

The City of Woodstock Policy Manual

Subject:	Recreation Space Allocation Policy
Policy Number:	PR014
Revision:	01
Approved by Council:	June 4, 2015
Amended:	November 7, 2019

Statement of Principle

To define the process for allocating, distributing, and managing sport field, aquatics, indoor turf, recreational spaces and ice resources in the City of Woodstock.

Administration

1. Standards of Play for Each Use

Each sport or activity making use of a bookable recreational space be it sport fields, aquatics indoor turf, recreational spaces or ice within the City’s control have been assigned a standard of play. This is based upon National/Provincial or generally accepted standards as well as the local history of the sport or activity group. Standards consider the implications of several factors including: the specific nature of the sport or activity; the amount of time needed for a quality program; the number of participants per block of sport field time; time requirements per participant; age of participants and the relative level of participants as determined by skill or other factors (e.g. rep versus house league teams). The City will establish a review process to examine the time actually used by a sport or activity in relation to its standard. At the City’s discretion, the review findings could result in adjustments to a selected sport or activity standard of play.

2. Calculation of Supply

The supply of sport fields will be the amount of time in the City’s control. Maintenance time or time that would be otherwise unusable will be removed from the total supply calculation. The total available of field, aquatics, indoor turf, recreational space and ice time will be broken into three categories.

Prime Time	Monday - Friday	5:00pm to Close
	Saturday & Sunday	Open to Close
Non-Prime Time	Monday –Friday (excluding July & August)	Open to 5:00pm

3. Calculation of Demand

Demand for sport field time by user groups will be calculated by considering the actual current demand (as demonstrated by the previous season's registration), plus substantiated future demand (as demonstrated by an annual registration process inclusive of participants on waiting lists) and by applying the standard of play to each group of users within organizations. The sum of all groups' demands will equal the total demands for the upcoming season.

4. Annual Registration Process

The registration process will involve an application procedure for requesting sport fields, aquatics, indoor turf, recreational spaces or ice for each season. When possible, the timing of the registration process will be linked to the registration cycle of groups. However request past the published deadline will be considered only after all other booking requests before the deadline are processed. Process documentation will set out the information that is required to substantiate sport field requests by each organization as well as the responsibilities of groups in collecting relevant data.

5. Priority Status for Sport Field Allocation (Prime Time)

The priority for prime time sport field, aquatics, indoor turf, recreational spaces and ice allocation will be:

- First Priority: City of Woodstock Programs & Services
- Second Priority: Affiliated Youth Clubs/Leagues
- Third Priority: Affiliated Adult Clubs/Leagues
- Fourth Priority: Youth Clubs/ Leagues
- Fifth Priority: Adult Club /Leagues
- Sixth Priority: Commercial Groups from Woodstock
- Seventh Priority: Non-Resident Groups

Note: If two or more groups within the same priority category want the same time it will first be prioritized based on playability. That is, the priority will be given to the potential alternative places to play the sport, with priority going to the sport that does not have alternatives or limited options other than this asset and then based on historical precedent.

6. New User Groups

New groups of users may be included in the allocation process if it is demonstrated (through the annual registration process) that there are sufficient participants to qualify for sport field, aquatics indoor turf, recreational spaces or ice times and that there is sufficient areas available. Given that new groups have the potential of reducing the number of hours available to existing users, new user groups will only be considered in cases where a program provides a service to previously un-served segments of the population or where a

new program is being introduced that is not available through existing organizations. To start this process they will have to fill out a Facility Request Application.

7. Calculation of Supply-Demand Ratio

The total number of prime time and shoulder time periods of recreational assets within the City's inventory represents total supply. The supply-demand ratio is calculated by dividing total recreational asset's supply by the total demand.

8. Calculation of Recreational Assets Allocation

The allotment of each group's space will be calculated using an allocation formula. The formula is: the percentage of total demand that the group represents multiplied by the supply-demand ratio (described above).

9. Use of allocated Recreational Asset Time

Each group is responsible to divide the allocated recreational assets time amongst subgroups (age group, teams, etc.) within the organization in accordance with either established rules of the organization or in keeping with the principles of fairness and equity as described in this procedure. Groups are at liberty to adjust the allotted time between subgroups or types of uses based on the unique aspect of the sport or use.

10. Over Booking to Block Other Uses

If it is determined that a user group over booked a sport field, pool, indoor turf, recreational spaces, or ice pad to block another group, intentionally or not from using the facility, then the block group will have the ability to book the recreational asset the following season before the group that booked the recreational assets but did not use it.

11. Outdoor Field Closure Times

All outdoor City fields will be closed after thanksgiving weekend. Apart from one multi-purpose field as the minor football season is still underway. This field will be opened in the later part of the following spring after all other fields have been opened. As maintaining a sports field after thanksgiving has increased costs and increased labour only one outdoor user group booking will be taken.

Definitions:

City of Woodstock Programs: programs and other initiatives that are organized by City staff or provided by contractors on behalf of the municipality.

Affiliated Groups (Youth and Adult) Requirements:

- 1) Once a year all leagues and clubs wishing to receive the City of Woodstock affiliation user rates would be required to fill out a "Sport League Affiliation Application"
- 2) If a club or league is a not-for-profit group it will need to provide:

- a. A registration list with postal codes in order to confirm that 60% or greater club/league participants are residence of the City of Woodstock.
 - b. Not-for-profit status
- 3) If a club or league does not have not-for-profit status it will need to provide:
- a. A written league constitution in which at least one annual general membership meeting is held and that the budget is circulated and discussed.
 - b. That the league/club executives are voted in by the general membership
 - c. That general membership is an open process that does not discriminate
 - d. That full financial disclosure is available to the league/club membership at the annual meeting. Financial disclosure is required to the City annual or upon request.
 - e. To produce a Club/league registration list with postal codes in order to confirm that 60% or greater club/league participants are residents of the City of Woodstock
- 4) Exemptions to 2a and 3e would be if a club or league competes at a provincial/national level or is a Special Olympics club or team. The Director of Parks and Recreation will make final determinations on exemptions.

Youth Groups: Youth under 19 years of age with over 60% of non-Woodstock residents

Adult Groups: User groups in this category are comprised of individuals over 19 years of age that are not affiliated with the City of Woodstock

Commercial Groups: User groups in this category are defined as organizations or individuals that use ice time with the intent of generating positive net income (profit). At the town's discretion, not-for-profit groups may be allowed to generate net income from the use of allocated ice time so long as the subject use aligns with the "fundamental activities" of the group.

Responsibilities

The City of Woodstock Parks and Recreation Department shall be responsible for managing, allocating and distributing sport field on an annual basis to reflect the guiding principle in the Facility Allocation Policy in addition to applying Municipal, Provincial and Federal directives where required.

In consultation with users, the City will establish a process to ensure that net income producing activities of not-for-profit groups remain consistent with the goals, objectives and guiding principle of the Facility Allocation Policy as well as the best interest of Woodstock residents.

Revision Date	Rev #	Particulars
June 4, 2015	00	Approved by Council
November 7, 2019	01	Create one policy to include allocation of all recreational spaces and provide clarity of priority for groups in the same category and prevent over booking of space to block other groups