



SPORTS FIELDS ALLOCATION

POLICY AND

PROCEDURES

Policy

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SPORTS FIELDS ALLOCATION POLICY AND GUIDELINES

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SPORTS FIELDS ALLOCATION POLICY AND PROCEDURES

1.0 INTRODUCTION

Vision

A friendly, safe, affordable, family oriented rural community built on a foundation of respect, volunteerism, and prosperous business, and sustained by people who value neighbourliness, fairness and inclusiveness.

Mission

Cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles and respect for the natural environment

PURPOSE

The Town of Minto has a Strategic Plan that promotes a range of recreation opportunities for youth in various opportunities for recreation during the winter and summer for a range of individuals and groups. The Town has an inventory of three sports fields pads.

The purpose of this policy is to:

- Clearly define and communicate how sports fields will be managed, allocated and distributed
- Serve as a guide for the sports fields allocation process
- Promote and encourage participation in sports fields sports to the overall benefit of the community.

The policies identified in this document establish and clarify the Town's responsibility for sports fields allocation, facility administration and its commitment to the management of:

- Fair and equitable sports fields allocation that maximizes use of the facility;
- Fiscally responsible sports fields facility operations;
- Processing of tournament, special event and seasonal sports fields rentals;
- Special event management;
- General administration requirements;
- Facilitate opportunities for active and healthy lifestyle;
- Safe and accessible services for all people.

2.0 SPORTS FIELDS ALLOCATION RESPONSIBILITY

In the Town of Minto, the Recreation and Facilities Departments (RFD) has the responsibility to manage the allocation and distribution of sports fields on an annual basis to reflect population, registration, utilization and participation patterns. The RFD is responsible for the implementation of the policies as outlined.

3.0 SPORTS FIELDS FACILITY OPERATIONS

The Town of Minto will responsibly manage its sports fields resources to ensure optimum usage and programming, to reflect the goals of the Town's Strategic Plan. The day to day operations of the Town's Recreation Parks containing the sports fields will be the responsibility of the Facilities Department.

The policy will be reviewed annually in December through the Town's Parks and Recreation Advisory Committee as the need arises. Town staff will update, as necessary, relevant portions of this document as approved by Town Council.

The staff responsible for sports fields Allocation and sports fields operations will work in a cooperative manner in the implementation of this policy.

4.0 SPORTS FIELDS ALLOCATION AND DISTRIBUTION

4.1 Scheduling Priorities

Sports fields will be allocated utilizing the following order of priority:

1. Town of Minto Minor Sports Groups
2. Town of Minto Recreational Programs
3. Board of Education
4. Seasonal Organizations
5. Commercial and Occasional Users

4.2 Definitions of Groups

i. Town of Minto Minor Sports Group is defined as follows:

- i. A non profit recreational group based in the Town of Minto, dedicated to minor sports
- ii. An established provider of quality recreational programs, primarily for youth
- iii. The main provider of its particular activity for youth in the Town of Minto
- iv. Membership in the group is dominated by residents of the Town and its Recreation Partners
- v. Organizations recognized as Minor Sports Groups must also:
 - a. Have constitutions
 - b. Have an auditable annual financial statement
 - c. Be affiliated with a recognized regional, provincial or national organization. The choice of this affiliation is at the discretion of the minor sports group.

(If the status of a minor sports group comes into question, the group may be required to re-produce evidence that the conditions under which it was granted partner status still apply.)

The listing of minor sports groups is found at Appendix A.

ii. Town of Minto Recreational Program

The Town provides access to recreational sports fields opportunities through municipal recreation programs including Hometown Ball and Grassroots Soccer. Programs provide low cost access to outdoor recreational opportunities organized through the RFD. Programs are provided in response to need and the provision of such programming is reviewed in conjunction with the review of this policy.

iii. Boards of Education

A publicly funded school or a not-for-profit school recognized by the Province of Ontario as an education institution located in the Town of Minto within the areas subject to Recreation Agreements.

School bookings, are administered on a first come, first serve basis through the RFD.

iv. Seasonal organizations

Groups in this category are defined as groups that use any sports fields on a weekly basis for an entire season. Examples include men's or ladies baseball or soccer leagues, pick up baseball or soccer groups etc. The Town wishes to recognize long term groups. Grandfathered status will provide existing clients (prior to 15/16 season) access to historical sports fields (same or similar date or time) to all seasonal clients that have had the same hour(s) for two or more consecutive years prior to 2015/16.

Client is the name of the organization or individual in which the contract is held.

The Town reserves the right to change the sports fields allocated to grandfathered clients when facility closures or restrictions must be applied, when sports fields schedules negatively influence operational/program efficiencies and resident demands or to meet the core requirements of the Town's minor sports groups. In these circumstances, every attempt will be made to find an equitable sports fields time replacement.

If a designated "grandfathered" group disbands or fails to apply for sports fields in consecutive sports fields seasons, they will lose their "grandfathered" status. If they reapply in a subsequent season, they will be treated as a new client. The "grandfathered" designation is not transferable.

The listing of seasonal organizations is found at Appendix D.

v. Tournaments and Special Events

The Town of Minto Strategic Plan encourages an active role for the Town in facilitating, enhancing and promoting festivals and special events in the Town. Generally tournaments and special events are competitions hosted by recognized Town minor sports groups. They may also include events of regional, provincial, or national significance. Tournaments may also be hosted by seasonal organizations and other occasional users. Special events are not limited to competitions and may include events such as live entertainment or exhibitions. Tournament and Special Event time is allocated above and beyond a group's regular season allocation. The Town would continue to encourage existing tournaments and special events.

vi. Commercial Users

These groups are organizations or individuals that use sports fields time with the intent of generating positive net income (profit).

vii. Occasional Users

These users are individuals who use the sports fields times on an occasional basis not booked as a recurring or seasonal use.

5.0 ENTITLEMENT AND DISTRIBUTION

5.1 Weekly Hours of Entitlement and Distribution to Minor Sports Groups

On an annual basis, the Town's Minor Sports Groups shall provide registration data for the previous year or for the upcoming year if this information is available. This information will be provided annually by the 31st of August. Sports fields will not be booked on Statutory Holidays unless approved by the RFD.

The ideal Sports Fields Time Allocation for various age and competition levels for baseball and soccer shall be considered and is the ultimate goal in the allocation of sports fields to the Minor Sports Groups. The recommended standards will include but may not be limited to add Ontario Amateur Softball Association, Provincial Women's Softball Association of Ontario, Ontario Soccer Association etc. This allocation will be the goal of this policy. This information will establish the ideal sports fields' allocation to each group. Until more sports fields' time is available, only a part of this time may be initially achieved.

5.2 Deadlines for Sports fields Time Requests and Timing of Allocation

When forwarding sports field's time requests to the RFD, the following time frames are mandatory. The date for final determination of sports fields time is also indicated.

CLIENT	(May-Sept.)	
	REQUEST	ALLOCATED
Minor Sports Groups	Feb 1	Mar 1
Seasonal Organizations	Feb 1	Mar 1
Board of Education	Sep 10	Upon request
Occasional/Commercial	Feb 1	Mar 1

** Allocation timing is a goal and may be subject to change by the Town.*

5.3 Conflict Resolution

Sports fields time conflicts that arise will be highlighted by the RFD. The booking coordinator and their supervisor will attempt to resolve the conflict in a manner consistent with the policy. Should a conflict remain, the groups involved in the conflict will be invited to attend a meeting chaired by the Parks and Recreation Advisory Committee. Each group will be asked to submit in writing the rationale for their requirement of the sports fields time in conflict. The following factors will guide the final decision:

- User group historical sports fields allocation.
- The degree in which the user group sports fields time requests have been met, apart from the sports fields time request in conflict and number of participants affected.
- The age of the user group as it relates to the sports fields time in conflict as well as residency.
- Scheduling priorities

The Parks and Recreation Advisory Committee shall make a recommendation to Town Council regarding the conflict. The decision of Town Council shall be final.

6.0 PROCESSING AND MANAGEMENT OF TOURNAMENTS AND SPECIAL EVENTS

The Town is committed to achieving a balance between recreational and tournaments/special event use during the regular sports fields season. New tournaments will only be permitted where sports fields time

permits in accordance with the terms outlined in this policy. The goal of the RFD is to minimize the impact of tournaments on regular programs and league play.

A complete list of existing tournaments is contained at Appendix B.

7.0 PROCESSING AND MANAGEMENT OF SPORTS FIELDS APPLICATIONS AND PERMITS

Controls must be in place to minimize the negative impacts that unused, returned, amended and cancelled sports fields times have on the sports field operations and its users. As such the RFD will apply all guidelines outlined in this policy to reasonably and responsibly manage unused sports fields or changing sports fields needs once permits have been issued.

7.1 Signed Contract/Permit

The RFD will provide to the user, a contract/permit listing all sports fields time allocated to the user for the season based on timing in Section 5.4. The signed contract/permit is due to be returned a minimum of four (4) weeks after receipt.

7.2 Changes to Signed Contract/Permit

The RFD will make every effort to accommodate sports fields allocation requests in accordance with this policy. Users with overdue accounts may, at the discretion of the RFD, have their sports fields time cancelled and/or lose their grandfathered status for the next season. Overdue accounts will be subject to an interest penalty as per standard Town rate. Once the RFD has received the signed contract/permit, the user agrees that all times listed in the contract/permit will be used and paid by October 31st.

- a) The Town may cancel sports field activities due to holidays, safety concerns, mechanical breakdowns, weather conditions or emergency closures, or
- b) If the Town cancels due to a significant or high profile event as per Section 7.6.

The Town will make efforts to reschedule activities affected by cancellations.

7.3 Transferred Sports fields/Sports fields Trades/Sub Leased Sports fields

The Town is the sole authority for all sports fields times. The practice of transferring, trading or sub-leasing sports fields between permit holders is NOT allowed.

7.4 Permit Cancellation

Once a sports field rental contract has been signed, the following cancellation policies are in effect:

- a) Except for weather, if a game is cancelled and a minimum of 24 hours' notice is not given by the user before the scheduled event, the user will be invoiced for the amount of a single game as listed on the Town of Minto rate schedule. All cancellations are to be made on weekdays through the Municipal Office between the hours of 8:30am to 5pm, Monday to Friday.
- b) If a user is unable to fulfill their seasonal commitment and regularly cancels sports fields time requested, the Town reserves the right to make a permanent adjustment to the user's next year allocation.

Organization	Cancellation Period
Tournaments and Special Events	<u>60 days written notice</u> to the RFD in order for full refund. A partial refund of 25% shall be given <u>with 30 days written notice</u> to the RFD. In this event, the RFD will make every effort to reallocate the cancelled sports fields time based on the priority outlined in this policy. In either case, if the RFD is able to book the sports fields, a refund will be provided

7.5 Program or Cancellations

In order to minimize user frustration, dissatisfaction and other negative impacts, The Town will not cancel Town programs with the exception of the following:

- i. Significant and high profile events as directed by Council
- ii. Low registration in programs
- iii. Emergency shut down situations or sports fields maintenance.

Where such cancellations are necessary, the RFD will make reasonable efforts to notify users of such programs.

7.6 Permit Cancellations by The Town of Minto

The Town reserves the right to reasonably postpone, reschedule or cancel any permit due to various circumstances. The Town reserves the right to cancel a permit or portion of a permit without notice or refund should there be a breach of conditions or regulations or should The Town be of the opinion that the sports fields are not being used for the purpose contained in the application or for a significant or high profile event as approved by Council.

8.0 GENERAL ADMINISTRATION AND SPORTSFIELD MANAGEMENT

8.1 Sports Fields Request Application Process

All applicants and users must submit all requests for permit applications (sports fields time), amendments and cancellations on Town approved forms.

8.2 Sports Fields Request Application Rejection Process

The Town reserves the right to reject application and requests from users who submit forms which are not complete or contain incorrect information.

8.3 Sports Fields Allocation and Management Policy and Procedures Review and Update

The Sports fields Allocation Policy will be reviewed on an annual basis, initiated by the RFD.

8.4 Sports Fields Maintenance

- a. Baseball diamonds will be groomed and bases set for all rentals and lined exclusively for games. Outfield lines will be painted.
- b. Soccer pitches will be lined for all games and nets will be maintained.
- c. User groups will be provided with a key for the light boxes and washroom facilities where applicable.

8.5 Lighting

When renters do not turn the sports field lights off before leaving the park, they will be invoiced the amount listed on the Town of Minto rate schedule.

8.6 Insurance Requirements for All Facility Users

The organization shall, at all times during which it is allocated sports fields time in The Town Recreational Facilities, arrange, pay for and keep in force and effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the Corporation of The Town of Minto, its elected officials, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released persons or the organization may become liable resulting from the organization's use of sports fields time in The Town facilities. Such policy shall be written with inclusive limits of not less than Two Million Dollars (\$2,000,000), shall contain a liability clause, a severability of interest clause, shall be primary without calling into contribution any other insurance available to the Released persons as additional insured parties. The Corporation of The Town of Minto shall be named as an additional insured.

The organization shall release each of the Released persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the user.

The organization shall provide certificates of insurance showing the coverage as required above to the RFD prior to first sports fields time booking. The certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide 30 days written notice of cancellation to the users. Upon expiry, documents showing renewed coverage are again to be provided and the organization will make policies available to The Town for review from time to time and in the event of a claim.

Purchase Insurance through the Town's Provider

Users may purchase insurance through the Local Community Insurance Services offered by the Town's insurance provider.

8.7 Payment and Fees

N.S.F. cheques may result in automatic cancellation of sports fields times booked and that the current fee of The Town for N.S.F. cheques will apply. At the discretion of The Town, no further sports fields time will be allowed until all outstanding accounts are paid to The Town.

Additional fees will be charged for sports fields rentals that exceed their allocated time as outlined in the rental contract/permit based on the currently hour rate. This fee will be automatically added to the permit/contract.

Payment Schedule

- a) Minor Sports Groups, Seasonal Organizations, Board of Education:
 - To be paid October 31 of the calendar year.
 - interest penalty of 2% per month will be charged for default of payment
- b) Occasional or Commercial Users:
 - payment must be made prior to the sports fields' rental.

APPENDIX A

MINOR SPORTS GROUPS

Minto Minor Ball

Palmerston Marlins

Minto United Soccer Club

APPENDIX B

TOURNAMENTS & SPECIAL EVENTS

TOURNAMENTS

2nd Friday, Saturday and Sunday in June – Clifford Fire – Clifford
3rd Saturday in June – TG Minto – Palmerston
2nd Weekend in July – Harriston Kinsmen - Harriston
JYD Tournament – August Long Weekend – All Diamonds
Weekend After Labour Day – Minto Men's League – Palmerston
3rd Weekend in September – Clifford Skating Club - Clifford
4th Weekend in August – Palmerston Fair – Palmerston
3rd Weekend in September – Harriston-Minto Fair – Harriston

APPENDIX C

TOWN APPROVED FORMS

- Rental Contract
- Facility Booking Request Form

APPENDIX D

SEASONAL ORGANIZATIONS

As at 2016

Minto Men's Slow Pitch League

Minto Ladies Slow Pitch League

Mennonite Youth Group – Clifford

Moorefield Men's Slo-Pitch League

CRC Youth Soccer