



EDMONTON SOCCER FACILITIES

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Memorandum

TO: All Booked Time Users

FROM: Edmonton Soccer Association Facilities (ESAF)

RE: Allotted Booked Time on the Field

DATE: January 31, 2014

On several occasions this season, we have had teams or practices coming on and off the fields unclear of the allotted time they have booked.

The following policy will clarify that confusion:

Practice and game times are for the duration of 55 minutes and not one hour.

That means that the last 5 minutes of the game/practice is for the players on the field to pick up their belongings and exit the field. These 5 minutes are **NOT** for the following team/practice/referee to jump on the field and start their practice or warm up for their game. The following team/practice/referee is not allowed onto the field until their allotted time starts. The clock on the field above the referee box is the official time that that field runs on. If that clock is not working then the official clock/time is in the Control Room. Facility staff will assist in mediating any time disputes; officials and coaches should not attempt to resolve matters themselves.

Frequently Asked Questions:

- **What happens if the team after our practice came on the field early? Or if the team on the field won't come off at the end of their allotted time?**
Please report this incident to the control room so that administration staff can contact the proper contacts of the booking. Facilities staff will assist in enforcing rental times; please do not try to resolve this yourself.
- **What happens if the clock on the wall is the wrong time and my watch is a different time?**
The time on the field clock is the time the field will run with, even if it is out by minutes. This way all groups booked on this field will receive the correct amount of time.
- **What happens if the clock on the wall has stopped?**
If the clock has stopped then please report it to the control room. The time in the control room will be the time the field will run by. Clocks are checked daily for accuracy.
- **What if there is an injury on the field and the time of the game goes passed the booked time?**
Dealing with the injury on the field is the first priority. Once the game/practice resumes the allotted time will remain on time and no extra time will be given (teams will still be required to leave the field 55 minutes after the time that they entered). If EMS or first aiders require longer than the rental time in order to treat an injury, they should be granted time and space to do so. Report the incident to the control room (in the case of a game, referees will report to their leagues); ESF and the related leagues will sort out any lost time.

Sincerely,

The Edmonton Soccer Association Facilities