



# POLICY

<b>Subject Area:</b>	<b>Parks and Recreation Department</b>		<b>Policy #</b>	<b>11.07</b>
<b>Policy Title:</b>	<b>Outdoor Athletic Field Allocation</b>			
<b>Authority:</b>	<b>Legislative</b>	<input checked="" type="checkbox"/>	<b>Effective Date:</b>	<b>2002-09-23</b>
	<b>Administrative</b>	<input type="checkbox"/>	<b>Review Date:</b>	<b>2009-08-01</b>
<b>Issued By:</b>	<b>B. Becker Director of Parks and Recreation</b>	<b>Parks &amp; Recreation Department</b>	<b>Issue Date:</b>	<b>2002-09-23</b>
			<b>Distributed By:</b>	<b>Email</b>

## **Purpose:**

The purpose of this Policy is to establish a priority booking and procedure to allocate outdoor athletic fields within the City of Port Coquitlam.

## **Policy:**

### **Policy statement:**

#### 1. Introduction

In Port Coquitlam, as in most communities in Western Canada, public outdoor sport facilities, including ball diamonds courts and athletic fields are a scarce resource. Demand exceeds supply. Therefore, the City of Port Coquitlam, which is the owner and operator of many outdoor public sports facilities, must carefully evaluate and prioritize all demands for space to ensure the public “good” is maximized. This policy provides direction to that end.

It begins with a framework for discussion including definitions. It proceeds to set priorities and outline a procedure for allocating fields. It ends with some notes on the impact of the recommended approach.

The general public will have some demand for field use. The remainder of the available time will be allocated, by agreement, to user groups. These two categories of users (general public and user groups) can be categorized under the following headings.

## 2. Users

### 2.1 Sport Associations:

#### **Minor**

- A non-profit organisation incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam, for not less than one year. In addition, at least 75% of the active members (i.e. registered players) are residents of Port Coquitlam.
- Organisation's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- Seventy-five percent of the participants must be 17 years of age or under prior to December 31 of that year's season and/or the age categories as outlined in existing provincial or national governing bodies. If complete teams within an organisation consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritised separately.
- Must be a member in good standing with an affiliated or governing body.

#### **Adult**

- A non-profit organisation incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam, for not less than one year. In addition, at least 75% of the (active) members are residents of Port Coquitlam.
- Organisation's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- The age of the participants is above the qualifications for minor sport associations as above.
- Must be a member in good standing with affiliated or governing body.

### 2.2 Independent Recreational Users

- A group or individual that is not affiliated or associated with any recognised provincial or national sport governing body.
- May or may not have Society status.
- Has, as its main focus, recreational, athletic or social activity for its members.

### 2.3 Schools

- That is, a public school or a "non-profit" school recognised by province of BC as an education institution, which lies within the boundaries of Port Coquitlam, or is located within School District 43 and has an enrolment of 75% Port Coquitlam residents.

### 2.4 Commercial Users

- Private sector groups or individuals whose main purpose is to make a profit.

## **2.5 The City of Port Coquitlam**

- The city, on behalf of the general public, may reserve some time at sports facilities to be left available for the public use on a “first come first served” basis. It may also reserve time for maintenance or for City sponsored events.

## **2.6 Exceptions to Requirement for 75 Percent Local Residents**

- In isolated circumstances, the 75% residency role may be waived by the Department if it can be convinced that there are insufficient local residents to make a worthwhile activity viable and a locally based group has had to recruit more than 25% of its participants from outside Port Coquitlam, in order to make the activity viable for the local participants.

The above categories of users have more demand for sports fields than there is supply to accommodate it. Therefore, any potential user or user group that does not comply with the above definitions will not be allowed to have any level of priority in the field allocation system.

The City of Port Coquitlam is committed to allocating fields in a way that is fair and equitable to both genders. User groups that have a gender equity policy should provide a copy to the City. All user groups should provide a breakdown of field users by gender. Gender equity will be an important consideration in section 5 of this document.

## **3. Uses**

### **3.1 Special Events**

#### **Major Events**

- Those events which bring recognition to or increase the public profile of the community.
- Specifically International, National, Western Canadian, Provincial gatherings for individuals or multi-sport/recreational events which are sanctioned by the appropriate governing body.

#### **Minor Events**

- Non-recurring (not weekly) recreational activities initiated by the Parks and Recreation Department or a specific user group for the purpose of enhancement, promotion, and expression of sport, culture or social needs for the residents of Port Coquitlam.

### **3.2 Municipally Sponsored Activities**

#### **Public Use**

- Drop-in (no registration or reservation required – these activities are open to the general public).
- Parks and Recreation Department Programs**
- Programs initiated by and directly or indirectly operated by the Parks and Recreation Department and open to the general public (although, in some cases,

may be targeted at subsets of the general public) or programs not sponsored by the City but considered by the City to contribute significantly to the “public good” in Port Coquitlam.

**Maintenance Time**

- Sometimes fields will be maintained or “rested” and this time will be included within the municipality’s overall time allotment.

**3.3 Regular Field Rental**

- A seasonal booking of a weekly time slot at a specific facility for regularly scheduled sport, culture, social, or recreational use by the members of the group making the booking.

**3.4 Casual Field Rental**

- As above in *Regular Field Rental* but booking made on a week-by-week basis.

**3.5 Fund Raising Events**

- Any use by a group or individual where the main interest is to generate funds which will be put to a “public good” in the community. The public good may be within the group or an external public project. An example of an internal public good would be an event to raise funds, which would be used to ensure no child is turned away from the sport for lack of ability to pay. An example of an external public good might be an event to raise money, which would be donated to help build or improve another public facility.

**3.6 Commercial Use**

- Any use by a group or individual making the booking where the objective of the facility use is to make a profit.

**4. Field Availability**

Fields will be available, when not closed to use by the City due to inclement weather or because of damage through use.

Field use times will be divided into prime time and non-prime. Prime time will generally be defined as the time of the week when school is not in session. Non prime time will generally be defined as times when the public school is in session.

Fields will be allocated in two seasons; namely fall/winter (from April 1<sup>st</sup> to Aug. 31<sup>st</sup>) and spring/summer (from Sept. 1<sup>st</sup> to March 31<sup>st</sup>) of each year.

**5. Priority for Field Allocation**

The prioritisation of various uses/users of fields will influence both the amount of field allocated and the timing (i.e. prime vs. non-prime) of space allocated.

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The priority assignment is as follows:

1. All municipally reserved time.
2. School activities during regular school hours.
3. Major special events up to 10% of time (5% prime time and 5% non prime time).
4. Local minor sport group regular rental.
5. Local adult sport group regular rental.
6. Local independent group regular rental.
7. Local group minor special events, including league tournaments.
8. Local group fund raising events.
9. Local commercial groups.
10. All non-local groups.

It should be noted that a specific use in any of the above categories could, at the department's discretion in response to a specific application, be moved up one level. For example, an adult sport group regular rental could be moved up to have the same priority as the next highest category (local minor sport group regular rental) if a case could successfully be made to the Department that the "public goods" were equal.

It should also be noted that the above priority hierarchy should apply on a system wide basis. This is, specific facilities which cannot accommodate adults will obviously have a higher priority for children, and vice versa. However, overall, on all City fields, the needs of each level will take precedence over the level below it.

The City may include, in its own allocation of time (i.e. the first priority above), groups which are just starting up and need some "seed" time and which the Dept. feels may meet a specific need not already met by other groups.

Although all user groups will be required to show how both genders are equitably served, the City may also use its own allocation to schedule groups representing a specific demographic group (e.g. females) which are not fairly represented by other lower priority user groups.

**Summary of Priority Assignment**

Users	Uses						
	Special Events		Municipal Activities	Regular Rental	Casual Rental	Commercial Rental	Fund Raising
	Major <sup>1</sup>	Minor					
<b>Sport Associations</b>							
- Minor	3	7		4	9		8
- Adult	3	7		5	9		8
<b>Independent Users</b>		7		6	9		8
<b>Schools</b>	3	7		2 <sup>2</sup>	9		8
<b>Commercial Users</b>						10	
<b>City</b>	3	7	1		9		8

*Note: 1 is highest priority, 10 is lowest*

- <sup>1</sup> - (Up to 10% of time - 5% of prime time)
- <sup>2</sup> - (During school hours, otherwise, as independent user)

**5.1** The following exceptions refer to the artificial turf field:

- Local minor sport teams will have the highest priority until 7:00 pm on weekdays and 3:00 pm on weekends and holidays followed by local adult sport teams.
- Local adult sport teams will have the highest priority after 7:00 pm on weekdays and after 3:00 pm on weekends and holidays followed by local minor sport teams.
- School District #43 school activities take the highest priority until 5:00 pm on weekdays to a maximum of 12 hours per week.

**6. Field Allocation Procedure**

**6.1** The Department will determine the fields and times required to be reserved for public use (item 1 above) and slot them in to the draft field use schedule.

**6.2** By May of each year, school users will be required to submit their requirements for regular field rentals (item 2 above) during school hours of the subsequent fall/winter. These will be slotted into the field schedule. During December of each year the school users will be required to submit their requirements for field use for the subsequent

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spring/summer season. They will be slotted into the draft spring/summer schedule. Schools may request additional fields on a casual basis at any time and they will be allocated during school hours if space is available.

- 6.3** All field users, including the Department, will be required to submit a minimum of 4 months in advance of the season, all requests for major special events (item 3 above). So that an organization is able to ensure that they will be able to meet the facility requirements for a major event, it is recommended that they request a letter of support from the city at the time of making application for the event. The Department will allocate up to 10% of total available capacity (not more than 5 % of prime time) for such events in the draft schedule.
- 6.4** Fourteen weeks in advance of each season, all other categories of uses/users will have submitted their requests for the subsequent season under the headings numbered 4 through 8 on the priorities list. The Department will attempt to slot these requests into a draft schedule and list any that cannot be accommodated.
- 6.5** Field users meeting will be hosted three months in advance of the season to attempt to achieve consensus on the draft schedule for the subsequent season.
- 6.6** If consensus is achieved, the final field allocation schedule shall be published. Changes will occur on a week-by-week basis as some users cancel their use and others need more time.
- 6.7** If such consensus cannot be achieved during the field users meeting, the Department will finalize the field allocation schedule on the basis of the priority list above and the attached guidelines. Once finalized, the field allocation schedule will be published. This will happen no later than 8 weeks before the start of the season.
- 6.8** Any group wishing to disagree with the published field allocation schedule shall present its case first to the Parks and Recreation Department, and failing resolution of the issue, may present its case to the Parks and Recreation Committee, and failing resolution of the issue can present its case to Council, which will provide a final ruling on the matter. The final field allocation schedule will be published no later than 4 weeks before the start of the season.
- 6.9** Contracts will be formalized no later than 2 weeks before the start of the season.

If any group needs additional tournament or special event time over and above the process set in 6.3 above (i.e. 10% of capacity), they will host these special events within their regular weekly field allocation.

## **7. Impact of this Policy**

This policy should provide some clarity and continuity in decision making for field uses and users. Its application may alter the current field allocation practice but it is likely any short

term changes to amounts and times of regularly scheduled field will be minimal. Once approved, one-year notice should be given to field users before it is applied.

**GUIDELINES FOR FIELD ALLOCATION**

These guidelines will be used by the Department to allocate fields only where consensus by user groups cannot be reached.

In addition to the priority list, additional factors should influence the amount and timing of field allocation to a group. They are:

**New Activities**

Groups and activities, which meet a need for field, which is not currently being met (i.e. some new user), will be at least minimally accommodated at the expense of other users. For example, if users of a field are predominantly of one gender, a new activity would be fostered which would serve the other gender; it could qualify under the “new activities” heading.

**Credibility of User**

All other things being equal, groups with a long-standing reputation for responsible use of the facility should be assigned higher priority.

Where guidelines conflict with each other, the above list of guidelines shall be considered to be in priority order with an item higher in the list taking precedence over lower priority criteria.

Where guidelines conflict with the priority list, the priority list shall first be applied and then the guidelines shall be used to adjust the application within categories on the priority list.

**Responsibility:**

The Director of Parks and Recreation or designate(s) as assigned shall have the authority to administer this Policy.

**END OF POLICY**

**Record of Amendments:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
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