



Title:	Outdoor Sports Facilities Policy		
Policy Group: Your Livable Community	Policy Administrator: Recreation & Community Facilities		
Resolution No. CW-242-2022	Policy Number: RCF-02		
Approval Date: 2022-09-15	Revision Date: 2026-09-15		

1. Policy Statement

- a) It is the policy of the Corporation of the County of Prince Edward (herby referenced as "the County") that outdoor sports facilities (including but not limited to ball diamonds, multiuse courts and sports fields) owned and operated by the County and being rented and used by external and internal group(s) should be effectively regulated. The County recognizes that municipal recreational facilities are intended for the public and encourages community groups and residents to seek permits for the use of these facilities. This policy ensures the process for outdoor sport facility allocation is implemented in a fair and equitable manner.

2. Purpose

- a) The purpose of this Policy is to recognize the County has a responsibility to provide outdoor sports facilities that meet the requirements of the community. It is further recognized that these needs vary between organizations, user groups and the public and that a system should be established to determine the best utilization of these facilities. Outdoor sports facilities should represent a balance of the various activities, which may change as trends and demands for other activities develop in the community.
- b) This Policy will clearly define and communicate how these facilities will be used, managed, allocated and distributed in a fair and equitable manner.
- c) This will also serve as a guide for the allocation process conducted by the County, as well as service as a guideline for the renter and user groups.
- d) This policy will also serve as a clause to the contract of the user. The user/user group shall be tasked with reading, understanding and abiding by

the policy put forth by the County as outlines with this document, as part of binding schedule to the contract.

3. Scope

- a) This policy applies to all outdoor sport facilities municipally owned or municipally supplied through third party agreements and is administered by the Recreation & Community Facilities Department.
- b) This policy applies to all requests by users, user groups, organizations and individuals for access to use outdoor sports facilities owned and operated by the County.

4. Legislative Authority

- a) Smoke Free Ontario Act 2017 S.O. 2017, c.26, sched. 3.
- b) Alcohol and Gaming Regulations
- c) Ontario Fire Code Act
- d) AODA
- e) Soccer Contract
- f) Field of Dreams Contract
- g) Fees and Charges Bylaw

5. Definitions

- a) User/User Groups shall be defined as any individual, organization, committee, event, membership or other community group that has been approved to use and engages in a contract with the County for the use of County-owned outdoor sports facilities.
- b) Events and tournaments: tournaments and events that are typically competitions hosted by recognized County youth and adult groups and may include events of a regional, provincial or national significance.
- c) Executive refers to President, Vice-President, Schedule, 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 the governance of the organization.
- d) Community Groups shall be defined as organizations providing activities for specific age groups that may or may not charge a fee. This may refer to non-profit organizations.

- e) Youth/Minor Sports Groups shall be defined as organizations providing youth activities with an elected volunteer executive, constitutions and bylaws and are non-profit. Minor sports groups are defined as facilitating inclusive programs for persons aged 2 - 18 years old.
- f) Adult Leagues shall be defined as any group, leagues or individuals whose participants consist of persons age 19 years and above.
- g) Municipal Programs shall be defined as programs offered by the municipality including but not limited to programs organized and managed by the municipality or a committee created by council and special events.
- h) Maintenance refers to:
 - regular upkeep of facility conditions
 - schedule and unscheduled repairs
 - any other tasks to enhance or adjust the quality of ice surfaces
 - also recognized as *grooming*
- i) Outdoor Sports Facilities refers to those areas owned and operated by the County that have been deemed suitable for recreation sport use and have been appropriately designated as such, require a rental permit, contract, payment or other supporting documentation prior to use.
 - Soccer Fields
 - Baseball Diamonds
 - Multiuse Courts
 - Outdoor Ice Rinks

6. General

1. Allocation of Outdoor Sports Facilities

- a) Allocation
 - i. Any reservations will be booked for a minimum of one hour.
- b) Scheduling and Prioritization of Bookings
 - i. Requests for regularly scheduled sports field rentals must be received in writing to the Recreation and Community Facilities Department annually by April, unless instructed otherwise due to an allocation process.
 - ii. Outdoor Sports Facilities allocation will be completed using the following list in order of first prioritization:

Priority #1: Community Youth / Minor Sports Groups
Priority #2: Adult Leagues
Priority #3: Municipal Programs

c) Consideration of Historical Precedents

- i. It is recognized that it is the advantageous to maintain a reasonable amount of consistency in outdoor sports facility scheduling from year to year. Therefore, the County will take due consideration into the allocation of these facilities based on previous years.
- ii. Significant changes shall be based on significant changes in registration levels and composition or other emerging trends and needs.

d) Outdoor Sports Facilities Allocation for Community Youth/Minor Sports Groups

- i. The following factors will be considered in determining the basis for allocation and is recognized that other factors influence the suitability of outdoor sports time for certain groups, including but not limited to:
 - Age of participants
 - Total hours available
 - Residency within the municipality

e) Outdoor Sports Facilities Re-Allocation

- i. This section refers to the re-allocation of time that is no longer required by a seasonal contract user group. This time shall be re-allocated the following season based on the requests received, current needs of all groups and in accordance with the criteria outlined in this policy. All non-contract usage is on a first come - first serve basis, unless during a reserved time.

f) Holidays

- i. The County observes the following holidays through the year. User groups and individuals are welcome to use the Outdoor Sports facilities; however, maintenance will not be conducted on holidays.
 - New Year's Day
 - Family Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - Civic Holiday
 - Labour Day

- Thanksgiving Day
- Christmas Day
- Boxing Day
- The last half (1/2) working day before Christmas Day

2. Management of Outdoor Sports Facilities

a) Outdoor Sports Facility Season

- ii. The County owned and operated outdoor sports facilities typically open annual on the first Monday of May and close on the Tuesday after Thanksgiving (excludes outdoor rinks). Other factors such as usage, weather and maintenance may disrupt typical dates of operation. Outdoor rinks open and close dates are solely based on weather and surface conditions.

b) Maintenance

- i. All maintenance of outdoor sports facilities will be completed by the County or assigned designate. User groups and/or individuals may not make any alterations, changes, additions or repairs.

c) Basic Maintenance of Ball Diamonds

- i. User groups are able to line the infield base lines of a rented diamond with a walk behind cart only. All materials and equipment are supplied to the user groups by The County. Any lining done by the user group is at their own risk.
- ii. During special events and tournaments, additional grooming and base lining may be done. All requests for additional grooming must be submitted two weeks prior to the requested date(s). Additional fees may apply.
- iii. Grooming is completed by the Recreation and Community Facilities department, or assigned designate, based on the usage schedule.

d) Basic Maintenance of Soccer Fields

- i. Grass mowing is contracted by the County and is performed twice per week. Inclement weather, seeding or extreme field conditions may alter this schedule.

e) Field Resting

- i. The County recognizes the need to protect municipal assets in order to deliver safe and sufficient services to user groups and individuals. Field Resting schedules are critical to the overall health and maintenance of our Outdoor Sports Facilities. A field resting schedule will be provided to all users-groups in the late winter/early

spring. The schedule allows municipal staff an opportunity to conduct routine maintenance, planned or necessary repairs and make improvements to our outdoor sports facilities, either on an annual rotating basis or as required.

f) Reporting Maintenance Concerns and Vandalism

- i. User groups and individuals can report vandalism, maintenance concerns and deficiencies through the Booking Coordinator at bookings@pecounty.on.ca

g) Inclement Weather - Facility Closures

- i. The County reserves the right to cancel or suspend bookings and post notice of temporary closure whenever outdoor sports facilities conditions could result in damage to the facility or injury to the participant. Please note that:
 - Use is not permitted on outdoor sports facilities that have been closed. Should play occurred, the user will be invoiced for any damages.
 - During periods of changing, adverse weather conditions where facilities remain open, either the contract holder or team officials will be responsible for pregame inspections to determine safety and any potential damages. If the any of the following criteria is met, users or individuals should halt usages when;
 - There is presence of standing water
 - Water sponges around the foot when walking the field
 - when a game has begun but weather conditions deteriorate and the facility is being damaged
- ii. In the event that severe weather (high winds, thunder, lightening, heavy rain or snow), user groups and/or individuals are expected to stop play until 30 minutes after the last occurrence. Near by indoor facilities may not be open for shelter and user groups or individuals should ensure that all participants are able to leave the premises immediately.

h) Determining Facility Conditions

- i. The Recreation and Community Facilities department will post if the outdoor sports facility is safe and playable. They will also notify booked users should this change.
- ii. Status will be updated as required.

3. Responsibility and Implementation

a. Contract Details

- All outdoor sports facility user groups or those with a reserved time require a signed rental permit or agreement
- Users and/or individuals will be charged as per the County's appropriate fees and charges bylaw
- Users with scheduled times will be invoiced monthly and must stay in good faith or usage will be revoked

b. Cancellation Policy

- The County requires ten (10) notice, in writing, for cancellations or changes for the booking or the user group or individual will be responsible for the full rental amount.
- Consideration will be given to cancellations due to inclement weather and is at the discretion of the Supervisor and Director.
- Changes and cancellations of allocated time is at the discretion of the County of Prince Edward.
- Notice will be provided to the affected user group(s) via phone or email.

c. Outdoor Sports Surface Rental Rates

- Rental rates are reviewed annually. Recommendations for changes or adjustments are made to Council for approval through the County's Fees and Charges Bylaw.

d. General Outdoor Facility Rules and Conduct

- Facility users will respect instructions given by and will cooperate with RCF Staff.
- Any organization or contract holders will be responsible for the cost of repair for vandalize or damage to the premises.
- There are garbage receptacles that are onsite and emptied regularly. It is the responsibility of the user groups or individuals to ensure that all garbage and debris is appropriately disposed of after usage.
- Open flames or camp fires are not permitted. Propane BBQ and Smokers are allowed provided they are manned at all times, are a minimum of 10ft away from any and all structures and must have a working fire extinguisher on site.
- There will be zero tolerance regarding the consumption or possession of alcohol, smoking, and use of tobacco products, vaping, and/or drug use or drug possession in or on any facility properties of The County of

Price Edward. Failure to adhere to this rule, if discovered by or reported to Recreation and Community Facilities staff, will result in RCF staff making a report to the police and will affect the facility and/or grounds usage for your group.

- The County will not be responsible for any items left or lost in a facility or on facility grounds. Any child or group of children under the age of 16 must have at least one acknowledged adult supervisor.
- All pets are the responsibility of their owners, must be cleaned up after and on a leash at all times.
- All facilities and grounds of The Corporation of The County of Prince Edward are use at your own risk.
- Certain activities and/or groups may require proof of insurance.
- Must be 18 years of age to book a facility

7. Responsibility and Implementation

- a) Council is responsible for approving and making amendments to this Policy.
- b) The Chief Administrative Officer (CAO) is responsible for
 - i. directing compliance and resolving any conflicts with this Policy;
 - ii. assigning appropriate service departments for the application of this Policy;
 - iii. establishing procedural guidelines; and
 - iv. making routine changes to the Policy, as required.
- c) The Director of Recreation and Community Facilities and Recreation are responsible for the various components and administration of this policy.
- d) The Recreation Supervisor and the Recreation Foreman are responsible for providing training and the implementation of the policy.

8. Documentation and Forms

- a) User Contract
- b) Rental Agreement
- c) Allocation Presentation