



CITY OF CORNER BROOK

Policy Statement

Index	Property and Facilities	Section	Parks and Recreation		
Title	Sport Field Allocation	Policy Number	08-02-02	Authority	Council
Approval Date	19 June 02	Effective Date	19 June 02	Revision Date	

PURPOSE:

To state the order of priority and terms and conditions mused by the City of Corner rook Leisure Services Division in the allocation of sport fields.

POLICY STATEMENT:

The Leisure Services Division will allocate the use of City owned and operated sport fields using established orders of priority and traditional use patterns in a manner that meets the needs of the entire community in general and the sporting community.

All sports leagues, groups, associations, organizations and/or individuals wishing to reserve the use of a sport field must submit a Sport Field Allocation Application (see attachment).

DEFINITIONS:

This policy will reflect that youth sports will be given priority during the daytime and adult sports will be give given priority during the evening (Minute # 02-97 (3))

REFERENCE:

Approved – Minute #02-97 (3) – June 19 2002

DETAILED ACTION REQUIRED:

Terms and Conditions:

Priority:

1. No single function will unreasonably monopolize or disrupt the operation of any other function/event.
2. The order of priority for sport field allocation will be as follows:
 - a. Adult sports: slow pitch, fast pitch and women's softball, senior soccer, senior baseball
 - b. Youth sports – minor softball, minor soccer, minor baseball
3. Special Events: National, Regional, Provincial Tournaments
 - Local tournaments
 - Regional training and testing
 - Coaching and officials' clinics

4. Informal Uses – One-time events (post secondary schools).
 - Pick-up teams
 - Primary, elementary and secondary school usage etc.
5. Competitive games have priority over practices.
6. Traditional use by sport organizations, (ie, Soccer Association uses soccer fields) will be given priority. Then allocations will be made on a first-come first-serve basis.
7. Tournaments and special events will be given priority from Friday evening beginning at 3pm up until Sunday midnight.
8. Completed "Sport Field Allocation Application" forms must be received by the Leisure Services Division 30 days prior to the season start up.
9. FIELD ALLOCATIONS (SPECIAL EVENTS): Proposed Special Events are to be submitted with the Sport Allocation Application form using the Special Event Application form to ensure booking.
10. PAYMENT:
 - a. No league or independent user will be allocated a sport field if there is an outstanding account from the previous season.
 - b. Payment for use by all users (sport leagues and other users) will be paid in full before the allocation is finalized.
11. FIELD CLOSURE/RE-ALLOCATION
 - a. All sport field use is subject to weather and turf conditions. The Leisure Services Division reserves the right to close fields, as necessary to preserve turf.
 - b. The City of Corner Brook reserves the right to manage the allocation of sport fields in a manner that meets the needs of the entire community.
 - c. Where appropriate, sport groups, associations, leagues and other users may be allocated different sport fields than may be traditionally used from one year to the next due to the construction of new fields, temporary or permanent loss of and/or closure of any existing fields or as a result of the provision of maintenance services. This re-allocation will be without prejudice on the part of the City of Corner Brook. The city will not be responsible for any losses or damages as a result of this re-allocation.
12. LEAGUE RESPONSIBILITY
 - a. Rained out games and/or practices will be the responsibility of the sport league to re-schedule within their annual allotted time and sport field.
 - b. It will be the responsibility of the various league coordinators to liaison with the Leisure Services Division regarding the playability of a particular field during inclement weather conditions (See policy Rained Out Sport Field)
13. SIGNAGE: Users will not post or exhibit signs, advertisements or posters of any description inside or on any part of the facility unless written permission to do so is received from the Leisure Services Division.
14. CONTRACTS:
 - a. Before a sport field allocation is finalized and a user is permitted access to a sport field, a formal agreement will be signed between the City and the user (see attachment).
 - b. Contracts not signed by a representative of a league's executive or group representative may be cancelled. The facility will then be re-allocated to other user groups.
 - c. Schedules and agreements will be filed at the offices of the Leisure Services Division for future reference.

15. OUT OF CITY LEAGUES/USERS: Requests for sport field use by out-of-city leagues, associations, groups or individuals are subject to negotiations. Details of the intended use or activity should be forwarded with the Sport Field Allocation Application.

16. RULES AND RESTRICTIONS

- a. Users of City of Corner Brook sport fields are required to abide by and adhere to all City of Corner Brook by-laws and all Provincial and Federal Legislation and Regulations. The onus is on the user to ensure awareness of such by-laws, legislation and/or regulations.
- b. The consumption of alcoholic beverages at sport fields is strictly prohibited unless appropriate permissions are received by the users.
- c. By signing a contract for use of City owned sport fields, the applicant is acknowledging agreement with all rules and restrictions governing the use of these outdoor facilities.
- d. The facilities applied for will be used only on the dates and times specified and only for the purposes identified in the Sport Field Allocation application.
- e. Rates and times are not transferrable.
- f. A user wishing to cancel or alter their dates and/or times of use must give written notification to the Leisure Services Division.
- g. The City of Corner Brook will not be responsible for personal injury or the loss of theft of clothing or equipment of the applicant or organization or anyone attending on the invitation of the applicant or organization.
- h. The user must pay all damages arising from their use of the allocated sport field. This includes damage caused outside the facility as a result of their use (ie, damage caused to vehicles and/or residences by balls or other equipment etc.)
- i. The applicant or organization will be responsible for the conduct and supervision of all persons admitted allocated facilities and will ensure adherence to all rules, restrictions, terms and conditions.
- j. User groups wishing the services of a Park Attendant after normal working hours, or on weekends, will pay the wages of that employee at 75% cost while the City of Corner Brook will pay 25%.
- k. In the case of lighted fields, user groups (leagues) are responsible for all the electrical payment for field's lights from May through September inclusive and 10% of electrical payment from October through April inclusive. Individual users or other leagues wishing use of lights will be required to arrange their use with the appropriate league.

IN WITNESS WHEREOF, this policy has been sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK

