



ATHLETIC FIELD ALLOCATION POLICY

04-2019

Introduction:

The Town of Pilot Butte strives to provide quality facilities in a fair and equitable manner for leisure activities for the citizens of Pilot Butte and surrounding areas.

Purpose:

The purpose of the Athletic Field Allocation is to address the ongoing demand for athletic fields offered to user groups by the Town of Pilot Butte. Due to an increasing demand for quality field space, growth and development of new or expanding athletic groups or programs is difficult to accommodate. These procedures will outline the process by which athletic field usage, distribution and allocation will be reviewed each year.

The procedures contained within will serve as a guide for the athletic field allocation process and to more clearly define and communicate how the fields will be managed, allocated and distributed.

The goal of these procedures is to promote and encourage participation in the field athletic to the overall benefit of the community.

The Procedures contained herein will clarify the Town's management of:

- Manage the limited number of town athletic fields in a fair and equitable manner
- The process of tournament, special event and seasonal contracts
- Outline available fields and dates of usage.
- Outline facility-scheduling procedures and policies.
- Define fees and charges for use of facilities.
- Define rules and regulations regarding use.

Procedures:

Athletic Field Operations

The Town of Pilot Butte will responsibly manage its field resources to ensure optimum usage and programming and to reflect the municipal directives and goals.

The Town of Pilot Butte Athletic Field Season begins on or around April 15 of the current season. No

booking will be accepted prior to April 1 date. Athletic fields that require end of season maintenance will begin to be closed on or around October 31.

Athletic field allocation and distribution throughout the Town of Pilot Butte will reflect population, group registration, utilization and participation patterns and trends, in addition to applying municipal, provincial and federal directives where required.

Athletic Field Allocation and Distribution

On an annual basis, before booking the upcoming season, Town staff will review issues from the previous season, the expressed needs of the users, the athletic fields available and the distribution from the previous year.

All contracts are for the current season only. The Town of Pilot Butte reserves the right to reassign athletic fields annually as required in order to satisfy changing priorities, appropriate field usage and emerging municipal, provincial or national directives.

Scheduling Priorities

Applications for the use of outdoor athletic facilities, which are received by required deadlines, will be processed according to the following priority listing:

1. Community based youth sport associations, organizations and clubs or not-for profit recreational groups based in The Town of Pilot Butte and surrounding area;
2. Non-profit league tournaments, non-sanctioned house league tournaments sponsored by a recognized local league or municipality;
3. Fundraising Tournaments sponsored by a recognized local league or municipality;
4. Sanctioned Tournaments;
5. Non-profit Tournaments sponsored by a local organization that is not a league;
6. Fundraising Tournaments sponsored by a local organization that is not a league;
7. Single game requests;

Rules, Regulations and Restrictions

The Town of Pilot Butte schedules the use of various Town owned and operated facilities by issuing facility contracts. A facility contract essentially does three things:

1. It approves use of a specific facility for a specific purpose;
2. It ensures exclusive use of specific facility by the contract holder on one or more specific dates and times;
3. It is an agreement, which binds the contract holder to certain conditions in return for facilities and services provided.

Rules and Regulations Governing the Use of Outdoor Town Facilities:

1. The issuance of a facility contract is entirely at the discretion of the Town of Pilot Butte. The Town reserves the right to cancel any contract temporarily or permanently:
 - a. Should accommodation be required for special events;
 - b. Upon breach of these rules and regulations;
 - c. Should the Town be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the application;
 - d. In the event of inclement weather and / or poor playing conditions and / or mechanical failure; or
 - e. Should the organization fall in arrears with the Town of Pilot Butte.
2. The facilities named on the contract are to be used only on the date(s) and time(s) specified and only for the purpose(s) named. The contract is not valid unless signed by the Director of Parks & Recreation or the Town Manager.
3. The Contract is not transferable.
4. Contract holders wishing to cancel and / or alter the contract must give notification to the Director of Parks & Recreation fourteen (14) days prior to the date of use on the contract.
5. The Town of Pilot Butte will not be responsible for personal injury or the loss or theft of clothing or equipment of the applicant or organization, or anyone attending on the invitation of the applicant organization.
6. The contract holder must pay all damages arising from the use of such facilities.
7. All contract holders must comply with Federal, Provincial and Municipal By-Laws and regulations.
8. The contract holder shall be responsible for the conduct and supervision of all persons admitted to the facilities.
9. The person signing the application to obtain a contract must be a person authorized by the organization to sign. A person signing a contract shall, when asked, agree to personally guarantee payment of any fee that becomes due to the Town under the contract. If no guarantee is given when required, no contract shall be issued.
10. The organization shall obtain commercial general liability insurance coverage to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of \$2,000,000
11. No alcoholic beverages are allowed in facilities without an approved liquor license.

Services Provided:

1. Permitted/Contracted diamonds will be prepared, including bases, by Town staff daily.
2. Teams and/or leagues are required to provide their own equipment (balls, bats, etc.)
3. All scheduling concerns must be directed to the Director of Parks and Recreation at (306) 781-3402.
4. All maintenance concerns must be directed to the Director of Public Works &

Maintenance at (306) 781-4547 during regular business hours. Example: grass cutting etc and line painting.

Washrooms

Permanent washroom facilities are available at the following locations only:

- Pilot Butte Rink

Opening of permanent washroom facilities is dependent upon the overall usage of the facility. Seasonal portable washrooms are also available near Athletic Fields.

Concessions

Rights to the Pilot Butte facilities are contracted and the concessionaire has exclusive rights to concessions there. Tournament organizers should contact the concession operator in advance of the events. Contact information for the contractor is available through the Town of Pilot Butte Office.

How to Apply for a Contract for Use of Outdoor Town of Pilot Butte Athletic Fields

1. Complete the application for "Season Permit for Recreation Facilities" or for tournaments the "Tournament Application".

2. Submit application to: The
Town of Pilot Butte Box 253,
222 Diamond Place
Pilot Butte, SK S0G3Z0
Phone: 306-781-4547 Fax:
306-781-2194

3. Deadlines:

Seasonal:

Application to be submitted by the end of the last week of March of the current year.

Tournament:

Application to be submitted by the last week of April of the current year

- \$150 Damage and clean-up deposit may be required upon signing contract.

4. The applicant will be contacted back concerning the status of the application no later than the end of the 3rd week of May.

5. Please pay all contract fees at the Town of Pilot Butte Town Office. All deadlines for payment of seasonal, occasional, and tournament permits are due upon signing the contract unless otherwise arranged. Payments may be made by cash or by cheque, payable to the Town of Pilot Butte. Payments for regular users may also be paid on a monthly basis through the Town Office if mutually agreed upon.

6. Requests from out-of-town groups for use of Town facilities for special events are subject to negotiation. Full details of the event should be forwarded on to the Director of Parks & Recreation.

Tournaments

1. Application Information:

Applications must be received by the end of the third week in April of the current year for tournaments. Application forms can be picked up at the Town of Pilot Butte Office or downloaded at www.pilotbutte.ca. Please complete the following information:

- The number of ball diamonds, soccer fields, etc. required at each facility requested;
- Whether or not you are requesting the use of lights, where applicable;
- The alternate contact person.

Applications will be reviewed according to the criteria outlined in the Scheduling Priorities Section. Applications received after the end of the third week in April will be processed on a first come first serve basis, providing suitable facilities are available. Requests by a single applicant for a second tournament shall be considered after all first requests by other applicants in that category are applied. Allocation in previous seasons for a tournament is not a guarantee for similar consideration in subsequent seasons.

In the event that the original tournament date requested is not available, applicants who provide alternate dates will be considered before applicants in the same category who do not provide alternate dates. Rain dates will be scheduled for tournaments unless they are considered as alternate dates.

2. Payments:

Payments must be received in full from the event organizers no less than 14 days prior to the event date or the event may be cancelled. All payments may be made by cash or by cheque, payable to the Town of Pilot Butte.

Payments for regular users may also be charged on a monthly basis through the Town Office if mutually agreed upon. Payments for billing through the Town Office must be made at the front desk at the Pilot Butte Town Office.

3. Tournament Schedules:

Schedules are to be provided to the Director of Parks & Recreation 14 days prior to the start date of the tournament so that staff schedules can be arranged.

4. Tournament Lining:

Fields will be lined and groomed for the first game of the day. The number of tournaments and

staff on duty on any given weekend will determine the how many additional fields can be groomed thoroughly.

5. Cancellations and Refunds:

No refund will be given after 10 business days prior to the event as a result of changes or cancellations on the part of the applicant. Should the tournament organizer cancel the event and not notify the Director of Parks & Recreation in writing 10 days prior, the organizer will be held responsible for full payment. A full refund will be issued in the event of facility unavailability or cancellation at the discretion of the Director of Parks & Recreation (i.e. inclement weather and / or poor ground conditions).

In the event that inclement weather forces alterations or cancellation of a portion of a tournament schedule, applicants are required to give full details in writing of the schedule revisions to the Director of Parks & Recreation no later than 48 hours (2 business days) following your tournament. This will allow for the appropriate fee adjustments to be made. Should notice not be received by the specified deadline, no alterations of tournament fees will be considered.

6. Contracts:

Tournament contracts can be picked up at the Pilot Butte Town Office between the hours of 8:00 am and 5:00 pm Monday to Friday. Other times or days can be arranged if mutually agreed upon. Contracts must be signed, when picked up, by the approved representative of the group/organization. Contracts not picked up and signed within 10 business days prior to the event, may be cancelled. The facilities may then be re-allocated to other User Groups.

Seasonal Use

Application Information:

Application forms can be picked up at the Pilot Butte Town Office. Please complete the application for "Season Permit for Recreation Facilities" and indicate clearly and accurately the following information.

- The number of ball diamonds, soccer fields, etc. required at each facility requested;
- The starting and finishing dates and times for league play;
- Whether or not you are requesting the use of lights, where applicable;
- The alternate contact person.

1. Processing Applications

- a. League requests receive priority over individual team requests.
- b. Competitive organization requests receive priority over recreational teams/organization requests.
- c. Full season usage receives priority over occasional usage and practice usage.
- d. Practice time receives the least priority.

2. Payments

Payments of fees for full-season contracts are due before league play will be permitted. Payment of seasonal fees for playoffs will be due when playoff schedule is submitted. All

payments may be made by cash or by cheque at the Town of Pilot Butte Office.

Payments for regular users may also be charged on a monthly basis through the Town of Pilot Butte Office if mutually agreed upon. Payments for billing through the Town Office must be made at the Pilot Butte Town Office.

3. Cancellations and Refunds

Requests by the contract holder for a refund due to a cancellation must be made in writing. These requests must be received by the Director of Parks & Recreation a minimum of 10 business days in advance of any affected date. If the contract holder does not submit a request within this time period, then no refund will be considered.

In the event of a rainout, the user is required to contact the Director of Parks & Recreation within 48 hours (2 business days) of the rainout for rescheduling of the game(s) lost. Requests for partial or full refunds must be made in writing to the Director of Parks & Recreation.

4. Contracts

Seasonal contracts can only be picked up at the Town of Pilot Butte Office, Monday to Friday, between the hours of 8:00 am - 5:00 pm during the last week of April. Other times or days can be arranged if mutually agreed upon. Contracts must be signed when picked up, by an approved representative of the group/organization. Contracts not picked up prior to the first date of the contract, may be cancelled. The facilities may then be re-allocated to other User Groups. When signing the contract, all User Groups holding full-season contracts must:

- Forward a schedule of games for the duration of the contract; and
- Forward a complete list of all teams competing in their league.

Occasional Use

1. Application Information

Occasional field requests may be made by letter, in person, or by phone to the Director of Parks & Recreation a minimum of three (3) business days prior to the date(s) being requested. Three business days is required in order to guarantee sufficient time for processing of an application if facilities are available and to prepare the required contract.

Occasional use contracts are only booked on a weekly basis, one week in advance of the the date required (i.e. call Monday for the following Monday). Weekend bookings can be made on a Friday for the following Friday, Saturday, or Sunday.

2. Payments

When contracts have been confirmed for availability, they must be picked up prior to the date of use at the Town Office during the hours of 8:00 am - 5:00 pm, Monday to Friday. Other times or days can be arranged if mutually agreed upon. Fees are payable in advance and are due when the permit is issued. Payments may be made by cash or cheque at the Town of Pilot Butte Office. Payments for major users may also be charged on a monthly basis through the Town of Pilot Butte Office if mutually agreed upon. Payments must be made through the Town Office at the Town of Pilot Butte Office.

3. Cancellation and Refund

Requests by the permit holder for a refund, due to cancellation must be made in writing. In the event of rain out, the user is required to contact the Director of Parks & Recreation within 48 hours of the rainout for rescheduling of the game(s) lost.

4. Conflict Resolution

Field permit conflicts may happen from time-to-time due to various reasons. These conflicts will first be discussed within the booking process between groups and the Director of Parks & Recreation. If no resolution is accomplished in the initial discussion the affected groups will be brought together for discussion and resolution. Should no resolution be obtained, the decision of the Director of Parks & Recreation will be final.

Field conflict resolution will involve considering the following when a decision must be made:

- Historical field allocation
- Operational efficiencies

Guidelines for Town Permitted Facilities

Guidelines:

1. Alcohol is not permitted, except with the necessary permits/licenses and Insurance.
2. Please be neighborly and considerate to the surrounding areas (i.e. loud and boisterous, parking in undesignated areas).
3. Sale of food or drink is not permitted.
4. Selling or purchasing of goods of any kind is not permitted.
5. Gambling is illegal.
6. Erecting of temporary structures (i.e. tents) must be pre-approved by the Director of Public Works & Maintenance or the Town of Pilot Butte.
7. Vehicles are restricted to the designated parking areas and lots.
8. Mechanical rides are not permitted.
9. Please place animals on a leash.
10. Light curfew is 10:30 pm unless authorization is given to extend curfew.

Lights: If there is a mechanical light failure or inclement weather, contact the Town of Pilot Butte at 306-781-4547 within 48 hours. Failure to contact us within this time will result in full field rental costs.

Rainout Policy

In the event of a rainout, contact the Director of Parks & Recreation within 48 hours of the scheduled event or full charges will apply. Rainouts will be rescheduled to available fields upon negotiation with the User Group.

Criteria used by the Director of Parks & Recreation to determine if a field or diamond is judged to be unplayable are:

- Visual ponding of water on the surface of the field or diamond;
- Water sponging up around your feet when you walk on the field or diamond.

However, the Director of Parks & Recreation recognizes that certain site specific considerations must also be used to determine if a game may be played during marginal field conditions.

- Age of players.
- No alternate sites.
- Games with teams from out of town.
- Important competition with advance planning.
- Seriousness of game (i.e. playoffs)
- Drainage characteristics of sand or clay based fields.
- Effective communication between user groups and the Director of Parks & Recreation (i.e. phone calls, inspection sheets or written communications).
- Damage to the fields may be charged to the rental group.

Note: The Director of Parks & Recreation may cancel a permit if, in their opinion, the facility is not in suitable condition to use. If for any reason, other than bad weather, you are not able to use the facility at the time for which the permit was issued, the Director of Parks & Recreation must be notified at least 10 business days in advance, enabling them to grant the permit to another organization. User Groups failing to give notice will lose their permit privileges. Organizations, coaches and parents must be made aware of this policy.

Review of Policy

The Athletic Field Allocation Policy will be reviewed annually prior to address any required changes and concerns from the groups and organizations.

MAYOR

ADMINISTRATOR

Resolution No.: 2019-391

Bylaw No. Reference: None

Legislative Reference: None

Policy Approval: September 23, 2019