



OUTDOOR FACILITY ALLOCATION POLICY (Including arena floor rentals)

1. FIELD OPENINGS

- Baseball/softball diamonds and sports fields open on the Friday before the Victoria Day long weekend in May (**May 19, 2023**), weather permitting.
- Emera Artificial Turf Field opens **April 1, 2023**, (potential for earlier dependent on the weather).

2. FIELD CLOSINGS

- Baseball/softball diamonds close on **September 5, 2023**.
- Memorial 1 and 2, Harry Stephenson, and Charlie O'Brien will remain open until the second weekend in October to accommodate high school and fall adult league play.
- Multi-use sports fields will close on the second weekend in November.
- Emera artificial turf field at Shamrock Park will close the second weekend in November. Staff will close the field earlier/cancel bookings in the event of a large snowfall prior to the set closure date. The field may be opened upon request, weather permitting.

3. CURFEW

- All fields with lighting must end play by 12:00 midnight, as lights cannot be left on any later than this time per City bylaw. It is the responsibility of user groups to manage field time adequately to be done play prior to the lights turning off.

4. OFF-SEASON ARENA OPENINGS/CLOSINGS

- Arenas will be open for arena floor bookings beginning **Monday, April 17, 2023**.
- Arenas floors are closed for the season on **September 20, 2023**, unless stated otherwise.

5. COURT OPENINGS/CLOSINGS

- Opening of courts is weather dependent and will be at the discretion of Parks and Recreation staff, (April or May).

- Closing of the tennis courts is weather dependent and will be at the discretion of Parks and Recreation staff, (mid- to late-October).

6. PRIORITY SCHEDULING PROCESS

The City of Saint John will allocate outdoor facilities (and arena floors) according to the following priorities:

1. City of Saint John Programs and Special Events.
 - Priority may be given to City of Saint John sponsored Special Events (Provincial & National Sporting events), dependent on the scope.
2. Youth Associations, Organizations, and Groups.
 - Non-competitive and Competitive Youth Groups will be non-profit and based in the City of Saint John.
 - Will be established providers of quality sport and recreation programs for youth.
 - Membership in the group will be made up predominantly of City of Saint John residents.
 - Youth Associations, Organizations, and Groups must also:
 - Be guided by a constitution and bylaws
 - Have an auditable financial statement
 - Be affiliated with a Sport Governing Body
 - Have an elected board of directors
 - Non-competitive and Competitive Youth Associations, Organizations, and Groups may be required to produce evidence that the above conditions are met.
3. New Brunswick Department of Education and School Districts.
 - Publicly funded schools recognized by the Province of New Brunswick as an educational institution, located in the City of Saint John.
 - Membership in the group will be made up predominantly of City of Saint John residents.
 - When schools are booking Department of Education owned fields, they will receive first priority until 5pm for practices and full priority for games, providing that booking deadlines are met.
4. Adult Associations, Organizations, and Groups.
 - Purpose of the Association, Organization, or Group is to involve individuals in recreation and sport.
 - Membership in the group will be made up predominantly of City of Saint John residents.
5. Commercial and Occasional Users.
 - For-profit organizations or individuals that use ice time with the intent of generating positive net income.

7. Gender Equity

Equitable access to recreation facilities is fundamental to the wellbeing of all citizens. The City of Saint John is committed to achieving access and equity in allocation of public recreational spaces. Scheduling to offer reasonable and fair opportunity to use facilities in a proportionate and equitable manner will be achieved by taking into consideration the following:

- Equitable distribution of Prime versus less desirable time slots while following identified client priority.
- Addressing existing inequities with respect to those who identify as women or girls.
- Special consideration will be given to reduce significant barriers to increase inclusion for all genders, but specifically focusing on those who identify as women or girls (start times, facility environment, facility location, program needs, and facility amenities).

8. RESIDENCY REQUIREMENTS

The City of Saint John recognizes the tax-based contributions provided by its residents toward the development and operation of recreational facilities. The City of Saint John also recognizes that residents will always receive priority over non-residents; therefore, it shall be the guideline of the City of Saint John to require applicant groups to demonstrate that a minimum of 75% of their total membership are residents of Saint John in order to be placed in the allocation priorities. Those groups who do not meet the 75% requirement will be placed in order of residency rate in the allocation process in their respective sections. Groups that are not based within the City of Saint John and have zero Saint John residents will be booked last overall. The City of Saint John reserves the right to impose residency requirements or limitations on field applicants where field capacity is restricted (i.e., where demand outweighs supply).

9. RESIDENCY INFORMATION

The City of Saint John reserves the right to request that applicant groups submit to Parks and Recreation their membership lists from the current year including participants' telephone numbers and addresses, for review. If membership lists are not provided within the specified timeframe, it will be assumed that 100% of the members from the applicant group are non-residents. All information submitted will not be shared and is for verification of residency only.

10. DEADLINES FOR FIELD REQUESTS AND CONFIRMATION

	Applications Deadline	Contracts out	Contracts Signed & Returned
Spring	3rd Friday in February	Last Friday in February	2 nd Friday in March
Summer	2 nd Friday in March	Last Friday in March	2 nd Friday in April
Fall	1st Friday in June	3rd Friday in June	Last Friday in June

11. TOURNAMENTS/SPECIAL EVENTS

Any groups wishing to use City fields for a tournament should contact 658-4455 or email recandparks@saintjohn.ca to make the necessary arrangements:

- a) Fundraising organizations will receive a 100% discount off the tournament rate with proof of being a Registered Charity.
- b) Groups fundraising for a Registered Charity (donating all proceeds of the tournament) will receive a 50% discount once the City of Saint John has been provided a receipt from the Registered Charity confirming the donation. Pictures of cheque donations are not accepted.
- c) Tournament Pricing- regular hourly rates apply. Tournaments that can demonstrate 20% of the participants are from outside of the Greater Saint John area will receive the discounted pricing listed above. Groups may utilize option a, b, or c. Options may not be combined.
- d) In order to schedule a tournament, a \$200 deposit will be required to hold the date; the balance is due 7 days after the booking has been confirmed. Cancellation by the user without 45 days' notice will result in loss of the deposit; for cancellation without 30 days' notice, the user will be required to pay 50% of the billed amount less the deposit.
- e) Tournaments must be paid in full prior to booking.
- f) Rentals are not confirmed until all applicable fees are paid in advance of usage, an invoice is signed, and appropriate insurance documents have been provided (or insurance has been purchased through the City carrier).
- g) Any groups planning on serving food (example: BBQ or Food Truck) where canteen operators are already in place need to gain approval from the Parks and Recreation Department. Canteen operators have the catering contract for that sporting facility and must be contacted prior to the tournament for approval or cooperative vending. Groups disregarding this policy will be charged a non-compliance fee.
- h) When booking field time, please take into account the time required for set up and take down.
- i) Bases are not provided at the fields.
- j) Included in the rental is the first lining of the field. Any additional lining will need to be requested and additional fees applied.

12. BOOKING A FIELD

All initial seasonal field bookings and tournament requests must be submitted by completing an APPLICATION FOR SPORTSFIELDS FIELDS, ARENA FLOOR, TENNIS COURTS or TOURNAMENT/EVENT REQUEST form. These forms can be found following this online path (www.Playsj.ca) **Helpful hints> Parks and Recreation> Sports fields and courts> Related documents**). Applications for sports fields will

be sent out to all documented users at the beginning of each season, please email completed applications to recandparks@saintjohn.ca. Requests will not be taken via email.
 For rainout rebooking's, please call 658-4455 or email recandparks@saintjohn.ca with the following information: group name/contract number, field/date/time you had booked and what date you are looking to reschedule to.

13. PAYMENTS

Facility permits must **be signed**, (acknowledging fee payment) and returned to the City of Saint John **prior to use**.

Payments are due payable by the dates listed below. Failure to pay your bill will result in your future field time being cancelled. This policy will be strictly followed. Late payment fees will apply. Previous years contracts must be paid in full before new field bookings are allocated.

*Tournaments must be paid in full prior to booking.

Season	50% Payment Due	Remaining Balance
Spring	Last Friday in April	1 week after last scheduled booking for the season
Summer	Last Friday in June	
Fall	First Friday in October	

14. CANCELLING USE OF FIELDS IN INCLEMENT WEATHER

Parks and Recreation reserves the right to cancel scheduled usage of City fields due to inclement weather. Sports fields in the City of Saint John will be considered **UNPLAYABLE** if any of the following conditions exist:

1. Visual ponding of water on the surface of the field/diamond.
2. Water sponging up around your feet when walking on the field/diamond.
3. The time of year and the cumulative amount of stress on the field/diamond.

Staff understands how important it is for groups to play their scheduled games; therefore, staff will make every effort possible to prepare fields for scheduled play by the **3:00 pm (City fields)** deadline. Parks and Recreation has a recorded message regarding City field closures, which you should call if the weather is inclement: 652-PLAY (7529).

If weather conditions deteriorate after the 3:00pm deadlines and your group is at a field where the above criteria exist, you are asked **NOT** to play the field. Please notify the City of Saint John in the event you do not use the field due to weather, so your invoice can be adjusted accordingly. This needs to be done in a timely matter. Cancellation due to weather will not be accepted at the end of the season.

Please note: No two fields drain the same way and some fields are prone to holding standing water more than others. In this case, these fields may remain closed while others may be cleared for play.

Also note that our fields will generally drain less water in early spring and fall when the water table tends to be higher than the summer months; therefore, field closures may be more frequent at these times.

Experience has shown that most turf damage occurs when fields are overused or when fields are used during unplayable conditions. Please help keep our fields safe and playable.

Other Factors to be Considered

There are some situations when staff will consider factors other than the existing standing water on a field, water sponging around their feet, or the time of year when judging a field’s playability. These factors include the following considerations:

- Championship game of a tournament or playoff season
- The game involves a team from out-of-town that has left for Saint John or has already arrived
- A high profile event (Provincials, Eastern Canadians, Nationals)

It would be appreciated if you would contact 658-4455 if you will not be using your field or your season has come to a close. This information is communicated to City maintenance staff.

15. USER CANCELLATION PROCEDURE

Users are expected to give adequate notice of cancellation to allow staff the opportunity to resell field time. Failure to do so will result in the user group being charged full price. Cancellations for past field time will not be accepted. Elimination series will be exempt from cancelation deadlines.

Season	Cancelation due date
Spring	5 business days’ notice
Summer	5 business days’ notice until Third Friday in June after that date, no cancelations are accepted
Fall	5 business days’ notice
Emera Artificial Field	Spring-5 business days’ notice Summer- 5 business days’ notice until Third Friday in May, after that date, no cancelations are accepted Fall- 5 business days’ notice until the third Friday in September, no cancelations are accepted

16. INDEMNIFICATION AND INSURANCE REQUIREMENTS

The user must, at all times, keep in force and in effect a Comprehensive General Liability insurance policy. A copy of the insurance certificate must be presented to the City of Saint John before the scheduled field time, with the following requirements being met:

- a) Minimum limits of two million (\$2,000,000)
- b) The City of Saint John added as "Additional Insured"
 - C. A cross liability clause
 - D. For organizations/group dealing with youth 18 years and under, Limit and Conditional Coverage for physical and sexual abuse is required.
 - E. The insurers will give thirty (30) days' notice of cancellation of this policy to the City of Saint John.

If any group does not have the required insurance coverage, it can be purchased through the City of Saint John's insurance carrier for a nominal rate. **Conditional coverage for physical and sexual abuse for youth 18 and under cannot be purchased through the City of Saint John's insurance carrier and must be arranged by each user group.**

17. GROUP REPRESENTATION

In order for the City of Saint John to effectively serve their customers, all groups are asked to elect no more than two representatives to serve as liaison between the City of Saint John and their group. All communications between the group and the City should, at all times, be channelled through each group's representatives.

18. CONCESSIONS

The City of Saint John establishes agreements with specific providers to operate the concession stands at the Memorial Field, Forest Hills, and Shamrock Park; therefore, no other concessions are allowed to be set up on City property without proper consent from the concession operator and the City of Saint John.

19. ADDITIONAL FEE/INFORMATION

- Please make it a habit to bring your contract to the field with you to avoid any confusion regarding field bookings.
- Respect and adhere to scheduled time limits.
- After field use, it is required that all trash be picked up and placed in the proper receptacles. Special attention should be focused on the team area. Please return all equipment from where it was found; do not drag goals or equipment. Please report any field issues or concerns to the City of Saint John at 658-4455 or email recandparks@saintjohn.ca.
- The City does not provide bases at any fields.

- If any league or team representative has a special request for field maintenance services, please call 658-4455.
- Field opening and closing dates may change on a per field basis depending on maintenance and resting needs.
- Please draw league schedules and playoffs to fit within the dates indicated.
- Effort will be made to schedule the artificial turf field (Emera Field) as to provide as many user groups as possible with access to the field. Groups may be asked to change field requests to accommodate this process.
- Emera Artificial Turf Field - to protect the field surface and avoid conflict between users, we ask all groups, officials, and spectators to be aware of the following forbidden items, and conditions of field use. Coaches are responsible for the conduct of their team.

A. Prohibited on Field:

- Glass
- Fireworks
- Pets
- Seeds
- Sharp objects (do not make turf punctures with stakes, pins, metal cleats)
- Flavoured drinks (colourless water ONLY)
- Unauthorized vehicles
- Bare feet
- All spectators must remain outside of the fences in area.

B. Cleats/Footwear:

Molded plastic cleats not exceeding 2 inches, turf shoes, or running shoes are permitted. All players must clean their cleats from dirt before walking on the field. Metal cleats and screw in plastic cleats are forbidden. Home teams must notify away teams of these rules.

All players must be off outdoor fields surfaces when lining to avoid injury to staff

20. Sport Facility Code of Conduct

In an effort to ensure all activities in City of Saint John sports facilities are desirable and fulfilling experiences for all involved, the City of Saint John has an 'Sport Facility Code of Conduct' policy. The City of Saint John also supports the individual 'Code of Conduct' policies of organizations and associations who use City of Saint John facilities.

The City of Saint John is committed to providing an environment in which all individuals are treated with courtesy and respect. As such, all sport facility users shall conduct themselves in a manner consistent with good sportsmanship and behaviour that is appropriate, fair, and mutually respectful. Harassment and discrimination are never acceptable and will not be tolerated.

If at any time a sport facility user feels harassed, they should report this concern to a game official, City staff, league official, or school official.

Please note the following:

1. Any person whose conduct is not conducive to maintaining a positive environment during the event will be given a verbal warning to improve their behaviour or may be asked to leave, dependent upon the severity of their behaviour. This action can be taken by a game official, City staff, league official, or school official. City staff need to be informed whenever a verbal warning has been issued. Physical abuse violations will result in an immediate dismissal, with follow-up investigation.

2. If the person continues to be disruptive, it is at the discretion of the game official, City staff, league official, or school official to ask the individual to leave the building/field, or to directly contact the Saint John Police Force to escort the person from the facility (any citizen has the right to call Police if they feel threatened, at any time).

3. Any person or group found to be in violation of the terms of the Outdoor Facility Allocation Policy will be subject to the listed penalties in the Arena Code of Conduct Policy.

* If multiple league/team participants are receiving warnings regarding their behaviour, they will be treated as one and the league/team designate will be contacted. If the behaviours do not improve, rental time may be reduced/taken away. This will be at the discretion of Growth and Community Services staff, upon investigation. Examples of unacceptable behaviour include the consumption of alcohol/drugs, smoking/vaping, and verbal/physical abuse.

21. ADDITIONAL OUTDOOR FACILITY FEES

Charge	Fee (Taxes not included)
NSF	\$25
Late Payment Fee	\$50 - Team *additional \$25 per week payment is late \$200 - League *additional \$25 per week payment is late
Reinstatement Fee	\$200 Previous account has gone unpaid and sent to collections. *User must follow the delinquent account payment terms. If adhered to terms, the reinstatement fee will be returned.
Delinquent Account (applied to accounts that were delinquent the year previous)	<ul style="list-style-type: none"> • 25% of invoice is due prior to first booking, • 25% due within first quarter of season, • 25% due halfway through season, and • 25% (remainder) due three quarters of the way through season.

Non-Compliance (request for residency information)	\$50 per week, to a maximum of \$200 if they never submit, plus will not be eligible for priority bookings the following year.
Field Tournament Deposit	\$200
Non-Booking Fee (groups using field without booking)	Cost of field rental + \$50
Field Clean Up	\$75 first time offense \$125 any recurring offenses
Field Double Bookings	Offender shall pay the cost of the other team's booking, plus \$50.
Void Key Deposit Return	\$100 Repeat infractions may result in loss of key privileges.
Ballfield/Softball Lining (5 business days' notice is required. Late requests may be subject to additional fees. Lining services are available during regular working hours.)	\$75
Multipurpose Field Lining (5 business days' notice is required. Late requests may be subject to additional fees. Lining services are available during regular working hours.)	\$250.00 (Soccer/Lacrosse/Field Hockey/Rugby) \$400.00 (Football)
Temporary Mound Fee	6-inch mound \$1000 8-inch mound \$1200 12-inch mound \$1400
Signage Installation	TBD
Storage Pod Rental Fee	\$80 (Per month)