR 6:30-8pm

Saturday: 9:30-11am; 11-12:30pm (unless otherwise coordinated between coaches)

### How to Book a Lane:

1. If your club would like to use the Foote Field Dome, coaches must book their club through the shared calendar at the following link:  
<https://teamup.com/ks1fba50af4b757318>.
2. When adding your club into the shared calendar, please state: **(1) Coach name, (2) The number of athletes, (3) Events which will you be training**
3. The deadline for bookings for the following week are on **Fridays**. This is to give coaches proper notice of the accurate number of athletes that will be using the facility.

4. You can also download the Team Up App here to reference or book on your phone:  
[Teamup Calendar for teams](#)

## Equipment

- Clubs may not store equipment at the facility at this time.
- Hurdles & starting blocks will be provided by Foote Field.
- At no time, may Foote Field equipment leave the Dome.
- The use of sleds is not permitted in the facility.

## Items on track

Items placed on track must be made visible to athletes by placing pylons on/in front of item to alert athletes of item ahead of time.

## Long Jump Pit

Please ensure you rake the long jump pit after use.

## Throwing

Throwing is not permitted at anytime in the Dome.

## Field

The ETFC does not currently book the field. Therefore, ETFC members are NOT permitted on the field at anytime during ETFC bookings.