



# Halton Hawks FC — Facility Maintenance & Safety Policy

## 1. Purpose

Halton Hawks FC is committed to providing a safe, accessible, and high-quality training and playing environment for all players, coaches, officials, and families. This policy outlines the standards and procedures that ensure all facilities used by the Club are properly maintained, inspected, and safe for participation.

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## 2. Scope

This policy applies to all **indoor and outdoor facilities** rented, leased, or otherwise used by Halton Hawks FC for training, matches, and events.

These include, but are not limited to:

- **Milton Sports Dome**
  - **Milton Sports Centre**
  - **Milton Leisure Centre**
  - **Community fields and school gymnasiums** allocated through the Town of Milton.
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## 3. Partnership with the Town of Milton

Halton Hawks FC rents all indoor and outdoor training facilities from the **Town of Milton**. The Town of Milton is responsible for maintaining these facilities to ensure they are always:

- **Safe and accessible** for all participants
- **Clean and well-maintained** for consistent community use
- **Regularly inspected** by Town staff to identify and repair hazards promptly

The Club works closely with the Town to communicate any facility concerns, report maintenance issues, and support a shared commitment to player safety and community standards.

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## 4. Safety & Maintenance Protocols

The Town of Milton and Halton Hawks FC follow **established safety and maintenance guidelines**, which include:

- Routine **facility inspections** for damaged turf, lighting issues, unsafe equipment, or surface hazards.
  - **Immediate reporting and repair** of any damaged or unsafe equipment.
  - **Safe anchoring and storage** of portable goals and training equipment.
  - **Regular cleaning and upkeep** of indoor spaces, change rooms, and spectator areas.
  - **Compliance with accessibility standards** to ensure inclusive participation for players of all abilities.
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## 5. Club Responsibilities

Halton Hawks FC staff, coaches, and volunteers share responsibility for maintaining a safe environment by:

- Conducting a **pre-session safety check** before all practices and matches.
  - Reporting any hazards or facility issues immediately to the Club Administrator or Town of Milton staff.
  - Following **Town of Milton facility regulations** and ensuring players and families do the same.
  - Using equipment responsibly and **storing it safely** after use.
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## 6. Reporting Procedures

Any safety or maintenance issue must be reported as soon as it is identified.

- **Urgent hazards** (e.g., exposed wiring, broken glass, unsafe goalposts) must be reported **immediately** to the Town of Milton's Recreation Operations line and to the **Club Technical Director**.
  - **Non-urgent issues** (e.g., minor turf wear, small equipment repairs) are logged and communicated through the Club's internal maintenance form or PlayMetrics. All reports are tracked to ensure timely resolution.
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## 7. Continuous Improvement

Halton Hawks FC and the Town of Milton are committed to ongoing infrastructure improvement through:

- **Annual facility reviews**
- **Government funding partnerships** for upgrades to flooring, turf, and seating

- Incorporating **feedback from coaches and families** to enhance safety and accessibility
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## **8. Compliance**

All players, parents, coaches, and visitors must comply with posted Town of Milton facility rules.

Failure to follow safety procedures, or actions that damage property or compromise safety, may result in disciplinary action under the **Halton Hawks FC Code of Conduct**.