



**POLICY 8701:**

It is Council policy that:

The allocation of all outdoor sports facilities and amenities to sport organizations is coordinated through the Community Services Division. The following principles will be used as a framework to ensure the fair and equitable allocation, avoid conflicts of use and maximize benefits to all concerned:

**1. RESIDENCY OF USERS**

- 1.1 The needs of Richmond residents are considered before those of other communities.
- 1.2 Organizations must have at least 70 per cent Richmond residents as registered players to be considered Richmond-based (Policy 8701).

**2. ORGANIZATIONS**

- 2.1 Sport organizations must be aligned with relevant City of Richmond policies and processes, the appropriate sport governing body, Canadian Sport for Life Model and Provincial Sport Organizations where applicable.
- 2.2 Sport organizations must be in good standing with the City of Richmond and the BC Societies Act, if applicable.
- 2.3 Sport organizations must provide the appropriate insurance as required by the City of Richmond.

**3. BALANCE OF SPORT OPPORTUNITIES**

- 3.1 Consideration of gender equity, emerging and declining sports and accessibility and inclusion will be given to ensure a balance of sport opportunities for Richmond residents.

**4. FIELD AND AMENITY MODIFICATIONS**

- 4.1 With prior permission, improvements may be carried out on the City's behalf but will not result in exclusive or priority allocation.

**5. PRIORITY OF ALLOCATION**

- 5.1 City of Richmond's sponsored programs, events and services.

Community Services



- 5.2 Richmond School District No. 38 programs, events and tournaments during school hours and outside school hours with 150 days written notice to the City from the Richmond School District Athletic Facilitator or designated alternate.
- 5.3 In-season sports will be given priority consideration.
- 5.4 Games will be given priority over practices.
- 5.5 Allocation will occur in the following order of priority:
  - a. Consideration will be given to special events and tournaments hosted by or in partnership with Richmond-based not-for-profit sport associations, organizations, and leagues that may provide significant economic benefit to the community.
  - b. Richmond-based, not-for-profit youth sport associations.
  - c. Richmond-based, not-for-profit adult programs, teams, organizations and leagues.
  - d. Youth non-resident not-for-profit sport associations or youth sport commercial renters.
  - e. Adult non-resident not for profit or adult commercial renters.
- 5.6 The previous season's allocation will be considered as the basis for the pending season's allocation.
- 5.7 Users are required to return unused fields to the City as soon as it is known that it will not be utilized.
- 5.8 Users may be required to demonstrate rate of utilization at the City's request.

## 6. CODE OF CONDUCT AND VIOLATIONS

- 6.1 Sport organizations must comply with the City of Richmond's Outdoor Sport Facility and Amenities Code of Conduct and administrative procedures.
- 6.2 The following activities are not permitted and users may lose their allocation if they are found engaging in any of the following activities:



Page 3 of 3	<b>Outdoor Sport Facilities and Amenities Allocation</b>	<b>Policy 8701</b>
	Adopted by Council: Monday April 12, 2021	

- a. Withholding fields or amenities by booking facilities when not required for play.
- b. Sub-licensing or allowing another sport organization to use allocated field(s) or amenities without prior approval from the City.
- c. Using fields or amenities when not booked or closed.

6.3 All user groups are required to attend meetings with the City of Richmond regarding the allocation of outdoor sport facilities and amenities. Failure to attend may result in the loss of their allocation.

**7. PAYMENT**

User fees may be charged.

**8. CANCELLATION**

8.1 Refunds for unused times may be issued at the City’s discretion.

8.2 The City reserves the right with notice to cancel, postpone or reschedule an allocation at any time.

**9. ADMINISTRATIVE PROCEDURES**

The City will maintain administrative procedures relating to the allocation of Outdoor Sport Facilities and Amenities that will include annual meetings with sport users.



**ADMINISTRATIVE PROCEDURE 8501.01:**

It is Council policy that:

The allocation of all outdoor sports facilities and amenities to sport organizations is coordinated through the Community Services Division. This includes but is not limited to: sport fields, ball diamonds, tracks, tennis courts, lacrosse boxes and associated site amenities. The following principles will be used as a framework to ensure the fair and equitable allocation of City of Richmond outdoor sport facilities and it's amenities by organizations (teams, associations, societies and businesses); and avoid conflicts of use and maximize benefits to all concerned:

**1. RESIDENCY OF USERS**

- 1.1 The needs of Richmond residents are considered before residents of other communities.
- 1.2 Organizations must have at least 70 per cent Richmond residents as registered players to be considered Richmond-based (Policy 8701).
  - a. City of Richmond reserves the right to request team rosters to confirm Richmond Residency.
  - b. Organizations who intend to have a team for the pending season with less than 70% Richmond residents must provide a written notice of intent to City staff for their approval.

**2. ORGANIZATION**

- 2.1 Sport organizations must be aligned with the relevant City of Richmond policies and processes, the appropriate sport governing body, Canadian Sport for Life Model, the appropriate sport governing body, and Provincial Sport Organizations where applicable.
- 2.2 Sport organizations/groups must be in good standing with the City of Richmond (i.e., signed contracts and no outstanding invoices) and BC Societies Act, if applicable.



Adopted by Council: April 12, 2021

- 2.3 All contract holders must purchase and provide proof of comprehensive general liability insurance. Contract holders must forward a copy of their insurance certificate, which shows the type of insurance, the expiry date, the amount of coverage as required by the City of Richmond and a statement naming the 'City of Richmond' and 'School District No. 38 (Richmond)' as additional insured.
- 2.4 The City of Richmond may request that not-for-profit organizations provide the City of Richmond with a copy of their previous year's Annual General Meeting (AGM) Minutes, Financial Statements, and total number of registered participants and volunteers for the previous season.
- 2.5 All commercial field renters must provide a copy of their current Richmond Business License.

**3. BALANCE OF SPORT OPPORTUNITIES**

- 3.1 Consideration of gender equity will be given to ensure a balance of sport opportunities for Richmond residents.
- 3.2 Consideration of emerging and declining sports will be given to ensure a balance of sport opportunities for Richmond residents.
- 3.3 Consideration of accessibility and inclusion will be given to ensure equitable access to sport opportunities for Richmond residents.

**4. FIELD AND AMENITY MODIFICATIONS**

Written permission is required for any organization wishing to make improvements to an existing field or facility. Improvements to outdoor sport facilities or amenities do not result in organizations having exclusive use of the specific facilities.

**5. PRIORITY OF ALLOCATION**

- 5.1 City of Richmond's sponsored programs, events and services.
- 5.2 Richmond School District No. 38 programs, events and tournaments during school hours and outside school hours with 150 days written notice to the City from the Richmond School District Athletic Facilitator or designated alternate.



Adopted by Council: April 12, 2021

- 5.3 In-season sports will be given priority consideration. Out of season sports will be given consideration for field times after in season sports allocation. In the case of overlapping seasons, playoff games shall take precedence over regular league games.

Sport	In Season	Out of Season (Developmental)
Baseball	Spring/Summer	Fall
Box Lacrosse	Spring/Summer	
Cricket	Spring/Summer	
Field Hockey	Spring	Fall
Field Lacrosse	Summer/Fall/Winter	
Flag Football	Spring	
Football	Summer/Fall	
Rugby	Fall/Winter	
Adult Slow Pitch	Spring/Summer	
Soccer	Fall/Winter	Spring/Summer
Softball	Spring/Summer	Fall

- 5.4 Games will be given priority over practices.
- 5.5 Allocation will occur in the following order of priority:
  - a. Consideration will be given to special events and tournaments hosted by or in partnership with Richmond-based not-for-profit sport associations, organizations, and leagues that may provide significant economic benefit to the community.
  - b. Richmond-based, not-for-profit youth sport associations.
  - c. Richmond-based, not-for-profit adult programs, teams, organizations and leagues.
  - d. Youth non-resident not-for-profit sport associations or youth sport commercial renters.
  - e. Adult non-resident not for profit or adult commercial renters.
- 5.6 The previous season’s field allocation will be considered as the basis for the pending season’s allocation.



- 5.7 Sport field contract holders are required to return unused inventory to the City as soon as it is known that it will not be utilized.
- 5.8 Sport field contract holders will be required to demonstrate the utilization of sport fields and amenities at the City's request. Those that are unable to demonstrate an appropriate utilization rate may have their field allocation reduced at the City's discretion.
- 5.9 Youth will be given priority over adults Monday to Friday from 5:30 to 9:00 p.m.

## **6. ADMINISTRATION OF FIELD ALLOCATION**

- 6.1 All field allocation request must be submitted using the City of Richmond's Field Allocation Request Form(s). This includes one time, weekly bookings, special events and tournaments.
- 6.2 Special events and tournaments must provide written notice a minimum of 150 days in advance. Events and tournaments that are within an organization's existing seasonal allocation are required to provide the City of Richmond with 60 days written notice.
- 6.3 Field allocation requests by organizations must designate one representative to liaise with the City of Richmond for the duration of the requested seasonal contract.
- 6.4 All organizations requesting field time(s) must adhere to current City of Richmond Field use standards for their specific sport.

## **7. CODE OF CONDUCT AND VIOLATIONS**

- 7.1 Sport organizations must comply with the City of Richmond's Outdoor Sport Facility and Amenities Code of Conduct.
- 7.2 The following activities are not permitted and Users may lose their allocation if they are found engaging in any of the following activities:
  - a. To be seen withholding fields or amenities by block-booking facilities when not required for play;
  - b. To have sub-leased or allowed another sport organization to use their allocated field(s) without prior approval from the City;



Page 5 of 6	<b>Outdoor Sport Facilities and Amenities Allocation</b>	<b>Administrative Procedure 8501.01</b>
	Adopted by Council: April 12, 2021	

- c. To be playing on a field that is closed;
- d. To be in violation of the Outdoor Sport Facility and Amenities Code of Conduct;
- e. To have players or teams using uncontracted times; or
- f. Teams and organizations are responsible for ensuring that sport fields and amenities are left cleaner than when they arrived and goals are properly returned/stored.

7.3 Allocation conflicts between user groups will require the groups to attend a meeting with City staff and Richmond Sports Council representatives to resolve the issue(s). Failure to attend these meetings may result in loss of fields. Decisions of this meeting will be final.

**8. PAYMENT**

The City of Richmond charges a user fee for the use of both City and School District No. 38 outdoor sport facilities.

- 8.1 Seasonal Bookings: Payment is due in full upon contract confirmation. Payment can be made by cheque, debit or credit card. Cheques are payable to the 'City of Richmond'.
- 8.2 The City may waive fees in extenuating circumstances.
- 8.3 A non-sufficient funds (NSF) fee will apply for declined cheques.
- 8.4 Groups or individuals that do not have an ongoing booking are required to pay in full at the time of the booking.

**9. CANCELLATION**

- 9.1 Refunds for designated field times will only be issued with 10 days prior written notice.
- 9.2 The City reserves the right with notice to cancel, postpone or reschedule a rental(s) at any time and refund the renter.
- 9.3 Cancellations due to weather or safety related events will be reviewed by City staff for possible refund.





**10. ADMINISTRATIVE PROCEDURES**

The City will maintain administrative procedures relating to the allocation of Outdoor Sport Facilities and Amenities that will include annual meetings with sport users. These meeting will provide the City of Richmond and sport users with the opportunity to review the previous year's usage along with discussing the pending year's allocation.