

	Outdoor Field & Court Allocation Process	REC-FB-001
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Department: Community Services **Division:** Recreational Services
Section/Function: Facility Booking(FB) **Approval Level:** Recreation Division Manager
Effective Date: 9/1/2022 **Review Date:** 9/1/2023

1. Purpose

- 1.1. The City:
 - a) Recognizes, promotes, and supports the value of an active and engaged community.
 - b) Is committed to providing Sport, Recreation and Leisure Services that are safe, affordable, inclusive, and responsive to diverse community needs.
 - c) Supports and encourages participation in sports and activities on municipally permitted sport fields and courts to benefit the whole community.
- 1.2. The purpose of this Procedure is to:
 - a) Guide decision-making and priority-setting for the allocation of Facility Time at municipally permitted sport fields and courts.
 - b) Ensure responsible management and allocation of Facility Time that:
 - Is equitable, reasonable, and fair
 - Ensures optimum usage and programming
 - Minimizes risk and operational issues
 - Enhances the fiscal health of such Facilities
 - Outline allocation processes and the responsibilities of the City and User Groups.
- 1.3. This Procedure is in accordance with the City’s Sport, Recreation and Leisure Policy which sets out a framework for ensuring that comprehensive and accessible sport, recreation, and leisure services are available within the City to all residents of Peterborough, regardless of age, ability, ethnic diversity or circumstance.

2. Application

- 2.1. This Procedure applies to:
 - a) All User Groups.
 - b) All City staff responsible overseeing or implementing the allocation and distribution of Facility Time.
 - c) All current and future municipally permitted sport fields and courts in which Facility time may be rented or booked.
- 2.2. Except for Section 4.3 b), this Procedure does not apply to those who are covered under separate agreements with the City, as those agreements spell out the respective terms and conditions of use.
- 2.3. This procedure does not apply to the booking of any other bookable resources at City Facilities (e.g. multi-purpose rooms, pavilions, etc.)

3. Definitions

Allocation Agreement – An agreement for allocating Facility Time, signed by both the City and the User Group, which sets out the terms and conditions for the use of the facility.

Allocation Requests – Seasonal requests completed using the Sport Facility Request Form to book facility time.

Allocation Time Frames Chart – A chart that outlines the deadlines for User Groups to make allocation requests for each season.

Operations Calendar – a seasonal calendar that outlines the anticipated season start and end dates (weather dependent), hours of operation, uses and restrictions and facility closures due to maintenance.

Board of Education – A publicly funded school or a not-for-profit school recognized by the Province of Ontario as an education institution located in the City of Peterborough.

Certificate of Insurance – A document confirming General Liability Insurance coverage for the User Group, adding the Corporation of the City of Peterborough as a third party insured for the description of activities and the City Arena Facilities to which the certificate applies in a minimum value as specified by the City.

City – The Corporation of the City of Peterborough.

City Recreation Programs – Programs provided by the City through the Community Services Department in response to resident demand and to ensure resident access to low-cost recreational activities.

Commercial Users – Organizations or individuals that book Facility Time with the intent of generating positive net income (profit).

Contracted Service Providers – Not-for-profit or for-profit service providers contracted to provide recreational programs and/or services on behalf of the City.

Expansion Requests – Any request by an existing User Group to add Facility Time above current allocation entitlements, or by a new User Group to book Facility Time.

Facility Booking Agreement - An agreement for the booking of Facility Time, signed by both the City and the User Group, which sets out the terms and conditions for the use of the municipally permitted Facility.

Minor Sports – Sports provided for those considered to be minors, which for the purposes of this Procedure, includes all individuals/persons 18 and under.

Non-Prime Time – The hours during which municipally permitted facilities face the least amount of demand. Non-Prime Time hours are confirmed on an annual basis by the Recreation Services Division.

Occasional Users – Any individual or group that books Facility Time on an irregular or non-consistent basis and not for the full season.

Order of Priority – A listing, established in accordance with the Allocation Guiding Principles, that sets out the order in which Facility Time will be allocated across User Groups. Those at the top of the listing are assigned the highest priority for the allocation of Facility Time based on proven membership requirements. Those further down the list are assigned a lower priority for the allocation of Facility Time.

Partner Forms and Information (PFI) – The forms and information that a Partner Group must complete and submit annually to retain their status as a Partner Group, which includes the following:

- Standard of Play Chart or proven membership requirements (as requested by the City) including additional program requests (i.e. development, occasional)
- Previous Year’s Membership Roster including registration information
- Organization’s Authorized Representatives
- Certificate of General Liability Insurance
- Compliance with Allocation Time Frames

Partner Groups – User Groups that meet each of the Partner Group requirements set out below.

A Partner Group must:

- Be an established provider of quality recreational programs dedicated primarily to Minor Sports or Youth Group sporting activities
- Be the main provider of the particular activity in the City of Peterborough
- Consist primarily of City of Peterborough residents
- Be an incorporated Not-For-Profit organization
- Be affiliated with a national, provincial or regional sport organization
- Utilize Facility Time for the full season on a consistent basis
- Provide the required Partner Forms and Information (PFI) on an annual basis in accordance with the required deadlines

Prime Time – The hours during which municipally permitted outdoor facilities are in greatest demand. Prime Time hours are confirmed on an annual basis by the Recreation Services Division.

Seasonal Clients – User Groups that use a municipally permitted outdoor facility on a regular basis for the majority of the season, returning annually.

Special Events – Any single event that is not regularly scheduled, such as festivals, concerts, fairs, etc.

Tournaments – single or multiple day events that use one or more field. Tournaments that complete their facility request by December 31 annually will be scheduled into the season. Regular seasonal use will be adjusted to accommodate tournaments accordingly.

User Groups – Persons who book Facility Time at municipally permitted outdoor fields and courts.

Youth Group – A User Group where 85% or more of the participants are 18 years of age or younger.

4. Procedure Statements

4.1. The City’s Recreation Services Division has the responsibility and authority to:

- a) Manage the allocation and distribution of Facility Time in accordance with this procedure.
- b) Develop and implement related procedures and guidelines to achieve the requirements of this Procedure.

4.2. The allocation and distribution of Facility Time across all User Groups will be in accordance with the following Guiding Principles:

- a) **Optimum Usage of Facility Time:** Ensure the effective management and programming of total available Facility Time within the jurisdiction of the City of Peterborough.
- b) **Access and Equality:** Ensure fair and equitable access to Facility Time in terms of allocation as well as in the application of fees and charges.
- c) **Youth Sport Development:** Ensure children and youth are a priority target and special consideration is given to accommodating children and youth activities and sport development.
- d) **Diversity:** Provide options for a wide array of users and programs, both current and emerging.
- e) **Partnerships:** Recognize the importance of partnerships with Minor Sport and community associations in the delivery of sport-based programs and services.
- f) **Financial Sustainability:** Provide a transparent framework for fiscally responsible and financial sustainable City facility operations.
- g) **Safety:** Ensure safety issues and the minimization of risk is considered when allocating and scheduling Facility Time and User Groups.

Strategic Planning and Allocation of Facility Time: Ensure a strategic approach to allocation planning and decision-making by considering the following: current and future demand and supply; shifting demographic and recreation trends; changing utilization patterns; community needs and priorities; and government directives.

4.3. The following Order of Priority, and related Guidelines documents, will determine the allocation of Facility Time across all User Groups:

- a) City recreational programs and/or those delivering a program or service on behalf of the City, which may include:
 - Partner Groups
 - Contracted Service Providers
- b) Those covered under separate agreements with the City, including but not limited to:
 - Fleming College
 - Trent University
 - Peterborough Victoria Northumberland Clarington Catholic School Board
 - Kawartha Pineridge District School Board
- c) Tournaments and Special Events
- d) Partner Groups
- e) Seasonal Clients
- f) Board of Education
- g) Occasional Users and/or Commercial Users
- h) Expansion Requests, which main include:
 - Requests by new User Groups (for regular Facility Time, a new Tournament or Special Event)
 - Requests by Existing User Groups (for a new Tournament or Special Event)
 - Emerging sports/activities

- 4.4. Compliance with all documentation requirements and season due dates as outlined in the Allocation Time Frames Chart will also be considered for the allocation and distribution of Facility Times. Once season due dates have passed, Allocation requests will be processed on a first-come, first-served basis subject to availability.
- 4.5. In accordance with the requirements and provisions of this Procedure, the City Recreation Services Division reserves the right to:
 - a) Define and confirm the information required for the annual Operations Calendar.
 - b) Reassign Facility Time or adjust a User Group's allocation as required on a seasonal basis.
 - c) Reasonably postpone, reschedule, or cancel any permitted activity as deemed necessary and justified in the given circumstances.
 - d) Cancel a Facility Booking Agreement or portion thereof, without notice, should there be a breach of the terms and conditions of use.
- 4.6. The City must be aware of and able to control the intended use of all permitted Facility Times within municipally permitted sport fields and courts.
 - a) Cancellations may only occur in accordance with the Cancellations Procedure and are subject to approved fees and charges as outlined in the Procedure.
- 4.7. As additional Facility Time comes available, the City will manage Expansion Requests as outlined below.

Additional Facility Time will be allocated:

- a) First, to address and significant inequities between Partner Groups or Seasonal Clients in the allocation of Facility Time.
- b) Second, to address emerging sport and/pr recreation needs within the community where no such other opportunities exist.
- c) Third, in accordance with the Order of Priority set out under 4.3 of this Procedure.

5. Appendix, Related Documents & Links

- 5.1. Pertinent Resources:
 - Permitting and Ball Diamond Process, Report CSRS22-001
- 5.2. Related Policies:
 - Policy 0035: Sport, Recreation and Leisure Policy
- 5.3. Related Procedures:
 - Facility Booking Cancellation Procedure
- 5.4. Related Forms:
 - [Sport Facility Request Form](#)
- 5.5. Miscellaneous:
 - Operations Calendar
 - Allocation Time Frames Chart

6. Amendment/Reviews

Date (yyyy-mm-dd)	Section Amended	Comments
2022-08-09	N/A	Procedure developed in response to CSRS22-001, approved by Council on June 27, 2022.