



**Clerk's Note:** Due to COVID 19, changes in procedures with respect to facility rentals at the Vollmer Complex have been established and housekeeping amendments have been added to Policy # M-CR-002 Facility Rentals, Outdoor Sport Surface Use Policy. Updates include:

1. information for user groups on the town's practices with respect to COVID-19 (for example, the washroom cleaning schedule, what equipment is not disinfected, plans for severe weather since the Vollmer building is closed).
2. The addition of non-COVID related items brought forward by user groups earlier in the year. (smoking, alcohol use)
3. Overall general clean up and updating to the format.

Please see the attached updated Policy for your information.



## The Corporation of the Town of LaSalle Policy Manual

### Facility Rentals - Outdoor Sport Surface Use Policy

**Policy Manual Section:** Municipal Services – Culture and Recreation

**Policy Number:** M-CR-002

**Authority:** 87/17

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**Department Responsible:** Culture and Recreation

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#### **Policy Statement**

It is the policy of the Town of LaSalle (hereby referenced as “The Town”) that outdoor sport surfaces owned and operated by the Town and being rented to an external group should be effectively regulated to ensure proper asset management and fair allocation and use distribution.

#### **Purpose**

It is recognized that the Municipality has a responsibility to provide outdoor sport surfaces to meet the diverse needs of the community. It is further recognized that these needs vary between organizations and that a system should be established to determine the best utilization of outdoor sports surfaces. Outdoor sport surface use should represent a balance of activities, which may change as trends and demands for other activities develop in the community. This policy will clearly define and communicate how outdoor sports surfaces will be used, managed, allocated and distributed. This will also serve as a guide for the allocation process conducted by the Town, as well as serve as a guideline for rental groups.

This policy will also serve as a clause to the contract of the user of the outdoor sport surface(s). The user/user group shall be charged with reading, understanding and abiding by the policy put forth by the Town as outlined within this document, as part of a binding document to the contract agreement.

#### **Scope**

This policy applies to all requests made by users, user groups, organizations and individuals for access to use outdoor sport surfaces owned and operated by the Town.

#### **Definitions**

- **User/User-Group** shall be defined as
  - Any individual, organization, committee, event, membership or other designation that has been approved to use Town owned and operated outdoor sport surfaces.

- Any group, as outlined above, that engages in a contract with the Town for use of outdoor sport surfaces.
- **Executive** refers to
  - A President, Vice-President, Scheduler, Treasurer, Organizer or other member of a User-Group that is responsible for the development and delivery of the organization or;
  - Any person that sits on a Board of Directors, Governors Table, or other Committee and is responsible for
- **Community Youth/Minor Sports Groups** shall be defined as
  - Organizations providing youth activities with an elected volunteer executive, constitution and by-laws that are not-for-profit. Minor sports groups are defined as facilitating inclusive programs for persons aged 2 to 19 years.
- **Municipal Programs** shall be defined as
  - Programs offered by the municipality including, but not limited to, camp programs, lessons and special events.
- **Maintenance** refers to
  - Regular upkeep of outdoor sport surfaces
  - Scheduled and unscheduled repair or replacement of outdoor sport surfaces
  - Any other tasks to enhance or adjust the quality of the outdoor sport surfaces
  - Also recognized as *Grooming*
- **Adult Leagues** shall be defined as
  - Any groups, leagues or individuals whose participants consist of persons aged 19 years and above.
- **Town** refers to the Corporation of the Town of LaSalle
- **Outdoor Sport Surfaces** refers to
  - Those areas owned and operated by the Town that have been deemed suitable for recreational sport use and have been appropriately designated as such.
  - Those areas owned and operated by the Town which require a rental permit, contract, payment and other supporting documentation prior to use.
  - For the purpose of this policy, surfaces shall include the following:
    - Soccer fields or grass fields suitable for sport use
    - Baseball/Hardball diamonds

Exemptions of this policy should be applied to Town owned and operated surfaces and facilities that do not require a permit for use and are considered open spaces.

These include, but are not limited to:

- Tennis courts
- Volleyball courts
- Pickleball courts
- Basketball courts

It should be noted that the Town of LaSalle reserves the right to modify use of the surfaces at any location. Commercial use of outdoor sport surfaces without a permit is prohibited (i.e. structured classes/programs/leagues/sports organization).

## **Policy**

### **I. Allocation of Outdoor Sport Surfaces**

#### **I. Time-Block Bookings**

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

#### **II. Prioritization of Bookings**

Outdoor sports surface allocation will be completed using the following list in order of first prioritization:

Priority #1: Municipal Programs

Priority #2: Community Youth/Minor Sports Groups

Priority #3: Adult Leagues

#### **III. Consideration of Historical Precedents**

It is recognized that it is advantageous to maintain a reasonable amount of consistency in sports surface scheduling from year to year. Therefore, the Town will take due consideration into the allocation of sports surfaces based on 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 annually on March 15.

#### **IV. 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 and 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.

#### **V. Field Re-allocation**

This section 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

outlined in this policy. All non-contracted field time will be booked on a first come first serve basis to any rental category.

## VI. Allocation for 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 an executive of the requesting group. Requests for tournaments and special events will be considered on an individual basis and shall be submitted annually by the last day of March.

It should be noted that in the event a dispute occurs between users/user-groups over the allocation of outdoor sport surface use in which the settlement is not defined within the confines of this policy, the Town reserves the right to allocate use to a user/user-group as it sees fit. Fair and objective reasoning shall be used to settle the dispute.

## II. **Management of Outdoor Sport Surfaces**

### I. Outdoor Sport Surface Season

Town owned and operated outdoor sport surfaces typically open annually on the first Monday of May and close by the Tuesday after Thanksgiving. Other factors such as weather conditions and maintenance may disrupt the typical operating dates.

### II. Maintenance

All 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.

### **Basic Maintenance of Baseball 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, subject to weather conditions.
- Outfield grass will be cut weekly, subject to weather conditions.
- Outfield foul lines will be painted weekly on grass only
- Diamond setup shall be recognized for:
  - Softball
    - 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
    - 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, subject to weather conditions.
- Outfield will be groomed as required, subject to weather conditions
- Home plate provided.

### 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 pitching 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.

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.

## **Basic Maintenance of Soccer Fields**

### Vollmer Culture and Recreation Complex Baseball Diamonds

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 (2) weeks in advance of the booking for approval. Submission in writing does not indicate approval. Additional fees may apply.

In some occurrences, sports surfaces may be maintained on a different schedule, or maintained as per the Parks Maintenance Policy – M-PW-001.

## **Field Resting**

The Town recognizes the need to protect municipal assets in order to deliver safe and sufficient services to user-groups. A field resting schedule is critical to the overall health and maintenance of the outdoor sport surfaces. As such, a field resting schedule shall be implemented annually and will be provided to user-groups in January. This schedule provides municipal staff with an opportunity to conduct routine maintenance to all fields, undertake planned or necessary repairs and make improvements for selected sites on an annual rotating basis.

Requests for proposals to modify, improve or increase levels of service to any Town owned and operated outdoor sport surface shall be submitted in writing to the Director of Public Works and the Director of Culture and Recreation. Requests must be presented to the Town of LaSalle Parks and Recreation Committee. All requests must be submitted in writing annually by the end of January to be considered for the sport season of the following year.

The Town of LaSalle observes the following holidays during the summer season:

- Victoria Day
- Canada Day
- Civic Day
- Labour Day

User groups may use outdoor sports surfaces on holidays that fall within their regularly assigned allocation; however, maintenance will not be conducted on holidays.

### **Inclement Weather - Poor Field Conditions**

The Town reserves the right to cancel or suspend permits for games, practices or other uses whenever outdoor sport surface conditions could result in damage to the surface or injury to players. Further, it shall be noted that:

- Use is not permitted on outdoor sport surfaces that have been closed. If play does take place, the Town will invoice the user for damages.
- During periods of changing, adverse weather conditions where surfaces remain open, team officials will be responsible for pre-game inspections to determine field safety and potential for damage. If any of the following criteria are met, users should stop using a field when:
  - There is a presence of standing water,
  - water sponges around the foot when walking on a field, or
  - when the game has already begun, weather conditions deteriorate and the field is being damaged.

### **Inclement Weather – Dangerous Field Conditions**

In the event of severe weather (high winds, thunder, lightning), user groups are expected to stop play until 30 minutes after the sound of thunder or sighting of lightning.

Indoor facilities may not be open for shelter. User groups should ensure that all participants are able to leave the premises immediately. Alternatively, all participants should have a mask available in the event shelter needs to be taken under a pavilion or in washrooms.

### **Determining Field Status**

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

- Evidence of standing or surface water on the playing surface
- 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)

- Required maintenance or repairs
- Safety or liability concerns with the playing surface

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.

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

### **III. Responsibilities of User Groups**

#### **I. Contract Details**

All outdoor sport surface rentals shall 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 outdoor sport surface users must provide a Certificate of Insurance naming the Town of LaSalle as an additional insured in the amount of two million dollars (\$2,000 000.00). 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.

#### **Cancellation Policy**

Rental cancellations of outdoor sport surfaces will be permitted provided that the user/user-group provides two (2) weeks notice in writing to the Facility Booking Office. The Town of LaSalle 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.

#### **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.

#### **Breach of Contract**

The Town will make meaningful attempts to resolve conflict with users and user-groups without immediately resorting to termination of contract. Progressive measures will be used to resolve conflict including regular meetings, notices and discussions.



Failure to abide by this policy may result in loss of outdoor sport surface use. The Town reserves the right to appropriately invoice users who damage or misplace Town property.

### After-Hours Contacts

The Town recognizes the need to supply users and user-groups with contacts for assistance in dealing with after-hours emergencies, concerns and general support. Contact details shall be provided to users and user-groups and updated on an ongoing basis, or as needed.

As a general guideline, the following contacts should be used (in order of contacting):

- Supervisor of Programming/Recreation
- Supervisor of Parks
- Manager of Recreation
- Manager of Parks and Roads

## II. Sub-Letting of Sports Field Time

No group or individual may sub-let sports fields or outdoor sport surfaces.

## III. Health and Safety

Users must comply with all applicable health and safety laws, including the Occupational Health and Safety Act and the advice and instructions of public health officials, including matters regarding physical distancing, cleaning and/or disinfecting. Users will implement all the necessary measures in respect of COVID-19, including updating health and safety policies, protocols and/or manuals, as appropriate, to ensure compliance with requirements of the Occupational Health and Safety Act and associated regulations, and public health directives issued by the Chief Medical Officer of Health and the Region's Medical Officer of Health. Users must comply with all additional health and safety guidelines and requirements of the Town of LaSalle. The Town of LaSalle follows the guidelines and recommendations of the Chief Medical Officer of Health and the Region's Medical Officer of Health. Sports surface user groups are responsible for ensuring all participants and spectators adhere to health and safety guidelines. Due to COVID-19 the Town of LaSalle may reduce the number of sports surfaces available for use.

Outdoor equipment, including but not limited to, players benches, bleachers, picnic tables, nets, goal posts, fences and gates is not sanitized. Use of equipment is at your own risk.

## IV. Garbage

The garbage receptacles that are onsite are emptied regularly. User groups must ensure that all garbage and debris is disposed of appropriately after field use.

## V. Outdoor Washrooms

Town owned and operated washrooms typically open annually on the first Monday of May and close by the Tuesday after Thanksgiving. 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.

The use of cell phones, cameras and other personal electronic devices is prohibited in all Town owned and operated restrooms and change rooms.

#### Notice on Public Health: Covid-19

In accordance with the Windsor Essex County Health Unit (WECHU), washrooms are cleaned and disinfected at least twice per day. Users should:

- Not enter if you have: fever, cough, muscle aches and tiredness or difficulty breathing
- Maintain a distance of 2 m (6 ft) from others at all times
- Wash your hands with soap and water for at least twenty (20) seconds when you enter and exit
- Avoid contact with surfaces where possible

## **IV. Adherence to Municipal By-Laws and Policies**

Municipal By-Laws must be adhered to by all users and user-groups. Failure to abide by Municipal By-Laws may result in the termination of use of outdoor sport surfaces and other facility privileges. While all Municipal By-Laws and municipal policies must be adhered to, the following have been recognized of special importance for outdoor sport surface users. Municipal policies are available for reference at [www.lasalle.ca](http://www.lasalle.ca)

### **I. Parking**

In accordance with By-law 8398, parking and stopping is prohibited in any area designated as “No Parking” including Town owned and operated outdoor sport surfaces or property other than parking lots. Responsibility shall be trusted upon user-groups to inform their participants, opponents and spectators to park in designated parking lots and public parking areas.

### **II. Smoking**

In accordance with By-Law 7775 and Smoke-Free Ontario Act, 2017, smoking is prohibited within Town of LaSalle owned and operated parks, facilities, playgrounds and sports fields. This includes any lighted or heated equipment used to smoke or vaporize any tobacco and non-tobacco products and smokeless tobacco.

### **III. Alcohol**

Alcohol is prohibited at functions or events held at Town of LaSalle owned facilities, properties or areas without the authority of a Special Occasion Permit or a Caterer's Endorsement. All guidelines outlined by the Alcohol and Gaming Commission of Ontario shall be adhered to.

### **IV. Lottery**

In accordance with By-Law 7935, no user-group shall operate a lottery without holding a valid license. Lottery licensing is issued by the License Commissioner or

the Deputy Clerk of the Council Services Department and can be obtained at the LaSalle Civic Centre. Further information on lottery licensing eligibility is available at [www.lasalle.ca](http://www.lasalle.ca)

If a user-group operates an illegal lottery, they may be in contravention of statute laws such as the Criminal Code of Canada and the Alcohol and Gaming Commission of Ontario, as well as Municipal By-laws. As a measure of risk management, any user-group that operates an illegal lottery shall be reported.

#### V. Signs

No unauthorized signs, marketing, promotional materials, flags, banners or signs shall be posted on Town property or attached to Town facilities. The Town reserves the right to remove items to be in violation of the Town of LaSalle By-Law 6407.

### **Policy Review**

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

### **References**

- Alcohol and Gaming Commission of Ontario Lottery Licensing Policy Manual
- Ontario Ministry of Health
- Smoke Free Ontario Act, 2017, S. O. 2017, c. 26, Sched. 3
- Town of LaSalle By-Law 7775
- Town of LaSalle By-Law 8398
- Town of LaSalle By-Law 8272
- Town of LaSalle By-Law 7935
- Town of LaSalle By-Law 6407
- Town of LaSalle Accessible Customer Service Policy
- Town of LaSalle Harassment and Discrimination Policy
- Town of LaSalle Municipal Alcohol Policy
- Town of LaSalle Parks Maintenance Policy
- Town of LaSalle Violence Prevention
- Windsor Essex County Health Unit Resources

### **Review Dates**