

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

Providing equitable and fair access for residents to City owned and maintained outdoor facilities for sport and recreation is critical to supporting the strategic goals for increasing accessibility and participation in outdoor sports and keeping a community active, healthy, and connected.

Outdoor facilities encompass all outdoor recreation facilities including sports fields, track & field facilities, ball diamonds, courts, and sport boxes. To ensure that access to all outdoor facilities is utilized to the greatest benefit across the entire community, management and operations of these outdoor facilities requires an allocation process. This policy serves as the framework that guides PRC in making fair and equitable outdoor facility allocation decisions.

This policy is not for indoor facilities such as arenas, gymnasiums, and swimming pools.

The following principles underlie the formation of this Policy:

- the needs of Surrey residents are considered before residents of other communities;
- outdoor sport groups will be provided proportional access to outdoor facilities, based on their number of Surrey registrants;
- PRC will ensure fair and equitable access to outdoor facilities, 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, outdoor 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, outdoor facilities will be allocated to associations in such a way as to have a minimum number of associations playing on a field or in a facility at any given time, to promote the concept of having a home field or park; and
- the City recognizes the national Sport for Life framework for Long-Term Athlete Development for healthy active living; where LTAD is defined as a multi-stage training, competition and recovery pathway, aimed at helping guide an individual's experience in sport and physical activity

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT
--

A. ALLOCATION OF OUTDOOR FACILITIES

1. Allocation Process

1.1 Allocation of outdoor facilities will be completed in order of priority groupings, using the following criteria:

PRIORITY	GROUPING
1 st	All PRC sponsored programs and special events.
2 nd	Special events and tournaments hosted by Surrey-based outdoor sport groups that are deemed to provide significant economic benefit to the community
3 rd	Surrey Community Sport Associations (SCSAs; City-identified-sport organizations providing Sport for Life principled, league-play programs for Surrey residents. See appendix 1 for expanded definition.
4 th	School District #36 Programs and Events.
5 th	Regular Community Groups (community groups, clubs and organizations with consistent facility use i.e., consistent weekly/biweekly bookings during their season of play)
6 th	Casual Community Groups (Casual or short-term outdoor facility use)

1.2 Upon processing applications, the PRC will also consider the following in priority order:

- a. outdoor sport groups comprising a minimum of 60% Surrey residency;
- b. previous year's performance to include evaluation of:
 - adherence to Department policies and procedures
 - good financial standing with PRC
 - member in good standing with affiliated or governing body
 - overall conduct of players, fans, coaches, and teams at the facility
 - condition of the facility
- c. actual use of outdoor facilities according to previous year's permits;
- d. geographic, town centre orientation of outdoor sport groups;
- e. Where practical, establishing home grass fields (i.e. - one outdoor sports group per grass field);
- f. historical use of facility; and
- g. other mitigating factors.

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

- 1.3. All applications for outdoor facility allocations must be forwarded to PRC by the following deadlines:

DEADLINE	OUTDOOR FACILITY
Nov 1	Tennis & Pickleball Courts
	Track & Field Facilities
Dec 15	Ball Diamonds
	Fields - Spring & Summer (Field Hockey)
	Lacrosse Boxes
	Spring Break Sport Camps & Training Clinics
Jan 15	Cricket Pitches
	Fields – Spring & Summer (Football, Rugby, Soccer)
Apr 15	Summer Sport Camps & Training Clinics
Jun 1	Fields – Fall & Winter (Field Hockey, Field Lacrosse, Football, Rugby, Soccer)

- 1.4 Any renewal applications received after the deadline dates are treated as new applications.
- 1.5 New applications are treated on a first-come, first-served basis as received at PRC's office.
- 1.6 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 PRC does not receive the requested information in full, the outdoor sport group could lose their historic allocations on existing fields.
- 1.7 Youth will have priority for outdoor facility allocations:
- weekdays, before 8:30pm
 - weekends and statutory holidays, 8am – 6pm
- 1.8 In the case of overlapping seasons, playoff games shall take precedent over regular league games.
- 1.9 PRC will consider the impact to the park and outdoor facility in making allocation decisions involving multiple outdoor sports groups.
- 1.10 PRC will strive to maintain equity in the proportional allocation of artificial turf and natural grass fields for each outdoor sport group. (This is necessary due to the high-cost differential between the hourly rates of grass and artificial turf sports fields).
- 1.11 Teams must apply for allocations through their outdoor sports group, rather than as an individual team. Teams not belonging to an outdoor sports group will be encouraged to amalgamate with an outdoor sports group.

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT
--

- 1.12 Teams playing in an adult league, regardless of youth content, will be considered adult teams.
 - 1.13 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 application deadlines.
 - 1.14 In the case of late applications for tournaments, PRC reserves the right to revoke 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, PRC (or designate) shall be the sole arbiter of the allocation.
 - 1.15 If there are concerns from residents, PRC staff, and/or 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.
 - 1.16 A maximum of one-half of the total number of courts (tennis/pickleball) at any given park will be booked at one time, with the exception of tournaments when more than one-half may be booked.
- 2. Permits**
- 2.1 All outdoor sport groups that intend to utilize an outdoor facility must, prior to use, receive a permit for its use and pay all applicable fees.
 - 2.2 In order to qualify for the 'Surrey' non-profit rental rate, an outdoor sports group must be comprised of a minimum of 60% Surrey residents and operate as a not-for-profit organization.
 - 2.3 All outdoor sports groups, prior to outdoor facility use, must purchase appropriate insurance coverage with the City of Surrey named as an additional insured party, in the amounts required by PRC. Failure to do so will result in PRC cancelling the permit.
 - 2.4 Outdoor 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.
 - 2.5 An outdoor sport group shall not sub-lease, re-allocate, share, or transfer the facility rental without prior notification and permission of PRC. See B4 Penalties.
 - a. Only in extreme situations where field closures, adverse weather conditions, or unforeseen, last minute scheduling conflicts occur, outdoor sport groups may share their permitted field with another outdoor sports

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

group. In these cases, the outdoor sports group must contact PRC to notify staff and request a change to the outdoor facility permit.

- 2.6 Permits for outdoor sport courts must be posted on-site to inform the public when the specified court(s) will not be available for public use. The outdoor sport group must post a copy of their permit one week prior to permitted dates. Permits must be located near the main entrance and on the exterior fence of the courts.
- 2.8 PRC reserves the right to collect a security deposit prior to issuing an outdoor facility use permit that can be drawn upon to cover additional cost incurred for facility damage.
- 2.8 Upon investigation, if a permitted outdoor facility is not being efficiently utilized, that permit will be cancelled, and that time will be reallocated to another outdoor sport group based on the priorities described in Section A-1.
- 2.9 Permits will be issued for outdoor facility use based on the overall condition of the outdoor facility and the ability of the outdoor facility to withstand the anticipated impact from the use of the outdoor facility.

B. OUTDOOR FACILITY MANAGEMENT

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.

1. Limits of Use

- 1.1 Natural grass sports fields (with the exception of ball diamonds) have varying limits of play. Factors impacting limits of play include:
 - a. environmental conditions (inclement, dry, warm, cool)
 - b. time of year (Spring, Summer, Fall or Winter)
 - c. sport type
 - d. level of competition
 - e. size and weight of players.
- 1.2 The following guidelines outline the number of scheduled hours of play that are permitted per week:

Months	Max Permitted Hours of Play
April	18 hours per week
May to September	30 hours per week
October through to and including the Thanksgiving Day Long Weekend)	18 hours per week
Mid October to March	12 hours per week

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

1.3 For fields on which high impact sports are played, usage levels may be reduced.

2. Closures and Field Status

2.1 Outdoor facilities will be officially closed for play from time to time due to renovation or weather conditions.

2.2 Closures will be determined by authorized by PRC staff.

2.3. 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 Thursdays each week.

2.4 Outdoor sport groups are required to check the field status reports prior to play. Where closures are stated, no field use may occur.

2.5 During periods of changeable, adverse weather conditions, where outdoor facilities remain open, referees and team officials will be responsible for inspections prior to use to determine outdoor facility safety and surface damage potential. If outdoor facilities are judged to be unfit for play based on the foregoing criteria, the outdoor facility should not be used. Failure to comply with these conditions may result in penalties, as listed in Section B.3.

2.6 In the event that an artificial turf field is closed due to snow accumulations, only authorized City staff are permitted to remove the accumulated snow from the field.

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

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

3. Penalties

3.1 Penalties and discipline may be used for any infraction of this Policy. Outdoor sports groups are ultimately responsible for the conduct of their teams, players, officials and fans.

3.2 Penalties and discipline will consider:

- a. the circumstances and severity of the infraction, the damage to the outdoor facility and the effect on the other users of the outdoor facility;
- b. the general previous conduct and cooperation of the outdoor sports group at City facilities as documented in City files;
- c. previous infractions by the outdoor sports group as documented in City files; and

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

- d. the level of cooperation and understanding by the outdoor sports group in resolving the issues around the infraction.
- 3.3 Penalties and discipline may include any of the following: verbal warnings, written warnings, fines, financial bonding, cost of repair of the outdoor facility, and revocation of permit. A number of discipline measures may be used in combination with each other, and discipline action will generally be progressive in nature.
- 3.4 After an outdoor sports group is found to have:
 - a. played on a field that is officially closed;
 - b. sub-leased, re-allocated, shared or transferred a facility rental without permission;
 - or
 - c. played on a field not permitted to their association,

the outdoor sports group may forfeit the right to play on a Surrey field for the remainder of their season, tournaments and play-offs included. In addition, any repair costs to the field associated with the infraction will be levied against the offending group(s).
- 3.5 Any outdoor sports group 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 penalties.
- 3.6 If an outdoor sports group leaves an outdoor facility in an untidy condition, an additional fee may be charged to cover all costs of the clean-up of the outdoor facility.
- 3.7 Where an outdoor sports group is proven to be using outdoor facilities contrary to Policy, the Facility Permit, City By-laws or with negligent conduct, the outdoor sports group will be required to post a performance bond of up to \$2,000 to be drawn upon if further infractions occur.
- 4. Cancellations and Refunds**
 - 4.1 In the event that an outdoor sports group cancels a booking for which user fees have been levied a full refund/credit will be granted, provided:
 - a. a minimum of 60 days' notice has been provided to PRC, or
 - b. where less than 60 days' notice has been provided, and PRC is able to re-sell the canceled allocation with no loss of revenue.

The permit processing fee is non-refundable.
 - 4.2 In the event that a sport camp cancels a booking for which user fees have been levied, a full refund/credit will be granted up to the scheduled start date. A cancellation fee will be charged. The permit processing fee is non-refundable.

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT
--

- 4.2 In the event that an outdoor sports group cancels a tournament for which user fees have been levied a full refund/credit will be granted, provided
- a minimum of 60 days' notice has been provided to PRC, or
 - where less than 60 days' notice has been provided, and PRC is able to re-sell the canceled allocation with no loss of revenue, or with General Manager, PRC (or designate) approval.

The permit processing fee is non-refundable

- 4.3 Cancelled tournaments will lose their 'historical' status. Future applications will be treated on a 'first-come first-served' basis.
- 4.4 PRC reserves the right to cancel bookings:
- at any time for the purpose of repairs to the outdoor facility 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 outdoor sport groups will be provided as much notice as possible.

- 4.5 Refunds will be considered and pro-rated if applicable if there are extreme/hazardous weather conditions and rescheduling is not possible. In these situations, outdoor sport groups must submit a request for refund within 48 hours of the date of the booked time.

C. ADMINISTRATION

1. Review of Policy

- 1.1 PRC staff and the Outdoor Sports Advisory Committee will undertake a review of this Policy every two to five years and report back to the General Manager, PRC.

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

Appendix 1: Surrey Community Sport Associations

SCSAs are PRC-identified, Surrey-based sport organizations whose prime purpose is to provide high quality sport-based programming to the residents of Surrey. To be qualified as a SCSA, identified organizations must:

- Have memberships comprised of a minimum of 60% Surrey-based residents (for regional associations, the membership of teams to be allocated outdoor facilities must be comprised of a minimum 60% Surrey-based residents)
- Have full affiliation/membership to their respective governing sport bodies
- Operate as an association/organization (no individuals or individual teams)
- Provide a league-play, sport development program following the Sport for Life principles and LTAD (Long-Term Athletic Development*) framework
 - * LTAD is defined as a multi-stage training, competition and recovery pathway, aimed at helping guide an individual's experience in sport and physical activity.

SCSA's are required to:

- Demonstrate that they exist for the exclusive benefit of Surrey residents by providing program descriptions including best practices for volunteer screening, inclusion, accommodation and confirming how their programming provides league play and follows LTAD and Sport for Life models;
- Have a membership open to all City of Surrey residents that does not exclude participation on the grounds of race, religion or political affiliation and abide by the Human Rights Code;
- Maintain active involvement/representation in the Outdoor Sport Advisory Committee (OSAC);
- Attend all allocation meetings;
- Provide PRC staff with full program schedules and current registration lists;
- Provide PRC staff a copy of their constitution, organizational bylaws, and minutes from each AGM, to demonstrate they are operating in a transparent and responsible manner; and
- Confirm responsibilities for in-kind services they'll be responsible for (where applicable)

Requests to be identified as a **Surrey Community Sport Association** will only be considered in cases where a program provides a service to previously un-served segments of the population or where a new program is being introduced that is not available through existing **Surrey Community Sport Associations**.

If an organization does not fully meet the required Surrey Community Sport Association criteria, but their program is deemed by PRC to provide significant benefits for Surrey residents, PRC reserves the right to adapt the requirements and identify the organization as a SCSA.

PRC reserves the right to revoke SCSA status for groups who do not comply with the requirements as detailed in this policy.

PARKS, RECREATION AND CULTURE DEPARTMENT

POLICY

SUBJECT: OUTDOOR FACILITY ALLOCATION AND MANAGEMENT

APPROVED BY:

E-SIGNED by Laurie Cavan
on 2022-03-28 04:30:32 GMT

Laurie Cavan, General Manager, Parks, Recreation and Culture

DATE APPROVED:

2022-03-28

REVISION DATE:

March 1, 2022