

Subject:
**Sport Facility Allocation
Policy**

Policy #: CMS-2025-05
Effective Date: 2025-05-27
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Replaces: CMS-2016-01

PURPOSE

The goal of this policy is to promote and encourage participation in sports to the overall benefit of the communities. The Sport Facility Allocation Policy has been developed to address the distribution of use within the current sport facility portfolio, new facility users and changing market supply of County of Brant owned and operated sports facilities.

This policy establishes a procedure for allotment and conditions for use in order to efficiently schedule and rent time in County of Brant sports facilities.

The initial policy was approved by the County of Brant on September 6, 2005.

SCOPE

The policies identified in this document establish and clarify the County's responsibility for all indoor/outdoor sport facility allocation, facility administration and its commitment to the management of:

- Fiscally responsible sport facility operations
- Fair and equitable allocation of rental space
- Processing of special events, tournament and seasonal permits
- Safe and accessible services for all
- Enhancement of the quality of life for all citizens

DEFINITIONS

Adult Groups –Sanctioned organizations and/or recreational groups operated by volunteers or for organized activities for adults(18yrs+).

Allocation – The distribution of facility bookings amongst users to provide fair access to County recreational facilities.

Community Partner – a volunteer-based group established to fill a void in service or provide a priority community service. The Community Partner will support and enhance the County

of Brant's strategic priorities by offering programming, services, information, and community events to the County of Brant residents.

County of Brant Programs –Any programming, activities, special events organized and operated through the County of Brant, such as but not limited to, drop-in programming (skating, sport programs, fitness, etc.), registered activities, and/or community events.

Fall/Winter -All indoor facilities (except Turf) – generally, mid-September to end of March annually Turf – generally, mid-October to April annually

Historical Precedence – the number of consecutive years which an individual/organization has been active and the corresponding recreational facility usage history

Historical Usage – A three-year rolling historical average will calculate an individual/groups average usage over 3 continuous years of uninterrupted like seasons. Data from the oldest season will be removed as each new season's data is added.

Junior Groups –Sanctioned groups that operate an association junior franchise locally to the County of Brant.

League – A structured system where teams or individuals compete against each other in a specific sport, following a set of rules and regulations, and often with the goal of determining a champion.

Local Minor Groups – Sanctioned organization and/or recreational not-for-profit groups operated by volunteers for organized activities for youth (17yrs and under), whose mandate is to predominantly serve residents of the County of Brant.

New Organizations/Emerging Sport – An organization that currently has no established program within the County of Brant (newly formed within 6 months or less). Individuals or groups representing sanctioned sports that are developing sports opportunities. Example: Speed Skating, sledge hockey, etc. Can also include emerging community groups as classified by the Community Partnership Policy, CMS-2024-01 .

Non-Sanctioned Group – non-registered, not-for-profit group with no formal structure and/or financial accountability.

Prime Time – defined by demand and is subject to interpretation annually. It is time that is deemed to be of highest demand and most popular for request. Defined hours and days will be set at the beginning of each season for all applicable facilities.

Non-Prime Time – defined as any additional bookable time that does not fall under the classification of Prime Time based on demand.

Private Users – Individuals that organize activities for youth or adults for recreational purposes or sport training. May include groups for profit and/or groups not sanctioned under a recognized provincial and/or national sport governing body

Regional Minor Groups – Sanctioned organization and/or recreational not-for-profit groups operated by volunteers for organized activities for youth, namely, minor sports associations or groups that County of Brant residents join to participate in activities not offered within the County of Brant.

Sanctioned Group – Registered not-for-profit group or agency with an organizational and financial accountability structure. For sports, affiliated with a recognized provincial and/or national sport governing body.

Spring/Summer Season

Brant Sports Complex ice only – Generally, April to mid-September annually, Outdoor sport facilities (Fields, Diamonds, courts, etc.) – Generally, May to mid-October annually

Special Event – Gatherings for social, cultural, or sporting purposes. Includes, but not limited to festivals, concerts, trade shows, camps, try-outs, play downs, showcases, etc., which are not part of regular season play.

Standardized Scoring Matrix – tool used by the Facility Booking Office in conjunction with facility supervisor/manager and/or their designate to settle allocation disputes or conflicts.

Summer Camp Programming – A recreational activity that operates for 6+ consecutive hours daily, with the same participants during the entirety of the activity and utilizing multiple spaces within a sport facility (i.e. Sport surface such as ice or turf in addition to a hall/meeting room space). The activity provides both recreational opportunity and childcare to participants.

Try out (League Mandated) – A process required within a league for teams to determine their player roster prior to the beginning of league play annually. The League can mandate the selection process to take place within specific timelines prior to the beginning of a new sport season.

Tournament – Defined as a multi-person or multi-team competition which is not part of regular season play. May be regional, provincial, national, or international in scope.

POLICY DETAILS

1.0) Allocation Principles

- 1.1) County of Brant sports facilities shall be the only County facilities affected by this policy. The authority to allocate seasonal rental time requests shall be the responsibility of the applicable Park & Facility Supervisor/Manager and/or their designate, in conjunction with the Facility Booking Office.
- 1.2) Facility space is under the jurisdiction of the County of Brant and no organization, group or user has rental space reserved from year to year; however, it is a general understanding that discussions regarding rental space for the forthcoming season shall be based on the previous year's schedule, unless otherwise noted in this policy. No facility space shall be scheduled for the new season until all outstanding invoices have been paid in full. See County of Brant Recreation Facility Booking Policy CSD-2015-02.
- 1.3) To be considered for inclusion in allocation every user group must fully complete and submit prior to the deadline provided, a seasonal facility request form as released by the Facility Booking Office. Within the County of Brant sports facilities, priority for facility space shall be given as follows for each seasonal request process
 - a.) County of Brant Recreation Programs- Provided this does not disrupt long-term user groups or regular yearly tournaments and special events
 - b.) Local minor group league mandated tryouts
 - c.) Regular annual tournaments and special events
 - d.) Local minor groups with community partnership status
 - e.) Regional minor groups with community partnership status
 - f.) Local Junior Groups
 - g.) Local and Regional minor groups without community partnership status
 - h.) Adult groups
 - i.) Private users
 - j.) School use
 - k.) New organizations/emerging sports
- 1.4) The County of Brant ensures resident access to recreation through municipally run programs. Programs provide low-cost access to recreational opportunities organized through the Community Services Department. Opportunities include, but are not limited to, public skating, parent and tot skating, preschool stick and puck, shinny hockey, soccer, turf programming, etc.
- 1.5) When scheduling adult use, County of Brant based teams shall be given preference.

- 1.6) The County of Brant recognizes the significant positive impact that tournaments, special events and championships can provide to the community. In order to accommodate these events and minimize disruptions to regular programs and league play, a maximum of one special event/tournament per organizer will be considered per allocation period. Additional requests may be submitted, and approval will be at the discretion of the applicable Parks & Facility Supervisor/Manager and/or their designate.
- 1.7) The County of Brant is not bound to meet the mandated needs for any organization and the requirements of their governing body. Although it is recognized that a facility space distribution ratio of 50% weekday and 50% weekend is an ideal situation, it should be recognized there are exceptions to this rule and this will be one of the factors considered by staff when allocating recreation facility space.
- 1.8) No user group will dominate a specific block to the detriment of another. Staff will work with user groups to ensure equitable distribution of facility use based on each groups total enrollment and needs.
- 1.9) Submission timelines are set by the Facility Booking Office and based on facility type/seasons of use. Sport Facility Allocation will be completed after the submission timeline and prior to the next season.
- 1.10) Modifiable contracts will be offered for approved Community Partners under the Community Partnership Policy. Modifiable contracts will be available for the first two seasons of operation in order to establish an understanding of the facility needs for the group. The contract will be booked for the season, with the last half being deemed tentative until the hours needed are confirmed by participants.

2.0) Procedure for Allocating Recreation Facility Space

- 2.1) All potential users of the County of Brant, recreational sport facilities shall be required to submit Sport Facility Use and Special Events Request Forms to the Facility Booking Office within the provided timeline for submissions. Forms will be date stamped when received by Facility Booking Staff and can be submitted digitally or in paper form.
- 2.2) Preference in allocation is provided to groups that have regularly scheduled activities with reoccurring bookings throughout the specified permit season-as per the priority list in Section 1.3 of this policy.
- 2.3) Removal from the Allocation Process or a reduction in time allocated vs. what was requested can occur for any one or more of the following reasons:

- i) Individual/Group has an outstanding balance for rental fees incurred from previous contracts and/or a documented history of poor payment.
 - ii) Individual/Group has a documented history of regular cancelations and/or “no-show” occurrences.
 - iii) Individual/Group request is not utilizing consistent time within the designated allocation period.
 - iv) Not following stipulations of use outlined within the Rental Agreement and Terms and Conditions of Rental.
 - v) Failing to provide complete and accurate information on the allocation request form.
- 2.4 A seasonal rental schedule and special events schedule shall be prepared from the requests that were received. If conflicts arise there are significant changes requested by any given user group, staff will use an internal standardized scoring matrix to determine allocation. Staff may call a *user group allocation request meeting* to present the draft schedule to the users and discuss allocation in a collaborative, guided discussion. A Final Schedule will be circulated to all groups following the meeting. Permits will be issued thereafter

The following sections have been removed as part of the policy update provided as the information within those sections can be found in other departmental policies including the Recreation Facility Cancellation Policy, Recreation Facility Booking Policy and/or the Specific Rental Agreements (provided to customers with their permit at the time of booking):

- 4.0 Cancellation Policy by Activity Type
- 5.0 General Terms and Conditions – Sport Facility Contracts
- 6.0 Rental Fees
- 7.0 Tournaments and Special Events

3.0 Policy Review

- 3.1 That the review would be undertaken by staff, as required by due to growth, changing needs of sport groups and/or as recommended by staff.
- 3.2 Minor changes required within the policy can be made through the General Manager of the Community Services Department and/or their designate with approval from the Chief Administrative Officer of the County of Brant.
- 3.3 Reviews that result in considerable recommended changes to the policy will be presented to the appropriate Committee and Council for consideration and final approval.