



# Sports Field Allocation Policy

Policy # C-

Date Last Reviewed:

## 1.0 Purpose and Scope

- 1.1 The purpose of this policy is to ensure processes, systems and controls are in place that allow for the allocation of sports fields, pitches, and ball diamonds to appropriately reflect the changing needs of residents and respond to emerging trends of participants in various sports across the Municipality.
- 1.2 The goal of this policy is to promote and encourage participation in outdoor sports and its overall benefits to the community. This policy will provide clarity and direction on the management, allocation and distribution of sports fields oversee by the Municipality of Lakeshore.
- 1.3 The Municipality shall operate the Municipally-owned sports fields in an equitable, cost-effective and fiscally sustainable manner while balancing the local services needs with current and future demands for both organized and casual participation.
- 1.4 The Municipality's inventory of sports fields, pitches and ball diamonds includes those that are municipally-owned and those designated for municipal allocation by local school boards.
- 1.5 This policy applies to the allocation of all sports fields, pitches and ball diamonds, within the Municipality's inventory, that are issued a permit for use through the Community Services Division.
- 1.6 This policy applies to both seasonal and non-seasonal allocations

## 2.0 Definitions

- 2.1 In this Policy:
- 2.2 **“Additional Municipal Services”** shall refer to all services provided by the Municipality of Lakeshore, which are beyond those that would normally be provided to ensure the health and safety of the Public using Municipal property.
- 2.3 **“Contact Person or Alternate”** means an individual identified by the User as the primary contact with the Municipality.
- 2.4 **“Damage Deposit”** means a refundable fee assessed to a User to cover the cost of damages that may occur due to actions on the part of the User, or in conjunction with an event hosted by the User.
- 2.5 **“Local User”** means a User or User Group who resides within the Municipality of Lakeshore.



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- 2.6 **“Municipality”** means the Municipality of Lakeshore, and the departments designated by the Chief Administrative Officer (CAO) to implement this policy.
  - 2.7 **“Municipal Programs, Co-Sponsored Programs and Special Events”** means any program or special event operated, co-sponsored or sanctioned by the Municipality of Lakeshore.
  - 2.8 **“Non-local User”** means a User or User Group who resides outside of the Municipality of Lakeshore.
  - 2.9 **“Parks Staff”** means the Municipal personnel on duty at the sports field.
  - 2.10 **“Public Programs”** means programs managed by the Municipality of Lakeshore that are open to the public or a targeted group.
  - 2.11 **“Regular Established”** means groups which are local sports organizations with a good standing reputation in the Municipality.
  - 2.12 **“Special Event”** means a public or private event that is not directly associated with regular season schedules and bookings.
  - 2.13 **“User Agreement”** means a document that clearly outlines the contractual agreements between the Municipality and the User.
  - 2.14 **“User Group”** means the organization or individual booking the field.
  - 2.15 **“Youth Sports Organization”** means a sports organization that is set up as a Society, which includes minor sport activities and school programs organized primarily for the youth residing in the Municipality of Lakeshore. User groups must have 80% of membership composed of individuals eighteen (18) years of age and younger to qualify as a youth group.
- 3.0 **Policy**
- 3.1 **Field Allocation Distribution**
  - 3.2 The total sports fields, pitches and ball diamonds inventory available to the Municipality will be allocated equitably using the following hierarchy to determine priority:
    - 3.2.1 Recreational programming and events provided directly by the Municipality through the Community Services Division.



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3.2.1.1 The programs in this category are Municipality oriented programs run through the Community Services Division. These programs include, but are not limited to day camps, clinics, and festivals and events. These programs provide revenue generating opportunities to the program organizers and the Municipality, as well as economic spin-off to the community.

**3.2.2** Planned maintenance of sports fields and ball diamonds.

**3.2.3** Regular Established local user youth sports organizations operating in the Municipality of Lakeshore.

3.2.3.1 A non-profit recreational group based in the Municipality of Lakeshore and dedicated primarily to minor sports.

3.2.3.2 Will be established providers of quality programs, primarily for youth.

3.2.3.3 Will be the main provider of its particular activity for youth in the Municipality of Lakeshore.

3.2.3.4 Membership in the group will be dominated by residents of the Municipality of Lakeshore.

3.2.3.5 These recognised organizations must:

3.2.3.5.1 Have constitutions;

3.2.3.5.2 Be incorporated;

3.2.3.5.3 Have an auditable annual financial statement;

3.2.3.5.4 Be affiliated with a responsible regional, provincial or national organization. The choice of affiliation is entirely at the discretion of the organization.

**3.2.4** Regular Established local user adult sports organizations operating in the Municipality of Lakeshore

3.2.4.1 These recognised organizations must:

3.2.4.1.1 Have constitutions;

3.2.4.1.2 Be incorporated;

3.2.4.1.3 Have an auditable annual financial statement;

3.2.4.1.4 Be affiliated with a responsible regional, provincial or national organization. The choice of affiliation is entirely at the discretion of the organization.

**3.2.5** Regular Established non-local user youth or adult sports organizations operating outside the Municipality of Lakeshore.

3.2.5.1 A non-profit recreational group based outside of the Municipality of Lakeshore and dedicated primarily to minor sports.

3.2.5.2 These recognised organizations must:

3.2.5.2.1 Have constitutions;

3.2.5.2.2 Be incorporated;

3.2.5.2.3 Have an auditable annual financial statement;

3.2.5.2.4 Be affiliated with a responsible regional, provincial or national organization. The choice of affiliation is entirely at the discretion of the organization.

**3.2.6** **Casual Users**



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**3.2.6.1** Once the Regular Established users schedule has been set, requests from all other users will be considered on a first-come, first-served basis.

## **3.3 Sports Field Operations**

**3.3.1** The Municipality of Lakeshore will responsibly manage its sport field resources to ensure optimum usage and programming, to reflect municipal Strategic Goals and to minimize risk and operational issues. The Municipality of Lakeshore's Community Services Division and Parks Division have the dual responsibility to manage the allocation of sports fields on a yearly basis to reflect population, registration, utilization and participation patterns.

**3.3.2** Early preparation and marking will be allowed at the discretion of the Division Leader – Community Services. Fees for early preparation and marking will be billed at the applicable field rental rate plus the rate for an additional line painting.

## **3.4 Regular Sports Field Users**

**3.4.1** All regular sports field users must submit a Sports Field Allocation Request form and attend the Sports Field Allocation Meeting(s) to review schedules. Sports Field Allocation Request forms must be submitted to the Municipality of Lakeshore by January 15<sup>th</sup> of each year.

**3.4.2** Sports Field Allocation Request forms received after the deadlines will be considered on a first-come first-served basis, and only after the requests of the regular users that meet the deadlines have been considered.

**3.4.3** Where there is a conflict in the development of the sport field schedule, the regular user with the higher ranking will be allocated the field time.

**3.4.4** Where booking conflicts arise between users of the same ranking, the Municipality of Lakeshore will review each request on an individual basis.

**3.4.5** All correspondence, booking, and invoicing will be conducted between the Municipality of Lakeshore and the designated contact person provided by the User Group. Decisions and actions of the contact person are considered the decision and action of the User Group. The contact person is responsible for sharing information with their respective User Group.

## **3.5 Transferred / Traded / Sub-Leased Fields**



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- 3.5.1 The practice of transferring, trading, or sub-leasing sports fields between regular users is strictly prohibited.
- 3.5.2 Changing the intended user or users of a field within a single organizations allocated time is acceptable (eg. A practice becomes a game; Team A replaces Team B, etc). The Municipality of Lakeshore requests advance emailed notification of any changes to ensure updated schedules are made available.

## 4.0 Responsibilities

- 4.1 The Division Leader - Community Services is responsible for the administration and implementation of this policy, including training of employees.
- 4.2 Employees are responsible for understanding and adhering to this policy.

## 5.0 Consequences

- 5.1 If the user groups do not comply with the Field Allocation Policy, attempts will be made to work with the group towards having them comply with the guidelines of the policy. If non-compliance remains an issue with the user group, the contract may be cancelled.

## 6.0 Reference Documents

- 6.1 Ice Allocation Policy CD-396
- 6.2 Sports Field Allocation Request Form

## 7.0 Review/Revisions

- 7.1 This Policy shall be reviewed every 3 years.

Refer policy questions to: Corporate Leader - Growth & Sustainability