



SPORTS FIELD ALLOCATION POLICY

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RATIONALE:

Strathroy-Caradoc owns and operates multitude of sports fields for Strathroy-Caradoc Community use. Strathroy-Caradoc allocates sports fields in such a way as to promote and encourage participation in field sports to the overall benefit of the community. This sports field allocation policy provides Parks and Recreation staff with guidelines and procedures to ensure that this facilitative role is maintained and that sports field time is allocated according to fair and consistent practices.

1.0 DEFINITIONS

Minor Sport Organizations:

In order to be considered a minor sport organization for the purposes of this policy, the following criteria must be met:

- Shall be a non-profit.
- Shall be guided by a constitution and by-laws and provide a copy to the Municipality of Strathroy-Caradoc.
- Hold general membership meetings at least once per annum and supply minutes to the satisfaction of the Municipality of Strathroy-Caradoc.
- Prepare audited financial reports including income statements and balance sheets and be able to supply them, if requested, to the Municipality of Strathroy-Caradoc.
- Have an elected Board of Directors who serves without remuneration except for reasonable expenses incurred in the carrying out of their duties as Directors.
- Have 85% of participants reside in the Municipality of Strathroy-Caradoc and surrounding area. Those organizations that represent a regional program are exempt.
- Have at least 90% of users on the sports field less than 19 years of age during designated minor sports times.
- Proof of Director and Participant Insurance

Prime Time:

Prime Time for the purposes of this policy is defined according to the table below and is generally considered to be time that is practical for children and youth to access.

Dates	Day	Times
May 1 to October 31 (weather depending)	Monday to Friday	5pm-11pm
	Saturday and Sunday	All Day

2.0 MUNICIPAL PROGRAMS

The Municipality of Strathroy-Caradoc reserves the right to allocate sports fields to municipally operated programs in order to serve neighborhood and community needs or for special events and activities that the Municipality deems is beneficial to the local community.

3.0 PRIORITY FOR SPORTS FIELDS

All sports fields times shall be allocated to *municipally* operated programs, eligible *Minor Sports Organizations* and adult or special needs groups that have rented sports field time for at least two consecutive years except in the following situations:

- 3.1 Where the Minor Sports Groups/Organizations have demonstrated a need for an increase in sport field allocation allotment. Priority consideration will be given to those minor groups and sporting organizations
- 3.2 Where the Department determines that it is appropriate to provide sports fields for a particular program because of a special need.
- 3.3 Junior/Senior teams representing Strathroy-Caradoc shall be allocated sports field time within the defined Prime Time based on one (four-hour) game and one (one hour) practice times per week, on average. Game times are partially determined by the league.

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4.0 JUNIOR/SENIOR TEAMS REPRESENTING STRATHROY-CARADOC

Junior/Senior Teams representing Strathroy-Caradoc do not have priority status over other minor sports users and shall be allocated time according to the overall interests of the community. It is recognized that special needs may arise due to playoff schedules and that Municipality will endeavor to accommodate needs so long as an unreasonable hardship is not imposed upon regular users.

5.0 NEW MINOR ORGANIZATIONS

New organizations may be included in the system, if it is demonstrated through a registration process that there are sufficient participants to qualify for sport field allocations and if there is surplus sports fields available. The registration process must include the payment of a registration fee to the organization.

Accommodating new groups by reducing the number of hours available to existing groups will be considered only in cases where:

- 5.1 A program is being introduced that will provide service to a previously un-served segment of the population, or;
- 5.2 Where a new program is being introduced that is not available through an existing organization, or;
- 5.3 Where a program is being introduced that provides new or innovative features that are not otherwise available to the community.

Where new organizations are accommodated resulting in a reduction of hours available to existing organizations, all organizations including the new organization will absorb a proportionate portion of the reduction.

6.0 HISTORICAL PRECEDENT (two consecutive years)

It will be a principle of the allocation system to give **due consideration** to the allocation of sports fields according to previous years. To be eligible for historical precedent, the user must have been allocated sport field time for the previous two consecutive years. Significant changes to previous year's sports fields shall be based on changes to registration levels, registration compositions or to emerging needs. This includes 7.0 Tournaments/Special Events.

7.0 TOURNAMENTS/SPECIAL EVENTS

The Municipality of Strathroy-Caradoc recognizes the economic and community benefits that accrue from sport tourism initiatives. Tournaments and other competitions shall receive priority consideration for weekend use (Thursday/Friday through Sunday) at Municipally-owned facilities, according to the criteria below.

7.1 Priority

1. Historical Minor Sports Tournaments/Competitions
2. Historical Adult Tournaments/Competitions
3. Events of an International, National or Provincial Significance
4. New Minor Sports Events
5. New Community Sports Events
6. New Entrepreneurial Sports Events
7. Other Events

7.2 Limitations

The Municipality shall not endeavor to allocate tournaments or special events on three consecutive weekends during the season or more than 50% of the total number of weekends during the season.

Notwithstanding the limitations expressed in 7.1, the Municipality recognizes that there will be occasions where high-profile events may require exemptions to the policy.

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7.3 Adjustments to Tournament Times

Once the Municipality has confirmed tournament bookings, no expansion of the tournament schedule will be made except by the consent of rental groups who may be affected by the adjustments.

8.0 SEASONAL ADULT SPORTS FIELD PERMITS

- 8.1 Priority is based on historical precedent (see 6.0.) The ownership of the permit may be transferred, providing the majority of the participants are the same as the previous year. Residents will be given first right of refusal for sport fields to be rented. Non-Residents adult groups will be able to book sports fields after March 31 each year for the spring/summer season.
- 8.2 The Municipality reserves the right not to renew a permit at its discretion.
- 8.3 Once a permit is signed, no cancellations of that permit or any part thereof will be permitted unless the sport field can be re-booked or extenuating circumstances require approval by the Director or designate.
- 8.4 Permits will be awarded on a first come first served basis to residents of Strathroy –Caradoc provided that written notice is received by the Customer Service Coordinator by January 15 (see 10.0.) Request must be renewed each year. After March 31 the ability to book sports fields will be opened to non-residents.

9.0 PAYMENT OF FEES

In order to maintain good standing, the following payment terms must be followed

Seasonal Adult Users, payment must be received no later than May 15
Seasonal Youth Users, payment must be received no later than July 15
Casual Users, payment is due at the time of booking

Seasonal users that have not paid for sport fields according to this schedule may have their sport field times suspended until such time as their permit payment is made.

10.0 SPORTS FIELD ALLOCATION SCHEDULE (May 1st to October 31st)

The normal date for submitting all sports fields requests, tournament requests, special ice requests and registration information is **January 15th** each year, except for any changes that may result from registration increases or decreases in the current year. The Parks and Recreation Department will confirm allocated sports field times back to the user by **March 1st** each year. This will be considered your allocated sports field times. Non Residents will be able to book sports fields starting **April 1st** each year.

11.0 MINOR AND PERMIT HOLDERS BOOKING PROCEDURES

The sports field convener and/or a designated alternate (approved in writing) by the user group from each Association or the private permit holder shall be **the only person recognized** to authorize bookings or changes to bookings.