



## THE CORPORATION OF THE TOWN OF LASALLE POLICY MANUAL

<b>POLICY MANUAL SECTION:</b>  Municipal Services – Culture & Recreation	<b>POLICY NUMBER:</b>  M-CR-002
<b>POLICY NAME:</b> Outdoor Sport Surface Use Policy & Procedure	<b>AUTHORITY:</b>  87/17
<b>DATE APPROVED:</b>  March 14, 2017	<b>DEPARTMENT RESPONSIBLE:</b>  Culture & Recreation
<b>REVISION DATES:</b>  January 2020	<b>REVIEW DATE:</b>  January 2022
<b>STATUS:</b>  Active	

### **PURPOSE:**

It is recognized and understood that the Municipality has a responsibility to provide outdoor sports surfaces to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of outdoor sports surfaces. Outdoor sports surface use should represent a balance of activities, which may change as trends and demands for other activities develop in the community.

### **POLICY STATEMENT:**

This policy will clearly define and communicate how outdoor sports surfaces will be used, managed, allocated and distributed as well as serve as a guide for the allocation process conducted by the Town.

### **SCOPE:**

This policy applies to all requests for and use of outdoor sports surfaces located in the Town of LaSalle.



## **POLICY:**

### **1. Exemptions**

Tennis, volleyball, pickleball and basketball surfaces do not require a permit and are open for casual use.

The Town of LaSalle reserves the right to modify use of the surfaces at any location.

Commercial use of outdoor sports surfaces without a permit is prohibited. (i.e. structured classes/programs/leagues/sports organization)

### **2. Rental Categories**

The Town of LaSalle will allocate outdoor sports surfaces using the following definitions:

#### **Community Youth (Minor Sports Groups):**

Organizations providing youth activities with an elected volunteer executive, constitution and by-laws and are not for profit. Minor sports groups are defined as persons 3 to 19 years of age inclusive

#### **Municipal Programs:**

Includes camps, lessons, special events etc.

#### **Adult:**

Includes all groups or individuals whose participants consist of participants 19 years and older.

### **3. Time Block Bookings**

Sports surfaces will be allocated in two (2) hour blocks with the exception of the “B” and “G” soccer fields, which will be booked in one (1) hour blocks.

### **4. Sports Field Time Allocation**

Outdoor sports surface allocation will be completed using the following priority listing:

**Priority #1:** Municipal Programs

**Priority #2:** Community Youth (Minor Sports Groups)

**Priority #3:** Adult Groups

#### **Outdoor Sports Surface Allocation for Community Youth (Minor Sport Groups)**

The following factors will be considered in determining the base sports field allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of sports field time hours for certain groups.

- age of participants
- availability of coaching staff
- hours that best suit after school programs



- game times vs practice times
- best utilization of sports field time
- total hours available
- total registration for minor sport groups
- total registration for each minor sport group
- residency within the municipality

Requests for regularly scheduled sports field rentals must be received in writing by the Department of Culture and Recreation by March 15 each year.

## **5. Historical Precedent**

It is recognized that it is advantageous to maintain a reasonable amount of consistency in sports surface scheduling from year to year and therefore due consideration will be given to the allocation of sports surfaces according to previous years. Significant changes to sports surface allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Previous year allocations will be held until March 15 of the following year. Requests for continued field rentals must be received in writing by the Department of Culture and Recreation by this date. Re-allocation of available fields not confirmed will take place beginning March 16.

## **6. Contracts and Payment**

All sports surface rentals will require a signed rental permit. All sports surface users will be charged rental fees as outlined in Schedule F of the Town of LaSalle User Fee By-law. All sport surface users must provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of five million dollars (\$5,000 000.00). Full payment of sports surface rental time, a copy of insurance certificate, and a signed copy of the rental permit must be provided to the Department of Culture and Recreation before the first scheduled date or access to the surface may be denied.

## **7. Sports Surface Season**

Town of LaSalle sports surfaces generally open the first Monday of May and close the Tuesday after Thanksgiving annually. Factors such as weather conditions and maintenance may alter the opening and closing dates.

## **8. Maintenance**

The maintenance of sports surfaces will be completed by the Town of LaSalle. Users may not make any alteration, change, addition or repair to the sports surfaces, without written consent from the Town of LaSalle.

### **Softball/Hardball Diamonds**

The Town of LaSalle will complete the following basic maintenance of baseball diamonds:

#### **Vollmer Culture and Recreation Complex Baseball Diamonds:**

- Diamond infields will be groomed daily including raking and dragging (weather dependent)



- Outfield grass will be cut weekly (weather dependent)
- Outfield foul lines will be painted weekly (on grass only)
- Diamond Setup:
  - Softball diamonds*
    - Pitching rubber (various location)
    - Home plate with strike mat
    - Bases set as required and noted in the rental agreement (Infield layout must be provided upon booking)
  - Hardball diamonds*
    - Pitching mound with rubber (permanent location)
    - Bases set as required and noted in the rental agreement (Infield layout must be provided upon booking)

**Front Road Baseball Diamonds:**

- Diamond infields groomed as required (weather dependent)
- Outfield will be groomed as required (weather dependent)
- Only home plate is provided - all bases and pitchers rubbers are provided by user groups

**River Canard Baseball Diamonds:**

- Diamond infields groomed as required (weather dependent)
- Outfield grass will be groomed as required (weather dependent)
- Only home plate is provided - all bases and pitchers rubbers are provided by user groups

User groups are able to line the infield base lines of a rented diamond if they wish to do so. This may be done with a walk behind cart only. All materials and equipment for this are to be supplied by user groups. This lining should be done no more than 30 minutes prior to rental of diamond. Lining should be done after grooming work is complete. User groups must advise Town of LaSalle staff at the time of booking if they intend to line the infield base lines. Any lining done by user groups is at their own risk.

In some occurrences, baseball diamonds may be maintained on a different schedule. During special events and tournaments, additional grooming and baseline chalking may be done. Prior arrangements and approval through the Town of LaSalle is required. Additional fees may apply.

Request for changes to the infield layout provided at the time of booking must be provided to the Department of Culture and Recreation in writing, two weeks in advance of the booking.

**Soccer**

Grass mowing and field lining is performed once a week. Inclement weather may alter maintenance schedules.



Requests for additional lining, field setup or changes to original soccer field layouts for tournaments or other events must be submitted in writing to the Department of Culture and Recreation two weeks in advance of the booking for approval. Additional fees may apply.

### **Field Resting**

A field resting schedule will be implemented annually and will be provided each January. This gives municipal staff an opportunity to provide routine maintenance to all fields, undertake repairs, improvements and renovations for selected sites on an annual rotating basis.

Requests for proposals to modify, improve or increase levels of service to any Town of LaSalle sports surface shall be submitted in writing to the Director of Public Works who will present it to the Parks and Recreation Committee for consideration. Requests must be submitted by the end of January to be considered for the sports season of the following year.

The Town of LaSalle observes the following holidays during the summer season: Victoria Day, Canada Day, Civic Day and Labour Day. User groups may use outdoor sports surfaces on holidays that fall within their regularly assigned allocation, however, maintenance will not be done on holidays.

### **9. Sub-Letting of Sports Field Time**

No group or individual may sub-let sports fields.

### **10. Cancellation Policy**

Sports field use cancellations will be permitted provided that the user provides two (2) weeks written notice to the Facility Booking Office. The municipality may then in turn try to rent the field; however, in the event this is not possible, the user is responsible to pay the full cost for unsold hours.

### **11. Inclement Weather/Poor Field Conditions**

The Town of LaSalle is committed to preservation and maintenance of its sports fields for the benefits of its user groups and taxpayers and preserving important Town assets.

- i. The Town of LaSalle reserves the right to cancel or suspend permits for games, practices or other uses whenever sports surface conditions could result in damage to the surface or injury to players
- ii. Play is not permitted on surfaces that have been closed. If play does take place, the Town will bill the user for damages.
- iii. During periods of changeable, adverse weather conditions, where surfaces remain open, team officials will be responsible for pre-game inspections to



determine field safety and surface damage potential. If any of the following criteria are met, users should not use or stop using a field:

- a. The presence of standing water
- b. Water sponges around the foot when walking on a field
- c. The game has begun and conditions deteriorate and the field is being damaged.

To determine if a field is safe and playable, the following factors are considered:

- I. Evidence of standing or surface water on the playing surface
- II. Field Saturation (the definition of a saturated field is one where the soil cannot absorb any additional moisture. The method to determine if a field is saturated is to walk on the playing surface. If water is present around the foot, then the field is deemed saturated)
- III. Required maintenance or repairs
- IV. Safety or liability concerns with the playing surface

**The final decision on a field closure is based on actual conditions at the time of inspection, not forecasted conditions.** Only authorized Town of LaSalle staff can re-open a previously closed field.

Field status will be updated based on the following schedule:

Morning field use: by 7:30 am Monday through Friday

Afternoon field use: by 12:00 pm Monday through Friday

Evening field use: by 3:00 pm Monday through Friday

Weekend field use: by 7:30 am Saturday and Sunday

Field status will be communicated to user groups and the public through the Town of LaSalle website and social media accounts.

## **12. Tournaments and Special Events**

Requests for the allocation of sports fields for tournaments and special events shall only be considered if received in writing from the sponsoring group. Requests for tournaments and special events will be considered on an individual basis and due the last day in March each year.

## **13. Parking**

User groups must inform their participants and spectators to park in parking lots and public parking areas. No vehicles are allowed on Town of LaSalle sports surfaces or property other than parking lots.

## **14. Outdoor Washrooms**

Town of LaSalle outdoor washrooms generally open for the season the, and close mid-October. Exact opening and closing dates will be confirmed each year based on sports surface opening and closing dates. Washrooms will be open daily from 8:00 am until dusk.



Washrooms are cleaned throughout the day at approximately 10:30 am, 1:30 pm and 5:30 pm. User groups should be prepared to assign a designated person for crowd control during peak times to allow access to the washrooms for cleaning.

#### **15. Field Re-Allocation**

This refers to the re-allocation of time that is no longer required by a seasonal contract rental group. Field time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy. All non-contracted field time will be booked on a first come first serve basis to any rental category.

#### **16. Sports Surface Rental Rates**

Rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to Council for approval through the User Fee By-law.

#### **POLICY REVIEW**

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

#### **ATTACHMENTS:**

None.