



Corporate Policy

Recreation Facility Allocation & Affiliation Policy

Department: Community Services

Approved

**by Council or CAO:
Resolution No.**

1. Policy Statement

The Town of Orangeville recognizes and promotes the value of an active and engaged Community and has created standards and priorities for the allocation of recreational facilities and venues as well as how community groups align with the Town through an affiliation process.

This policy has been developed to manage the Town of Orangeville's indoor and outdoor recreational facilities to ensure optimum usage and programming. This will be done in a manner that will reflect Council and Corporate directives, minimize risk and operational issues, as well as enhance the overall health and wellbeing of the community. This policy establishes and clarifies the Town's responsibility for allocation and administration and its commitment to the management of:

- Equitable distribution and access to recreation facilities.
- Establish criteria using a formula-based approach for allocation to balance supply and demand.
- Balance the requirements of permit use based on the priority status of users and consideration of new users.

2. Purpose

It is the policy of the Town of Orangeville to equitably and fairly distribute use of the Town's recreational facilities, to community user groups, organizations and residents. Therefore, the Town considers the following when managing the allocation of facilities and establishment of affiliated user groups:

- Allocation process ensures the most effective and efficient use of facilities.
- Identify and support established, new and emerging community organizations/groups.
- Provide appropriate allocation of facilities and opportunities that support the type and level of user.
- Allocate facilities in a way that maximizes the usage and ensures optimal future growth and capital investment.
- Service the demand, while being flexible to changing needs and industry trends.
- Establish clear user categories with priority ranking.

3. Definitions

Age Classifications defines users based on children/youth as under 18 years of age and adults as 18 years of age and older.

Allocation the distribution of facility usage, represented by hours and days.

Affiliation refers to the status of an organization such a Minor Sport organization and the benefits associated with that status.

Amendment a change made to a permit to reflect a different date and/or to a permit.

Association, Club, Organization, Community Group, User Group refers to a local collective that comes together for the purpose of participating in recreation and sport activities and requires a permit for use of a Town facility. May be operated and controlled by an elected Board of Directors and may have a governing association providing directives on standards.

Cancellation the act of deciding that the scheduled booking will not happen.

Client an individual who has submitted an application for use of a facility or a permit holder.

League is a group of teams that play a schedule of games against each other often divided into levels, typically organized by an association of people and provides a registration process for participants.

Minor the age group of participants that are 18 years of age and younger.

Non-Prime Time facility rental hours that are identified as the non-preferred hours.

Non-resident an individual or business who does not reside or operate in the Town of Orangeville or pay taxes to the Town.

Off Season activities that take place contrary to generally accepted sport seasons or that take place contrary to scheduled facility configurations.

Permit Holder a client who has been issued a permit for use of a facility.

Prime Time facility rental hours that are identified as the most preferred hours.

Private User/Group any individual or organization which does not meet the requirements of a specific type of organization as outlined in the policy.

Provincial Sport Organization a sports organization that has a regulatory or sanctioning function. Provides best practices, guidelines, codes of conduct, programming directives to associations, clubs, and organizations from a provincial or national level.

Permit a document providing access to a facility for a specific date and time as issued by the Town.

Recreation Facilities any indoor or outdoor facility that is owned, operated, held by joint

venture or offered for use by the Town of Orangeville. These spaces may include but not be limited to parks, sports fields, ice surfaces, arena floors, pools and multi-use community meeting rooms.

Resident individuals who reside in the Town of Orangeville or pays taxes to the Town of Orangeville.

Standards of Play are measures used to allocate the facility time required to meet the basic requirements of the sport. The Standard of Play is a formula that determines how much facility time a team/group is eligible for based on the number of teams/activities and the number of players/participants, and the time requirements for the sport.

Town the Corporation Town of Orangeville and includes usage definition for the purpose of conducting Town of Orangeville business or delivery of programs.

Users any group, organization, or individual using public recreational spaces. Further definition is based on allocation priority categories.

4. Scope

This policy applies to all groups renting or booking time at indoor and outdoor recreation facilities for the purpose of recreational, athletic, educational or school activities.

5. Priority User Categories

The Priority User Categories identify the order in which annual facility permit requests are considered. In addition, Standards of Play are applicable to categories such as Minor Sports to determine facility usage based on guidelines from Provincial Sport Organizations.

- i. Town of Orangeville programs, services and events
- ii. Minor Sports Organizations
- iii. Community Recreation Leagues
- iv. Junior Sports Clubs/Teams
- v. Boards of Education (public, private and post-secondary)
- vi. Commercial Specialized Program Providers

Groups that do not meet the allocation priority categories will be considered for permit issuance once all priority user requests are completed. Casual permits and one-time bookings will be accommodated once the annual allocation of permits is complete for each season, on a first-come first served basis. This includes private users.

The Town ultimately reserves the right to change or modify the allocation of facilities based on supply and demand and the process outlined in this policy. User allocation is for the period of the permit agreement only.

i. Town of Orangeville Programs, Services and Events

Defined as programs, events or services offered by the Town of Orangeville to provide opportunities for community participation in recreation programs and use of Town facilities including recreation centres and parks. Town programs are intended to support a wide variety of users and attempt to complement the offerings of other priority groups. Therefore, Town programs will be scheduled before all other user groups.

ii. Minor Sport Organizations

To be considered a minor sports organization for the purposes of this policy, the following criteria must be met and provided to the Town, upon request:

- Member of a Provincial Sport Organization (PSO) and deemed non-profit as defined by the PSO.
- Base of operation is in Orangeville with 75% of participants Orangeville residents. *
- Have a minimum of 90% participants 18 years of age and younger.
- Shall be guided by a constitution and by-laws.
- Have an elected board of directors who serves without remuneration.
- Hold an annual general meeting.

- Prepare audited financial statements.

Minor organizations meeting these criteria will be eligible for the Registered Minor Sport Group affiliation reduced facility rental fee where applicable.

*Organizations that fall below the 75% residency rate, will be required to submit in writing a request for exemption as part of the annual permit application process. Consideration will be given to organizations that are the only ones providing that activity, i.e. swim club has less than 75% residency rate, but they are the only swim club in Orangeville therefore no penalties would be applied. Penalties (see section 17 'Penalties' for more information) for not meeting the residency requirement include change in fees, permit time and location, loss of permit time and/or mandatory collection of participant non-resident fee to be paid to the Town. In addition, for the purpose of supporting the development of minor sports, the Town will acknowledge and accept the residency requirements established by the Provincial Sport Organization for the purposes of this policy and the residency requirements.

iii. Community Recreation Leagues

Groups in this category are typically users that offer sport programming in a league style format. These groups must:

- Use a sports facility weekly for a designated season and whose primary purpose is to offer routine recreational athletic activities in the community.
- Have two designated league representatives who must be Orangeville residents.
- Provide open participant registration with first right of refusal to past participants permissible.
- Collect user fees only for the purpose of covering facility costs, referees, jersey costs, nominal equipment costs such as pucks, balls, bats, sports field lining etc.
- League will not have paid employees including scheduling staff, coaches or instructors.
- Have a minimum of 75% of participants Orangeville residents. *
- Must have league insurance.

*Organizations that fall below the 75% residency rate, will be required to submit in writing a request for exemption as part of the annual permit application process. Historical status will be considered; however, groups that do not meet the requirement may incur penalties such as a change in permit time and location, addition of non-resident fee to the hourly permit fee, loss of permit time and/or mandatory collection of participant non-resident fee to be paid to the Town.

iv. Junior Sports Clubs/Team

The club or team is comprised of players for the purpose of highly competitive sport. Junior clubs/teams are not considered minor sport even though clubs may have players between the ages of 16 to 21. The club/team is sanctioned by a Provincial Sport Organization (PSO) and maybe a standalone club/team or maybe under the umbrella of an Orangeville Minor Sports Organization. Junior clubs/teams will be allocated space once all the needs of the Town of Orangeville, Minor Sports Organizations and Community Recreation Leagues have been accommodated, with long serving clubs being given consideration as part of the annual process to ensure continued allocation is met. Junior Clubs will be considered for some affiliation benefits

as outlined in Section 20.1. The registered minor sport organization reduced facility rental fees will not be applicable.

Requests for new Junior clubs/teams will be considered upon request and will be based on available vacant time. New clubs/teams will be considered once all the needs of the Town of Orangeville, Minor Sports Organizations, Community Recreation Leagues, and existing Junior and/or adult clubs/teams have been accommodated. New clubs/teams cannot displace an existing group. The Town may request a new club/team to submit a detailed business plan as part of the process. The Town has the right to approve or deny the application regardless of approval from a governing sport body/governing league for a team to be located in Orangeville.

v. Boards of Education

The focus of school bookings is for non-prime use of facilities and based on availability. School bookings will be administered on a first-come, first-served basis throughout the school calendar year. Specific programs offered in conjunction with the Town or seasonal programming are an exception and will be booked as part of annual facility allocation timelines or program schedules. Schools will receive resident non-prime fees.

vi. Commercial-Specialized Program Providers

Private sector group, adult semi-professional style club, small business or individual that uses Town facilities with the intent of generating profit or for the purpose of league style activities that are not governed by a sanctioned Provincial Sport Organization or not considered a minor or junior club/team. Clubs in this category may be part of a league and book space for seasonal use. Individuals or businesses requesting facility permits may include residents and non-residents and the base of operation may or may not be in Orangeville.

These users will be allocated facility permits on a season-by-season basis and when all the needs of all other user priority categories have been accommodated. Users offering a seasonal league, i.e. adult competitive hockey, will be given consideration as part of the annual allocation process of all users to ensure year-over-year consistency. Facility permits may be requested for short-term or one-time use. Commercial or specialized groups will not be guaranteed yearly allocation or consideration of standards of play. Permit fees will include fee premiums (i.e. non-resident rate and commercial rates).

6. Facility Allocation Formula – Standards of Play

Standards of play are measures used to allocate the facility time required to meet the basic requirements of the sport. The Standard of Play is a formula that determines how much facility time a team/group is eligible for based on the number of teams/activities and the number of players/participants, and the time requirements for the sport (i.e. minor hockey requires a one-hour practice and one-hour game for house league hockey per team per week).

In addition, the standard is based on the organization's overall participant numbers for each age group/level and permit hours from the previous three (3) seasons to calculate a three-year average.

Example: Minor Hockey Organization

Age Group/Level	Previous Year's Hours/Week	Participants	Players per Team	# of Teams	Hours per Week Required	New Allocation Hours
House League	100.5	400	÷ 15	= 27	x 2	= 54
Select		100	÷ 15	= 7	x 3	= 21
Rep		150	÷ 15	= 10	x 2.75	= 27.5
Total		650		44		102.5

For Minor Sports Organizations, the amount of time required per team/level for that activity (i.e. for hockey practice time and game time required per team), that is developed by the Provincial Sport Organization, is the standard that will be used by the Town for calculating the amount of allocated permit time. The Town requires Minor Sports Organizations to submit their organization's participant numbers annually and to report on the standards or changes to the standards of the Provincial Sport Organization (PSO) annually. The Facility Primers attached as Schedules 1 to 4 identify the standards for each activity and are subject to change based on the PSO standards. The Town reserves the right to make modifications to final allocations based on facility availability and based on the three-year average per organization. The Primers include estimated seasonal use dates for each type of facility. In addition, seasonal use dates are determined based on facility demand and PSO timeframes for each sport including playoff and try-out schedules. Based on facility usage and demand, the Town reserves the right to determine seasonal use dates for Community Recreation Leagues to ensure Minor Sports Organizations can meet the requirements of their PSO.

The Town will calculate each organization's "base allocation" using the Standard of Play. This base allocation will be the minimum facility time permitted to each organization and the three-year average calculated. Once base allocation has been calculated for all organizations, any additional time requests or expansion will be considered. Adjustments to regular season allocations will be made accordingly and in consultation with each organization.

The Standard of Play also considers how many teams or participants can be accommodated in the facility at a time. For example, for a hockey game, two teams are on the ice at once or skating lessons where there are multiple levels.

The Town will attempt, wherever possible, to permit ice, floor, field and pool bookings in block time periods in consultation with organizations. Block bookings are the preferred method to maximize facility use.

Organizations will receive allocated time at the facility that provides the type or size of facility required for the activity or denotes their “home” facility or based on the Town’s classifications of facilities. If demand exceeds available time the Town will provide the next available, suitable facility. The annual allocation process will consider fair and equal distribution of time and as noted above will allocate base times first. Organizations may be required to shift times to ensure that all groups have an equitable share in allocation and to fill all available times.

The Town ultimately reserves the right to make the final determination on the allocation of all municipally owned facilities and/or reassign permits annually as required. The Town reserves the right to define seasonal use of recreational facilities and include blackout dates for scheduled Town of Orangeville programs as the priority user, maintenance, special events, renovations etc. Allocation is for the period of the contract agreement only.

7. Historical Precedent Status

The Town recognizes long-time facility users and has established historical precedent to allow users access to facility rentals on the same or similar day and/or time block and the same facility as these users have permitted in the past. This precedent is applicable to Community Recreation Leagues that have been in existence for 25 years or more (determined at the time of policy approval, additional groups will not be added after the policy implementation date). The Town will identify historical users through the Town’s recreation management database to provide status to the user.

Historical precedent does not apply to other user priority categories. For organizations such as Minor Sports, the annual allocation formula using the Standards of Play will be used which considers usage over a period of time.

The Town reserves the right to change allocated facility times for historical users only when facility closures or restrictions must be applied or when operational efficiencies are required. In these circumstances, every attempt will be made to find an equitable facility, location and time. Historical users will not be allowed to request additional facility times unless applying as a new user, then historical status will not be applicable.

If the designated permit holder of an historical group disbands or fails to apply for a facility permit in a given year, that group will lose their historical status. If the user reapplies the following year they will be treated as a new user. Historical status is not transferable to another individual user. A league style group must be in place for continued historical allocation.

8. Expansion of Existing Programs

Organizations that experience an increase in registration will not be allotted additional facility time at the expense of other organizations that maintain a similar registration level from previous

years. Requests from an existing group to implement an increase to their previous year's facility allocation, to accommodate growth of participants, will be considered after all existing facility permits have been allocated.

The Town will make every attempt to maximize facility usage through allocation. The Town will track growth opportunities and advocate for additional infrastructure to meet new and increasing demands.

9. Tournaments & Events

The Town of Orangeville recognizes and supports the importance of tournaments, meets and special events. Priority will be given to historic and sanctioned tournaments and events for Minor Sports Organizations. Tournaments and event requests will be required to be submitted with the organization's annual facility permit requests. Tournament and event deposits will be required at the time of booking.

At the time of this policy's approval, the Town will not accommodate new tournaments, meets or special events due to current demand for facilities. The demand is evaluated on an annual basis. Any requests for tournaments/events outside of the regular season will be considered based on availability. Consideration will be given to provincial or national championships on a case-by-case basis and planned in advance. Tournaments, meets or special events are to avoid any impact to regular season users and are not to displace other users to the detriment of their season. If an organization does not plan a tournament in a given year, the organization may lose their historical precedent.

9.1 Annual Tournament & Event Allocation

The Town of Orangeville acknowledges the following historical tournaments and special events.

Organization	Event	Facility	Month
Orangeville Minor Hockey Association	Early Bird Tournament	4 rink pads	September
	Ray Hunt Classic	4 rink pads	December
	OMHA Icebreakers Jamboree	3 rink pads	March
	OMHA Day of Champs	2 rink pads	March
Orangeville Girls Hockey Association	Sweetheart Tournament	4 rink pads	January
	OGHA Winer Classic	4 rink pads	January/February
	March Madness	2 rink pads	March
	OGHA Day of Champs	1 rink pad	March
Skate Canada Orangeville	Ice Show	1 rink pad	March
Orangeville Northmen Lacrosse Junior C	Junior C Tournament	1 floor pad	April
Orangeville Northmen Lacrosse	Barry Burman Tournament	4 floor pads	June
Orangeville Northmen Lacrosse Women's Field	Lacrosse Tournament	3 fields	June
Orangeville Northmen Lacrosse Women's Field	Lacrosse Tournament	3 fields	June
Orangeville Northmen Lacrosse Women's Field	Lacrosse Tournament	1 park/field area	July
Orangeville Northmen Lacrosse	Field Lacrosse Provincials	2 parks/field areas	October
Orangeville Otters Swim Club	Fall/Halloween Swim Meet	1 lap pool	October
Orangeville Otters Swim Club	Regional Swim Meet	1 lap pool	February
Orangeville & Headwaters Minor Baseball	Rep Tournament	2 parks/field areas	May
	House League Tournament	3 locations	July

10. Regular Season versus Play-offs and Off Season Permits

Regular season play and play-off schedules will be determined during the permit application phase and will be outlined in each organization's permit where applicable. Organizations cannot change season date's part way through a season. Minor Sports Organizations are accountable for determining their regular season and play-off time frames as directed by their Provincial Sport Organization at the time of submitting annual permit requests. In addition, seasonal use dates are determined based on facility demand and Provincial Sport Organization timeframes for each sport. Based on facility usage and demand, the Town reserves the right to determine seasonal use dates for Community Recreation Leagues to ensure Minor Sports Organizations can meet requirements.

Facilities may be available to organizations during the off season provided requests are submitted 4 weeks in advance. The Town will work with organizations to review requests and determine if facilities are available. When the Town provides facilities during off seasons (i.e. summer ice) consideration will be given to the User Priority Categories but not guaranteed.

11. Unused "Burnt" Time

Unused "burnt" time is defined as ice, floor, field, diamond or pool time that is not used but is permitted to an organization. Unused permit time can be described as re-occurring times that are not used to practice, train, or play games. The Town is responsible for ensuring that all facilities are being used effectively and efficiently. Unused time results in facilities being underutilized. The Town will minimize unused time through this policy by:

- Organizations that are found to have unused permit time will receive notification from the Town. Review of the facility permit to alleviate unused time will be completed in consultation with the user group.
- Review of unused hours and continuation of burnt time will result in an hour-by-hour review with the possibility of a reduction in prime-time hours for that user group the following season.
- When facilities are permitted but the user group is a no-show, Facility and Parks staff will track any unused time and report it to the Facility Bookings team for review.
- Rain dates for outdoor users cannot be booked in advance on a seasonal permit. Rain dates must be scheduled after the inclement weather date has occurred.
- User groups that need to plan for seasonal home games must not blanket book and burn time if not used. Organizations are required to work with the Facility Bookings team to plan seasonal use and plan for events such as home game requirements.

12. Subletting of Time

Organizations are restricted from subletting any permit time for any type of facility. Permit times are only applicable to the organization that holds the permit. Any surplus permit time that becomes available and is not eligible to be returned to the Town based on the permit/contract Terms & Conditions, can be used by that organization and scheduled for teams within that organization. If an organization wishes to "give back time" to assist another user group with last minute permit needs, that time is given back to the Town for review and re-issuance and a credit given to the original permit holder.

13. Re-Allocation of Time

The Town may re-allocate time that is no longer required by an organization. Any permit time that becomes available shall be re-allocated based on unmet needs, requests received, current needs of organizations, and in accordance with the priority user categories and criteria as outlined in this policy.

14. In-Receipt of Permits, Amendments and Cancellations

The Town has the right to control all facility allocations and modify facility hours as needed. The Town has the responsibility of managing the negative impact that returned facility time has on the Town and other user groups. To manage this, the Town will apply the following:

- Once permits have been issued, organizations are deemed to be in-receipt of permits and organizations are accountable for the facility times booked.
- Organizations are accountable to review the Terms & Conditions and adhere to the time frames for season cancellations or penalties such as cancellation fees may be applied.

15. Reduction of Availability

In the event that the Town needs to modify available facility permit times due to closure for special circumstances such as renovations, emergency maintenance, changes in scheduling that may result in facility shortages, the Town has the right to make permit changes. Therefore, facility permits may exceed the amount of actual time available. In such cases each organization may be required to share a percentage reduction of their allocation. This will result in a fair and equitable distribution of time to have the least impact on all users. The percentage reduction will be based on the size of each organization and the amount of time allocated. In the event of a reduction of facilities, due to circumstances beyond the Town's control, the priority user categories will be reviewed and cancellations or reallocations determined based on the priority rankings.

In the case that a reduction of time to a Minor Sports Organization holding an already small percentage of facility time i.e. under 5% of prime time, exceptions to a reduction of time may be considered. For example, organizations offering programming on a set day and time for lessons that has under 5% of prime time, versus a minor sport such as hockey, baseball or soccer that schedules over a greater percentage of allocated time in larger blocks, may be exempt from a percentage reduction. Loss of time may result in a significant impact and may be detrimental to the operation of the organization. In consultation with the organization, the Town will consider the impact, the amount of time left in the season, and alternative times and locations if applicable.

16. Rates & Fees

On an annual basis the Town will establish a schedule of rates and fees to support the operation and maintenance of facilities. Rates and fees will be set in consideration of current market trends, budget requirements and will be based on a system of defined user organizations and priority allocations. The Town reserves the right to increase fees annually and the right to add additional services, rates and fees as deemed appropriate. The rates and fees by-law is approved by Council annually.

17. Monitoring and Penalties

Town staff are responsible for monitoring and reviewing this policy on an ongoing basis and ensuring compliance with the policy for all users. This policy shall be reviewed in accordance with the Town's corporate policy review process.

Penalties and revoking of permits may be used for any infractions of the policy or for violating the permit Terms and Conditions. Organizations are responsible for ensuring they comply with the Terms and Conditions attached to all permits.

Penalties may include verbal and written warnings, fines, cost of facility repair and revoking permits. A number of discipline measures may be used in combination with each other.

If an organization is found to have played at a closed facility or sublet time, the organization may be subject to, but not limited to, forfeiting the right to permit a Town facility for the remainder of the season and possibly next season. The Town will review the severity of the violation under the permit Terms and Conditions.

18. R-Zone – Respect & Responsibility

All facility users and organizations are expected to adhere to the Town's R-Zone policy. The Town will not tolerate violence, bullying or vandalism in programs or facilities. The Town will take appropriate action to deal with incidents and violations under the R-Zone policy. More information is available on the Town's website [here](#).

19. Conflicts with Town Programs

The Town reserves the right to review facility permit requests as it relates to Town programs and to consider if the request is a direct programming conflict. If there is a conflict a permit may not be issued. This primarily applies to commercial or private rentals and does not apply to Minor Sports Organizations or Community Recreation Leagues. The Town's mandate is to offer recreation programs across a broad range of ages and offer a variety of programs with the goal of introducing an active and healthy lifestyle to participants, over the course of all life stages. The Town is not responsible for reviewing conflicts of interest between organizations or private rentals unless at the detriment of an existing user group or a violation of this policy.

20. Affiliation

Minor Sports Organizations are the primary providers of organized sport in the Town of Orangeville for children and youth. Under this policy Minor Sports Organizations that meet all the requirements of that category will receive Affiliation benefits. In addition, other priority user groups such as Junior Clubs/Teams and Commercial-Specialized Program Providers that have adult semi-professional style teams will also be considered for limited Affiliation benefits. The Town reserves the right to determine which benefits will be applicable.

Organizations must meet the requirements annually and submit all required information during the annual permit application process.

20.1 Benefits to Minor Sports Groups

- 20% reduction in the base prime-time facility rental fee.
- Categorization in the Allocation priority ranking.
- Town liaison in advisory and permit support capacity including user group meetings. *
- Use of a meeting room once per year, for the annual general meeting at a Town recreation facility at no cost.
- Use of the atrium at Alder Recreation Centre once per year for registration or promotional information at no cost. *
- Placement of registration and promotional information on the Town's digital/electronic message boards (roadside signs and indoor info screens) at no cost. *
- Access to live streaming services. *
- Inclusion in the Town's Banner policy for display of club and championship banners. *
- Inclusion in the Town's Sponsorship and Advertising policy for consideration of in-ice logos and floor logos. *

*Benefits available for consideration to Junior Clubs/Teams and Commercial-Specialized Program Providers (not necessarily applicable to all Commercial-Specialized, consideration will be given upon request).

Schedule 1 Facility Primer - Ice

Seasonal Booking Periods

1. Fall/Winter Ice September 1 to March 31 inclusive*
2. Spring/Summer Ice April 1 to August 31 inclusive

***Note:** The Town plans schedules for ice in/out dates and bases this on operational and permit needs. The Town determines a rotation for ice in/out with one pad being built at a time and one pad being removed at a time. This means that not all ice pads are available at the beginning and end of seasonal booking periods.

Based on facility usage and demand, the Town reserves the right to determine seasonal use dates for Community Recreation Leagues to ensure Minor Sports Organizations can meet the requirements of their PSO.

Prime Time Ice

Monday to Friday	4:00pm to close
Saturday and Sunday	Open to close

Non-Prime Time Ice

Monday to Friday	Open to 4:00pm
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Ice Times and Floods

Ice is booked in one-hour increments and is considered 50 minutes of on-ice time and a 10-minute flood. For block bookings, user groups identify when floods are required based on programming needs.

Ice Allocation Standards of Play

The Town will calculate each organization's "base allocation" using the Standard of Play. This base allocation will be the minimum facility time permitted to each organization and the three-year average calculated. The Town reserves the right to make adjustments and modifications to the Standard of Play regardless of requirements from Provincial Sport Organizations based on facility availability and demand.

Table 1A

Level of Participation	Age Group	Practice (per week)	Games (per week)	Weekly Entitlement
House League	All ages represented in the house league program	1 hour	1 hour	2 hours
Select, league development stream OMHA and OWHA	All ages represented in this level of play	1.5 hours	1.5 hours	3 hours
Representative Level Hockey OMHA (A, AA, AAA)	U10 to U13	1.5 hours	1.25 hours	2.75 hours
Representative Level Hockey OMHA (A, AA, AAA)	U14 to U18	1.5 hours	1.5 to 2 hours	3 to 3.5 hours
Representative Level Hockey OWHA	U9 to U15	2 hours	1 hour	3 hours
Representative Level Hockey OWHA	U3 to U18	2 hours	1 hour	3 hours
Adult Recreational Hockey (Community Recreation Leagues)	Over 18	n/a	1 hour	1 hour
Adult Senior Level/Semi-Professional Hockey	Over 18	1.5 to 3 hours	2 hours	3.5 to 5 hours
PreSkate	3+ years	Once per week	--	30 minutes
CanSkate	All ages	Once per week	--	40 minutes

PowerSkate (Hockey Skills)	6 to 12 years	Once per week	--	40 minutes
StarSkate	All ages	2 to 5 training sessions per week per skater	.75 to 1 hour	1.5 to 5 training hours per skater

Schedule 2

Facility Primer – Arena Floors

Seasonal Booking Periods

Regular Season Mid-April to early August *

***Note:** Arena floors are scheduled and prepared after ice season. Due to this, the Town plans schedules for ice in/out dates and bases this on operational and permit needs. The Town determines a rotation for ice in/out with one pad being built at a time and one pad being removed at a time. This means that not all arena floors are available at the beginning and end of seasonal booking periods. Playoff and provincial championships will be accommodated.

Based on facility usage and demand, the Town reserves the right to determine seasonal use dates for Community Recreation Leagues to ensure Minor Sports Organizations can meet the requirements of their PSO.

Prime Time Arena Floor

Monday to Friday	4:00pm to close
Saturday and Sunday	all day

Non-Prime Time Arena Floor

Monday to Friday	Open to 4:00pm
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Arena Floor Allocation Standards of Play

The Town will calculate each organization's "base allocation" using the Standard of Play. This base allocation will be the minimum facility time permitted to each organization and the three-year average calculated. The Town reserves the right to make adjustments and modifications to the Standard of Play regardless of requirements from Provincial Sport Organizations based on facility availability and demand.

Table 2A

Level of Participation	Age Group	Practice (per week)	Games (per week)	Weekly Entitlement
House League Lacrosse (Box)	U5, U7, U9 U11/13	Practices and games combined		4 hours
Representative Level Lacrosse (Box)	U7, U9, U 11	2 to 3 hours	1 hour	3 to 4 hours
Representative Level Lacrosse (Box)	U13, U15, U17	3 to 4 hours	1 hour	4 to 5 hours
Representative Level Lacrosse (Box)	U22	2 to 3 hours	1 hour	3 to 4 hours
Junior Lacrosse	Junior A	4 hours	4 hours (varies weekly)	8 hours
Junior Lacrosse	Junior B	4 hours	2 hours (varies weekly)	6 hours
Junior Lacrosse	Junior C	3 hours	2 hours (varies weekly)	5 hours
House League Ball Hockey	All age groups	Practices and games combined		1 hour
Representative Level Ball Hockey	All age groups	Practices and games combined		1.5 hours

Schedule 3

Facility Primer – Sports Fields

Seasonal Booking Periods

Regular Season Early May to early October

The Town schedules field maintenance dates at the beginning and end of the season. These dates are weather dependent and are part of the season opening date review. Field maintenance is also scheduled throughout the season to ensure fields are maintained to a specific standard for safety and quality.

Based on facility usage and demand, the Town reserves the right to determine seasonal use dates for Community Recreation Leagues to ensure Minor Sports Organizations can meet the requirements of their PSO.

Prime Time Sports Fields

Monday to Friday	4:00pm to 11:00pm
Saturday and Sunday	all day

Non-Prime Time Sports Fields

Monday to Friday	Open to 4:00pm
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Sports Fields Classifications

Class A outdoor amenity is a well-maintained, regulation-standard facility designed to support competitive and higher recreational levels of play. It meets or exceeds the standards for size, accessibility, safety, and includes additional amenities, such as lighting and on-site parking.

Class B outdoor amenity is suitable for recreational leagues, school programs, and casual competitive play. It adheres to basic regulations for sizes, though it is more flexible in dimensions and amenities than a Class A field.

Class C outdoor amenity is intended for basic, open-play, informal games, practice sessions, and recreational use. It offers an accessible, safe, usable surface but typically lacks full amenities or formal regulation standards.

The Town reserves the right to determine field use and type of activity per field based on field classifications, demand and priority categories. Community Recreation Leagues may request a specific field and time, but the request cannot be guaranteed. In addition, seasonal use for Community Recreation Leagues and Commercial-Specialized Program Providers may be dependent on field availability and season dates may be determined by the Town.

Lacrosse Allocation Standards of Play

The Town will calculate each organization's "base allocation" using the Standard of Play. This base allocation will be the minimum facility time permitted to each organization and the three-year average calculated. The Town reserves the right to make adjustments and modifications to the Standard of Play regardless of requirements from Provincial Sport Organizations based on facility availability and demand.

Table 3A

Lacrosse - Level of Participation	Age Group	Practice (per week)	Games (per week)	Weekly Entitlement
House League (Women's Field)	U5, U7, U9, U11, U13	Practices & Games combined		3 hours
Representative Level (Women's Field)	U9, U11	2 to 3 hours	1 hour	4 hours
Representative Level (Women's Field)	U13, U15, U19	3 hours	2 hours	5 hours
Representative Level (Women's Field)	U9, U11, U13, U15, U19		2.25 hours	2.25 hours
Representative Level (Men's Field) Spring	U9, U11, U13, U15, U17	2 to 3 hours	---	2 to 3 hours
Representative Level (Men's Field) Fall	U9, U11, U13, U15, U17	3 to 4 hours	Specific weekends	3 to 5 hours

Soccer Fields Allocation Standards of Play

The Town will calculate each organization's "base allocation" using the Standard of Play. This base allocation will be the minimum facility time permitted to each organization and the three-year average calculated. The Town reserves the right to make adjustments and modifications to the Standard of Play regardless of requirements from Provincial Sport Organizations based on facility availability and demand.

Table 3B

Soccer - Level of Participation	Age Group	Practice (per week)	Games (per week)	Weekly Entitlement
House League	All ages represented in the house league program	30 minutes	60 minutes	1.5 hours
Representative Level	U8-U11	3 hours	4 hours	7 hours per team
Representative Level	U12	4.5 hours	3 hours	7.5 hours per team
Representative Level	U13	4.5 hours	3 hours	7.5 hours per team
Representative Level	U14+	4.5 hours	3 hours	7.5 hours per team
Representative Level	U21	1.5 hours	3 hours	4.5 hours per team
Adult Recreational	18 and over	---	1 hour	1 hour

Baseball Diamonds Allocation Standards of Play

The Town will calculate each organization's "base allocation" using the Standard of Play. This base allocation will be the minimum facility time permitted to each organization and the three-year average calculated. The Town reserves the right to make adjustments and modifications to the Standard of Play regardless of requirements from Provincial Sport Organizations based on facility availability and demand.

Table 3C

Baseball - Level of Participation	Age Group	Practice (per week)	Games (per week)	Weekly Entitlement
House League	U5 to U7	---	1 hours	1 Hour
House League	U9 to U11	30 min	1 hours	90 min
House League 13u,15u,18u	U13, U15, U18	60 min	2 hours	3 hours
House League	U13, U15, U18	2 hours	2 hours	4 hours
Representative Level	U8 to U9	3 hours	2 hours	5 hours
Representative Level	1U10 to U11	3 hours	2 hours	5 hours
Representative Level	U12 to U13	3 hours	2.5 hours	5.5 hours
Representative Level	U14+	3 hours	3 hours	6 hours
Adult Recreational	18 and over	---	1.5 hours	1.5 hours

Schedule 4
Facility Primer - Pool

Seasonal Booking Periods

- | | |
|------------------------------|-------------------|
| 1. Fall, Winter, Spring Pool | September to June |
| 2. Summer Pool | July & August |

Prime Time Pool

Monday to Friday	4:00pm to 11:00pm
Saturday and Sunday	all day

Non-Prime Time Pool

Monday to Friday	6:00am to 4:00pm and 11:00pm to 12:00am
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Pool Allocation Standards of Play

The Town will calculate each organization's "base allocation" using the Standard of Play. This base allocation will be the minimum facility time permitted to each organization and the three-year average calculated. The Town reserves the right to make adjustments and modifications to the Standard of Play regardless of requirements from Provincial Sport Organizations based on facility availability and demand.

Table 4A

Swim Club – Level of Participation	Age Group	Practice (per week)	Games (per week)	Weekly Entitlement
Gold HP – All at regional level, most reaching provincial level, some reaching national level	15-18 years	8	---	13 hours
Gold - All at regional level	15-18 years	6	---	11.5 hours
Silver – All at regional level, most reaching provincial level, some reaching national level	13-14 years	6	---	9.5 hours
Bronze 1 - All at regional level	11-12 years	5	---	7 hours
Bronze 2 - All at regional level, some provincial level	9-12 years	5	---	7.5 hours
Age Group – Youngest/first competitive group, goal is regional level	7-12 years	3	---	4.5 hours
Rec – Typically involved in other activities	13-18 years	3	---	4.5 hours
Beginner Skills – First level programming offered, precompetitive	6-12 years	1	---	3 hours
Advanced Skills – Precompetitive	6-12 years	2	---	3 hours

Masters – Any recreational swimmers	18+ years	4	---	6 hours
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