



## OUTDOOR FACILITY ALLOCATION POLICY

(including arena floor rentals)

### 1. FIELD OPENINGS

- Baseball/softball diamonds and sports fields open on the Friday before the Victoria Day long weekend in May (**May 17<sup>th</sup>, 2019**), weather permitting.
- Emera Artificial Turf Field opens **April 1, 2019**, (potential for earlier dependent on the weather).

### 2. FIELD CLOSINGS

- Baseball/softball diamonds close on **August 31<sup>st</sup>, 2019**.
- Memorial 1 & 2, Harry Stephenson, and Charlie O'Brien will remain open until the second weekend in October to accommodate High School play and to finish adult league play.
- Multi-use sports fields will close on the second weekend in November.
- Emera artificial turf field at Shamrock Park will close the second weekend in November. Staff will close the field earlier/cancel bookings in the event of a large snowfall prior to the set closure date. The field may be opened upon request weather permitting.

### 3. CURFEW

- All fields with lighting must end play by 12:00 midnight, as lights cannot be left on any later than this time per City bylaw.

### 4. OFF SEASON ARENA OPENINGS/CLOSING

- Arenas will be open for arena floor bookings beginning **Monday, April 15<sup>th</sup>, 2019**.
- Arenas floors are closed for the season on **September 25<sup>th</sup>, 2019**- unless stated otherwise.

### 5. TENNIS COURTS OPENINGS/CLOSING

- Opening of the tennis courts is weather dependent and will be at the discretion of Parks and Recreation Staff, (April or May).
- Closing of the tennis courts is weather dependent and will be at the discretion of Parks and Recreation Staff, (mid to late October).

## 6. PRIORITY SCHEDULING PROCESS

The City of Saint John will allocate outdoor facilities, (arena floor) according to the following priorities:

1. City of Saint John Programs and Special Events.
  - Priority may be given to City of Saint John sponsored Special Events (Provincial & National Sporting events), dependent on the scope.
2. Youth Associations, Organizations, and Groups.
  - Non-competitive and Competitive Youth Groups will be non-profit and based in the City of Saint John.
  - Will be established providers of quality sport and recreation programs for youth.
  - Membership in the group will be made up predominantly of City of Saint John residents.
  - Youth Associations, Organizations, and Groups must also:
    - Be guided by a constitution and bylaws
    - Have an auditable financial statement
    - Be affiliated with a Sport Governing Body
    - Have an elected board of directors
  - Non-competitive and Competitive Youth Associations, Organizations, and Groups may be required to produce evidence that the above conditions are met.
3. New Brunswick Department of Education and School Districts.
  - Publicly funded schools recognized by the province of New Brunswick as an educational institution, located in the City of Saint John.
  - Membership in the group will be made up predominantly of City of Saint John residents.
  - When schools are booking Department of Education owned fields, they will receive first priority until 5pm for practices and full priority for games, providing that booking deadlines are met.
4. Adult Associations, Organizations, and Groups.
  - Purpose of the Association, Organization, or Group is to involve individuals in recreation and sport.
  - Membership in the group will be made up predominantly of City of Saint John residents.
5. Commercial and Occasional Users.
  - For profit organizations or individuals that use ice time with the intent of generating positive net income.

## 7. RESIDENCY REQUIREMENTS

The City of Saint John recognizes the tax-based contributions provided by its residents toward the development and operation of recreational facilities. The City of Saint John also recognizes that residents will always receive priority over non-residents; therefore, it shall be the guideline of the City of Saint John to require applicant groups to demonstrate that a minimum of 75% of their total membership are residents of Saint John in order to be placed in the allocation priorities. Those groups who do not meet the 75% requirement will be placed in order of residency rate in the allocation process in their respective sections. Groups that are not based within the City of Saint John and have zero Saint John residents will be booked last overall. The City of Saint John reserves the right to impose residency requirements or limitations on field applicants where field capacity is restricted (i.e. where demand outweighs supply).

## 8. RESIDENCY INFORMATION

The City of Saint John reserves the right to request that applicant groups submit to Parks and Recreation their membership lists from the current year including participants' telephone numbers and addresses, for review. If membership lists are not provided within the specified timeframe, it will be assumed that 100% of the members from the applicant group are non-residents. All information submitted will not be shared and is for verification of residency only.

## 9. DEADLINES FOR FIELD REQUESTS AND CONFIRMATION

	<b>Applications Deadline</b>	<b>Contracts out</b>	<b>Contracts Signed &amp; Returned</b>
Spring	2 <sup>nd</sup> Friday in February	Last Friday in February	2 <sup>nd</sup> Friday in March
Summer	3 <sup>rd</sup> Friday in March	Last Friday in March	2 <sup>nd</sup> in Friday in April
Fall	1 <sup>st</sup> Friday in June	3 <sup>rd</sup> Friday in June	Last Friday in June

## 10. TOURNAMENTS/SPECIAL EVENTS

Any groups wishing to use City fields for a tournament should contact 658-2908 or [www.playsj.ca](http://www.playsj.ca) to make the necessary arrangements:

- Fundraising organizations will receive a 100% discount off the tournament rate with proof of being a Registered Charity.
- Groups fundraising for a Registered Charity, (donating all proceeds of the tournament) will receive a 50% discount once the City of Saint John has been provided a receipt from the Registered Charity confirming the donation. Pictures of cheque donations are not accepted.
- In order to schedule a tournament, a \$200 deposit will be required to hold the date; the balance is due 7 days after the booking has been confirmed. Cancellation by the user without 45 days' notice will result in loss of the deposit, cancellation without 30 days' notice the user will be required to pay 50% of the billed amount less the deposit.

- d) Tournaments must be paid in full prior to booking.
- e) Rentals are not confirmed until all applicable fees are paid in advance of usage, a invoice is signed and appropriate insurance documents have been provided, or purchased through the city carrier.
- f) Any groups planning on serving food (example: BBQ or Food Truck), where canteen operators are already in place need to gain approval from the Parks and Recreation Department. Canteen Operators have the catering contract for that sporting facility and must be contacted prior to the tournament for approval, or cooperative vending. Groups disregarding this policy will be charge a noncompliance fee.
- g) When booking field time, please take into account the time required for set up and take down.
- h) Bases are not provided at the fields.
- i) Included in the rental is the first lining of the field. Any additional lining will need to be requested and additional fees applied.

## 11. BOOKING A FIELD

All initial seasonal field booking and tournament requests must be submitted by completing an APPLICATION FOR SPORTSFIELDS FIELDS, ARENA FLOOR, TENNIS COURTS or TOURNAMENT/EVENT REQUEST form. These forms can be found online ([www.playsj.ca](http://www.playsj.ca)), and will be sent out to all documented users at the beginning of each season. Requests will not be taken via email.

For rainout rebookings, please call 658-2908 or email [recandparks@saintjohn.ca](mailto:recandparks@saintjohn.ca) with the following information: group name/contract number, field/date/time you had booked and what date you are looking to reschedule to.

## 12. SERVICE FEE BILLS

Facility invoices **must be signed**, (acknowledging fee payment) and returned to Parks and Recreation **prior to use**.

**Payments are due payable by the dates listed below.** Failure to pay your bill will result in your future field time being cancelled. This policy will be strictly followed. Late payment fees will apply. Previous years contracts must be paid in full before new field bookings are allocated.

\*Tournaments must be paid in full prior to booking

Season	50% Payment Due	Remaining Balance
Spring	Last Friday in April	1 week after last scheduled booking for the season
Summer	Last Friday in June	
Fall	First Friday in October	

## 13. CANCELLING USE OF FIELDS IN INCLEMENT WEATHER

Parks and Recreation reserves the right to cancel scheduled usage of City Fields due to inclement weather. Sports fields in the City of Saint John will be considered **UNPLAYABLE** if any of the following conditions exist:

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

2. Water sponging up around your feet when walking on the field/diamond.
3. The time of year and the cumulative amount of stress on the field/diamond.

Staff understands how important it is for groups to play their scheduled games, therefore, staff will make every effort possible to prepare fields for scheduled play by the 3:00 pm (City Fields) deadline. Parks and Recreation has a recorded message regarding City field closures, which you should call if the weather is inclement: 652-PLAY (7529).

If weather conditions deteriorate after the 3:00pm deadlines and your group is at a field where the above criteria exist, you are asked NOT to play the field. Please notify the Parks and Recreation Department in the event you do not use the field due to weather, so your invoice can be adjusted accordingly. This needs to be done in a timely matter. Cancellation due to weather will not be accepted at the end of the season.

***Please note: No two fields drain the same way and some fields are prone to holding standing water more than others. In this case, these fields may remain closed while others may be cleared for play.***

***Also note that our fields will generally drain less water in early spring and fall when the water table tends to be higher than the summer months; therefore, field closures may be more frequent at these times.***

Experience has shown that most turf damage occurs when fields are overused or when fields are used during unplayable conditions. Please help keep our fields safe and playable.

#### **Other Factors to be Considered**

There are some situations when staff will consider factors other than the existing standing water on a field, water sponging around their feet, or the time of year when judging a field's playability. These factors include the following considerations:

- Championship game of a tournament or playoff season
- The game involves a team from out-of-town that has left for Saint John or has already arrived
- A high profile event (Provincials, Eastern Canadians, Nationals)

It would be appreciated if you would contact 658-2908 if you will not be using your field or your season has come to a close. This information is communicated to our maintenance staff.

## **14. USER CANCELLATION PROCEDURE**

Users are expected to give adequate notice of cancellation to allow staff the opportunity to resell field time. The user must cancel any field time 5 business days prior to the scheduled booking. Failure to do so will result in the user group being charged full price. Cancellations for past field time will not be accepted. Example: Calling in July to cancel field time from June, because it was not used. Elimination series will be exempt from this deadline.

## **15. INDEMNIFICATION AND INSURANCE REQUIREMENTS**

The user must, at all times, keep in force and in effect a Comprehensive General Liability insurance policy. A copy of the insurance certificate must be presented to the City of Saint John before the scheduled field time, with the following requirements being met:

- a) Minimum limits of two million (\$2,000,000)
- b) The City of Saint John added as "Additional Insured"
- c) A cross liability clause
- d) The insurers will give thirty (30) days' notice of cancellation of this policy to the City of Saint John.

If any group does not have the required insurance coverage, it can be purchased through the City of Saint John's insurance carrier for a nominal rate.

## **16. GROUP REPRESENTATION**

In order for the City of Saint John to effectively serve their customers, all groups are asked to elect no more than two representatives to serve as liaison between Parks and Recreation and their group. All communications between the group and Parks and Recreation should, at all times, be channelled through each group's representatives.

## **17. ADVERTISEMENT AT FACILITIES**

Individuals/groups wishing to display signage at our outdoor facilities must first obtain approval from the Parks and Recreation Department. Sign dimensions, colors, material, location and message should be taken into consideration and approved. All approved signage is required to be installed by city staff and installation fees applied.

## **18. CONCESSIONS**

The City of Saint John establishes agreements with specific providers to operate the concession stands at the Memorial Field, Forest Hills, and Shamrock Park; therefore, no other concessions are allowed to be set up on City property without proper consent from the concession operator and the City of Saint John.

## **19. ADDITIONAL FEE/INFORMATION**

- Please make it a habit to bring your contract to the field with you to avoid any confusion regarding field bookings.
- Respect and adhere to scheduled time limits.
- After field use, it is required that all trash be picked up and placed in the proper receptacles. Special attention should be focused on the team area. Please return all equipment from where it was found; do not drag goals or equipment. Please report any field issues or concerns to Jen Reed, Sports Liaison at 658-2908.

- The City does not provide bases at any fields.
- If any league or team representative has a special request for field maintenance services, please call 658-2908.
- Field opening and closing dates may change on a per field basis depending on maintenance and resting needs.
- Please draw league schedules and playoffs to fit within the dates indicated.
- Effort will be made to schedule the artificial turf field (Emera Field) as to provide as many user groups as possible with access to the field. Groups may be asked to change field requests to accommodate this process.
- Emera Artificial Turf Field; to protect the field surface and avoid conflict between users, we ask all groups, officials, and spectators to be aware of the following forbidden items, and conditions of field use. Coaches are responsible for the conduct of their team.

A. Prohibited on Field:

- Glass
- Fireworks
- Pets
- Seeds
- Sharp objects (do not make turf punctures with stakes, pins, metal cleats)
- Flavored drinks (colorless water ONLY)
- Unauthorized vehicles
- Bare feet
- All spectators must remain outside of the fences in area.

B. Cleats/Footwear:

Molded plastic cleats not exceeding 2 inches, turf shoes, or running shoes are permitted. All players must clean their cleats from dirt before walking on the field. Metal cleats and screw in plastic cleats are forbidden. Home teams must notify away teams of these rules.

## 20. ADDITIONAL OUTDOOR FACILITY FEES

Charge	Fee
NSF	\$25
Late payment fee	\$50- Team *additional \$25 per week payment is late \$200- League *additional \$25 per week payment is late
Reinstatement Fee	\$200 Previous account has gone unpaid and sent to collections. *user must follow the delinquent account payment terms. If adhered to terms the reinstatement fee will be returned.

<b>Delinquent Account</b> (applied to accounts that were delinquent the year previous)	<ul style="list-style-type: none"> <li>• 25% of invoice is due prior to first booking;</li> <li>• 25% due within first quarter of season,</li> <li>• 25% due halfway through season,</li> <li>• 25% (remainder) due three quarters of the way through season.</li> </ul>
<b>Mass Cancellations</b> (Summer Field Season) If groups cancels the allotment of hours below after the 2 <sup>nd</sup> Friday in June , the fee will apply: <ul style="list-style-type: none"> <li>• Teams = 10 hours</li> <li>• Leagues = 20 hours</li> <li>• Tournaments = 20 hours</li> </ul>	\$100 – Team \$200 – League \$300 – Tournament
<b>Non Compliance</b> (request for residency information)	\$50 per week, to a maximum of \$200 if they never submit plus will not be eligible for priority bookings the following year.
<b>Field Tournament Deposit</b>	\$200
<b>Non Booking fee</b> (groups using field without booking)	\$cost of field rental + \$50
<b>Field Clean Up</b>	\$50 first time offense \$100 any recurring offenses
<b>Field Double Bookings</b>	Offender shall pay the cost of the other team's booking, plus \$50.
<b>Void Key Deposit Return</b>	\$100 Repeat infractions may result in loss of key privileges.
<b>Ballfield/Softball Lining</b> (5 business days' notice is required. Late requests may be subject to additional fees. Lining services are available during regular working hours.)	\$75
<b>Multipurpose Field Lining</b> (5 business days' notice is required. Late requests may be subject to additional fees. Lining services are available during regular working hours.))	\$250.00 (Soccer/Lacrosse/field hockey /Rugby)  \$400.00 (Football)
<b>Mound Installation</b>	\$500
<b>Signage Installation</b>	TBA