

Category: Community Services

## **Sports Facility Allocation Policy**

Policy Number: CMS-130  
Approved by: Council Resolution # C089-2024 – May 15, 2024  
Administered by: Recreation Division, Recreation Planning Unit  
Effective Date: October 1, 2024

---

1. Background.....	2
2. Purpose.....	2
3. Application and Scope.....	2
4. Outcomes.....	2
5. Principles.....	3
6. Mandatory Requirements or Policy Statements (choose one or the other) .....	3
7. Roles and Responsibilities .....	10
8. Monitoring and Compliance .....	11
9. Definitions.....	11
10. References and Resources.....	12
11. Revision History .....	12

## **1. Background**

The City of Brampton (herein referred to as the “City”) believes in the benefits that a quality sport system brings to the athletes, families, sport teams, residents and the community as a whole. Participation in sport has many personal and community benefits, including healthy lifestyles, increased volunteerism, positive economic impacts, and community pride and cohesion.

The Community Services Department, by way of the Recreation Division, is responsible for implementing the City’s objectives of developing a sports system that enables all residents to be active throughout their lives. This Sports Facility Allocation Policy (“Policy”) replaces the Community Group Fieldhouse Allocation Policy (2007), Community Group Ice Allocation Policy (2007), and Community Group Outdoor Sports Facility Allocation Policy (2010) solely for community organizations involved in the delivery of organized sport in Brampton.

## **2. Purpose**

The purpose of this Policy is to serve as a framework to guide the City in making fair and equitable sport facility allocation decisions, which helps ensure that all facilities are used to their maximum capacity by the Brampton community. It also provides general information relating the management and use of sport and recreation facilities.

## **3. Application and Scope**

This Policy applies to all Sport User Groups renting or booking City sport and recreation facilities.

## **4. Outcomes**

- 4.1 Identify a framework for allocating sport and recreation facility usage time to Sport User Groups
- 4.2 Clarify the roles and responsibilities of Sport User Groups and the City in the facility allocation process
- 4.3 Support the inclusion of all sport participants and ensure equitable benefits to groups that embrace the principles of inclusion, diversity and equity as well as providing quality and safe experiences
- 4.4 Align with the principles of the Canadian Sport for Life model that identifies a sport continuum to ensure that residents can play at a level that they would like to participate in (from an introductory level to a more competitive level of sport participation)

## 5. Principles

- 5.1 **Residency** – the needs of Brampton residents will be considered before residents of other communities to help sustain local recreational and sporting organizations
- 5.2 **Youth** – the City will prioritize facility usage time for youth, reflecting the immediate and long-term benefits of participating in sporting activities from an early age
- 5.3 **Accountability** – Sport User Groups will be held accountable to ensure facilities are used in accordance with City policy
- 5.4 **Equity** – Sport User Groups will be provided proportional access to City facilities, including based on residency, youth, and not-for-profit status
- 5.5 **Consistency** – the City will review and assess all allocation applications in a fair and consistent manner in accordance with this policy
- 5.6 **Integrity** – the City will ensure fair and equitable access to sport and recreation facilities, regardless of gender, race, physical ability, sexual orientation, or economic status
- 5.7 **Transparency** – the City’s facility allocation process will be conducted transparently and in accordance with this policy

## 6. Mandatory Requirements

### 6.1 Instructional Programs

- 1. All participants of Affiliated Youth Groups must be a minimum of 4 years of age as of December 31<sup>st</sup> of the current season.

### 6.2 Regular programs

- 1. All participants of Affiliated Youth Groups must be a minimum of 6 years of age as of December 31<sup>st</sup> of the current season.
- 2. Sport User Groups with recognized representative teams that compete against non-resident groups are entitled to one “home” sports field allocation per week.
- 3. Schools (e.g. Peel District School Board) qualify for the Affiliated Youth/Board of Education Rate when activities are included in the course curriculum, or where school representation is required. Allocation includes fringe non-prime time hours.
- 4. All “game”, “program”, “instructional” and “practice” blocks of time two hours or longer in duration will be allocated in 1-hour blocks with the buffer time included (time to leave the field for the next group). User groups will

determine game structure in consultation with and approval from the Recreation Department "Rental Unit" representative.

### 6.3 Residency Requirements

1. Brampton residents should be afforded an opportunity to register, try out and participate in Brampton-based recreational and competitive programs.
2. Under the Designated Community Sport Group Policy, all youth and adult Designated Community Sport Groups must demonstrate that their overall registration/player base includes a minimum of 80% residents and/or ratepayers of the City. The house league residency requirement is 90%. Deviations from these residency requirements and participant minimums articulated in the Designated Community Sport Group Policy shall be at the discretion of the Recreation Division.
3. Other Sport User Groups allocated more than 3 hours at indoor City facilities and 6 hours (three 2-hour blocks) at outdoor City facilities per week are deemed a league, and must also meet the residency requirements outlined in the Designated Community Sport Group Policy through the provision of providing a detailed player's roster.

### 6.4 Insurance requirements

1. All Sport User Groups, prior to sport and recreation facility use, must provide proof of or purchase appropriate liability insurance coverage with the City named as an additional insured party, in the amounts required by the City. Failure to do so may result in the City adding the appropriate insurance coverage to your rental contract or revoking the allocated time.

### 6.5 Facility management

1. The City may close any facility in the event of an unforeseen need for maintenance/repair or due to adverse weather conditions. Notification of unplanned closures will be communicated as soon as possible to Sport User Groups directly and the facility time rescheduled if required. Sport User Groups should then communicate closures with players and referees in a timely manner.
2. In the event of inclement weather, communications will follow the City's [Rain Out Protocol](#). Sport User Groups are required to check the facility status reports prior to play. Where closures are stated, no facility usage may occur.
3. During periods of changeable, adverse weather conditions, where outdoor sport and recreation facilities remain open, referees and team officials will be responsible for inspections prior to use to determine facility safety and surface damage potential. If facilities are judged to be unfit for play based on the foregoing criteria, the facility should not be used. Failure to comply

with these conditions may result in penalties, as listed in section 22 of this policy.

4. In the event that an outdoor facility is closed due to snow accumulations, only authorized City staff are permitted to remove the accumulated snow. Only authorized City staff can then re-open a previously closed facility.
5. If the City determines that a facility must be removed from the inventory for a season or longer, staff will work with the affected Sport User Groups to find an alternate site(s) for use during the closure if possible. Staff will endeavour to find alternates that are located within a reasonable geographic distance to the closed facility.

#### 6.6 Prime time facility classifications (where applicable)

1. Monday to Friday: 4:00pm – 12:00am (midnight)

Saturdays and Sundays: 6:00am – 11:00pm

Note that the User Fee (Municipal Act) By-law 380-2003 supersedes these classifications and is subject to annual reviews and approval by Council.

#### 6.7 Seasonal allocation approach

1. The City's allocation formula serves as a guide in making fair and equitable facility allocation decisions. This helps ensure that access to all sport and recreation facilities is utilized to the greatest benefit by Brampton residents.
2. The formula considers the national LTAD Sport for Life framework for healthy active living. As part of this, the City recognizes the importance of providing sporting and recreational opportunities for youth as a key pathway to adult health and community participation.
3. Key components of the allocation formula include:
  - a) Age
  - b) Play type, i.e., house, rep, or development leagues
  - c) Seasonal demand, i.e., number of registered players or individuals for each sport
  - d) Sport-specific requirements, i.e., duration and number of practices per week, duration and number of games per week, number of players per team
  - e) Facility capacity, e.g. size required by age and play type, number of teams or individuals able to practice or play at the same time
4. Illustrative allocation formula templates are included in the appendix.

5. The formula is the basis of the allocation process. It provides a starting point that aims to ensure all Sport User Groups receive adequate booking time to satisfy their core programming needs. In addition, Groups requesting a higher level of service may augment their allocation through the use of non-prime time hours.
6. The formula is not intended to prescribe how Sport User Groups manage their time internally. It is intended to serve as a standardized method by which hours can be allocated based upon an objective measure of number of athletes and number of weeks per season. This is designed to support a transparent and equitable allocation process.
7. The City reserves the right to make a final determination on the allocation of all municipally owned and/or operated facilities in consideration of all factors deemed relevant within the formula.

#### 6.8 Seasonal allocation process

1. Sport and recreation facility allocations will be provided to Sport User Groups seasonally, in accordance with the timeframes below:

<b>Season</b>	<b>Facilities</b>	<b>Duration of season</b>	<b>Application deadline</b>
Fall/Winter	Indoor	Day after Labour Day – March 31	March 15 of same year
Spring/Summer	Indoor	April 1 – Labour Day	September 15 of previous year
Spring/Summer	Outdoor	April 1 – November 15	October 15 of previous year

2. The City reserves the right to change Duration of Season and Application Deadlines to accommodate future business need. Initial timelines are below:

<b>Deadline</b>	<b>Activity</b>
March 15 of the same year	Applying for a Fall/Winter seasonal allocation (indoor facilities)
September 15 of the previous year	Applying for a Spring/Summer seasonal allocation (indoor facilities)
October 15 of the previous year	Applying for a Spring/Summer seasonal allocation (outdoor facilities)

Up to 30 days prior to the tournament	Returning a tournament allocation
---------------------------------------	-----------------------------------

3. Duration of Season is facility dependent based on facility and playing surface type.
4. Sport User Groups must apply for allocation rather than individuals or teams. Individuals or teams not belonging to a sport user group will be encouraged to amalgamate with a Sport User Group.
5. All Sport User Groups must submit an application for each season. Any renewal applications received after the deadline dates are treated as new applications and the Sport User Group may lose their historic allocation. New applications are reviewed in the date order in which they are received.
6. To substantiate allocation requests, all Sport User Groups must provide the City with up-to-date, accurate group and registrant information (i.e., non-profit status, total number of players, breakdown of players by level of play/activity, age and residency of players).

#### 6.9 Exclusion dates

1. All seasonal contracts with Sport User Groups will specify a set of exclusionary dates, which may vary from year to year. All exclusions must be identified and confirmed with the City as part of finalizing the Sport User Group's seasonal contract.
2. The City reserves the right to add exclusion dates to any seasonal allocations, making every effort to minimize disruptions to regular programs and league play. Reasonable efforts will be made to accommodate the displaced facility usage time of permit holders, in accordance with the allocation priorities outlined in this policy.

#### 6.10 Tournaments, championships, and special events

1. The City recognizes the significant positive impacts that tournaments, championships and special events can provide to the community.
2. Tournament, championship and special event requests will be allocated first, prior to creating seasonal allocations, in accordance with the timeframes below:

Season	Facilities	Duration of season	Application deadline
Fall/Winter	Indoor	Day after Labour Day – March 31	March 15 of same year

Spring/Summer	Indoor	April 1 – Labour Day	September 15 of previous year
Spring/Summer	Outdoor	April 1 – November 15	October 15 of previous year

3. International, National and Provincial level events may result in additional exclusionary dates for seasonal users. As such, applications for these types of events are required at least 12 months in advance to align City resources with Sport User Groups to support a successful bidding process and line of sight to subsequent scheduling impacts.
4. Tournament, championship and special event facility usage time requests will be evaluated based on historical success; impact on the community and departmental operations; existing schedules and resources; and availability of facilities.

#### 6.11 Cancellations

1. The City reserves the right to reschedule bookings:
  - a) At any time for the purpose of repairs to the facility or structures located nearby
  - b) For Departmental events as required
  - c) For any other reasonable circumstances.
2. In the event of such cancellation, the affected Sport User Groups will be provided as much notice as possible. Refunds will be considered and prorated if rescheduling is not possible.

#### 6.12 Seasonal returns

1. In the event that a Sport User Group wishes to return a portion of their seasonally allocated hours for which fees have been levied, a partial refund/credit will be granted, provided it complies with the current City of Brampton turnback schedule, which will be provided to Sport User Groups by City staff.
2. No refund will be provided if the cancellation does not comply with the turnback schedule.

#### 6.13 Tournament returns

1. In the event that a Sport User Group wishes to return their tournament allocation for which fees have been levied, a partial refund/credit will be granted, provided notice is given to the City no later than 30 days before the tournament date. The Group's 20 percent deposit and any administrative / processing fees are non-refundable.



2. No refund will be provided if the cancellation is made fewer than 30 days before the tournament date.

#### 6.14 Transferring facility bookings

1. Sport User Groups are not permitted to sub-lease, re-allocate, share, or otherwise transfer the facility rental without the City's prior notification and permission. See the following section for penalties.

#### 6.15 Penalties

1. Penalties and discipline may be used for any infraction of this Policy or for violating the terms and conditions of a Sport User Group's contract with the City.
2. Penalties and discipline may include any of the following: verbal warnings, written warnings, fines, financial bonding, cost of repair of the facility, and revocation of allocated hours. A number of discipline measures may be used in combination with each other, and discipline action will generally be progressive in nature.
3. After a Sport User Group is found to have: played at a closed facility; sub-leased, re-allocated, shared or transferred a facility rental without City permission; or played at a facility not permitted to their organization, the Sport User Group may be subject to, but not limited to, the forfeit the right to play on a City facility for the remainder of their season – tournaments and play-offs included. In addition, any repair costs to the facility associated with the infraction will be levied against the offending group(s).
4. Penalties and discipline will consider:
  - a) The circumstances and severity of the infraction, the damage to the facility and the effect on the other users of the facility
  - b) The general previous conduct and cooperation of the Sport User Group at City facilities as documented in City files
  - c) Previous infractions by the Sport User Group as documented in City files
  - d) The level of cooperation and understanding by the Sport User Group in resolving the issues around the infraction
5. Any Sport User Group assessed a penalty under this Section must remit all fines/damage repair costs within 60 days. Failure to meet this obligation may result in further penalties.
6. If a Sport User Group leaves a facility in an untidy condition, an additional fee may be charged to cover all costs of the clean-up of the facility.

7. The City has the authority to cancel a rental contract for a breach of any of the following:
  - a) The terms and conditions of the rental contract
  - b) This Policy and any other applicable City policies and procedures
  - c) All applicable Provincial and Federal regulations
8. The City has the authority to investigate any complaint, concern or information received or obtained regarding, but not limited to, any breach of this or other applicable policy or law, conduct of members, activities, use and/or misuse of any City facility or space.
9. In applying these penalties, City discretion may be used, relying on other approved policies or demonstration of a substantiated special circumstance.

#### 6.16 Rates and fees

1. Sport User Groups will be provided a facility rental fee based on their Sport User Group status based on the approved fees and charges outlined in the User Fee (Municipal Act) By-law 380-2003.
2. The City reserves the right to collect a security deposit prior to issuing a facility use permit that can be drawn upon to cover additional cost incurred for facility damage.

#### 6.17 Sport User Group Behavior

1. Appropriate behaviour is expected from all facility users, at all times when using the facilities. Sport User Groups are ultimately responsible for the conduct of their teams, players, officials and spectators.
2. It is the responsibility of all Sport User Groups to show respect to all other users, City staff, property, facilities and equipment and follow City policies including the [Respectful Workplace Policy](#).

## 7. Roles and Responsibilities

### 7.1 City Staff

1. The City will allocate facility usage time to Sport User Groups as outlined in this policy. Recreation Division staff will facilitate continued dialogue with all Sport User Groups as it relates to the administration of The Policy and for the development of sport in Brampton as a whole.
2. The Recreation Division's relationship with Sport User Groups is to allocate facility time, provide support, engage with Groups on an ongoing basis, and monitor all groups' compliance with the Policy to ensure that any issues are addressed in a timely manner.

## 8. Monitoring and Compliance

- 8.1 This Policy is administered by the Community Services Department, Recreation Division.
- 8.2 Consequences of non-compliance
  - 1. Failure to follow this Policy may result in Penalties (see 6.15 for additional details).

## 9. Definitions

- 9.1 **Adult** – over 19 years of age as of December 31<sup>st</sup> of the current year. See the Designated Community Sport Group Policy for further details.
- 9.2 **City** – the Corporation of the City of Brampton.
- 9.3 **Designated Community Sport Group** – means youth and adult sport groups approved by the City under the Designated Community Sport Group Policy.
- 9.4 **For-Profit** – having a for-profit status under the Designated Community Sport Group Policy or being a commercial enterprise.
- 9.5 **Long-Term Athlete Development / LTAD** – means the national multi-stage training, competition and recovery pathway, aimed at helping guide an individual's experience in sport and physical activity.
- 9.6 **Not-For-Profit** – means having a not-for-profit status under the Designated Community Sport Group Policy or being a registered charity.
- 9.7 **Resident** – means anyone who lives permanently in Brampton, or pays property or business taxes in the City of Brampton. A student who is currently registered in an accredited educational institution in Brampton AND who lives and attends school in Brampton for at least 8 months during the calendar year is also considered a resident.
- 9.8 **Sport User Group** – means all youth and adult sport groups that have been allocated facility usage time (including, but not limited to, Designated Community Sport Groups).
- 9.9 **Youth** – between 4 years of age and 21 years of age, as of December 31<sup>st</sup> of the current year. Exceptions may be made based on National and/or Provincial Sport Governing Body recommendations. See the Designated Community Sport Group Policy for further details.

**10. References and Resources**

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publicly available.

10.1 References to related bylaws, Council policies, and administrative directives

- [Designated Community Sport Group Policy](#)
- [User Fee \(Municipal Act\) By-law 380-2003](#)
- [Respectful Workplace Policy](#)

10.2 References to related corporate-wide procedures, forms, and resources

- [Rain Out Protocol](#)

**11. Revision History**

Date	Description
2024/05/15	Approved by Council Resolution C089-2024 on May 15, 2024 – Replaces Community Group Fieldhouse Allocation Policy (2007), Community Group Ice Allocation Policy (2007), and Community Group Outdoor Sports Facility Allocation Policy (2010) solely for community organizations involved in the delivery of organized sport in Brampton.
2027/05/15	Next Scheduled Review