



## DEPARTMENT OF COMMUNITY SERVICES

Phone 519-867-2651

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### Sports Field Allocation Policy St. Clair Township

#### Sports Field Allocation Policy

It is recognized and understood that the Municipality has a responsibility to provide sports field times to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of the sports field times available to the community.

Sports field allocation should also represent a balance of activities which may change as trends and demands for other activities develop in the community.

#### Guidelines for the Allocation of Parks/Sports fields

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#### Definitions:

##### **A: Rental Categories**

There shall be six rental categories as outlined below listed in order of priority.

1. ***Municipal Programming***
2. ***Resident Youth Sports Groups***

Criteria for Eligibility of a Resident Youth Sport Group:

- a) Be non profit
- b) Be guided by a constitution and bylaws governed by a Board of Directors.
- c) Actively provide a program of activities for children 19 years and younger.
- d) Have an auditable annual financial statement.

3. **Leagues:** Must consist of a minimum of 8 teams for all **new** league bookings, in order to get the league rate. They use our diamonds once a week for a maximum of 15 weeks. League rates Include a weekend tournament and lights if required.
4. **Teams:** Will consist of a user group that will get one diamond time of 2 hours a week, one night a week for a maximum of 15 weeks. Lights included
5. **Non-Resident Groups:** Shall include all groups or individuals whose participants consist of a majority of non-municipal residents. Both minor and adult
6. **School Groups:** Shall include students that attend primary or secondary schools.

#### **B: Sports Field Allocation - Priorities**

1. **Priority 1:** Municipal Programing
2. **Priority 2:** Resident Youth Groups
3. **Priority 3:** Leagues and Teams
4. **Priority 4:** Non Resident Groups
5. **Priority 5:** School Groups

#### **C: Sports Field Allocation for Resident Youth Groups**

The following factors will be considered in determining the base sports field allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of sports field hours for certain groups.

- age of participants
- game times vs practice times
- best utilization of sports fields
- total registration for each minor sport group

#### **D: Sports Field Allocation - Historical Precedent**

It is recognized that it is advantageous to maintain a reasonable amount of consistency in sports field scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to sports field's allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

#### **E: Sports Field - Contracts**

All Sports Fields rentals will require a signed contract.

#### **F: Sports Field Allocation – Sub-Letting of Sports Fields**

No group or individual may sub-let any sports field.

#### **G: Sport Field Allocation – Municipal Programming**

The municipality will schedule programs according to Community needs.

### **H: Sports Field Allocation - Tournaments and Special Events**

Requests for the allocation of sports fields for tournaments and special events shall only be considered if received in writing from the sponsoring group. The Township will provide a special event request form to be completed by the applicant and approved by council.

Requests for tournaments and special events will be considered on an individual basis and will take into consideration the following criteria:

1. Sponsoring Group
2. Time and Date of Event
3. Amount of Sports Fields and time Required
4. Activity
5. Benefit to the Community
6. Purpose of Event
7. Designation of proceeds or profits from event

### **I: Sport Fields Allocation - Guideline**

The normal date for submission of all sport field requests (tournaments, special events, leagues etc.) will be **April 1st** of each year. The allocation process will be completed before **May 1** of each year.

### **J: Sports Field Re-Allocation**

Refers to the re-allocation of sports field-time that is no longer required by a seasonal contract rental group (ie: a league or team folds, Minor ball registrations decrease).

Seasonal Contract: Sports Field time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy.

All non-contracted seasonal time will be booked on a first come first serve basis to any rental category.

### **K: Sports Field Rental Rates**

(a) Sports Field rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments shall be made to council for approval.

(b) Rental rates shall be as per the Council approved fee schedule.