

# KING TOWNSHIP CORPORATE POLICY

## OUTDOOR SPORTS FACILITY ALLOCATION POLICY



**POLICY NO.:**  
COR-POL-129

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Parks, Recreation & Culture Department

Issue Date: 2/27/2019

Issue No.: 2

Next Revision: 2/22/2021

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### 1 PURPOSE STATEMENT

- 1.1 Standards and priorities for allocation of outdoor sport facilities have been developed to meet the needs of residents of the Township of King. The Township recognizes that municipal recreational facilities are intended for the public and encourages community groups and residents to seek permits for the use of these facilities. This policy outlines general information regarding sport facility allocations to ensure that the booking process is implemented in a fair and equitable manner.

### 2 POLICY OBJECTIVE

- 2.1 The following principles will guide the application of the Outdoor Sports Facility Allocation Policy:

Benefits Focused:

- To actively support benefits of participation in recreation and leisure activities related to the health, wellness, social interaction and skill development of residents and economic benefits for the Township of King as a community
- To encourage and maximize participation of Township of King residents in a diverse range of recreational and leisure activities within the community

Fair and Balanced:

- To allocate facilities in a fair and balanced manner in order to sustain and enhance the availability of a range of accessible and leisure participation opportunities for all Township of King residents

Flexible and Responsive:

- To apply and continually update the Outdoor Sports Facility Allocation Policy to effectively respond to the community need
- To use a range of approaches, solutions and actions in the implementation of the Sports Facility Allocation Policy
- To facilitate and support flexibility and consensus amongst users and participants in the ongoing development and application of the allocation policy

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---

Reasonable and Achievable:

- To work with users towards outcomes and solutions that are reasonable and achievable in ensuring the maximum utilization of sports facilities

Youth Sport Development:

- In recognition of the role municipal outdoor sports facilities play in the development of minor sport, special consideration is to be given to accommodate local youth activities

### 3 APPLICATION/SCOPE

- 3.1 This policy applies to all outdoor sport facilities municipally owned or municipally supplied through third party agreements and is administered by the Parks, Recreation & Culture Department.

### 4 DEFINITIONS

- 4.1 For the purpose of this policy:

**Affiliated community groups:** a non-profit sports organization that meets the criteria as set out in the User Fee Policy.

**Affiliated local youth groups:** a non-profit youth sport organization with 60% of the registered players being residents of the Township of King. Youth groups are primarily 17 years of age and younger.

**Affiliated local adult groups:** a non-profit sports organization with 60% of adult members who are residents of the Township of King

**Casual booking:** a booking less than 8 weeks in duration and/or 2 hours per week. These are based on availability of facilities after the seasonal bookings have been completed.

**Commercial and non-resident users:** all groups and individuals residing outside of the Township of King and/or for-profit businesses residing in or outside of the Township.

**Local adult seasonal users:** individuals or groups that do not meet the definition of affiliated local adult leagues and are typically individuals or groups who use facility time seasonally.

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Parks, Recreation & Culture Department	Issue Date:	2/27/2019
	Issue No.:	2
	Next Revision:	2/22/2021

---

Tournaments and events: tournaments and events that are typically competitions hosted by recognized Township of King youth and adult groups and may include events of a regional, provincial or national significance.

Township of King recreational programs: all programs and other initiatives provided by the Township or by others on behalf of the Township. Programs are developed and may change in response to public demand.

Seasonal permit: a 16-20 week permit for a 2 hour booking per week. In order to book a seasonal permit the entire 16-20 week period must be booked and failure to do so will result in a casual booking and will not be accepted until all seasonal permits are finalized.

Sports facility: any area that is owned, operated and designated by the Township of King as a soccer field, baseball diamond, basketball/ball hockey court or tennis court.

## **5 OUTDOOR SPORTS FACILITY ALLOCATION GUIDELINES**

### **5.1 SPORTS FACILITY ALLOCATION USER PRIORITY RANKING**

Outdoor fields and facilities will be allocated according to the following client priority levels, which will be used to determine priority allocation at all facilities with the exception of facilities that may be designated as 'exclusive use' facilities:

1. Township of King recreation programs
2. Affiliated local youth groups
3. Affiliated local adult leagues
4. Local adult seasonal users
5. Board of Education school teams (non-prime time only)
6. Tournaments and events (primarily hosted by local youth and local adult groups)
7. Commercial and non-resident users

In order to be recognized as an affiliated user group and to be eligible for the youth and adult affiliated organization subsidies, groups must have a volunteer Board of Directors and file the following annually:

- A completed copy of the Affiliated Community Group Application Form (User Fee Policy)
- Seasonal schedules, where applicable (games and practices)
- List of current executive members and contact information
- Annual General Meeting Minutes

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Parks, Recreation & Culture Department	Issue Date:	2/27/2019
	Issue No.:	2
	Next Revision:	2/22/2021

- Constitution or statement of purpose
- Most recent financial statement

All requested information must be received prior to the start date noted on the facility use contract.

### 5.2 BOOKING PROCESS

**Seasonal Permits:** Current users that are in good standing are required to submit their permit requests to the Booking & Events Coordinator before each season’s deadline as indicated in the chart below. Failure to submit the request form by the deadline outlined below will result in forfeiting the requested time slot to the next organization based on the priority ranking system stated above. For example, should a youth league fail to submit their request for a time slot it will be made available to a local adult league.

Booking Type	Submission deadline by User	Confirmation Deadline from Booking & Events Coordinator
Seasonal Requests (May 1 to August 31)	March 15	April 15
Tournaments	June 1	July 1

**Casual Bookings:** Short term or single use bookings are available following the permit confirmation deadline for each season, on a first come, first served basis. Applications for casual bookings must be received a minimum of five (5) business days prior to the event.

All contracts must be signed and returned to the Booking & Events Coordinator prior to facility usage. Failure to submit signed contract(s) will result in the group not being permitted to use the field.

Outdoor facility bookings are not accepted on the quarter hour. 15 minute and 45 minute timeslots will be rounded to the next half hour.

No person, organization, association or minor sports group shall transfer or sublet any facility allocation, or part thereof, for value or otherwise. If any person, organization, association or minor sports group transfers or sublets any facility allocation or any part thereof, or permits such transfer or sublet, their facility rental

contract shall be terminated without notice and the Township shall refund the permit fee on a prorated basis.

If facilities are not being used as requested permits may be revoked. Permit holders not using facilities as stated on the permit may lose consideration for future allocations.

Requests and facility bookings for third party hosts, where subsidies are to be provided by the Township of King to the affiliated youth league, must be booked through the Booking & Events Coordinator. The Township will not provide subsidy for bookings done directly with the third party host.

**5.3 NEW PROGRAMS/SERVICES OR ORGANIZATIONS REQUESTING FACILITY TIME**

New and expanded programs/services from existing affiliated clients will be accommodated only to provide for unmet community needs. If the applicant's written proposal can demonstrate/justify the need for a new program or service and does not adversely affect any existing affiliated user, allocation of hours will be considered.

Where there is a new user group requesting facility bookings and if there is already an existing user group meeting similar needs in the community, the department will direct the new group to the existing user group.

**5.4 FEES AND CHARGES**

Additional fees are applicable for special events and tournaments scheduled by a sports facility user group. Fees will be charged for the delivery and removal of picnic tables, waste containers, other equipment and additional park maintenance requirements associated with restoration and garbage collection during and after the event. Port-o-let and hand wash station rentals will also be subject to fees covered by the user group.

Lit facilities are charged for the duration of the season as outlined on the Rental Agreement commencing at 8:00 PM and ending at 11:00 PM. There are no subsidies provided for hydro fees.

**5.5 KEYS**

The department recognizes that keys may be required for access to some field locations, light switch boxes, storage areas and washrooms. Keys may be signed

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---

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Issue Date: 2/27/2019

Issue No.: 2

Next Revision: 2/22/2021

---

out at the discretion of the department. A refundable key deposit will be required and keys are not permitted to be copied. Keys must be returned the week following the last scheduled rental on the seasonal rental agreement. Failure to return keys may result in the loss of booking privileges and the forfeit of the key deposit. If keys are lost an additional replacement fee will be charged for the purchase of a new key.

### 5.6 FACILITY CLOSURES AND INCLEMENT WEATHER

The Township reserves the right to close sports facilities on short notice upon the recommendation of the Parks Manager or designate for reasons of inclement weather, emergency facility repairs or conditions that could result in personal injury or facility damage. Where the Township of King manages, but does not own the sports facility, user groups and the Township must abide by the rules and regulations set out by the third party provider. This includes, but is not limited to unexpected seasonal or last minute closures.

Should it be deemed necessary to close any facility, the Parks Manager or designate shall notify the Booking & Events Coordinator no later than 3:00pm on the day of the intended closure. The Booking & Events Coordinator will notify, by email, the main contact that has been provided to the Township of King. The user group contact shall immediately advise all coaching personnel and their designate of the facility closure and request the cooperation of all their members to remain off the facility until further notice.

In the event of inclement weather, the Permit Holder has the discretion to open the permitted fields, as outlined on the Facility Booking Contract, based on the severity of the weather. Should the Organization make the decision to open fields and damages are sustained, the Organization will be responsible to cover damage costs determined by the Township of King.

It is the responsibility of the Permit Holder to notify the Booking & Events Coordinator via email of any cancellations due to inclement weather or other conditions that lead to a facility being unplayable. Notification and the reason for cancellation must be received within two (2) business days of the cancelled time in order to be considered eligible for a refund. In the event the inclement weather forces the alteration or cancellation of a tournament or regular league schedule, a credit will be issued if a makeup game cannot be arranged.

During a facility closure, the Township of King requests the full cooperation of all the affected user groups to suspend play. Should it be determined that there is continued use of a facility during a closure the user group(s) involved may be

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Parks, Recreation & Culture Department	Issue Date:	2/27/2019
	Issue No.:	2
	Next Revision:	2/22/2021

---

subject to further suspension and loss of permits for that particular facility. In addition, the user group(s) will be charged the full costs for damages to the facility caused by the unauthorized use during the facility closure.

#### 5.6 FACILITY MAINTENANCE AND REGENERATION

The Township of King attempts to be flexible in accommodating permit holders but ultimately the health and safety of the user and the condition and playability of the facilities takes priority. This may require the closure of facilities, denial of use and/or suggested alternate sites.

The Township reserves the right to cancel any time for the purpose of repairs to facilities or structures located within a park or for any reason it deems necessary. In the event of such cancellation, the affected permit holders will be provided as much notice as possible and any applicable fees will be refunded.

Pre-determined opening and closing of fields and facilities will be based on capital upgrades or renovations, implementation of master plans or council directives, rotation needs, maintenance needs, field conditions and recovery, type of play and user requests. Planned closures will be pre-determined jointly by staff and will be communicated to all affected users in a timely fashion.

Premiere Soccer fields will be rested two consecutive days each week during the playing season. For newly established fields additional rest time may be required, at the discretion of the Parks Manager.

The Township of King's soccer fields and baseball diamonds will be closed between early October and mid-May to allow rest time, especially during the wettest time of year when the most damage can occur. This also gives staff an opportunity to provide routine maintenance, undertake repairs, improvements and renovations for selected sites on an annual rotating basis. Should the use of specific ball diamond(s) or soccer field(s) be required after the above specified closure dates, a written request must be submitted to the Township before August 1<sup>st</sup> to be given consideration. Decisions on use after facility closure dates will depend on the established fall maintenance schedule and field conditions at that time.

#### 5.7 FACILITY TIME AMENDMENTS AND CANCELLATION POLICY

The Township of King has the right to control all facility allocation and use of Township owned facilities for the duration of the rental contract. The Township is responsible to manage the negative impact returned facility rentals has on the



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---

Township and user groups. In order to control this, the Township will apply the following regarding unused, returned, amended and cancelled facility time.

### *Permanent/Full Season Cancellations*

1. Permanent seasonal cancellations will only be accepted until May 15<sup>th</sup> without penalty. The following cancellation fees will be applied in all other circumstances:
  - a. Facilities cancelled before May 31<sup>st</sup>, a 20% fee will be charged unless the time is sold.
  - b. Facilities cancelled after May 31<sup>st</sup> may not be refunded unless justified through written notice and under the following conditions: extremely low registration numbers or organization financial constraints agreed upon by both parties. A 20% cancellation fee may be charged for each hour affected.
2. In the event of inclement weather, the Township has the right to close facilities. Where this occurs a credit will be applied to your permit contract. If the organization chooses to cancel due to inclement weather, a credit will be applied to their account. For bookings blocked off as rain out dates, a refund or credit will not be issued for returned bookings after May 31<sup>st</sup>.
3. Organizations interested in avoiding specific days or blocks of time within the booking period must request such exceptions when submitting applications for facility time. Requests do not guarantee approval.
4. Staff reserve the right to negotiate the hours given back, cancelled or amended by user groups

### *Single or Occasional Use Cancellations*

1. After a contract is signed, single or occasional use cancellations will be permitted only if initiated by the contract holder and under the following conditions;
  - a. Minimum of fourteen (14) days written notice is provided to the Booking & Events Coordinator. A cancellation fee of 20% for each hour affected by the cancellation request will be applied if a refund is requested. A 10% fee may be charged for any cancelled bookings where a credit is requested.



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	Issue No.:	2
	Next Revision:	2/22/2021

---

- b. Less than fourteen (14) days notification of cancellation is given, no refund or credit will be issued.
- c. Cancellation fee will be waived if the returned time slot can be sold to another user group.

### *Tournament and Special Event Cancellations*

- 1. In the event a tournament or special event is cancelled, a refund or credit will not be issued if the cancellation request is submitted less than fourteen (14) days before the booking. For bookings blocked off as rain out dates, the fee of the rain out date must be paid in full and a refund or credit will not be issued.

### 5.8 POLICY REVIEW AND UPDATE

The Outdoor Sports Facility Allocation Policy will be reviewed biannually and if warranted, any recommendations for adjustments will be discussed with impacted groups and presented to Township Council for approval.

## 6 APPROVAL AUTHORITY

<u>Council</u> <b>Authority</b>	<u>2019-040</u> <b>By-law</b>	<u>Original Signed</u> <b>Kathryn Moyle</b> <b>Township Clerk</b>	<u>April 1, 2019</u> <b>Date</b>
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