
TO: GENERAL COMMITTEE

SUBJECT: SPORTS FIELDS ALLOCATION POLICY

WARD: ALL

PREPARED BY AND KEY CONTACT: R. BELL, MANAGER OF RECREATION FACILITIES, 4452
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SUBMITTED BY: B. ROTH, DIRECTOR OF RECREATION SERVICES

GENERAL MANAGER APPROVAL: PATTI ELLIOT-SPENCER, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the Sports Fields Allocation Policy attached as Appendix "A", to the Staff Report REC002-17 governing the equitable assignment and management of sports fields within City of Barrie owned facilities be approved for implementation for the 2018 Sports Field allocation season.
2. That delegated authority be granted to the Director of Recreation Services, in consultation with the General Manager of Community and Corporate Services, to implement various pricing techniques throughout the year as appropriate to increase utilization of programs and facilities achieving greater participations rates towards a healthier citizenry while reducing overall operating cost to deliver recreation services.
3. That delegated authority be granted to the Director of Recreation Services, in consultation with the General Manager of Community and Corporate Services, to continue the various partnerships and work in cooperation with various partners and other service agencies in the delivery of programs and services.
4. That the Recreation Services Department be granted delegated authority, in compliance with City of Barrie by-laws and policies, to negotiate and enter into contractual rental agreements with user groups and individuals on behalf of the City of Barrie.

PURPOSE & BACKGROUND

Report Overview

5. A comprehensive Sports Fields Allocation Policy currently does not exist within the City of Barrie.
6. The purpose of this staff report is for Recreation staff, in consultation with major sports fields user groups, to draft a sports fields allocation policy and present the policy to General Committee for approval and implementation based on the following matters;
 - Maximize sports field utilization and ensure the equitable assignment and management of sports fields while preserving and maintaining high quality playing fields through effective management within City of Barrie owned facilities.

- Develop a priority ranking of users;
 1. City of Barrie (Recreational Programs)
 2. Youth Partner Groups (as defined below)
 3. Tournaments & Special Events (primarily hosted by Partner Groups)
 4. Seasonal Clients (regular seasonal contracts)
 5. Boards of Education
 6. Occasional and Commercial Users

ANALYSIS

Policy Overview

1. The City of Barrie is committed to providing field time usage within municipally owned and operated sports fields, giving priority to City of Barrie residents, youth partner organizations, clubs and affiliates, patrons and visitors to our facilities, without prejudice in a fair and equitable manner.
2. The City of Barrie Recreation Services Department has the responsibility to manage the allocation and distribution of fields on an annual basis to reflect population, registration, utilization and participation patterns. The department is also responsible for the administration of the policy.
3. The City of Barrie will responsibly manage its sports fields' resources to ensure optimum usage and programming to reflect municipal directives and minimize risk and operational issues as well as enhance fiscal health.
4. On an annual basis municipal staff will meet with key sports fields' stakeholders and users to review stakeholder and City needs and requirements.
5. The 5 guiding principles of the policy are:
 - i) Access and Equity
 - ii) Efficiency
 - iii) Diversity
 - iv) Youth Sport and Recreation Development
 - v) Partnerships

Policy Review

6. In December of 2016, an evaluation team of Recreation Services staff was formed whose objective was to undertake a comprehensive discussion and review of the challenges and opportunities relating to the current sports fields allocation process in the absence of a comprehensive policy. The evaluation team met with various stakeholders to discuss the existing needs of their organizations as it pertains to the Sport Field Allocation Process.
7. A schedule was developed in order to identify, review targets and milestones, establish priorities and create a strategy for stakeholder input (attached as Appendix "B").

8. The staff evaluation team undertook a review of the current allocation process to identify challenges and opportunities that had potential for improvement within a draft policy as compared to current practices, procedures and methods, with a focus towards improving customer service delivery, standards of practice, and operational efficiency.
9. Following the internal review, a series of consultation meetings with stakeholders were held. The current sports fields permit regulations and wet field guidelines were distributed to stakeholders who were engaged in the review and input process. An initial meeting with all principal stakeholders as a collective was held on December 8, 2016 at which time a charting process took place listing the challenges and opportunities relating to the current and proposed sports field allocation process and potential policy inclusions.
10. Following the initial group meeting a series of meetings were conducted with the individual user groups in order to gather further feedback surrounding their organization specific suggestions and concerns.

The following comments/feedback were specific to the policy areas that were of importance to the stakeholders:

- Youth focus and hierarchy importance when allocating sports fields for season play and tournament/special events.
 - Priority user ranking interpretation for adult groups
 - Residency requirements
 - Timeline for season requests and special event/tournament submittal
 - Maximization of major diamond access and utilization
 - Growth of current organizations, emergence or new sport organizations and the impact on the current deficit of peak time availability
11. Areas of concern from the evaluation team:
 - Maximization and utilization of all sports fields
 - Peak time hours utilization
 - Cancellation timeframes
 - Residency requirements
 - Season and tournament/special event allocation timeline
 - Sports fields season open and closure timeframes
 12. Policies from other surrounding municipalities were obtained, reviewed and vetted for comparable relevant standards and procedures in accordance with industry standard practice (Kingston, Mississauga, Oshawa, Oakville).
 13. All feedback and comments received from partner groups, programme staff and team members, as well as comparatives from other municipalities were considered and assessed in creating the first draft of the policy and revisions were applied where feasible in the final revised draft proposed for implementation.
 14. A follow up meeting with all principal youth partner and seasonal clients was held on April 18, 2017 in order to present the final draft of the policy.
 15. Appendix "C" highlights the comments from the partner groups and how the sports field allocation policy will strive to address each of these issues.

Summary

16. The Recreation Services Department recommends implementation of the attached policy for the 2018 Sport Field Allocation season.

ENVIROMENTAL MATTERS

17. There are no environmental matters related to the recommendation.

ALTERNATIVES

18. The following alternatives are available for consideration by General Committee:

Alternative #1 General Committee could maintain the existing process, in the absence of a policy, with respect to the Sports Fields Allocation. (i.e. Status Quo)

This alternative is not recommended as it would not address the concerns of current practices as they pertain to customer service delivery expectation, facility operations and allocation procedures.

FINANCIAL

19. There are no financial implications for the Corporation resulting from the proposed recommendation.

LINKAGE TO 2014-2018 STRATEGIC PLAN

20. The recommendation(s) included in this Staff Report support the following goals identified in the 2014-2018 Strategic Plan:

Vibrant Business Environment

Inclusive Community

21. The amendments to the policy will enhance our relationship with our biggest business associates in Recreation, our youth partner groups, while at the same time allowing new and growing segments of our community (such as accessible and sledge programmes) the opportunity to participate and foster programme development

APPENDIX "A"

Sports Field Allocation Policy

Policy Title: SPORTS FIELD ALLOCATION POLICY

Section:		Subsection:	
Effective date:		Last Review Date:	
Approved by:		Owner Division/Contact:	
		For information on the XXXXX, contact the XXXXXXXXXXXXXXXXXXXXX	

Policy Statement:	<p>POLICY STATEMENT</p> <p>The Corporation of the City of Barrie is committed to providing sports field time usage within municipally owned and operated fields, giving priority to City of Barrie residents, clubs and affiliates, patrons and visitors to our facilities, without prejudice, in a fair and equitable manner.</p>
Purpose/Application:	<p>PURPOSE</p> <p>The City of Barrie has been identified as a growth centre within the provincial document "Places to Grow – Simcoe Area: A Strategic Vision for Growth". As a result the City of Barrie is projected to experience significant population growth and change over the next decade.</p> <p>With our increasing demographic and demand for existing sports fields, municipal Council and staff are committed to the effective management, allocation and distribution of sports field time within our municipally owned facilities.</p> <p>This policy will serve as a guide for the sports field allocation process. It will guide all sports field allocations outside Council approved agreements.</p> <p>The goal of this policy is to promote and encourage participation in field sports and activities to the overall benefit of the community. The policy will establish guidelines for the allocation and management of all sports fields under the ownership and operation of the City of Barrie. This includes the annual allocation of seasonal rental permits, School Board permits, tournaments, special events and single use rental requests.</p> <p>The sports field allocation policy establishes and clarifies the City's responsibility for sports field allocation, administration, and its commitment to the management of:</p>

1. Fiscally responsible sports field facility operations.
2. Fair and equitable sports field allocation.
3. Consider the needs of Barrie residents before residents of other communities.
4. Facilitate scheduling that will support proper and sufficient maintenance and repair of sports field, thereby facilitating long term quality and health of the sports fields.
5. Processing of tournament, special event and seasonal sports field permits.
6. Balance the needs of permit holders, casual participants and the City as a whole.
7. Ensure the City's sports fields are used for the benefit of the entire community.
8. Enhancement of the quality of life for all citizens.
9. Safe and accessible services to all.

NOTE: Sections of this sports field allocation policy may not apply at this time to organizations which have established separate agreements with the City of Barrie approved by Council defining their annual sports field allocation (e.g. Barrie Baycats).

GUIDING PRINCIPLES

The Sports Field Allocation Policy is based on the following principles which should be considered when implementing and/or interpreting the Policy's statements:

1. **Access and Equity:** to ensure fair and equitable access to sports fields.
2. **Efficiency:** to ensure the effective and efficient use and maximization of sports fields, both in terms of time and space.
3. **Diversity:** to provide for a wide range of opportunities.
4. **Youth Sport and Recreation Department:** in recognition of the role municipal sports fields play in the development of youth sport and recreation, special consideration should be given to accommodating youth activities.
5. **Partnership:** to recognize the importance of partnerships with sport and recreation organizations, as well as commercial operations in the delivery of field-based activities

<p>Definition(s):</p>	<p>SPORT FIELD ALLOCATION COMMITTEE (SFAC)</p> <p>Comprises of City of Barrie staff that will meet with the Sport Field users annually, and circulate updates and identify key milestones for submissions of requests.</p> <p>DEFICIT FIELDS</p> <p>Occurs when the total peak time demand for fields exceeds supply. The process to manage this situation is outlined in the scope section of this policy.</p> <p>DEFINITIONS OF SPORTS FIELD USERS</p> <p>1) <u>City of Barrie Recreational Programs</u> The City of Barrie ensures resident access to recreational sports field opportunities through municipal recreation programs initiated by and directly, or indirectly, operated by the Recreation Services Department. Programs are open to the general public (although in some cases, may be targeted at a subset of the general public e.g. seniors, adults, youth).</p> <p>Programs provide low cost access to recreational opportunities organized through the Recreation Services Department.</p> <p>2) <u>Youth Partner Organization</u> A City of Barrie Youth Partner Group is defined as follows:</p> <p>I. <u>Youth sport organization</u></p> <p>a) A non-profit youth sport organization with a minimum of eighty percent (80%) of the registered players being residents of Barrie including the residents of surrounding municipality with a City of Barrie Council endorsed Residency Recognition Agreement. (Refer to Section 6 – Residency Requirement).</p> <p>b) Will be established providers of quality recreational programmes, primarily for youth offering individuals recreational, athletic and social activities.</p> <p>c) When the organization is the main provider of its particular activity in the City of Barrie, the residency requirement may be waived.</p> <p>d) Participants must be 18 years of age or under prior to December 31st of that year's season and/or in the age categories as outlined by the provincial or national governing body. Some partner groups may have limited adult membership (excluding coaches). Programmes intended for youth, will be charged a youth rate. Mixed age competitive will be charged an adult rate. If complete teams within an organization consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately and will</p>
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be subject to adult rates.

- e) Must be a member in good standing of an affiliated or governing body. (E.g. Ontario Baseball Association, Ontario Softball Association, Ontario Soccer Association, Rugby Ontario, Ontario Football Alliance, Ontario Minor Field Lacrosse Association).

Youth Partner Organizations within sub-category I must:

- 1) Have a constitution.
- 2) Be incorporated.
- 3) Have an elected body of officers and hold an annual meeting of members.
- 4) May be required to provide the City an annual financial statement prepared by a Chartered Professional Accountant (CPA).
- 5) Be affiliated with a responsible regional, provincial or national organization. The choice of organization can be entirely at the discretion of the partner group.

II. Youth Recreation Groups

- 1) A non-profit recreation organization which meets the above definition of youth sport organization with the exception that the organization may exist without a constitution, may not be incorporated, and may not be affiliated or associated with a recognized provincial or national sports governing body, but shall have an elected body of officers and hold an annual general meeting and may be required to provide the City an annual financial statement prepared by an auditor.

3) Tournaments and Special Events

The City of Barrie supports special programs like tournaments and special events. These programs provide revenue generating opportunities to both the program organizers and the Corporation of the City of Barrie as well as economic spin-off to the community at large.

Generally, tournaments and special events are competitions hosted by recognized City of Barrie youth partner groups. They may include events of regional, provincial or national significance.

Tournaments may also be hosted by adult seasonal clients such as men's or ladies' softball/baseball leagues. Special events may not be limited to competitions and may include events such as trade shows or exhibitions.

Tournament and special events will be prioritized in accordance with the priority level set above in Section 4 and will be further prioritized as

follows:

- a) Sanctioned National Championships
- b) Sanctioned Provincial Championships
- c) League Play-Off Tournaments
- d) Charity, Invitational or Open Events

4) Seasonal Client

Seasonal Clients use a sports field on a weekly basis for the entire season and are defined as:

- a) A not for profit sports organization with (active) members, 80% by residents of Barrie, including the residents of a surrounding municipality with a City of Barrie Council endorsed Residency Recognition Agreement (i.e. Springwater Township Residents).
- b) The primary purpose of the organization is to offer, and involve, individuals in recreational, athletic or social activities.
- c) Age of the participant is greater than that which qualifies it as a youth sport organization.
(Examples of seasonal clients are organized men's/ladies softball leagues)

5) Boards of Education

A publicly-funded school or a "non-profit" school recognized by the Province of Ontario as an educational institution, located in the City of Barrie.

School bookings will be administered on a first-come-first-served basis through the Recreation Services Department. Fees may be applied in accordance with the fees by-law and any standing reciprocal agreements.

6) Casual User

Groups in this category do not meet the criteria of seasonal clients. Groups are defined as organizations and/or individuals that use sports field occasionally. Groups utilizing the sports field for the purposes of youth will be charged the applicable youth rate and adult use will be charged the applicable adult rate

7) Commercial User

Groups in this category do not meet the criteria of seasonal clients. Groups are defined as organizations and/or individuals that use sports field time occasionally and/or with the intent of generating positive net income.

DEFINITIONS OF TYPICAL SPORTS FIELD USES

1) Major Special Events

1. Those which bring recognition to, or increase the public profile of, the City of Barrie.
2. International, national, provincial and regional multi-sport/recreational events which are sanctioned by an appropriate governing body and which bring recognition to, or increase the public profile of, the City of Barrie.

2) Minor Special Events

1. Non-recurring (i.e. not weekly) recreational activities initiated by the Recreation Services Department, or by a specific user organization/group, for the purpose of the enhancement, promotion, and expression of the sport, culture or social needs of the participants (e.g. an annual tournament, Championship Day).
2. Any use by an organization or group where the purpose is to generate funds which will be put to a "public good" in the community. The "public good" may be within the organization, or may be an external public project.

3) Regular Field Time

1. A weekly sports field usage time which is available for the season, for a regularly scheduled sport or recreational use.

4) Casual Field Time

1. A sports field usage time that is not available on a weekly basis throughout the full season.

DEFINITION OF SEASON OF PLAY

The City of Barrie Recreational Services Department has adopted the following Season of Play:

Regular Season shall be defined as May 1 through to September 30 inclusive, weather permitting.

The opening of sports fields when they are normally closed, or beyond established operating hours (as defined by the Sports Field Allocation Policy), will be considered at the discretion of Staff.

For further clarification the City reserves the right at its sole discretion to determine the length of the operational season on a per field basis (i.e. not all field must be open for the entirety of the defined season).

All reasonable requests will be reviewed and responded to. Application does

	<p>not guarantee approval.</p> <p>DESIGNATION OF SPORTS FIELD TIME CATEGORIES</p> <p>Sports field use patterns determine peak and non-peak times, as referenced in the table below. Peak time is when a field is permitted and used on a consistent basis as it relates to the day of the week and time of day. Non-peak is when a field is consistently not permitted for use as it relates to the day of the week and time of day.</p> <p style="text-align: center;">Peak Time:</p> <table border="1" data-bbox="521 632 1432 699"> <tr> <td>Monday – Thursday</td> <td>5:00 PM – 11:00 PM</td> </tr> <tr> <td>Sunday</td> <td>5:00 PM – 11:00 PM</td> </tr> </table> <p style="text-align: center;">Non-Peak Time:</p> <table border="1" data-bbox="521 758 1432 856"> <tr> <td>Monday – Thursday</td> <td>8:00 AM – 5:00 PM</td> </tr> <tr> <td>Friday & Saturday</td> <td>8:00 AM – 11:00 PM</td> </tr> <tr> <td>Sunday</td> <td>8:00 AM – 5:00 PM</td> </tr> </table>	Monday – Thursday	5:00 PM – 11:00 PM	Sunday	5:00 PM – 11:00 PM	Monday – Thursday	8:00 AM – 5:00 PM	Friday & Saturday	8:00 AM – 11:00 PM	Sunday	8:00 AM – 5:00 PM
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<p>Specific Policy Requirements:</p>	<p>SPORTS FIELD ALLOCATION AND DISTRIBUTION METHODOLOGY</p> <p>On an annual basis the Recreation Services Department – Sports Field Allocation Committee (SFAC) comprising of staff will circulate, to user groups, a Timetable Schedule outlining key milestone dates for submission of requests and confirmation dates.</p> <p>Through this process the SFAC will develop a Sports Field Distribution Schedule that best reflects the expressed needs of the users and application of this policy’s principles, directives, definitions and guidelines.</p> <p>The City of Barrie allocates field time in 5 hour blocks as well as 1.5 hour blocks and reserves the right to alter these time frames to accommodate use and maximize access to sports fields.</p> <p>The City of Barrie reserves the right, at its discretion, to reassign sports fields annually as required and redistribute unassigned sports field time.</p> <p>The City reserves the right to change the sports field(s) allocated to the groups when facility closures or restrictions negatively impact youth requirements for sports field allocation.</p> <p>SPORTS FIELD ALLOCATION USER PRIORITY RANKING</p> <p>The City of Barrie will allocate sports fields utilizing the following user priority ranking:</p> <ol style="list-style-type: none"> 1. City of Barrie (Recreational Programs) 2. Youth Partner Groups (as defined below) 										

	<ol style="list-style-type: none"> 3. Tournaments & Special Events (primarily hosted by Partner Groups) 4. Seasonal Clients (regular seasonal contracts) 5. Boards of Education 6. Occasional and Commercial Users
<p>Scope</p>	<p>ALLOCATION OF SPORTS FIELD TIME</p> <p>The City Recreation Services Department shall develop and implement procedures for the allocation of sports field time requests in accordance with the Guiding Principle, Distribution Philosophy, User Priority Ranking and definitions of this policy.</p> <p>Allocation Procedures:</p> <ol style="list-style-type: none"> 1. The supply of available sports field time will determine the total number of weekly hours each permit holder is entitled to and the distribution of those hours to different age and skill levels. The City will communicate this entitlement to permit holders shortly after the application data has been reviewed and time has been allocated. 2. Sports field allocations will be divided into Peak Time and Non-Peak Time. Supply of sports field time is the total amount of time available for rent in both Peak Time and Non-Peak Time. 3. If more hours are needed beyond what is available then each Permit holder must justify this need in writing well in advance of the season application process. Requests will be satisfied pending availability and demand. 4. Demand for sports field time by permit holders will take into account the priority status of the Permit holder and the proportionate number of participants in a group requesting time. 5. Permits will be issued for sports field use based on the overall condition of the sports field and the ability of the sports field to withstand the impact of the related sport. 6. The City, at its discretion, may place a cap on the proportion of the total available Peak Time that adult permit holders may access in order to ensure that youth have a majority of Peak Time allocated to them. 7. The City, at its discretion, may prioritize the use of sports fields for games over practices. 8. Once time has been allocated by the City, each permit holder is responsible to distribute its allocation amongst its various subgroups in accordance with established rules of its organization and in keeping with the principles of this policy. 9. Generally, the City will determine the maximum number of games per week for each sports field based on rest and regeneration requirements, including tournaments.

Deficit Fields:

A deficit of fields occurs when the total Peak Time demand for fields exceeds supply. When this occurs, there are methods available to manage the allocation of fields. The following is a list of method options that may be applied:

1. During allocation deficit periods, the total number of hours may be pro-rated so that all permit holders will receive an equitable deficit allocation adjustment.
2. To ensure a fair and equitable distribution of sports field rental time, the City may at its discretion schedule up to 5% of a permit holder's total time at Non-Peak times.
3. Where multiple fields are requested, a permit holder must ensure they book and utilize the full time block of time before being granted additional time on additional fields.
4. When a field deficit exists, all Youth and Seasonal permit holders using multiple fields must commit to permitting and using existing fields for a minimum of 5 days per week (chosen from any 5 days from Sunday to Saturday) for the period between Victoria Day in May to the end of August. Exceptions to the 5 day per week commitment may be made when the City is unable to supply the required fields, for disruptions to regular permit time due to events and emergency closures and on a case by case basis, as requested in writing by the applicant.

Tournaments:

1. All general rules and reservation procedures as specified in this policy are applicable during tournaments.
2. With some exceptions tournaments generally occur on weekends. Staff will allocate and restrict tournament play primarily to weekends except for championship, national or international tournaments. Seasonal Permit holders may be impacted and will be advised of any potential exceptions at the time their permit is issued.
3. Sports field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for regular season games.
4. All tournament bookings are to be made in writing to the City prior to the allocation of seasonal permits. Tournaments are not allowed on sports fields until May 1st unless approved by the City. A tournament/ special event request form must be submitted no later than November 1 for all tournaments to be conducted in the following calendar year.

CLASSIFICATIONS OF SPORTS FIELD ALLOCATION REQUESTS

For the purpose of sports field allocation, requests for sports fields from organizations and groups will be classified as “existing”, “existing program expansion” or “new”. These terms are defined as follows:

- 1) Existing Programs – organization/group was allocated regular sports field time in the previous comparable season (e.g. organization was allocated field time in previous season and requests equivalent field time again in the upcoming season).
- 2) Existing organization or group program expansion or core/primary/basic services – requests by an existing organization/group to expand the program, due to program registrations, and/or changes to governing sports affiliation rules and regulations, which requires additional field time, or more field time than the field entitlement and/or previous season baseline (refer to section 12.1).
- 3) New Programs - organization/group not allocated regular field time in the previous comparable season, whose program or services meet a previously unmet need.

Tournaments	Request Date	Confirmation Date
	November 1	January 15
Regular Season		
	November 1	February 15

PRINCIPLES APPLIED TO SPORTS FIELDS TIME ALLOCATION PROCESS

1. Sports Field Time Allocation Guidelines for Sports Fields Organizations

Sports field time guidelines are used by municipalities to allocate the sports field time required to meet the basic requirements for a sport and are expressed through a ratio of sports field time per team or number of participants, and differ based on a sport’s activity requirement and caliber/level of play. Sports field time guidelines apply predominantly to youth sport organizations and should not be considered to be guaranteed. (Please refer to Table 12.1)

2. Principles Applied in the Sports Field Allocation Process

- a) Organizations/groups to which the sports field allocation guidelines do not apply will be allocated field time based on the Sports Field Time Allocation Schedule, availability of fields and user group registrations.
- b) Organizations are responsible for the distribution of field time to their teams or members.
- c) Allocated hours must be used by the organization/group to

which they are assigned, unless otherwise approved by the Department.

- d) No tournaments, special events or expansions to existing programs may be implemented without the prior written approval of the Department.
- e) School Boards/Colleges/universities will be allocated field time to comply with existing reciprocal use agreements where applicable.

3. Weekly Hours Assigned and Distribution for Youth Partner Groups

- a) Number of weekly hours allocated to a Youth Partner Group will be based on justified need.
- b) When requested by the City, on an annual basis, registration data from the prior season of play must be supplied, in an approved format, by the Youth Partner Group to Recreation Services Department by April 15th of each year. A Registration Data Form template will be provided by the Recreation Services to clearly illustrate the information data to be provided.
- c) Information collected by the City of Barrie shall be in accordance with the Freedom of Information and Privacy Protection Act, and shall be used for the sole purpose of determining and assigning eligible field time to users.
- d) The Recreation Services Department will apply the data to the sports field allocation benchmark formula which will determine the total number of weekly hours each user shall be assigned and the distribution of those hours to different age and skill level groupings.

NEW ORGANIZATIONS REQUESTING REGULAR SPORTS FIELD TIME

1. If a new organization requests regular sports field time and an existing organization are meeting similar needs in the community, the Department will direct the new group to the existing organization.
2. A new organization requesting regular sports field time must meet an identified need in the community, which is not being provided by any of the existing organizations. Identified need and appropriate use of a facility will be evaluated by the Department.
3. Organizations, groups or individuals requesting regular sports fields for the first time must submit a request in writing to the Manager of Facilities no later than April 15th for the following season.
4. Recognition and field allocation will occur once the conditions and criteria outlined in the Sports Field Allocation Policy is met and if existing users will not be adversely affected.

The City will use unallocated sports fields first to meet the needs of a new applicant but reserves the right to reasonably reallocate hours

from existing users, if warranted.

MANAGEMENT OF TOURNAMENT AND SPECIAL EVENT REQUESTS

The City Recreation Services Department recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. In order to accommodate these events and minimize disruptions to regular programs and league play, the City of Barrie Recreation Services Department will allocate seasonal sports field addressing Tournament and Special Event Requests first.

Existing and new organizations (sports, recreation, non-sports or other) requesting Tournament and/or Special Event sports fields time must submit a request in writing to Recreation Services Department to the attention of Manager of Facilities no later than November 1 for the following calendar regular season.

The Recreation Services Department through the SFAC will be responsible for effectively managing client requests for tournaments and special events. Based on the previous year's allocation, the SFAC will, objectively, evaluate tournament and special event sports field time request, based on their past success, impact on the community, impact on departmental operations and existing schedules and resources, and availability of field.

User groups will receive notice of acceptance/refusal of tournament and special event dates by the SFAC within 60 days.

When availability of sports fields is limited due to a high number of tournament and special event requests, the City may limit organizations to a maximum of two tournaments or special events per organization per season. The City will also evaluate tournament and special event requests as it relates to the volume of sports fields requested and the associated number of hours; considering events with higher volume and hours ahead of other requests.

SPORTS FIELD TIME AMENDMENTS AND CANCELLATION PENALTIES

Tournament Permit Amendments and Cancellations

The City will effectively manage any client requests for tournaments and special event permit amendments or cancellations with the goal of minimizing administrative, revenue and operational impacts. When changes or cancellations are requested, the guidelines outlined in the Sports Field Allocation Policy will be stringently applied.

Permit Amendments and Cancellations

Allocated field time turned back into the Recreation Services Department must be done utilizing the same ratio as the originally allocated field (i.e. a

proportionate number of Peak and Non-Peak time, weekday and weekend fields). The Recreation Services Department reserves the right to accept only hours that hold only the greatest potential for rebooking.

The Recreation Services Department has the right to control all field time distribution and use of City-owned and operated sports fields for the duration of the permit. Controls must be in place to minimize the negative impacts that unused, returned, amended and cancelled field time can have on the sports field operation and its clients. As such, the Recreation Services Department will apply all guidelines outlined in the Sports Field Allocation Policy to reasonably and responsibly manage unused sports fields or changing needs once permits have been issued.

Unused season permit time blocks must be returned to the City. An organization is not permitted to book a field and let it sit vacant for any reason; this may result in loss of privileges. If sports fields are not being used as requested then permits may be revoked.

Added Field Time (Temporary or Permanent)

All field hours added to an existing contract will be final on the date issued and accepted. No further changes will be considered.

Transfers/Trades/Sublet or Sub-Leased Sports Field Prohibited

The City of Barrie is the sole permit authority for all sports field times. The City must be aware of and able to control the intended use of all field permitted at all times.

It is recognized that last-minute changes to the intended use of the field may occur under rare, infrequent and unforeseen circumstances; however, the Recreation Services Department must be notified by the permit holder, even after the occurrence. Failure to notify the Recreation Services Department may result in termination of the permit and cancellation of future bookings. No person, organization, association or minor sports group shall transfer or sublet/sub-lease, or permit to be transferred or sublet/sub-lease, any field allocation or part thereof, for value or otherwise.

If any person, organization, association or minor sports group transfers or sublets/sub-leases, or permits such transfer or sublet/sub-lease, of any field allocation or part thereof, their permit shall be terminated without notice and the City shall refund the permit fee on a prorated basis.

Sports Field Time Cancellation Penalties

Once a sports field rental permit has been signed, the following penalties shall be applied to cancellations of sport field time allocation:

1. For Youth Partner Groups, Boards of Education Programs, and Seasonal Clients
 - a. 30 days written notice is required for a full refund.

- b. Notice of cancellation given 29 days or less will be refunded at 50% of the number of hours being returned.
 - c. All field cancellations made in 7 days or less will result in full payment being charged.
 2. Occasional and Commercial Clients
 - a. 30 days written notice is required for a full refund.
 3. Tournaments and Events
 - a. 30 days written notice is required for full refund.
 - b. All sports field returned in 29 days or less will be refunded at 50% of the number of hours being returned.
 - c. All field cancellations made in 7 days or less will result in full payment being charged.

Payment

Payment of contracted sports field shall be made on the 1st day of the month of which the field is to be used. For clarification the payment for fields used from May 1- May 31 will be paid in full May 1st.

SPORTS FIELD MAINTENANCE AND REGENERATION

1. It is the responsibility of the permit holder to provide schedules for each of the sports fields that they are allocated so that appropriate maintenance may be performed. If no schedules are provided the City may discontinue maintenance of these sports fields.
2. Grass mowing is performed once a week except if irrigated, which is performed twice a week, weather permitting. Inclement weather may alter mowing schedules.
3. Sports fields with irrigation systems will be watered as required and in accordance with the City's watering by-law.
4. The City does attempt to be flexible in accommodating permit holders but ultimately the health and safety of the user and the condition and playability of the sports fields takes priority. This may require the closure of sports fields, denial of use and/or suggested alternate sites.
5. Sports fields may be closed at the discretion of the City. Closures are kept to a minimum when conditions remain playable. Priority is given to maintenance needs and rest and regeneration periods for all sports fields. The City may close all or part of a Park for any of the following reasons:
 - City engages in work involving any of the sports fields
 - When the health and safety of participants is threatened due to impending conditions, including but not limited to rain, poor surface conditions, damage to sports fields and smog alerts.
6. The City's sports fields will be closed between September 30th and

April 30th (weather permitting) in order to allow much needed time for sports fields to rest, especially during the wettest time of year when the most damage can occur. This also gives City staff an opportunity to provide routine maintenance to all sports fields, 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 City before September 15th to be given consideration. Decisions on sports field use after sports field closure dates will depend on the established fall maintenance schedule and sports field conditions at that time.

7. Requests to modify or improve any City sports field shall be submitted in writing for review and if approved by City staff, may be submitted to Council for consideration.
8. City staff will review sports field conditions and maintenance schedules will be communicated to permit holders annually.

LOSS OF PRIVILEGES

1. In addition to the charges applicable under the Fees and Charges By-Law, the following loss of privileges may apply for any permit infraction including but not limited to:
 - Revocation of permit
 - Loss of sports field time
 - Refusal of future applications
 - Increase to amount of security deposit
2. Loss of privileges for any infraction of this policy will consider:
 - The circumstances and severity of the infraction, the damage to the sports field and the effect to the other users of the sports field
 - The general previous conduct and cooperation of the permit holder at City facilities as documented in City files
 - Previous infractions by the permit holder as documented in City files
3. The level of cooperation and understanding by the permit holder in resolving the issues around the infraction
4. Discipline may range from, but not excluded to, verbal warnings, written warnings, cost of repair to the sports field and/or loss of sports field use. It is understood a number of discipline measures can be used in combination with each other and discipline measures will generally be progressive in nature.
5. When a permit holder is found to have played on a sports field that is officially closed; sub-leased a sports field without permission; or played on a sports field not permitted to their association, they could forfeit the right to play on a City sports field for the remainder of their season (tournament and play-offs included). In addition, any repair

costs to the sports field associated with the infraction will be levied against the offending permit holder(s).

6. When a permit holder books a field and does not use the field and fails to return the time to the City within the proper cancellation time frames; the permit holder may face loss of privileges for the current and/or future field access.
7. No one is allowed to play on a sports field or in proximity to one that would cause one to walk on the surface of a playing sports field in the form of a practice without a permit. No permit, no play, no practice. This would include the fouling of end zones while using the goal posts in reverse to facilitate a practice off the sports field. Violations in this regard may be subject to a fine per person participating.
8. Any permit holder assessed a loss of privileges under this section must remit all fines/damage repair costs within 60 days. Failure to meet this obligation may result in further action.
9. League schedules – the City may request this information in order to efficiently schedule maintenance and staff and sports field preparation, maintenance and regeneration and reserve the right to format the schedule. Failure to provide schedules could result in discontinuation of sports field maintenance and the cancellation of all or some of the permit for the remainder of the season. Seasonal schedules are due at least 5 business days prior to the commencement of the first use of the permit holder, excluding sports field time allotted for tryouts.

GENERAL ADMINISTRATION

Insurance Requirements for All Youth Partner Groups and Adult Seasonal Clients

Organizations/groups shall, at all times during which they are allocated field time in the City of Barrie municipally owned sports field, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an “occurrence” basis including personal injury, bodily injury and property damage protecting the Corporation of the City of Barrie, its elected Members of Council, 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 field time in City of Barrie municipally owned sports field.

Such policy shall be written with an inclusive limit of not less than the amount

	<p>stipulated by the City of Barrie's policy on insurance limits (currently at Two Million Dollars or \$2,000,000), shall contain a cross liability clause, a severability of interest clause, and shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties.</p> <p>THE CORPORATION OF THE CITY OF BARRIE MUST BE NAMED AS ADDITIONAL ISSURED.</p> <p>The organization (for itself and its insurers) 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 Purchaser.</p> <p>The organization shall provide certificates of insurance evidencing the coverage as required above to the Recreation Services Department upon field time confirmation by the City, which certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the City for review from time to time and in the event of a claim.</p> <p>PROMOTION OF THE POLICY</p> <ul style="list-style-type: none"> a) The Municipal Sports Field Allocation Policy will be identified and accessible electronically via the City of Barrie web-page. b) The Municipal Sports Field Allocation Policy will be incorporated into the Recreation Services Department Municipal Policies & Procedures Manual. c) All relevant City of Barrie Recreation Services staff will be made aware of and provided access to a copy of the Municipal Sports Fields Allocation Policy as a component of orientation. <p>MONITOR AND REVIEWING OF THE POLICY</p> <p>The Municipal Sports Field Allocation Policy shall be reviewed within a 5 year period by Departmental Staff.</p> <p>The Recreation Services Department has the authority to adjust procedural items related to timing, process, etc., as appropriate and to respond to Council directions related to revenue achievement, goals and strategic business approaches.</p>
Limitations	
Responsibilities	SPORTS FIELD ALLOCATION RESPONSIBILITY

	<p>The City of Barrie's Recreation Services Department – Facilities Branch has the responsibility to manage the allocation and distribution of sports fields on an annual basis to reflect population, registration, utilization and participation patterns, in addition to applying municipal, provincial and federal directives where required. The Recreation Services Department is responsible for implementation of the policy as outlined.</p> <p>SPORTS FIELD OPERATIONS</p> <p>The City of Barrie will responsibly manage its sports field's resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective infrastructure updates.</p> <p>On an annual basis, municipal staff will organize a meeting with key sports field's stakeholders and users to review, define or confirm the City's sports field season, hours of operation, sports field uses and restrictions, field closures, holiday operating hours, peak and non-peak time hour definitions.</p> <p>The results of this meeting will enable municipal staff to update annual sports field operations calendars, field management schedules, milestones, critical dates, tournament/special events and sports field allocation schedules.</p>
Implementation	
Rationale and Legislative Authority	
Related Policies/Legislation	
Date Approved	
Dates Updated and/or Amended	
Authorizing Signature(s)	

TABLE 12.1 ANNUAL SPORTS FIELD TIME ALLOCATION GUIDELINE BY SPORT

Level of Participation	Age Qualifier	Max # per Team	Suggested Allocation Guideline per Week	Comments
Baseball – Developmental	Blastball (4)	6	1.5	6 teams per field
	Jr. T-Ball (5)	11	1.5	3 teams per field
	T-Ball, Coach Pitch (4-6)	22	2	
Baseball – House League /Recreational	Minor Rookie Ball (8)	13	2	
	Major Rookie Ball, Mosquito (9-11)	13	2	
	Pee Wee, Bantam, Midget (12-18)	13-15	3.5	
Softball	Minor Mite (up to 8), Mite, Squirt, Pee Wee	14	4	
	Bantam, Midget (17-21)	14	6	
	Adult	14	1.25	
Rep & Select Minor Baseball	Rookie Ball, Mosquito, Peewee (8-13)	13	5.5	2 practices, 1 game per week
	Bantam, Midget (14-18)	14-15	7	2 Practices, 1 game per week
Rep Fastball	Mite to squirt (9-12)	15	4	
	Pee Wee to Midget (13-18)	15	6	
Soccer – Instructional	4 UNDER	80	1	
	8 UNDER	18	1	
	12 UNDER	18	1.25	
	18 UNDER	18	1.5	
	19 +	18	2	
Soccer - Rep	Select League (8-18)	18	3	
Rugby	Boys (10U), Girls (all ages)	22	1.75	
	Boys 11+	22	2.5	
	Senior Men & Women (19+)	22	3	
Football – House League/Recreational	Tyke, Atom, Pee Wee (6-15)	120	6	Per age div/field
Football – Rep Minor	Pee Wee OV (13-14)	50	4.5	Per age div/field
	Junior OV (15-17)	50	4.5	Per age div/field

	Senior OV (17-20)	50	4.5	Per age div/field
Ultimate Frisbee	Open	36	1	Divide fields
Lacrosse – Instructional	Boys & Girls	30	2.5	
Lacrosse – Rep	Boys & Girls	23	2.5	

APPENDIX "B"

Policy Development Stakeholder Input Chronology

- Initial Stakeholder policy development meeting December 8, 2016.
- Individual meetings with 10 stakeholder organizations between January 2017 and March 2017.
- Utilize information gleaned through meeting discussions to help formulate a draft policy.
- Comprehensive review of several municipalities' sport field allocation policies January 2017 to March 2017.
- Utilizing stakeholder feedback and other municipal policies to formulate the first draft of the policy in March 2017.
- Edit and review the first iteration of the draft policy internally in April 2017.
- Distribute the first draft to stakeholders and review as a group at a meeting in April 2017.
- Edit the draft document following the stakeholder meeting and circulate for final user review in April 2017.
- Director review in April 2017.
- Submit to General Committee – May of 2017.

APPENDIX "C"

Highlights of Proposed Sports Fields Allocation Policy

<u>Number</u>	<u>Items</u>	<u>Solutions</u>	<u>Rationale</u>
1.	Youth organizations requested the policy to have a youth focus and prioritization of allocation for users.	The policy includes sport field allocation user priority ranking in section 4, listing City recreation programs as # 1 and youth partner groups as # 2 in priority sequence, followed by further prioritization.	Youth sport is developmental and ensuring youth access to fields as a priority positively impacts participation and fosters lifelong recreation into adulthood.
2.	Definitions in the policy need to be clearly defined.	The policy defines many key items: classification of users, peak & non-peak times, sport field uses (tournament & special events), and season of play.	These definitions are important in describing these key items in order to provide clarity and set parameters.
3.	Tournament & special event hierarchy.	The policy defines major and minor special events in section 7. Section 14 describes how the City will manage tournament & special event requests.	Maximization of diamonds for greater access giving priority to higher profile events at the National and Provincial levels. Also lends favour to requests that contain multiple fields and higher volume of hours.
4.	Growth of current organizations as well as new and emerging sport.	Section 11 (2) provides for existing organization expansion requests. Section 13 describes new organizations request for regular field time.	Current user growth may be accommodated through field use maximization. A mechanism for new and emerging sport is important given the anticipated population growth within the City and changing demographics.