



**THE CORPORATION OF THE
TOWNSHIP OF
ADJALA – TOSORONTIO**

Sports Field Allocation Policy

ENACTED BY COUNCIL:

MOTION NUMBER:

REVISED BY COUNCIL:

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1. Policy Statement

The Township of Adjala-Tosorontio is committed to delivering quality parks and recreation services. The Township recognizes the importance of supporting sports and recreation groups to build and serve a connected community.

2. Purpose

The Township requires a Sports Field Allocation Policy to direct the allocation of public facility space. As the population of the Township continues to grow and change, demand for sports and recreational spaces is anticipated to increase. This policy helps ensure that public facilities are used to the greatest benefit for the entire community.

The Sports Field Allocation Policy outlines the process that will determine how User Groups will be designated and ensure sports fields are allocated in a fair, equitable, transparent and consistent manner.

This policy will inform procedures for the allocation of sports fields in the Township's current inventory as defined in this policy.

3. Scope

This policy outlines the criteria for the allocation of sports fields that the Township has designated for use through a facility booking which includes the following facilities as amended from time to time by the Clerk or designate:

- Warden's Park - Senior Soccer Field
- Warden's Park - Junior Soccer Field A
- Warden's Park - Junior Soccer Field B
- Haley Park - Junior Soccer Field
- Ross Houston Memorial Park - Senior Baseball Diamond
- Stanley H. Bailey Park - Junior Baseball Diamond
- John O. Irwin Park - Senior Baseball Diamond
- Haley Park – Junior Baseball Diamond.

This policy does not apply to occasional users who book sports fields from time to time. Facility bookings for occasional use of the sports field can only be booked after the annual allocation process for User Groups has been completed.

4. Definitions

Applicant means the individual whose name appears on the rental agreement as a designated representative of an organization to coordinate schedules and payments.

Allocation Process means the process of assigning sports field facility bookings to approved User Groups as set out in this Policy.

Facility Booking means the rental of any sports field owned and maintained by the Township of Adjala-Tosorontio.

In Good Standing means an organization that has demonstrated compliance with this Policy, the terms and conditions of the Township's rental agreement and remains in good financial standing with the Township.

Participant(s) means an individual(s) registered to participate in the organized sport with a sports league or organization.

Non-Resident means a participant whose place of residence is outside the Township of Adjala-Tosorontio Municipal boundaries.

Rental Agreement means a document issued by Township Staff to confirm a facility booking that also outlines fees, conditions of use, payment schedules and other policy requirements and is signed by the applicant acknowledging they agree to and abide by the terms and conditions and obligations set out by the Township.

Resident means a participant that lives, owns property or owns a business in the Township of Adjala-Tosorontio.

Sports Field means any sports field, including but not limited to baseball diamonds and soccer fields, that the Township has designated for use by rental only.

Subletting means the leasing or renting of Township facility space by a rental agreement holder/permit holder to another user without a Township issued permit.

Tournament means an event where two teams or more participate in a series of games until all but one team is eliminated.

Township means the Corporation of the Township of Adjala-Tosorontio ("Township").

User Groups means a designated organization that is allocated public sports field rental space on a seasonal basis through the allocation process and is in good standing with the Township.

5. User Group Status Designation Process

- 5.1 A request for User Group status is a one time application process. The designated as a User Group remains in place from season to season as long as the User Group remains in good standing.
- 5.2 To be designated as a User Group and included in the allocation process:
- a) Organizations must submit the prescribed application “Request for Sports Field User Group Status” prior to start of the allocation process;
 - b) Applications must be complete and include information regarding resident participant numbers. For new programs and new activities where there are no participation statistics available, trend information will be accepted;
 - c) Staff will review and evaluate the application based on the following criteria:
 - i. has a designated representative to coordinate schedules & payments;
 - ii. has demonstrated the demand for multiple usage of sports fields on a weekly basis and is expected to uphold the demand for multiple usage in consecutive seasons; and
 - iii. has multiple participants who reside within the Township of Adjala-Tosorontio;
 - d) If approved, the organization will be designated as a User Group and include in the annual sports field allocation process.
 - e) If not approved, the organization is able to request a sports field facility booking following the completion of the annual allocation process. This will be on a first come, first served basis, according to facility availability.
- 5.3 Organizations must remain in good standing with the Township in order to maintain the User Group designation. To remain in good standing User Groups must:
- a) Adhere to the terms and conditions of the Township’s rental agreement;

- b) Remain in good financial standing with the Township;
 - c) Maintain demand for multiple usages of sports fields on a weekly basis in consecutive seasons;
 - d) Not book facility time that is intentionally unscheduled, except as a contingency for time delays in tournaments; and
 - e) Not Sublet any sports field rental. Subletting of sports fields is strictly prohibited.
- 5.4 Should a User Group no longer be in good standing with the Township, the organization will be notified in writing and will not be included in the allocation process for the next immediate season. The Organization will still be permitted to rent sports fields following the completion of the allocation process on a first come, first served basis, according to facility availability.
- 5.5 Following completion of a one-year period, an Organization can re-apply for User Group status if the Organization can demonstrate a demand for the multiple usages on a weekly basis and all outstanding issues are resolved.
- 5.6 All organizations currently designated as User Groups at the time of this Policy being implemented will maintain their User Group designation subject to the terms of this Policy.

6. Allocation Process

- 6.1 Sports fields facility bookings are allocated on an annual basis, and no User Group should assume they will receive the same date(s) or facilities from one season to the next.
- 6.2 User Groups will be allocated sports field facility bookings based on the following:
- a) User Groups with minor participants will receive priority over adult participants;
 - b) Priority will be given to a User Group based on historical usage. When two (2) User Groups request the same date and time priority will be given to the User Group who was permitted sports field allocation immediately prior if participant numbers remain the same or have increased compared to the previous season. This is determined upon by the total number of participants indicated on the Facility and Sports Rental Request form submitted annually; and
 - c) User Groups with higher resident participants will receive priority over

non-residents. This is determined upon by the residency percentage indicated on the Facility and Sports Rental Request Form submitted annually.

7. Sports Field Booking Process

- 7.1 User Groups will submit a Facility and Sports Rental Request Form during the User Group submission period. The submission periods will be open from the second Monday of April and close on the last business day of April annually.
- 7.2 Facility and Sports Rental Request Form received after the deadline or that are incomplete may be processed outside of the standard process, based on a first come, first served basis, according to facility availability.
- 7.3 The Facility Rental Coordinator will complete rental booking agreements based on the Facility and Sports Rental Request Form.
- 7.4 User Groups are required to pay a non-refundable deposit of 50% of the total facility booking invoice to finalize the sports field facility booking prior to the first business day of May each year. The balance of payment is due seven (7) days prior to the organization's first booking date.
- 7.5 On the first business day of May annually, Sports fields bookings will be accepted from the general public on a first come, first served basis.

8. Tournaments

- 8.1 User Group requests for tournament dates will be received on a first come, first served basis. However, annual and longstanding tournament dates of a User Group will take priority.

9. Allocation Cancellations

- 9.1 The Township reserves the right to cancel facility bookings to perform unforeseen maintenance or due to unsafe conditions.
- 9.2 The User Group will be provided with advance notice if possible and an alternate or appropriate Sports Field will be provided whenever possible.
- 9.3 If the Township is unable to provide an alternate Sports Field, a refund or credit will be issued to the User Group.

10. Inclement Weather

- 10.1 The Township reserves the right to cancel any and all facility bookings or field activities due to rain outs or for any other circumstance that has or may result in damages to the turf and playing field.
- 10.2 Refunds or credits will be issued for cancellations initiated by the Township.
- 10.3 All facility booking fees paid will be forfeited to the Township in the event of cancellation by a User Group.

11. Insurance Requirements

- 11.1 It is mandatory to submit proof of liability insurance meeting Township requirements, a minimum of 7 business days prior to the first facility booking date listed on the rental agreement.
- 11.2 The certificate of liability insurance must show the Township of Adjala-Tosorontio added to the policy as an “additional insured”, for a minimum of two million dollars of general liability.
- 11.3 Failure to provide proof of liability insurance within the specified time frame will result in the cancellation of the facility rental.