

	<b>POLICY</b>	<b>Owner Department:</b> Recreation
	<b>Sports Field Distribution Policy</b>	
<b>Effective Date:</b> February 2, 1998	<b>Last Reviewed Date:</b> June 12, 2019	<b>City Council Approval Dates:</b>
<b>Approving Authority:</b> Moncton City Council	<b>Replaces No.:</b> Policy 1305	
<b>1. Guiding Principles</b>		

Guiding principles used in the development of this policy include:

1. Priority will be given to youth organizations in the scheduling of facilities. Moncton City Council has supported this focus since sport opportunities play an important role in shaping the development of youth.
2. The needs of Moncton residents will be met prior to those of non-residents. Facilities in the City of Moncton exist mainly to service the citizens of Moncton.
3. For adult level activities, rates for field bookings will be based on the concept of user-pay. This concept has been supported by Council since 1995. The user-pay concept for adult groups is the standard in recreation programs throughout North America.

## 2. Application Procedures

All users are required to fill out a Sports Field Request Form and these are reviewed on an annual basis. The form will require user groups to provide information about their league, their field preference, time preference (including day of week and time of day), their schedule and any other special requirements. Application forms are available on-line at [Moncton.ca](http://Moncton.ca). Bookings must reflect actual required use of the fields and facilities. Applications that request the exclusive use of a field or facility for a prolonged period of time will not be accepted. The deadline for submission of the applications for the field time is March 31st of each year.

Upon receipt of an application form by the March 31st deadline from all prospective users, field space will be allocated based on information contained on the application forms.

## Sports Field Distribution Policy

All requests received after the deadline of March 31st, will be held for review until applications submitted by the deadline have been accommodated.

### 3. Distribution

Field times will be allocated by reviewing the total number of requests by all user groups in any given season and balancing this total against the number of field times available for distribution.

When insufficient time exists to fill requests from all user groups using the described parameters, the Distribution Policy Listing below will be used to determine field allocation; furthermore, if user groups within the same category are competing for the same field, preference will be given to the more established league.

***Whenever possible, field times will be distributed by using the following Priority Schedule:***

#### **Priority A**

Programs operated or sponsored by the City of Moncton.

#### **Priority B**

Minor organizations such as (Minor Baseball, Minor Football, Minor Soccer, Minor Softball), Schools, colleges and universities under a reciprocal use agreement.

#### **Priority C**

Competitive adult programs (Groups utilizing a constitution, formulated league rules which do not alter the basic game dimensions, current certified umpires and referees, tryouts, and playing to advance to a provincial championship).

#### **Priority D**

Organized adult recreation.

#### **Priority E**

Schools, colleges and universities not under a reciprocal use agreement.

#### **Priority F**

Tournaments, special events and activities (Tournaments include invitational events that are not part of an organized league. For leagues in priority B, C, D or E, one fundraising event can be booked per season under the appropriate Priority; all other tournaments will be categorized as Priority F).

#### **Priority G**

Casual users.

## Sports Field Distribution Policy

### Priority H

Practice or development requests except under where the user group qualifies under Priority A to G.

### Priority I

Non-resident user groups or teams.

Tournaments or other special events and activities will be allocated times based on availability and overall seasonal schedules.

School boards, colleges and universities will be allocated time to comply with existing reciprocal use agreements between the City of Moncton and their organization.

## 4. Special Provisions

1. Payment for adult field bookings is required at time of booking. For seasonal users, payments shall be made in a lump sum or by post-dated cheques prior to the commencement of the season. For occasional users, payment shall occur at the time of booking.
2. As youth user groups do not pay an hourly rate for fields, users are required to pay an annual user fee as set by the City of Moncton.
3. User groups may be required to provide proof of liability Insurance in the amount of \$2,000,000 minimum, listing "City of Moncton" as additional-insured.

The City of Moncton reserves the right to cancel field bookings due to inclement weather or for required repairs and maintenance to fields.

## 5. Cancellations

Due to the considerable interest in field bookings and to provide booking opportunities to other users, it is imperative that all users advise the City if they do not intend to use the time that they booked.

Five working days' notice must be provided to the booking agent when cancelling the use of a sports field.

If five working days' notice is not given, no refund will be provided for paying groups. For youth groups not paying an hourly rate, a "no-show" fee of \$25 will be charge to the group. Groups not paying the cancellation fee, as specified in the policy, will be subject to revocation of their field privileges.

## 6. Administration and Contact

**City Clerk's Office**

**655 Main St., Moncton, NB E1C 1E8**

**Telephone: 506.853.3550**

**Email: [info.clerk@moncton.ca](mailto:info.clerk@moncton.ca)**