

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

The intent of this Policy is to establish guidelines for the allocation and management of the Parks, Recreation and Culture Department's outdoor athletic facilities. It does not cover indoor facilities such as arenas and swimming pools.

The following guidelines underlie the formation of this Policy:

- the needs of Surrey residents are considered before residents of other communities;
- *eligible outdoor sport associations will be provided proportional access to sports fields, based on their number of Surrey registrants;
- the City will strive to ensure fair access to outdoor athletic sports fields, regardless of age, gender, race, physical ability or economic status;
- flexibility is required in order to better meet the needs of “growing” and/or “new” sports associations and leagues;
- where practical, facilities are to be allocated to associations in such a way as to have the majority of their registrants playing in their neighbourhood or town centre area;
- where practical, facilities will be allocated to associations in such a way as to have a minimum of associations playing on a field or in a facility, to promote the concept of having a home field or park.

These guidelines should be used as a framework within which the Department can make fair and equitable outdoor facility allocation decisions.

A. ALLOCATION OF OUTDOOR ATHLETIC FACILITIES

1. The criteria used for the allocation of outdoor athletic facilities shall be as follows:

- | | |
|------------------|---|
| First Priority: | All Surrey Parks, Recreation and Culture Department sponsored programs and special events. |
| Second Priority: | Special events and tournaments hosted by Surrey based sport associations, organizations and leagues that are deemed to provide significant economic benefit to the community. |
| Third Priority: | **Surrey based community, non-profit, sports associations, organizations, clubs, and leagues. |
| Fourth Priority: | School District #36 Programs and Events. |

*recognized by their respective sport governing body

** comprising a minimum 60% Surrey residents

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

- Fifth Priority: Casual use/games for Surrey residents. (Open public use including neighbourhood residents, friends, families or semi-organized groups that don't belong to a club or league).
- Sixth Priority: For-profit sports, training and clinics, that are not affiliated with local community based sports associations.
- Seventh Priority: All other requests received by the Surrey Parks, Recreation and Culture Department.
2. Upon processing applications, the Department will also consider the following in priority order:
1. Associations comprising a minimum of 60% Surrey residency;
 2. previous year's performance to include evaluation of:
 - adherence to Department policies and procedures
 - good financial standing with the Dept.
 - member in good standing with affiliated or governing body
 - overall conduct of players, fans, coaches, and teams at the facility
 - condition of the facility;
 3. actual use of facilities according to previous year's permits;
 4. geographic, town centre orientation of sport association;
 5. Where practical, establishing home fields - one sport association per field and park;
 6. historical use of facility; and
 7. other mitigating factors.
3. All applications must be forwarded to the Department by:
- | | |
|---------------|---|
| – November 01 | Track Facilities |
| – December 15 | All diamonds, cricket pitches, lacrosse boxes, spring break sport camp and training clinic requests |
| – January 15 | Fields (Spring and Summer use) |
| – April 15 | summer sport camp and training clinic requests |
| – June 01 | Fields(Fall & Winter use) |
| – Year Round | Tennis court facilities |
4. Any renewal applications received after the deadline dates are treated as new applications.

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

5. New applications are treated on a first-come, first-serve basis as received at the Department office.
6. Previous years' team rosters must be received prior to, or at, the application deadline. All other requested information must be received before the starting date on the contract. If the Department does not receive the requested information in full, the association could lose their historic allocations on existing fields.
7. Throughout the year, the Department facilitates meetings for the allocation of outdoor sports facilities. All invited associations and leagues are responsible for sending a representative to all applicable meetings. Failure to do so could result in the association or league not attaining all, or some, of the time slots applied for.
8. All associations, leagues, organizations, and private groups that intend to utilize a sports facility must, prior to use, receive a permit for its use and pay all applicable fees.
9. In order to qualify for the 'Surrey' rental rate, an association, league or organization must be comprised of a minimum of 60% Surrey residents.
10. All associations, leagues, organizations, and private groups, prior to use, must purchase appropriate insurance coverage with the City of Surrey named as an additional insured party, in the amounts required by the City. Failure to do so will result in the City cancelling the permits for the association.
11. Facility use is subject to the terms and conditions found on the "Facility Use Permit" and according to the Surrey Parks, Recreation and Cultural Facilities Regulation By-law No. 13480 and Surrey Parks, Recreation and Culture Department Policies and Procedures.
12. An association shall not sub-lease, re-allocate or transfer the facility rental without prior notification and permission of the Department. See B4 Penalties.

Only in extreme situations where field closures, adverse weather conditions, or unforeseen, last minute scheduling conflicts occur, associations may share their permitted field with another association. In these cases, the association shall contact the appropriate Departmental office to request a change to the facility permit.
13. In the case of overlapping seasons/sportfields, playoff games shall take precedent over regular league games.
14. Due to special and extenuating circumstances, and the extended length of time required for event planning, applications for provincial, national or international tournaments may be received, reviewed and approved in advance of standard league allocation processing. In the case of late applications for tournaments, the

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

Department reserves the right to revoke regular league play permits in order to accommodate special events and tournaments that provide significant sport tourism benefits. Where significant conflict occurs between allocations for important tournaments versus league play, the General Manager, Parks Recreation & Culture or designate shall be the sole arbiter of the allocation

15. Tournaments that are cancelled by the organizers with less than 60 days prior notice will receive a credit or refund only if the reserved time can be resold or upon Parks Manager approval. Cancelled tournaments also lose their 'historical' status and future applications are treated on a 'first come first serve' basis.
16. Teams that belong to an association, league or larger sport governing body must apply through their governing body, rather than as an individual team. Teams not belonging to an association or league will be encouraged to amalgamate with an association or league.
17. Permits will be issued for field use based on the overall condition of the field and the ability of the field to withstand the anticipated impact from the use on the field.

B. MANAGEMENT OF OUTDOOR FACILITIES

The intent of this Section is to outline park use transgressions, establish use levels, and play limits on outdoor sports fields. These guidelines are in place to ensure players' safety and quality of playing surface are maintained at an acceptable level and park stakeholders' expectations are met.

B.1 General

1. The Department reserves the right to collect a security deposit prior to issuing a facility use permit that can be drawn upon to cover additional cost incurred for facility damage.
2. Upon investigation, if the permitted facilities requested are not being utilized, that permit will be cancelled.
3. The City will strive to maintain equity in the proportional allocation of synthetic turf and natural grass fields for user groups. (This is necessary due to the high cost differential between the hourly rates of grass and synthetic turf sports fields).
4. If there are concerns from residents, Department staff, and other agencies (including the RCMP, SD 36, etc.) there may be a limit placed on the number and size of tournaments accommodated at specific parks.

B.2 Limits of Use

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

Natural Grass Sports fields have varying limits of play, depending on such factors as:

- Environmental conditions (inclement, dry, warm, cool)
- Time of year (Spring, Summer, Fall or Winter)
- Sport type
- Level of competition
- Size and weight of players.

Generally, the following guidelines pertain to the number of scheduled hours of play that are permitted per week:

- May to September
 - 30 hours per week
- April and mid-October (Thanksgiving Day Weekend)
 - 18 hours per week
- Mid-October to March
 - 12 hours per week.

(a) Fields on which high impact sports are played, usage levels may be reduced.

Exceptions: (no restrictions to number of hours per week)

- Baseball and Softball Diamonds

B.3 Closures and Field Status

1. Fields will be officially closed for play from time to time due to renovation or weather conditions.
2. Closures will be determined by authorized by Department staff.

Staff will conduct timely field inspections during periods of adverse weather conditions and periodically during the rest of the year. Field status reports are then posted on the City's website www.surrey.ca typically after 3:00 PM on Thursday's.

Associations are required to check the field status reports prior to weekend play and in the event of a closure, the associations shall reschedule their games.

3. During periods of changeable, adverse weather conditions, where sports fields remain open, referees and team officials will be responsible for pre-game inspections to determine field safety and surface damage potential.

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

If fields are judged to be unfit based on the foregoing criteria, the game should not be played. Failure to comply with these conditions may result in Departmental action.

4. In the event the City's inventory of artificial turf fields are closed due to snow accumulations, only authorized City staff are permitted to remove the accumulated snow from the field.

Only authorized City staff can re-open a previously closed field.

It is very important coaches or club officials communicate with referees, in a timely manner, to achieve the goal of the previous section.

B.4 Penalties

1. Penalties and discipline may be used for any infraction of this Policy. Clubs, leagues and associations are ultimately responsible for the conduct of their teams, players, officials and fans.
2. Penalties and discipline will consider:
 - a) the circumstances and severity of the infraction, the damage to the facility and the effect to the other users of the facility;
 - b) the general previous conduct and cooperation of the sport association at City facilities as documented in City files;
 - c) previous infractions by the sport association as documented in City files; and
 - d) the level of cooperation and understanding by the sport association in resolving the issues around the infraction.
3. Penalties and discipline may include any of the following: verbal warnings, written warnings, fines, financial bonding, cost of repair to the facility, and loss of field use. It is understood a number of discipline measures can be used in combination with each other and discipline action will generally be progressive in nature.
4. When an association is found to have:
 - a) played on a field that is officially closed;
 - b) Sub leased, re-allocated or transferred a facility rental without permission;

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

played on a field not permitted to their association, the association could then forfeit the right to play on a Surrey field for the remainder of their season, Tournament and play-offs included. In addition, any repair costs to the field associated with the infraction will be levied against the offending association(s).

5. Any association assessed a penalty under this Section must remit all fines/damage repair costs within 60 days. Failure to meet this obligation may result in further Departmental action.
6. If an association leaves a facility in an untidy condition, an additional fee may be charged to cover all costs of the clean-up of the facility.
7. Where an association is proven to be using facilities contrary to Policy, the Facility Permit, City By-laws or with unreasonable conduct, the association will be required to post a performance bond of up to \$2,000 to be drawn upon if further infractions occur.

B.5 Cancellations and Refunds

1. In the event that a user group cancels a booking for which user fees have been levied a full refund/credit will be granted, provided:
 - a) the Department is able to re-sell the said allocation with no loss of revenue.
 - b) or in which 60 days' notice has been given (permit processing fee will be charged).
 - c) For-profit sort camps and training clinics – up to start date of camp (permit processing and cancellation fee will be charged).
2. The Parks, Recreation and Culture Department reserves the right to cancel bookings at any time for the purpose of repairs to the sports field or structures located within the park, for Departmental events as required, or for any other reasonable circumstances. In the event of such cancellation, the affected groups will be provided as much notice as possible.
3. Refunds will be considered and pro-rated if applicable when: in extreme/hazardous weather conditions and rescheduling is not possible. In these situations the organizer must submit a request for refund within 48 hours of the date of the booked time.

C. Additional Policies

1. Tennis / Pickleball Courts

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY MANUAL

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

Prior to special events, an all-weather resistant sign posted by the user group, stating date, time, and activity (as outlined in their permit) must be posted one week prior to the use of the courts. This sign must be located near the main entrance and on the exterior fence of the courts. This informs the public when the courts are not available for public use.

A maximum of one-half of the total number of courts will be booked at one time with the exception of tournaments.

2. Number of Groups per Park

The Department will consider the impact to the park and facility in making allocation decisions involving multiple sports groups.

3. Review of Policy

Staff and the Outdoor Sports Advisory Committee will undertake a review of the Policy every two to five years and report back to the General Manager, Parks, Recreation and Culture Department.