

POLICY TITLE:	SPORTS FIELD ALLOCATION POLICY
POLICY #:	R-002-005
EFFECTIVE DATE:	May 25, 2007
ADOPTED BY COUNCIL ON:	May 25, 2007
RESOLUTION #:	274.06.07
SUPERCEDES:	C-004-011

POLICY STATEMENT:

The Town of Sylvan Lake believes it is important to promote and encourage participation in sports to the overall benefit of the community. As a result of Council's commitment of capital and operational investment in recreation facilities and the changing demographics of the community, it is necessary to more clearly define and communicate how sports fields will be managed, allocated and distributed.

THE PURPOSE OF THIS POLICY IS TO:

- a. Operate the Town owned sports fields in an equitable, cost-effective and fiscally sustainable manner;
- b. To balance local services and needs with those of the Town as a whole;
- c. To deal with current and future demands for both organized and casual participation.

Guiding Principles

The following principles served as the framework for developing the Sports Field Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

- a. **Access & Equity:** Promote fair and equitable access to sports fields in terms of allocation.
- b. **Efficient Use:** Promote efficient use of the sports fields by maximizing usage and creating efficient booking procedures.
- c. **Diversity:** Promote a wide range of program opportunities for the whole community.
- d. **Youth Sport Development:** Promote the role that the Town owned sports fields play in the development of minor sports.
- e. **Partnership:** Promote the importance of partnerships in the delivery of activities.
- f. **Ease of Use:** The Sports Field Allocation Policy should be easy for the user groups to understand, and for the Town to implement.

1. DEFINITIONS:

- 1.1 “**Adult Sporting Organization**” means a sporting organization, that is set up as a Society, whose membership is with individuals eighteen (18) years of age and older.
- 1.2 “**Additional Municipal Services**” shall refer to all facility services provided by the Town of Sylvan Lake, which are beyond those that would normally be provided to ensure the health and safety of the Public using the facility.
- 1.3 “**Contact Person or Alternate**” means an individual identified by the User as the primary contact with the Town.
- 1.4 “**Damage Deposit**” means a refundable fee assessed to a User to cover the cost of damages that may occur due to actions on the part of the User, or in conjunction with an ice allocation or event hosted by the User.
- 1.5 “**Facility Attendant**” means the Town personnel on duty at the sports field.
- 1.6 “**Local User**” means a User who resides within the Town of Sylvan Lake or Red Deer County.
- 1.7 “**Non-Ice Use**” means the indoor MPF playing surface during the off-season on April 1st to September 30th of each year.
- 1.8 “**Non-local User**” means a User who resides outside of the Town of Sylvan Lake or Red Deer County.
- 1.9 “**Public Programs**” means programs managed by the Town of Sylvan Lake that are open to the public or a targeted group.
- 1.10 “**Special Event**” means a public or private event that is not directly associated with regular season schedules and bookings.
- 1.11 “**Town**” means the Town of Sylvan Lake, and the departments designated by the Chief Administrative Officer (CAO) to implement this policy.
- 1.12 “**Town Programs, Co-Sponsored Programs and Special Events**” means any program or special event operated, co-sponsored or sanctioned by the Town of Sylvan Lake.
- 1.13 “**Youth Sporting Organization**” means a sporting organization that is set up as a Society, which includes minor sport activities and school programs organized primarily for the youth residing in the Town of Sylvan Lake and Red Deer County. User groups must have 80% of membership composed of individuals eighteen (18) years of age and younger to qualify as a youth group.
- 1.14 “**User Agreement**” means a document that clearly outlines the contractual agreements between the Town and the User.

2. RESPONSIBILITIES:

Town Council:

To adopt and approve any future changes to the Sports Field Allocation Policy.

Chief Administrative Officer:

To designate responsibilities as outlined in the Procedures.

3. SPORTS FIELD OPERATIONS:

The Town of Sylvan Lake will responsibly manage its sport field resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues.

- 3.1 The Town of Sylvan Lake will prepare and line sports fields for league play beginning the first Monday in May of each year.
- 3.2 Early preparation and marking will be allowed at the discretion of the Chief Administrative Officer. Fees for early preparation and marking will be billed at the applicable field rental rate plus the rate for an additional line painting.
- 3.3 For minor soccer and minor football, fields will be marked four times per season. Any additional line markings will be done at the request of the User Group and confirmation at the discretion of the CAO. Each additional line marking will be charged the fee according to the Town of Sylvan Lake Parks and Recreation Fee Bylaw.

Multi-Purpose Facility Summer Use:

Once the ice has been removed from the MPF, the facility and its' grounds are available for rental. Any group booking the MPF must sign a rental contract and pay the fee according to the Town of Sylvan Lake Parks & Recreation Fees Bylaw.

4. SPORTS FIELD ALLOCATION PROCEDURE

Priority For Sports Field Allocation

First Priority	Town of Sylvan Lake programs
Second Priority	Special Events
Third Priority	Local Minor Sporting Organizations
Fourth Priority	Local Adult Sporting Organizations / Teams
Fifth Priority	Non-Local Sporting Organizations / Teams
Sixth Priority	Casual Users

The Town of Sylvan Lake Recreation & Parks Department have the responsibility to manage the allocation of sports fields on a yearly basis to reflect population, registration, utilization and participation patterns.

The Town of Sylvan Lake reserves the right to provide alternative sports field allocation to Users, to change, cancel, or add field allocation as it deems necessary.

4.1 Regular Sports Field Users

- 4.1.1 All regular sports field users must submit a Sports Field Allocation Request form and attend the Sports Field Allocation Meeting held in April to review schedules. Sports Field Allocation Request forms must be submitted to the Town of Sylvan Lake Recreation & Parks Department by March 15th of each year.
- 4.1.2 Sports Field Allocation Request forms received after the deadlines in Appendix "A" will be considered on a first-come first-served basis, and only after the requests of the regular users that meet the deadlines have been considered.
- 4.1.3 The development of the sports field schedule will take into account historical allocations.
- 4.1.4 Where there is a conflict in the development of the sport field schedule, the regular user with the higher ranking will be allocated the ice time.
- 4.1.5 Where booking conflicts arise between users of the same ranking, the Town of Sylvan Lake Recreation & Parks Department will review each request on an individual basis. Within this scenario, sports fields will be allocated with first priority to house league and recreational / non-competitive teams and second priority will be given to competitive teams.
- 4.1.6 All correspondence, booking, and invoicing will be conducted between the Town of Sylvan Lake and the designated contact person provided by the User Group. Decisions and actions of the contact person are considered the decision and action of the User Group. The contact person is responsible for sharing information with their respective User Group.

4.2 Casual Users

- 4.2.1. Once the regular users schedule has been set, requests from all other Users will be considered on a first-come, first-served basis.
- 4.2.2. Requests from casual users must be submitted using a Sports Field Allocation Request Form.

4.3 Transferred / Traded / Sub-Leased Fields

- 4.3.1. The practice of occasionally transferring, trading, or sub-leasing sports fields between regular users is strictly prohibited without written consent by both regular users.
- 4.3.2. Changing the intended user or users of a field within a single organizations allocated time is acceptable (eg. A practice becomes a game; Team A replaces Team B, etc). The Town of Sylvan Lake requests advance written notification of any changes to ensure updated schedules are available for telephone inquiries.

4.3.3. It is recognized that last minute changes to the intended use of sports fields may occur under rare, infrequent, or unforeseen circumstances; however the Town of Sylvan Lake must be notified by the permit holder, even after the occurrence.

5. BILLING PROCEDURE

Sports field billing will be done by the Town of Sylvan Lake Recreation & Parks Department on a monthly basis. Invoices will be sent to user groups no later than ten (10) days into the following month.

6. APPEALS PROCESS

The user group and the Town of Sylvan Lake agree to utilize all reasonable efforts to resolve any dispute to sports field allocation promptly and in an amicable manner by negotiations between parties. Conflicts should be resolved by the individuals closest to the issues provided that such individuals have the actual authority to implement such resolution.

If a dispute can not be resolve by the user group and the Town of Sylvan Lake within a time period that is satisfactory, the party raising the issue shall contact the Director of Recreation & Parks in writing to refer the dispute to the Recreation & Parks Board for a decision.

APPENDIX “A”
SPORTS FIELD ALLOCATION TIMELINES

March

- 1st week in March - Sports Field Allocation Request Forms will be distributed to all Users.
- March 25th - all Sports Field Allocation Request Forms must be submitted to the Town of Sylvan Lake Recreation & Parks Department.
- March 25th - all Special Event Sports Field Applications must be submitted to the Town of Sylvan Lake Recreation & Parks Department.

April

- 1st week of April – Sports Field Users meeting to review the Sports Field Allocation Schedule and discuss any scheduling conflicts
- April 25th – Sports Field Allocation Schedule finalized and all contracts to User Groups

May

- May 15th – Contracts to be signed by the User Groups and submitted to the Town of Sylvan Lake Recreation & Parks Department.

October

- 1st week in October a year end review will be conducted with all Users to get their input on what worked well, and what improvements can be made.



Sports Field User Agreement

The following Facility Use Rules and Regulations will apply to all individuals and groups using the Multi-Purpose Facility:

General Rules & Regulations:

- 1. All individuals and groups using sports fields during non-Town sponsored activities must have a signed User Agreement.**
2. The Town of Sylvan Lake is not responsible for lost, damaged or stolen property.
3. Supervisory personnel (ie. Coaches, Instructors, etc.) are responsible for the conduct of the participants in the program.
4. It is the responsibility of the supervisory personnel of all Users to ensure that no damage occurs to the sports field, and as such are responsible for damages caused by their participants.
5. No vehicles or ATVs allowed on any sports field or associated park area for any reason. Offenders will be reported to the local law enforcement authorities, required to pay for repairs and will be suspended from future entrance and use of any sports field until determined by the Town of Sylvan Lake.
6. Malicious and deliberate damage to the sports field and/or equipment will not be tolerated. Offenders will be reported to the local law enforcement authorities, required to pay for repairs and will be suspended from future entrance and use of any sports field until otherwise determined by the Town of Sylvan Lake.
7. Abusive, derogatory, or obscene language will not be tolerated by anyone. Violators will be asked to leave the sports field area.
8. Rowdiness and unruly behaviour will not be tolerated. Violators will be asked to leave the sports field area.
9. The Town of Sylvan Lake will not be responsible for personal injury caused by the negligence of Users or the public.
10. Town of Sylvan Lake Staff have the authority to remove anyone not abiding by the rules.

Organization / Club Name

Town of Sylvan Lake

Contact Person (Please Print)

Director of Recreation & Parks

Signature

Signature

Date
