



CORPORATE POLICY
Community Services Division
Field Allocation Procedure

SECTION OF MANUAL: Operational	EFFECTIVE DATE: May 27, 2019
SUBJECT: Community Services Field Allocation Procedure	PROCEDURE NUMBER: CS-SALES-003
<p>OBJECTIVE:</p> <p>The Town of Huntsville’s goal is to promote and encourage participation in field sports to the overall benefit of the community.</p>	
<p>ALLOCATION PROCESS</p> <p>The field allocation process will be completed annually by December 15th of each year. Written submissions must be received by all groups seeking ice time by December 1st of each year to be considered for the following season’s allotment.</p> <p>PRIORTIY SCHEDULE:</p> <p>Priority #1: Community Program Use: For the purpose of conducting Town of Huntsville programs</p> <p>Priority #2: Local Minor Use: Muskoka Hornets Baseball Association, Huntsville Soccer Club, Huntsville & District Minor Lacrosse Competitive Use: Huntsville Fastball</p> <p>Priority #3: Resident Use: Huntsville Men’s Slo-Pitch, Huntsville Ladies Slo-Pitch, Huntsville Mixed League</p> <p>Priority #4: School Board: has exclusive use of Conroy Park, Monday to Friday from 7am-6pm each day; during regular scheduled school days.</p> <p>Priority #5:</p>	

Commercial**Priority #6:****Non-Resident Minor Use****Priority #7:****Non-Resident Adult Use****MINIMUM BOOKING FOR FIELD ALLOCATION PROCESS:**

All field time will be contracted out on an annual basis running Victoria Day through to Thanksgiving. A commitment to 15 of 21 consecutive weeks to be completed between May and October is required to be considered in the field allocation process. Each group is expected to fulfill their contract with minimum cancelled field. Field time allocation is normally completed in the middle of December.

TOURNAMENTS AND SPECIAL EVENTS:

Requests for tournaments and special events are to be submitted prior to the annual field allocation process for consideration of scheduling.

PLAY-OFF FIELDS:

Groups who require play-off fields are required to submit a separate application no later than April 30th to the Community Service Division. Requested date and times must be limited to those assigned in the current year's schedule.

Playoffs: Representative Team and Additional Entry Team playoff field for contracted games may be cancelled when a team is officially eliminated from play. Cancellation must be provided in writing to the Community Services Division the first business day following the team being eliminated from play. Any delays in notification or lack of notification will result in a charge at 100% of the rental rate.

Weekly Hours of Entitlement & Distribution:

The number of weekly hours allocated to any affiliated group/organization will be based on justified need. On an annual basis, registration data must be supplied by the groups to the Community Service Division. The Community Service Division will then apply the data to a Standard of Play formula, which will determine the total number of weekly hours each group is entitled to and the distribution of those hours to different age and skill level groups.

GENERAL TERMS**Field Rental Agreement:**

All organizations and individuals renting field time from the Corporation of the Town of Huntsville must sign the field rental permit and the terms and conditions form for regular contracted field use and special events with full payment due according to the payment schedule stated on the rental contract or as arranged with the Community Service Division.

Hours of Use:

McCulley Robertson Sports Complex has 3 soft ball diamonds and 1 baseball diamond all with lighting. These diamonds are available between 6am and 11pm. There are also 3 soccer fields that are available during daylight hours as there is no artificial lighting. Conroy Park has 1 soccer field that is available during daylight hours. Conroy Park is not available Monday to Friday from 7am to 6pm during regular scheduled school days.

Field Rate Structure:

Field rates will be reviewed and set annually as per the Fees and Charges Bylaw. All groups will be charged field rental fees as outlined in the Fees and Charges Bylaw.

Field Cancellation:

If needed, the Town of Huntsville and its management reserve the right and authority to cancel, reorganize, and reschedule any individual and or group's rental time.

In the event you cancel your booking, the following cancellation fee will apply:

More than 90 days' notice of cancellation	50% of the contracted revenue
30-89 days' notice of cancellation	75% of the contracted revenue
0-29 days' notice of cancellation	100% of the contracted revenue

A penalty free cancellation period for minor youth organizations to release booking times with no penalty up to 7 days after the organizations scheduling meeting prior to the start of their season.

The applicable rental fee will be charged unless the cancelled field time has been rented to an alternate client by the Community Service Division.

Unplayable Fields:

In an effort to prevent injury and help control and maintain high quality playing fields, the Town of Huntsville will adhere to the following department's procedures when field/pitch/diamond become saturated.

Visual ponding of water on the surface of the field/pitch/diamond.

Water sponging up around your feet when walking on the pitch or diamond.

Weather conditions: lightning, thunderstorms.

If any of these conditions occur, the field/pitch/diamond will be considered "UNPLAYABLE" and the practice cancelled or game rescheduled. The Community Service Division, through the direction of the Parks Department or designate, shall have the exclusive rights to cancel any game booked due to wet field conditions.

If a group arrives at a field with these conditions exist or if these conditions develop during the course of a game, they are not permitted to play on the field/pitch/diamond. Factors to be considered include:

Safety of the participants.

Possibility of liability through accident or injury.

Expense of field/pitch/diamond repair and maintenance.

It is the responsibility of the group's organizer to inform the Town's Community Service Division within 24 hours of an unplayable field situation to have the rental fee removed from their contract.

If a group ignores the "UNPLAYABLE" conditions:

Permit holder will be required to pay for all damages to the field/pitch/diamond arising from abuse to the facility.

Permit holder could be held liable and responsible for accidents or injuries incurred because of unsafe conditions.

Permit holder will have their permit suspended or revoked for any future use of the field/pitch/diamond.

Fields/pitches/diamonds shall not be used if lightning is visible. Immediately move to a safe location, away from metal structures (backstops, fences, etc.) tall structures (light standards, trees, etc.) and out of the open field.

Insurance Requirements:

The Customer will be required to obtain and provide confirmation of the proper insurance policy of and maintain throughout the term of this contract General Liability Insurance to provide coverage to the minimum of 5 million (\$5,000,000.00) dollars per occurrence against loss or damage resulting from bodily injury including death, personal injury, property damage including loss of use thereof and contractual liability in connection with or arising out of the function as a result of any negligence of the applicant group. If alcohol is being served, confirmation of insurance shall include Host Liquor Liability to the full policy limits. The policy is to contain a cross liability/severability of insured clause. The Corporation of the Town of Huntsville is to be added as an additional insured. The policy is to be endorsed to provide the Town of Huntsville with thirty (30) day notice of cancellation and is to be considered primary and not excess of any insurance available to the Town of Huntsville.

FIELD ALLOCATION POLICY REVIEW AND UPDATE:

The Field Allocation Procedure will be reviewed on a regular basis, initiated by the Sales and Customer Service department. The Sales and Customer Service department has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.

POLICIES AND LEGISLATION:

Strategic Plan 2017 & Beyond:

Health and Wellness

GOAL #3: Ensure Huntsville is seen as a safe, welcoming and inclusive community.

Sustainability

GOAL #2: Integrate sustainability principles into planning and development policies and processes.

Financial Management and Governance

GOAL #1 Apply a strategic approach to budgeting and resource allocation.

GOAL #3: Ensure Municipal operations are streamlined, efficient and effective.

Communications

GOAL #1: Improve access, quality and timeliness of Town communications.

GOAL #2: Engage the Community regularly to in order to build a culture of trust and openness within the Municipality.

APPENDICES:

none