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TOWN OF GEORGINA Policy No. _____

Subject: Field Allocation Policy		Authority & Sec:		
Department: Recreation & Culture	Page	Day	Month	Year
Approved By: Council		Contact Position for Info: Director of Recreation & Culture		

POLICY STATEMENT

1. Philosophy:

The mandate of the Recreation & Culture Department is to facilitate the provision of a variety of recreation opportunities for all Georgina residents. To this end, the Recreation & Culture Department will provide support for all ball and soccer programs, including various other sports field programs, which are recognized as a high priority.

The Recreation & Culture Department Staff will continue to work in a partnership with our user groups/residents to provide an efficient and courteous service.

2. Maintenance:

The Parks Division will allocate sufficient time for the maintenance procedures to ensure managed field surfaces are maintained in accordance with established Town of Georgina Maintenance Procedures.

3. Residency:

Any group using Prime Time sports field time is required to have a minimum of 80% of their respective registrants to be a resident of the Town of Georgina or a ratepayer in the community. Team rosters and/or membership lists of an organization may be required to be provided to the Town to confirm residency. After all Minor Organizations/User, Adult Organizations/User and Schools users have been allocated sport field time, non-resident users may be accommodated.

4. Payment:

Payment of 50% of all booked sport field time is required by June 1 or at the time of booking. The balance owing is due by Sept 1. If the account has a credit, arrangements will be made to either keep the credit on the account until the following year or provide a refund. Minor Organizations/User, Adult Organizations/User with 500+ registered users will be invoiced by the Town at the end of each month.

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100% of payment is required at the time of booking for all pre-booked sports field time slots after May 15 for user groups which are not defined under this Policy as a Minor Organizations/User, Adult Organizations/User and Schools.

5. **Interruptions/Cancellations:**

Regular Season

All changes/cancellations to permits must be received in writing by a designated contact no later than one (1) week for natural sport fields and two (2) weeks for the artificial turf fields prior to the cancelled booking. Regular fees will apply to changes/cancellations received after the required notice period. Permit fees shall be refunded for all permits cancelled within the above-noted time-frame.

Events/Tournaments

Cancellation of a sport field tournament or special event must be made in writing to the Recreation & Culture Department two (2) weeks prior to the event/tournament.

Changes to a tournament or special event must be made in writing one (1) week prior to the event/tournament.

Cancellations or changes will be accepted, and the organization will not be charged for the returned field slots as long as the timelines are met or regular fees will apply.

Users may experience cancellations or adjustments over the course of their rental agreement due to the Town's approval of special events or as a result of maintenance requirements. All user groups will be informed of these necessary changes and sport field cancellations will be kept to a minimum. In the event the Town cancels any rental agreement, the Town shall refund all fees to the applicable user group.

Prior to each field use, it is the responsibility of the coach or umpire to walk the field to determine playability. Play must be suspended if and when the following conditions exist:

1. Ponding of water is visible on the pitch/diamond.
2. When water sponges up around the shoes of the players when walking over the pitch/diamond.
3. Should 20% or more of the pitch/diamond be in one or a combination of the above conditions, then play **must not be permitted**.

Rainouts must be reported to Recreation & Culture Department by 2:00pm the following business day.

The Recreation & Culture Department will make every effort to contact all affected user groups via their preferred method of contact as soon as possible, but no later than 2:00pm on the day of, to advise of any facility closures due to unsafe fields.

Email is the preferred method for both users reporting rainouts and The Recreation & Culture Department reporting closed fields. Other arrangements/method of contact will be made upon request.

USER GROUP DEFINITONS

1. Minor Organizations/User

Those recognized groups operated by volunteers for organized activities for youth i.e. Minor Ball/Softball/Soccer Associations, who are residents of the Town.

Criteria:

1. Incorporated as a Non-Share Capital Corporation (Not-For-Profit).
2. Guided by a constitution and by-laws
3. Hold meetings at least once per annum
4. Has an elected Board of Directors who serve without remuneration, except for reasonable expenses incurred in the carrying our of his/her duty as Director or as may be permitted by the Constitution, By-laws or resolution of the Board.
5. 80% of registrants are Town of Georgina residents
6. Provides programs for those 19 years and younger (those organizations providing 90% of its services to youth will be classified under this category).

2. Adult Organizations/User

Those recognized groups operated by volunteers for organized activities for adults who are residents of the Town.

Criteria:

1. Incorporated as a Non-Share Capital Corporation (Not-For-Profit).
2. Guided by Constitution and by-laws
3. Holds meetings at least once per annum
4. Has an elected Board of Directors who serve without remuneration, except for reasonable expenses incurred in the carrying out of their respective duties as Director or a minimum of President, Secretary and Treasurer.
5. 80% of registrants are Town of Georgina residents or ratepayers.

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All Adult and Minor Organizations may be required to provide documents confirming their status as a Corporation Without Share Capital (i.e. Not-For-Profit) that is in good standing and their Constitution.

3. Schools

All Georgina School Boards (YRDSB & YCDSB) within the Town.

4. Commercial Organizations/Users

Commercial organizations and or users are persons, groups, associations, corporations' etc. who do not meet the definition of Minors, Adults, Schools or individuals Resident Users.

IMPORTANT NOTE:

Sub-leasing or booking of facilities by the permitted user to a third party will not be permitted under any circumstances without prior approval by the Director of the Recreation & Culture Department.

ALLOCATION

1. Purpose:

The purpose of the Field Allocation Policy is to provide a fair and equitable distribution of facilities and resources that address users needs in a cost effective manner.

2. Prime Time:

Is defined as sport field bookings, Saturday/Sunday 9:00am – 6:00pm; Monday to Friday 6:30pm – 10:30pm. Light fees will apply between 8:30pm-11:00pm.

3. Non Prime Time:

Is defined as sport field bookings, Saturdays/Sundays 6:00pm – 10:30pm & Monday – Friday 9:00am-6:30pm. Light fees will apply between 8:30pm – 11:00pm.

4. Priority:

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A commitment is made to provide priority game or program sport field bookings to the categories listed below:

1. The Recreation & Culture Department ;
2. Minor Organizations/User;
3. Adult Organizations/User;
4. Schools;
5. Private Renters – Residents;
6. Commercial users - Non-residents.

Sports fields will be allocated by the Recreation & Culture Department recognizing the needs of the renters while maximizing the cost recovery in accordance with the Town’s Recreation Master Plan and this Policy.

5. Administration:

Each organization shall designate one (1) main contact and a maximum of two (2) other contacts to report rainouts, book permits for sports fields and make changes to issued permits.

Standards and priorities for allocation of prime time sports fields have been developed to meet the needs of residents of the Town of Georgina, while maximizing cost recovery in accordance with the Town Recreation Master Plan and this Policy. This Policy applies to all managed sports fields under the authority of the Town. Sport field time will be allocated in two (2) hour blocks with the exception of Artificial Turf fields. (User groups will determine the appropriate game structure and duration). All users are required to conclude their respective sport field activities within the time periods set out within the permit issued.

All ROC Ball fields are designated as “Game Only” fields during prime time.

Special consideration may be given to an historical allocation or current long term Georgina sports association, based on availability at the sole discretion of the Recreation & Culture Department.

Insurance

All organizations shall provide a valid insurance certificate in the amount of \$2,000,000 liability naming the Town of Georgina as an additional insured no later than April 30 or purchase insurance on the permit from the Town.

6. Allocation Procedure

1. Sport field booking submissions for the upcoming season must be presented in writing to the Recreation & Culture Department on or before the 15th of December of each year. Each submission must include the following details:
 - a. Total participants/registrants/ages in the previous season broken down by total Town of Georgina residents and non-residents.
 - b. Proposed program details, including number of teams, divisions, leagues, programs, etc. being proposed for the upcoming season and the anticipated number of participants associated with each.
 - c. Total number of slots being requested for each group, program, etc. for the upcoming season. Submit a proposed scheduling of these slots if available (ie day/time)
 - d. Details on special events, ie tournaments, picture days, etc., must be presented covering entire upcoming season. Submissions of these or any other request does not guarantee allocation.
2. All sport field booking submissions received by the 15th of December of each year will be reviewed by the Recreation & Culture Department. Following the review of submissions, the Recreation & Culture Department will establish the total number of slots available to each submitting group and identify the scheduling of these slots on a weekly basis. This will constitute the preliminary field allocation schedule. Each group requesting sport field bookings will be provided with a copy of the overall preliminary schedule for review.
3. Requests for sport field bookings received after the 15th of December of each year will be reviewed following the initial field slot allocation process and addressed based on available field slots at that point.
4. The sport field bookings allocation process will be completed by 15th of February of each year for the upcoming season commencing May through September and April 15 to November 15 for the Artificial Turf (unless otherwise approved by the Manager of Parks and Facilities).
5. Allocation for Sport Fields will be based on the following guidelines
 - a. Adult Teams – 0.5 slots per week per team or one slot per two teams based on the premise that two teams will use one slot to play against one another.
 - b. Youth Teams – 1.25 slots per week, per team, based on the premise that each team will hold one (1) 0.75 slot practice and one (1) 0.5 game (against another team) each week.
 - c. Slots – 2 hours in length each – Artificial Turf is 1 hour in length

- d. Minimum number of players per ball team is 12. Minimum # of players per soccer field is 8.
- e. If User Groups require more than this Field Allocation Policy permits, requests for additional slots must be submitted to the Recreation & Culture Department and each request will be reviewed after February 15th.

NO TOURNAMENT SLOTS OR REGULAR FIELD SLOTS WILL BE AVAILABLE AT THE ROC FOR CANADA DAY EVENTS INCLUDING SET UP AND TAKE DOWN.

Ball Tournament Allocation

- a. Tournaments are available on each of four (4) long weekends (Victoria, Canada, Civic and Labour Day weekends) No Canada Day bookings will be accepted for the ROC.
- b. The two (2) current youth groups will be allocated one tournament each
- c. Two (2) dates available for adult tournaments will be allocated by lottery where more than 2 leagues request dates.
- d. Tournament Rainouts will be credited or re-scheduled by the permit holder in writing the following business day.
- e. Tournament/Playoff requests would be based on the previous year's usage.
- f. New requests would be allocated according to the Allocation Policy.

Soccer Tournament Allocation

- a. Tournament weekends are available at the ROC for start up, mid-season and season end along with a Boys Rep and Girls Rep.
- b. Notwithstanding paragraph (a) above, the soccer organization may request three other tournaments during the regular season and may include tournaments in which the soccer organization is a host.
- c. New requests would be allocated according to the Field Allocation Policy
(a.&b. apply to OSA Sanctioned soccer organizations operating in Georgina)

Schools

All Schools will be allocated one (1) tournament, up to three (3) days, per season of non prime time use upon written request and approval of the Recreation & Culture Department. All Schools will be allocated games/practices upon written request and will be scheduled based on availability. Regular fees will apply.

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6. If previously booked time slots are returned or cancelled by the user group, the time slot shall be available for booking by all user groups in accordance with this policy.
7. Sport field bookings will be allocated to new groups providing no scheduling conflicts occur (with established groups) and the slots requested are available.
8. Sport field booking conflicts will be highlighted by the Recreation & Culture Department and will be brought forward to the specific groups affected for discussion and resolution. If resolution of the conflict cannot be reached, each group involved in the booking conflict shall submit, in writing to Recreation & Culture Department, a rationale for their requirement of the sport field booking in conflict.
9. Any decision of the Recreation & Culture Department with respect to the resolution of conflicts shall be made in their sole discretion and shall be final.