

TOWN POLICY NUMBER: 005 /2014

REFERENCE:

ADOPTED BY:

SUPERSEDES:

Town Council

New

PREPARED BY:

EFFECTIVE DATE:

Recreation, Parks and Community Services

June 3, 2014

TITLE: Sports Field Allocation Policy

POLICY STATEMENT

The Town of Rocky Mountain House has a wide variety of parks, sports fields and open spaces and is responsible for the operation and maintenance of these areas. The Sports Field Allocation Policy establishes the rules and principles to preserve the Sports Fields within our community.

PURPOSE:

1. To ensure the sports fields' surface is preserved at a playable standard.
2. To outline the Town's responsibility and the user's responsibility to preserve the sports fields.
3. Outline the definitions of overuse and inclement weather.
4. Define the Sports Field Allocation and booking/contract process.
5. Vehicle and equipment access.

DEFINITIONS:

“Adult Sporting Organization” A sporting organization, that is set up as a group, whose membership is with individuals eighteen (18) years of age and older.

“Bookings Clerk” Person employed in the position of Bookings & Contract Program Coordinator for the purpose of coordinating bookings, preparing and finalizing contracts.

“Community Service Programs” Any program or special event operated, sponsored by the Recreation, Parks & Community Services Department from the Town of Rocky Mountain House.

“Liability Insurance” Comprehensive general liability insurance of two million dollars (\$2,000,000.00) inclusive with respect to bodily injury including death and property damage.

“Local User” A user that resides in the Town of Rocky Mountain House or Clearwater County.

“Minor Sport Organization” A sporting organization that is set up as a Club, which includes minor sports activities and school programs organized primarily for the youth residing in the Town of Rocky Mountain House and Clearwater County. Examples include: Rocky Knights Soccer, Bantam Football and Rocky Minor Baseball.

“Non –Local User” A user that does not reside in the Town of Rocky Mountain House or Clearwater County.

“Public Programs” All public programs, that are managed by the Town of Rocky Mountain House.

“Rental Day” This defines the time in which the sports field is available for rent.

“School Programs” School programed activities organized through the following schools: West Central High School, David Thompson High School, Pioneer Middle School, Ecole Rocky Elementary, Lochearn School, Rocky Christian School, St. Dominic High School, St. Matthews School.

“Special Event” A public or private event that is not directly associated with regular season schedules and bookings.

“Sports Fields” The sports field that are owned/Operated by the Town of Rocky Mountain House.

“Tentative Bookings” Bookings that do not have a signed contract.

“Town” Town of Rocky Mountain House.

“Youth” Individuals under eighteen (18) years of age.

1. Maintenance of Sports Fields and Surfaces:

In reference to the Turf and Sports Field Maintenance Policy, the staff of the Town of Rocky Mountain House strives to provide a safe and playable surface for all users and the public. The town staff maintains the turf and other playable surfaces at designated times thru out the week. During these times the fields will not be available.

2. Responsibility:

Town - All sports fields are inspected by Town staff on a weekly basis; this may increase if at any time the weather may change (hot or wet extremes). The Town of Rocky Mountain House will close the sports fields at any time due to poor weather conditions or unsafe turf, surface conditions. Playing on a surface in either of these conditions can result in damage to the surface and closing of the sports field for repair.

User – In any event where at the start of a game or during play that a sports field or surface becomes unplayable due to weather (severe rain resulting in pooling on field, snow or hail) or unsafe surface conditions (high winds, hail and weather warnings) the user shall stop the game immediately. It is the coaches responsibility to ensure this, if a user is found playing on a sports field surface or the Town has deemed the user responsible when either of the above mentioned has or is occurring during the time period the user has rented the sports field, they will be penalized the dollar value to repair the surface and will forfeit the right to play on that sports field for the remainder of the season.

3. Overuse:

All sports during game play or practice use certain areas of the sports field. Coaches are required to use discretion when this occurs to limit the traffic use on these areas. During practices coaches are responsible to execute exercises out of these high traffic areas. Disregarding this can result in field closure to repair surfaces.

Inclement Weather:

Weather can produce an unplayable surface. In the event that this may happen the field will be closed until the Town's park staff has reopened the sports field for use. Severe rain, hail, heat, snow, frost or foreign debris from strong winds is examples of extreme weather.

4. Booking and Sports Field Allocation Process

1. Sports Field Operations

The Town of Rocky Mountain House will responsibly manage its sports field resources to ensure optimum usage and programming, to reflect municipal directives and to minimize the risk and operational issues.

In the event of unforeseen or extraordinary circumstances, the Town of Rocky Mountain House understands the need to adjust rental hours subject to operational resources. Adjustments to available times are subject to the approval by the Director of Recreation, Parks and Community Services.

2. Sports Field Allocation Process

The Town of Rocky Mountain House has the responsibility to manage the allocation of sports fields on a yearly basis to reflect population, registration and usage.

Scheduling Priority List

First Priority	Local Community Service programs for Youth, Minor Sport organization, School sports programs
Second Priority	Adult Sport Organizations
Third Priority	Special Events
Fourth Priority	Non- Local Users

The Town of Rocky Mountain House reserves the right to provide alternative sports field allocation to users, to change, cancel, or add field allocation as it deems necessary.

3. Rental Process

3.1 Contracts and Conditions: A Town of Rocky Mountain House user rental agreement form will be completed by the user group or representative and signed agreeing to its terms within 14 days of the tentative booking. See Schedule “A”.

3.2 Booking for rentals during the seasons are accepted through The Recreation, Parks & Community Services Office or inquiries by phone at (403) 845-3720. Bookings for rentals are accepted on a first-come, first-served basis, according to the Scheduling Priority List. Cancellation of contracted bookings are accepted by either e-mail or fax, all cancellations will result in a \$25.00 administration fee.

Note: Cancellation of bookings of less than 14 days prior to the event shall result in the total loss of the rental fee, unless the booking is reallocated to another user.

3.3 Transfer of traded or sub-leased times: The Town of Rocky Mountain House is the sole authority for scheduling; any transfers must be done through the Bookings Clerk. Transfers of times within a single organization are permitted.

3.4 All bookings will be through the Bookings Clerk, or designate. Sports Field Users shall appoint a representative who will be responsible for booking arrangements, deposits and payment of fees. This contact shall be provided to the Bookings Clerk.

3.5 A damage deposit of \$300.00 is required upon confirmation of all bookings. The damage deposit will be returned to the user group representative upon confirmation by the Town staff that the facility has been left damage free following the rental with a time allowance of not more than 30 days passed the last regular booking. Damages

exceeding the damage deposit will be invoiced to the user including any and all incurred costs (downtime, staff costs, etc.)

3.6 Rental fees are due and payable as follows: 100% of the rental fee is due a minimum of 14 days prior to the event for customers that do not have previous credit history with the Town of Rocky Mountain House. All other payment is due in full 30 days after the invoice.

4. Responsibility of Sports Field User.

4.1 Any user/group not following the rules or disrespecting the staff are in jeopardy of losing their times scheduled and the Town will proceed on a booking by booking basis with this user /group. A copy of the rules and regulations is supplied with the contract. See Schedule “B”.

4.2 Security and crowd control will be the user’s responsibility for each of their events.

5. Appeal Process.

The User Group and the Town of Rocky Mountain House agree to utilize all reasonable efforts to resolve any dispute to sports field allocation promptly and in an amicable manner. Conflicts should be resolved by the individuals closest to the issues provided that such individuals have the actual authority to implement such resolution.

If the individuals closest to the dispute cannot or do not have authority to resolve the issue, then it shall go to the immediate Supervisor (or Supervisors) or designate. If the matter is still not able to be resolved, then it shall go to the Director of Recreation, Parks and Community Services.

5. Vehicle and Equipment Access:

All users that are requiring any motorized vehicle or other motorized means of transportation must have written authorization from The Town of Rocky Mountain House. No vehicle access will be allowed on the sports field or play surface at any time. Users that are found violating this on a sports field or play surface or the Town has deemed the user responsible when the above mentioned has or is occurring during the time period the user has rented the sports field, they will be penalized the dollar value to repair the surface and will forfeit the right to play on that sports field for the remainder of the season.



Schedule “B”

Sports Field User Agreement – General Rules

1. All individuals and groups using sports fields during non – Town sponsored activities must have a signed User Agreement.
2. The Town of Rocky Mountain House is not responsible for lost, damaged or stolen property or personal injury caused by the negligence of the individual or user group.
3. Public disturbances, intimidating behaviour, excessive noises, vulgar language and honking of car horns are prohibited. Please be considerate of residents in the area and other park users. Offenders will be reported to the local law enforcement.
4. No motorized vehicles or other means of transportation allowed on any sports field or turf area or public area. Offenders will be reported to the local law enforcement.
5. Possession or consumption of alcoholic beverages is forbidden on all sports fields and public areas. Offenders will be reported to the local law enforcement.
6. Malicious or deliberate damage to the sports field or public area will not be tolerated. Users will be required to pay for all damages. Offenders will be reported to the local law enforcement.
7. No animals are allowed on any sports field or to be tied to the fence of any sports field. Please leave all animals at home for the safety of them, the public and user groups.
8. All sports field maintenance concerns are to be reported to the Recreation, Parks and Community Services Department at 403-845-3720.
9. All individuals and user groups are required to have their contract, written authorization and agreement with them at the sports field. If a non-permitted user group or individual is occupying the area please call the Recreation, Parks and Community Services Department at 403-845-3720.
10. The Town of Rocky Mountain House and his or her designate have the authority to remove anyone not abiding by the rules and or policy.

Individual/User Group Name

Town of Rocky Mountain House

Contact person name/phone number

Recreation Operations Supervisor

Signature

Signature

Date

Date