

COMMITTEE OF THE WHOLE (WORKING SESSION) - JUNE 21, 2011

SOCCER FIELD ALLOCATIONS

Recommendation

The Commissioner of Community Services, in consultation with the Directors of Parks Development, Parks and Forestry Operations, and Recreation and Culture, recommends:

1. That the presentation on soccer, including information on soccer field service provisions and conditions, allocations to minor sports clubs and the governing policies be received.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions Vaughan, Community Sustainability Environmental Master Plan, Goal 4, Objectives 4.1 and 4.1.6, respectively:

- To foster a city with strong social cohesion, an engaging arts scene, and a clear sense of its culture and heritage; and,
- To provide more partnership opportunities for existing non-profit and volunteer groups to meet the community's social, cultural and recreational needs.

Economic Impact

There is no economic impact related to this report.

Communications Plan

Community Services has an extensive framework for communicating with members of the soccer community. In addition to annual soccer meetings with all stakeholders including members of the minor and adult groups, the York Catholic District School Board (YCDSB), the York Region District School Board (YRDSB) and the York Region Soccer Association (YRSA), there is a soccer liaison in each of the Community Services departments that deal with the day-to-day operation of soccer from allocations to field maintenance and development.

Recently, there have been several discussions with the soccer groups regarding the policies and procedures related to soccer field allocations. In April 2011, several members of the soccer community attended a discussion on the Facility Allocation Policy.

On a go forward basis, staff will have an opportunity for further discussion at the Sports Congress scheduled for September. Any future amendments to policies and procedures will be communicated to all users in writing of and posted to the City websites.

Purpose

The purpose of this report is to present Council with information on soccer, including soccer field service provisions and conditions, allocations to minor sports clubs and the governing policies.

Background - Analysis and Options

ACTIVE TOGETHER MASTER PLAN - PLANNING CONTEXT

National trends suggest that after major growth in the 1990s, soccer still enjoys great popularity, particularly amongst youth. The youth aged 5-19 (the primary market for soccer) presently account for 21% of the City's population and forecasts suggest that the proportion of youth in the community will decrease slightly towards 2021. This is not to say the number of youth are declining - in fact, their numbers will increase by 32%. The sheer increase in the younger population in Vaughan will create additional demands for soccer facilities and programming. As youth soccer players of today become adults, it is expected that an even greater demand for adult soccer (both indoor and outdoor) will be seen.

The demand for additional soccer fields was expressed through the consultation process. The results of the household survey undertaken as part of the Active Together Master Plan process, demonstrated that 48% of households would like additional public funds allocated towards outdoor soccer fields and that 38% of households participated in outdoor soccer in the past year. The suggestions for improvements included change rooms at the new artificial turf fields and a desire for more outdoor artificial fields. The City of Vaughan is also fortunate to be home of both the Ontario Soccer Association and Canadian Soccer Association.

ASSESSMENT OF NEED

Across much of Ontario, the vast majority of organized soccer players are children and teens – likely in the 80% to 90% range. Research also suggests that organized soccer capture rates for youth ages 5-19 is approximately 20%. This means that one out of every five youth is likely to register in soccer. The percentages tend to be higher in the younger (e.g., 5 to 12) cohorts and in smaller municipalities (e.g., less than 100,000), and lower in the older age groups (e.g., 13 to 19) and in larger communities (e.g., greater than 100,000).

Between data provided by the City and the Master Plan's stakeholder survey, it was estimated that there were approximately 8,009 registered outdoor youth soccer players in the City in 2007 (in four youth organizations); this represents 16% of the youth population and translates into a provision of one field per 56 players.

There are two interesting observations that arise from this finding:

- This 15% youth capture rate for organized soccer is lower than that seen in most other communities. Given the high level of local interest exhibited in the sport - as witnessed through the public consultation process - this leads us to assume that a considerable number of youth players are participating in privately-operated leagues or club teams that are not captured by the registration data.
- Demand for additional soccer fields was expressed through the consultation program, yet the City is providing one field for every 56 youth players, compared to many other communities that operate closer to 1:90. This could be an indicator of several things, such as: groups choosing not to use certain fields for one reason or another (e.g., poor quality, undesirable location, etc.); the City not providing enough fields of the correct size; greater demand for more practice time and tournaments than in comparable communities; or significant demand from adult groups, who are not accounted for in the youth ratio.

Based on the assumption that the current level of City-wide soccer field provision is generally meeting needs (although there may be issues with regard to geographic distribution or the size of fields, for example) and that adult soccer participation rates in Vaughan are higher than in most other communities, it is reasonable to establish a provision target of one field for every 56 organized youth soccer participants.

Application of the recommended standard suggests that there is a small deficit of soccer fields City-wide. With 23 new soccer fields (unlit equivalents) being planned for development over the next few years, the City should generally be able to keep pace until at least 2016, after which 27 more fields will need to be developed by build-out. Unfortunately, these numbers do not tell the entire story.

Although overall supplies seem to be appropriate, a closer examination of the inventory finds that 60% of the City's soccer fields are minis (suitable for play only by children age 10 and under). Examination of inventory data from several communities surveyed earlier suggests that, at a minimum, 50% of municipal soccer fields are full size fields. In a City where a substantial proportion of soccer play is at the older youth and adult levels, it appears as though there are not enough large/senior fields to meet current needs. In addition, full size soccer fields can accommodate a greater range of users, as they can easily be divided into 2 or more mini fields if portable/movable goals are available; for this reason (as well as growing interest in adult soccer), many communities are moving away from mini field provision in favour of larger and more flexible field templates.

Given the need for more full size soccer fields, the City should look for ways to develop larger fields in its future parks, including outdoor artificial turf fields. The resilient, durable, and consistent synthetic surface is not subjected to the usual closures of natural grass fields due to heavy usage or poor weather. Artificial fields can not only be used more intensely week in and week out, but also for a much longer season. In addition to soccer, outdoor artificial turf fields can be used for football, field lacrosse, and field hockey. While the maintenance cost for outdoor artificial turf fields is low compared to grass fields, the initial capital outlay, replacement costs, and revenue potential can be higher. The City currently has a provision level of one outdoor artificial turf field for every 130,000 residents. Given the high cost of land and the increased usability of an artificial turf field, the City should strive for a provision standard in the range of one for every 60,000 to 80,000 residents. This will amount to a total target of 4 to 5 artificial fields by 2016 and 5 to 7 by build-out.

The areas with the lowest per capita supplies at present - Vellore Village and Carrville (and Thornhill, but to a lesser extent) - should be the focus of new soccer field development over the short and medium-term, with provision in the Long Term Residential Growth Area gaining more emphasis over time. The City should evaluate appropriate locations within each of these communities to accommodate new soccer fields (preferably senior/premium fields). Where possible, the City should cluster new soccer fields at single locations in order to create multi-field complexes that offer efficiencies associated with maintenance and that encourage tournament play.

ACTIVE TOGETHER MASTER PLAN - ACTION PLANS

- Steadily increase the number of soccer fields - with an emphasis on "senior field" development- from 143 to 193 by 2031 (these are unlit equivalent fields, where every lit field is equal to 1.5 unlit fields and every outdoor artificial turf field is equal to 2 unlit fields). To the greatest extent possible, new fields should be clustered together to form multi-field complexes, either at existing parks or at future park locations.
- In developing new fields, preference should be given to designing most fields as senior fields that can be used for older youth and adult play, as well as by younger children through the division of the field into mini pitches.
- Due to land shortages, more fields should be artificial turf. Artificial turf provides extended seasonal play, requires less maintenance and field rest, generates increased revenues, and provides a consistent, durable and flexible playing surface that can be used for a variety of sports.

- The City should provide one new sports field that gives priority scheduling to non-soccer users. At a minimum, this field should have appropriate irrigation, drainage and lighting systems.

PLAYER AND FIELD SUMMARY

Provided below is information on the Vaughan based minor soccer clubs including number of Vaughan players and the field allocations by field type.

It should be noted that the analysis of fields and players is based on 2010 data. Analysis is completed annually, following the year end and prior to the following year's allocation of fields.

2010 Player Summary

There are four registered minor soccer clubs operating in the City of Vaughan: Glen Shields (GSSC), Kleinburg / Nobleton (KNSC), Vaughan (VSC) and Woodbridge (WSC). They are all sanctioned by the YRSA* and abide by the related rules and regulations including the geographic territories assigned by the YRSA.

In January of each year all clubs are required to submit previous year's players lists including names, addresses and birthdates, as part of their field requests for the upcoming season. The total player numbers were issued by YRSA.

The total number of players registered within the Vaughan based minor clubs for the 2010 season broken down by Vaughan resident players is as follows:

Soccer Club	Total Players	Total Vaughan Players	Clubs % of Vaughan Players	Clubs % of Total Vaughan Players
Glen Shields Soccer Club	1193	1052	88%	14%
Kleinburg Nobleton Soccer Club	1395	1320	95%	18%
Vaughan Soccer Club	2659	2323	87%	31%
Woodbridge Soccer Club	3060	2803	92%	37%
Totals	8307	7498		100%

Notes:

- The players numbers noted above are youth players only. Three of the four (excluding KNSC) groups listed have teams with players 21 years of age and older, who are considered adults.
- There are other cultural youth clubs, schools, and adult clubs whose numbers have not been included above.

**The York Region Soccer Association (YRSA) mission is to provide direction, governance and administration for the members within the York Region District, as defined by the Provincial Soccer Association. To promote the development and effective administration of the game of soccer for everyone involved; including players, coaches, referees, administrators and Board Members. Active members in the YRSA must meet certain criteria (not for profit, a club constitution including some of the following provisions: an annual general meeting, a year end financial statement and an election of officers) as well as sign a membership agreement in which the officers of the organization are bound by the constitution, policies and procedures of the Provincial Soccer Association and the YRSA and further meet all financial and filing obligations to the YRSA.*

2010 Field Summary

The number of fields, broken down by category, that were assigned to the respective clubs for the 2010 season is as follows:

Soccer Club	Artificial*	Premium	Senior	Mini	Mini-Mini
GSSC	-	4	7	10	8
KNSC	#	1	6	7	1
VSC	1	3	7	24	9
WSC	1	8	5	24	15
Totals	2	16	25	65	33

Currently under construction.

There are slight variances from club to club depending on the make up of the registrant base and allocation of field types. For example, the KNSC uses mini field's width-ways instead of using mini-mini fields to accommodate the 5 & 6 and under age groups, allowing them to double their use of the fields.

*The Active Together Master Plan identifies artificial turf fields to be the equivalent of two unit fields and an amenity that the City of Vaughan should implement where feasible.

New Soccer Field Construction

The charts below indicate the timing, location and type of new soccer fields that will be constructed and open for public use:

NEW CONSTRUCTION - SOCCER FIELDS 2011				
	TYPE			
Park Name	Artificial	Premium	Senior	Mini
WEA-D1 - Sonoma Heights C.P.	1			
UV1-N6 - Venice Gate Park				1
UV1-N8 - Hillside Park				1
UV2-N16 - Carrville Mills Park				1
UV2-N17 - Twelve Oaks Park			1	

NEW CONSTRUCTION - SOCCER FIELDS 2012 (*FORECASTED)				
	TYPE			
Park Name	Artificial	Premium	Senior	Mini
UV1-N2 - Village Green			1	
UV1-N5 - West Wind Park			1	
UV2-N7 - Rolling Hill Park				1
UV2-N13 - Woodrose Park				1
UV2-N4				1
UV2-N12				1

***Requires Council Funding Approval**

NEW CONSTRUCTION - SOCCER FIELDS 2013 (*FORECASTED)				
	TYPE			
Park Name	Artificial	Premium	Senior	Mini
UV1-N29			1	
UV1-N26			1	
UV1-N27				1
UV2-N19				1

***Requires Council Funding Approval**

NEW CONSTRUCTION - SOCCER FIELDS 2014 (*FORECASTED)				
	TYPE			
Park Name	Artificial	Premium	Senior	Mini
UV2-D1	1	3		
MR1- North Maple Regional Park	2		1	

***Requires Council Funding Approval**

PUBLIC / NOT FOR PROFIT PARTNERSHIPS

The City of Vaughan Community Services Commission embraces a philosophy of providing services through partner organizations and rounding out any gaps in service through the direct service delivery model. The Commission becomes involved in developing partnerships where clear advantages can be demonstrated to both the municipal organization and the taxpayer.

Since 2001, three (3) Public / Not for Profit funding partnerships have been executed specifically relating to the provision of soccer facilities. These partnerships are outlined below:

PUBLIC / NON PROFIT PARTNERSHIPS			
Soccer Club	Facility	Contribution	Total Facility Budget
Woodbridge Soccer Club	Woodbridge Soccer Club Facility	\$240,000 (20 thousand for 12 years)	\$755,928
Vaughan Soccer Club	McNaughton Artificial Turf	\$125,000	\$1,158,750
Kleinburg Nobleton Soccer Club	Sonoma Heights Artificial Turf	\$130,000	\$1,095,000

It should be noted that the Glen Shields Soccer Club is willing to partner with the City of Vaughan for the design and construction of an artificial turf soccer field at Concord Thornhill Regional Park. During the 2011 budget process the Glen Shields Soccer Club committed to providing \$130,000 in funding for this initiative. On a go forward basis, priority will be given to projects that have been identified in the Development Charge Background Study and the Active Together Master Plan that have a committed funding partner.

FIELD MAINTENANCE

The maintenance involved with soccer fields is the responsibility of the Parks and Forestry Operations Department, including fields shared under the Shared Use Agreement(s)* with the YCDSB and the YRDSB. All sports fields are thoroughly inspected and repairs identified in the early spring and late fall. In addition, throughout the season soccer fields are inspected weekly and depressions or other hazards are corrected.

*Note: Both boards are responsible for the construction and funding of new sports fields on school property. Once built, the agreements give responsibility to the City for maintenance including grass cutting, lining, fertilization, top-dressing/overseeding and sodding in exchange for the City's right to permit the fields to the community user groups.

Premium soccer fields are not shared with a school, with the exception of Woodbridge College and are irrigated, fenced and most are lit. These fields as well as senior soccer fields receive the highest level of maintenance annually. This includes four applications of fertilizer, two aerations, top-dressing and over seeding, annual sod repairs and manual weed removal as needed. These fields are painted with lines throughout the season and receive nets on the goal posts.

Mini fields and mini/mini fields receive two fertilizations, one aeration, top-dressing and over seeding as necessary. The field lines are burned in with high pressure steam from the aquacide unit and the clubs may choose to line them further with talc.

Grass is cut as needed to meet our standard on all soccer fields and in many cases this is performed at a more frequent rate than park grass cutting. Notwithstanding the soccer fields are on a maintenance and inspection program, issues may arise between visits that are brought to the department's attention from coaches, league presidents, players or parents who have encountered an issue. These incidents may be brought to the attention of parks permit patrol immediately so action can be taken if necessary. In all cases the Parks District Supervisor is informed the following day so they may correct the problem if its maintenance related and inspection visits are set up with club presidents if needed.

To further strengthen the relationship with our Soccer groups, an early winter wrap up meeting is held at the Joint Operations Centre with member of the Soccer Executives, Recreation and Culture staff, Parks Development, Building & Facilities and the Parks and Forestry Operations staff to discuss the issues of the past season, dates for early and late fields the following season, new fees and as well as new fields.

POLICIES AND PROCEDURES RELATING TO SOCCER

Demand for soccer has been growing for the past number of decades and to effectively serve the needs and manage the associated variables, staff utilize the following procedures and policies, to guide the soccer program in Vaughan. Information below is segmented as follows:

1. Consultation Process
2. Facility Allocation Policy
3. Community Service Organization Policy
4. Managing Use on Premium Soccer Fields Policy
5. Wet Field Policy

Note that the four policies listed are currently under review.

1. Consultation Process

Community Services has an extensive framework for communicating with members of the soccer community. In addition to annual soccer meetings with all stakeholders including members of the minor and adult groups, the YCDSB, the YRDSB and the YRSA, there is a soccer liaison in each of the Community Services departments that deal with the day to day operation of soccer from allocations to field maintenance and development.

Recent Consultation

In April 2011, members of the soccer clubs were invited to a discussion on soccer allocation processes. In attendance were representatives from the Glen Shields, Vaughan and Kleinburg Nobleton Soccer Club. Absent were representatives from the Woodbridge Soccer Club and two religious soccer organizations. Although Woodbridge Soccer Club was not in attendance at the meeting in April, they will be contacted and staff will discuss the topics with them to gather their input.

Topics for discussion included but were not limited to:

- Fair allocation of limited artificial turf during the pre and post season;
- Grandfathering of field use provided all things are equal;
- Data collection for field allocation;
- Random selection process where all things are equal;
- Annual soccer allocation meeting with all minor clubs; and,
- Allocation of fields to other clubs such as adult and private soccer clubs.

Current Concerns

In recent months, the following soccer concerns have been expressed by the clubs and staff:

- The rate of growth in Vaughan has placed demand on minor groups to increase their inventory of time slots;
- The Glen Shields Soccer Club have expressed concerns that they do not have the same rights to an artificial soccer field as those clubs that have artificial turf within their boundary;
- The Kleinberg Nobleton Soccer Club have raised concerns that there are not enough fields in their inventory to serve their club;
- The standards of games versus practices is not equal for all groups;
- New sports are coming forward in Vaughan such as rugby and football who are looking for fair allocation on soccer fields;
- Demand from the adult community is growing;
- New soccer groups, through religious and other organizations are wishing to form and have equal access to soccer fields; and,
- Games that could not be played due to renovations on fields cannot be made up;
- Some mini fields are poor quality and in some cases are being closed down without other field options;
- York Region District School Board has incorporated a mandatory two day rest period on all school fields, therefore reducing inventory; and,
- Though not confirmed, there is a possibility of the York Catholic District School Board incorporating the mandatory two day rest period as well.

2. Facility Allocation Policy (FAP)

The FAP is the tool used by staff to define the process for allocating, distributing and managing City owned and permitted inventory in accordance with the prioritized Category of Users in a fair, equitable, transparent and consistent manner.

The current FAP includes the following principles:

- Children and Youth Community Service Organizations are considered a Priority 1 group followed by Adult groups, Commercial groups and finally Non Vaughan groups;
- Facilities will be granted based on the previous year's actual use within the same category of users;
- Group requiring additional times for new initiatives or increases in membership must receive approval for supplementary times prior to the development of the program;
- Analysis based on player/facility ratios may be utilized where equally qualifying groups for a like sport are applying for the same facility/times. If required, alternative quantitative methods may be used to support the allocation; and,
- In the event a group is not utilizing the permitted facility (no show), the Department of Recreation and Culture will issue a verbal alert. Subsequent occurrences may result in progressive action including written notice and removal of time(s) in question.

As a result of the consultation to date the following will be strongly considered in the review of the FAP:

- Strengthen the language that promotes the fair, equitable, transparent and consistent allocation of facilities and continues to give priority to youth groups;
- Clearly define the process for allocating, distributing and managing City owned and permitted inventory that provides staff with the tool to make facility allocation decisions;
- Add in the process for fair allocation of the artificial soccer field during the pre and post season (March to May and September to November);
- Create Standards of Play for soccer field uses (eg. the number of games versus practices for each of the groups); and,
- Where new groups form, with little or no inventory available (eg. Soccer fields for the purposes of playing rugby or football), re-allocate existing inventory for accommodation based on player / field analysis.

3. Community Service Organization (CSO) Policy

The CSO policy which is currently embedded in the FAP ensures that groups are non profit and volunteer based. Groups must have a membership open to all City of Vaughan residents and may not exclude participation on the grounds of race, religious or political affiliations. Groups must have 75% (minor sports groups 90%) of its membership residing in Vaughan. Two important functions of this policy as they relate to soccer are that:

- Groups applying for CSO status intending to offer a similar or duplicate service to an existing one will not be approved if the existing group is not in agreement and can meet the overall demand for the service; and,
- CSO categories are prioritized for the fair and equitable distribution of City owned inventory.

As a result of the consultation to date the following will be strongly considered in the review of the CSO Policy:

- Separate the CSO policy from the FAP so that each policy can stand on its own;
- Strengthen the policy to ensure that applicable eligibility, terms and conditions and authority of the City are outlined and applicable for each CSO group;
- Prioritize the users by category for the fair and equitable distribution of city inventory.

4. Managing Use on Premium Soccer Fields Policy

This policy was introduced and supported by the clubs in 2002 to reduce the overuse of premium soccer fields. Overuse of fields causes compaction from excessive traffic and reduces the effectiveness of maintenance practices. Notwithstanding the benefits, there are occasions when opening a rest day to allow a game is the only option. Therefore, the policy is under review to allow clubs to book make up games on rest days if the City of Vaughan was directly or indirectly responsible for interference to an existing permit. In addition, the policy will allow the rest days to be spaced out within a seven day work week, instead of being scheduled for two days in a row.

5. Wet Field Policy

This policy was implemented in 2002 and has been reviewed annually with soccer permit holders. The policy provides user groups with notification of a closure when field's saturation exists and provides teams with an opportunity to check the hot-line in advance of their permit to confirm the status during heavy rainfalls.

Note regarding Condition of Fields: The City of Vaughan partners with the school boards to provide as many opportunities as possible for soccer to be played. Notwithstanding the shared school fields expand the menu of fields; these fields are the most challenging to keep safe and healthy. There is a window for maintenance from June to August for renovations however this impacts our existing permits when the fields are closed for renovation. In addition to these challenges, the York Region District School Board, in an effort to prolong the life of soccer fields is implementing a mandatory two day rest period on all fields.

NEXT STEPS

As noted under 'Recent Consultation' and 'Current Concerns', some members of the soccer community have recently expressed concerns regarding the current procedures and policies relating to soccer.

Recognizing that the governing policies for soccer may implicate various user groups / clubs (soccer and baseball players, arena users, bocce players, and others), staff are recommending that a comprehensive review encompassing input from all users on the related policies be conducted.

As well, staff will prepare a presentation and question and answer session for the Sports Congress being held at City Hall in September, 2011 to gain input from soccer and other sport users.

After consultation with all of the user groups, if it is deemed that amendments are required to the policies and procedures, prior to the allocation of 2012 season, staff will come forward to Council with recommended changes.

Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the project will provide

- **STRATEGIC GOAL:**
Service Excellence – Providing service excellence to citizens.
- **STRATEGIC OBJECTIVES:**
Pursue Excellence in Service Delivery and Enhance and Ensure Community Safety, Health and Wellness – To deliver high quality services and to promote health and wellness through design and program.

Regional Implications

N/A

Conclusion

Soccer is one of the fastest growing sports in Vaughan and the primary youth market for soccer accounts for 21% of the City's population. Many other field sports are also gaining popularity and competing with soccer for time on existing sports fields.

To ensure the continued transparency, consistency and fairness in the allocation of soccer fields, staff will continue to gather feedback from the community and make recommendations to Council on any amendments required to the governing policies and procedures.

Attachments

Attachment # 1 Facility Allocation Policy / Community Service Organization

Attachment # 2 Managing Use on Premium Soccer Fields Policy

Attachment # 3 Wet Field Policy

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Respectfully submitted,

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**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: COMMUNITY SERVICES	POLICY NO.:04.1.20
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CNL: 97.06.03 (31/12)

AMENDED CNL: 97.10.14 (50/7)

AMENDED CNL: 02.10.15 (67/7)

DEPARTMENT: RECREATION AND CULTURE	SUBJECT: FACILITY ALLOCATION POLICY
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**Community Services
Policy for Facility Allocations**

GOAL

The City of Vaughan, Department of Recreation & Culture recognizes that municipal recreation facilities are intended to be used by the public and encourages the community members to permit these facilities. The Department of Recreation & Culture will process all permit requests *after* the facility needs for City programs have been met and in accordance with this policy.

OBJECTIVES

The objectives of this policy are to :

1. define the Category of Users and the priority schedule for allocation of facilities;
2. outline timing, procedures and conditions unique to certain facilities and/or uses and associated permit rules.

CATEGORY OF USERS

Facility permits will be granted in a fair and equitable manner based on the following priority schedule:

Priority 1A: Children & Youth Community Service Organizations

Definition: Recognized Community Service Organizations (CSO's) offering non-profit programs for children and youth up to the age of 20. Vaughan residents must form at least 75% of the membership (90 % for minor houseleague) .

Groups in this category are entitled to the CSO rental rates.

In order to be recognized as a CSO*, groups must have a volunteer board of Directors and file the following annually :

- most recent membership list (including full addresses and telephone numbers);
- season schedules, where applicable (eg games and practices);
- list of elected executives;
- constitution or statement of purpose;
- most recent financial statements.

Failure to submit any or all of the requirements may result in the revoking of the CSO status.

***Groups applying for CSO status intending to offer a similar or duplicate service to an existing one will not be approved if the existing group is not in agreement and can meet the overall demand for the service.**

Priority 1B: Social Service (Religious) Organizations

Definition: Groups not necessarily based in Vaughan offering non-profit or religious services to the Vaughan community. These organizations are required to substantiate that the service is needed in the Vaughan community.

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: COMMUNITY SERVICES	POLICY NO.:04.1.26
CNL: 97.06.03 (31/12) AMENDED CNL: 97.10.14 (50/7) AMENDED CNL: 02.10.15 (67/7)	
DEPARTMENT: RECREATION AND CULTURE	SUBJECT: FACILITY ALLOCATION POLICY

Groups in this category are entitled to the CSO rental rates.

* See Priority 1A for annual submission requirements.

Priority 1C: Adult Community Service Organizations

Definition: Recognized CSO's* offering non-profit programs for adults 21 years of age and over. Vaughan residents must form at least 75% of the membership.

Groups in this category are entitled to the CSO rental rate for meetings only. All other uses are subject to the Vaughan Resident rental rates.

* See Priority 1A for annual submission requirements.

Priority 2: Vaughan Residents

Definition: Individuals residing in Vaughan requesting a facility for private functions and groups operating a semi-professional sport organization.

Individuals in this category are required to pay the Vaughan Resident rental rates.

Priority 3: Vaughan Commercial Organizations

Definition: Vaughan-based corporations or industries offering programs for their employees. All of the members must be employed or reside in the City of Vaughan. Groups may be required to validate employment and/or residency.

Groups in this category are required to pay the Vaughan Commercial rental rates.

Priority 4: Non-Vaughan Organizations

Definition: Non community-sponsored activities of any type.

Groups in this category are required to pay the Non-Vaughan rental rates.

TIMING

Deadline dates for seasonal requests are established annually by the Department of Recreation & Culture. Past customers are invited to submit a request for the following year. Requests received by the deadline dates are allocated according to the priority schedule.

Requests received after the deadline dates will be processed on a first come first served basis.

PROCEDURES/CONDITIONS

1. Facilities will be granted based on the previous year's actual use within the same category of users (ie houseleague, rep etc). Groups requiring additional times for new initiatives or increases in membership must receive approval for supplementary times prior to the development of the program.
2. Analysis based on player/facility ratios may be utilized where equally qualifying groups for a like sport are applying for the same facility/times. If required alternative quantitative methods may be used to support the allocations.
3. Prior to general allocations the Department of Recreation & Culture will make every effort to respect the territories sanctioned by their governing bodies.

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: COMMUNITY SERVICES	POLICY NO.:04.1.20
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CNL: 97.06.03 (31/12)
AMENDED CNL: 97.10.14 (50/7)
AMENDED CNL: 02.10.15 (67/7)

DEPARTMENT: RECREATION AND CULTURE	SUBJECT: FACILITY ALLOCATION POLICY
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4. Where **demand exceeds supply** (eg Doctor's Mclean Park)) a random selection process may be used to allocate facilities.
5. In the case of soccer fields groups will be restricted from practicing on premium fields Monday to Thursday evenings. Refer to the Wet Field and Managing Use on Premium Fields Policies for additional conditions for outdoor facilities.
6. Pre-season soccer fields will be identified by the Parks Department annually based on maintenance and weather conditions. **Premium and Senior soccer fields are prohibited from use during the pre-season.**
7. The Department of Recreation and Culture reserves the right to designate passive community use as required.
8. In the case of outdoor tennis and outdoor bocce courts permits will not be issued to individuals for private time.
9. In the event a group is not utilizing the permitted facility ("no show") the Department of Recreation and Culture will issue an alert. Subsequent occurrences may result in progressive action.
10. The Council approved rental rates will be applied for all tournaments.

PERMIT RULES

1. Rules, regulations and payment schedules outlined on the permit must be strictly adhered to by permit holders. Refer to the Facility Permit Conditions and Regulations for further details.
2. The falsification of any information or disregard of the rules and regulations may result in the immediate cancellation of the permit.
3. Unless prior arrangements have been confirmed, any permit holder with an outstanding account will not be eligible for a permit.
4. Users of outdoor facilities must be familiar with and abide by the Parks By-Law number 134-95 including but not limited to the Wet Field Policy and the Managing Use on Premium Fields Policy.
5. Where the use includes alcohol consumption the permit holder must be familiar with and abide by the Municipal Alcohol Policy. Permit holders will be held responsible for any illegal use of alcohol and any contravention of the Municipal Alcohol Policy.
6. Permit Holders are responsible for their own liability insurance unless they are affiliated with the City of Vaughan's Insurance Policy. Groups may be asked to provide proof of insurance and to name the City of Vaughan as co-insured to a minimum of two million dollars of liability for major events.
7. Children & Youth CSO's offering sports programs with representative teams must be affiliated with a regional or provincial sport body.
8. Permit holders are responsible for ensuring that all parking regulations are abided by all members of their group.
9. The Commissioner of Community Services reserves the right to grant exemptions to the Facilities Allocation Policy based on requests demonstrating a substantiated special circumstance.

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: COMMUNITY SERVICES	POLICY NO.:04.1.26
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CNL: 97.06.03 (31/12)
AMENDED CNL: 97.10.14 (50/7)
AMENDED CNL: 02.10.15 (67/7)

DEPARTMENT: RECREATION AND CULTURE	SUBJECT: FACILITY ALLOCATION POLICY
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FACILITY PERMIT CONDITIONS AND REGULATIONS

The City of Vaughan:

1. Is not responsible for liability claims against the applicant unless the applicant is an affiliate under the City Insurance Policy for affiliate groups.
2. Will not be responsible for damages, loss or theft of equipment or clothing of any applicant or their guests.
3. Reserves the right to require police or security staff at any event at the expense of the applicant. Written proof confirming security arrangements must be submitted to the Department of Recreation & Culture ten days prior to the event.
4. Reserves the right to require a security deposit for any event. The eligibility and the amount of the refund for a security deposit will be considered following the event.
5. Reserves the right to cancel this permit should there be a breach of regulations or on 24 hours notice as required. Permits may be cancelled on short notice due to mechanical failures or weather related alerts.
6. Provides arena change rooms on the basis of one room per team or one room per 20 adults, to a maximum of 2 rooms per hour of rental time. Access to dressing rooms will be given 30 minutes prior to ice access time.

The Permit Holder:

1. Hereby agrees to indemnify and hold harmless the City of Vaughan from all claims and actions arising as a result of the use of the facility.
2. Shall pay for all damages to the property of the City arising from the use of the facility where the applicant is deemed responsible.
3. Must notify the Recreation & Culture Department of any cancellation at least two weeks in advance. Failure to provide two weeks notice will result in a penalty of one half the rate. Failure to provide less than one week's notice will result in a penalty of the full rate. A \$15 administration fee will be deducted from any refund issued by the City of Vaughan initiated by the applicant.
4. Shall be responsible for the conduct and supervision of all persons attending this event and shall ensure all regulations contained in this permit are observed. Vandalism, littering, abusive language, smoking and use of alcohol without a license shall be deemed as just cause to cancel a permit or refuse future permit applications.
Activities must be restricted to the permitted area. Access to other areas is prohibited. Due to fire and alcohol regulations, restrictions may be placed on open flames, such as candles, that may create a fire hazard.
5. Is responsible for vacating, returning the facility to the original condition, keeping facilities clean and the removal of all rented or privately owned property, alcohol and personal effects by the specified permit end time unless written prior arrangements have been made with the Recreation & Culture Department. Confetti is prohibited in all City of Vaughan facilities. Litter must be placed in litter cans and any excess should be removed from the premises.
6. Agrees to vacate arena change rooms within 30 minutes after the end of their permit. Change rooms must be left in a clean and usable condition when vacated.
7. Must be a minimum of 18 years of age at the time of booking and be present in the permitted facility during the permitted times. Anyone under the age of 18 must be supervised by an adult and/or permit holder at all times.

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: COMMUNITY SERVICES	POLICY NO.:04.1.20
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CNL: 97.06.03 (31/12)
AMENDED CNL: 97.10.14 (50/7)
AMENDED CNL: 02.10.15 (67/7)

DEPARTMENT: RECREATION AND CULTURE	SUBJECT: FACILITY ALLOCATION POLICY
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8. Shall not sell items deemed to be in competition with the Recreation & Culture Department unless prior approval has been given by the Director of Recreation & Culture. A vendor's permit must be posted during permitted times.
9. Must provide their own first aid supplies and a qualified participant trained in Emergency First Aid and CPR.
10. Must comply with the rules and regulations outlined in the City of Vaughan's Parks By-Law 134-95 including but not limited to the Wet Field and the Managing Use on Premium Fields Policies. Copies of the By-Law and policies are available at the Recreation and Culture Department.
11. Must receive authorization prior to affixing any decorations. If granted, the applicant must ensure all decorations are fireproof, affixed with masking tape and removed by the specified permit end time.
12. Must wear non-marking athletic shoes for all sports activities held in the gym.
13. Must comply with the Municipal Alcohol Policy (MAP), where a Special Occasions Permit has been issued. Copies of the MAP are available at the Department of Recreation & Culture.

IMPORTANT INFORMATION

1. No games are to be played on sports fields posted or considered unplayable by Community Services. Enquiries regarding outdoor facilities can be made by calling 905/832-8577.
2. The sale and/or consumption of alcohol is forbidden at all sport facilities and park locations unless a permit has been granted. Failure to comply with the LLBO and the MAP regulations will result in the immediate cancellation of the permit and may result in police intervention. No refund will apply.
3. Rental fees are to be paid at least ten days prior to the event at the Department of Recreation & Culture. A 20% deposit is required at the time of booking. Full payment of permits issued within the ten days prior to the event is required at the time of booking. The Department of Recreation and Culture reserves the right to cancel the permit if the applicant defaults in any or all payments.
4. Facility permits are valid for specified use, location, date and time and may not be changed or subleased unless approval is first received by the Department of Recreation and Culture. In the case of a dispute, the status of the Department of Recreation and Culture Department copy of the permit will take precedence.
5. In accordance with the municipality's noise by-law, 270-81, and unless authorized by permit, no person shall operate loud speakers or amplifying equipment in any park.
The above is prohibited:
 - at all times in a Quiet Zone
 - from 1700 to 0700 hours (0900 Sundays) in a residential zone.
6. Smoking is prohibited in all municipal facilities under By-Law 10-96.
7. The City of Vaughan GST Registration Number is 108-642.
8. Failure to abide by any City of Vaughan policy may result in the termination of the permit and all future permit applications.

APPROVED BY CITY OF VAUGHAN COUNCIL TUESDAY, OCTOBER 15, 2002.



Recreation & Culture

**COMMUNITY SERVICE ORGANIZATION (C.S.O.)
APPLICATION**

CRITERIA FOR ELIGIBILITY:

Community Service Organizations (C.S.O.'s) shall be non-profit and volunteer based. Groups must have a membership open to all City of Vaughan residents and may not exclude participation on the grounds of race, religious or political affiliation. Groups must have 75% (minor sports groups 90%) of its membership residing in Vaughan. In the case of homeowners associations, membership must be open to all residents within their defined geographic area. The services provided by the group should reflect neighbourhood and/or city-wide needs and be operated by volunteers.

Groups applying for C.S.O. status intending to offer a similar or duplicate service to an existing one will not be approved if the existing group is not in agreement and can meet the overall demand for the service.

Groups wishing to apply for C.S.O. status are required to file the following information initially with Recreation & Culture, and annually thereafter:

- A list of executive officers including full addresses, with e-mails and telephone numbers
- Written constitution and by-laws or a statement of purpose
- Not-for-profit number
- Membership list including full addresses and phone numbers
- Players list (applicable to minor sports only) including names, ages, full addresses and telephone numbers. Season schedules are also required.
- Membership/registration fees, if applicable
- Most recent audited financial statements
- Proposed budget
- Minutes from last Annual General Meeting

Please complete the attached forms to apply for Community Service Organization status and return to:

Director
Recreation & Culture
City of Vaughan
2141 Major Mackenzie Drive
Vaughan, Ontario L6A 1T1

Groups who are granted CSO status will have their group/contact information/website information posted on the City of Vaughan website.



Recreation & Culture
**COMMUNITY SERVICE ORGANIZATION (C.S.O.)
STATUS APPLICATION**

Name of Organization: _____

Mailing Address: _____

Executive Members:

Name: _____ Email Address: _____

Full Address: _____

Res. Phone Number: () _____ Cell Number: () _____

Name: _____ Email Address: _____

Full Address: _____

Res. Phone Number: () _____ Cell Number: () _____

Name: _____ Email Address: _____

Full Address: _____

Res. Phone Number: () _____ Cell Number: () _____

President/Chairperson: _____

Full Address: _____

E-mail Address: _____

Res. Phone Number: () _____ Bus. Number: () _____

Contact Person (if other than above): _____

Full Address: _____

E-mail Address: _____

Res. Phone Number: () _____ Bus. Number: () _____

Organization 'Statement of Purpose': _____

Description of Activities: _____

Dates of Operation: From: _____ To: _____

Membership/Registration Fees Charged (if applicable): _____

PARTICIPATION NUMBERS:

	Last Year Year:	Current Year Year:	Next Year Proposed Year:
Pre-school (0-5 years)			
Children (6-12 years)			
Youth (13-17 years)			
Adult (18 years+)			
TOTAL:			

LEADERSHIP NUMBERS:

	Last Year Year:	Current Year Year:	Next Year Proposed Year:
Administration			
Program			
Other			
TOTAL:			

OTHER INFORMATION

Details:

Signature: _____ Title: _____

Organization: _____ Date: _____



Organization Name: _____



FINANCIAL INFORMATION

CURRENT FISCAL YEAR: Year: _____

NEXT YEAR PROPOSED: Year: _____

REVENUE:

REVENUE:

Source: _____ Amount: _____

Source: _____ Amount: _____

TOTAL: _____

TOTAL _____

EXPENDITURES:

EXPENDITURES:

Item: _____ Amount: _____

Item: _____ Amount: _____

TOTAL: _____

TOTAL: _____

SUMMARY:

Surplus or deficit from previous year: _____

Revenue _____

Sub Total _____

Minus Expenditures _____

BALANCE: _____

SUMMARY:

Surplus or deficit from previous year: _____

Revenue _____

Sub Total _____

Minus Exp. Expenditures _____

BALANCE: _____

Signature: _____

Date: _____



City of Vaughan
Managing Use on Premium Soccer Fields Policy

Revised April 2011

Soccer fields require a high quality of turf to ensure a safe playing field for players in order to reduce injuries and prolong the quality of turf. To reduce excessive wear and soil compaction on soccer fields, the following policy has been developed.

Policy

The City of Vaughan shall manage the amount of play on premium * soccer fields in order to be fair to all clubs, maximize the life of turf on the soccer field and to reduce unnecessary maintenance costs. The revised Wet Field Policy, in conjunction with the Managing Use Policy is designed to benefit both the user and the taxpayer.

*The definition of a premium field is a senior size regulation field that is fenced, irrigated, lit for night time use, and is maintained as per Parks and Forestry Operations standards.

Procedure

1. Premium fields receive maintenance and cultural practices (as per Parks and Forestry Operations standards such as aeration, top dressing, over seeding, fertilization and soil analysis).
2. Premium fields are inspected daily, cut/trimmed and lined weekly or as required, holes and nets repaired immediately as per Parks Operations Standards.
3. In co-operation with the User groups, Recreation and Parks and Forestry Operations, fields are chosen prior to spring as to their availability i.e. early or late field. This schedule is the basis for planning renovations, tournaments, staffing etc. Unless special approval has been granted by the Commissioner of Community Services, the predetermined dates will not be altered.
4. Premium fields shall have a rest period of two days in a seven day week with no more than four time slots* allocated for week days and no more than six time slots allocated for weekends.

*two time slots equal one game.

5. Premium fields are intended for scheduled games. Practices are allowed if played utilizing the width of the field rather than the length. Goal mouths are not to be used for practices.

6. The rest period is designated for maintenance and will be permitted to Parks and Forestry Operations as **Park Maintenance Days**. These days will be clearly marked prior to booking permits in the spring. A rest day may be altered if the City is responsible for causing impact to the scheduled permits.
7. Large tournaments shall not be permitted prior to June 15th or after September 29th unless approved by the Commissioner of Community Services.
8. Under the direction of the Parks Supervisor, staff will regularly monitor the conditions of the fields and provide monthly reports on the condition, cultural practices and repair strategies applied to each field. The information is available in a central filing system for access by the Manager of Parks and will be available for discussion at the fall soccer meetings with Club Presidents. Clubs are still encouraged to discuss concerns throughout the season with their designated Parks Supervisor.
9. Fields will be monitored by assigned Parks and Forestry staff or Parks Patrol security during permit and non-permit periods. Evening supervision by Parks Patrol will allow increased communication. If users refuse to leave a non-permitted field, the Parks or Security staff shall immediately contact the By-Law Enforcement staff who shall note the names of the users and warn them that they are in violation of the Parks Bylaw #134-95 and will ask them to leave. Permit holders may be charged and fined as per the bylaw.

City of Vaughan
Wet Field Policy

In the interest of maintaining the high quality of playing fields and in an effort to prevent injury, the City of Vaughan will enforce the following policy and procedures when sports fields become saturated.

Policy

The City of Vaughan recognizes the preservation and maintenance of its sports fields to the highest industry standards benefits user groups and preserves an important City asset. In order to preserve these fields and to promote their use, the City is committed to protecting the fields against non-permitted or unauthorized use. Therefore, the City will not allow play on fields when a 10-mm rainfall has occurred within an 8-hour period prior to field use when:

- a) the field is saturated *
- and / or
- b) there is evidence of surface water

*The definition of a saturated field is one where the soil cannot absorb any additional moisture and water runs off the surface or pools on the field. The easiest method to determine if a field is saturated is to walk on the playing surface. If the water is pushed around the foot then the field is saturated.

Procedures

The Director of Recreation and Culture will ensure that all sports groups have received and signed the most updated Wet Field Policy.

1. Designated staff shall contact the Manager of Parks and Forestry immediately when conditions warrant the closing of sports fields due to excessive rainfall.
2. Once a field has been deemed unplayable, the Manager of Parks and Forestry or designate will contact the permit section of the Recreation Department who will inform the Permit holder by either fax, e-mail or telephone (as predetermined when wet policy is signed).
 - a) prior to 3:30 p.m.
The Recreation Department will contact the permit holders to advise of the closure.

- b) after 3:00 p.m.
The permit holders will not be contacted. Permit holders are responsible for checking the “soccer hot line number” (step 3) if games are questionable due to rain.
3. The Manager of Parks and Forestry or designate will update the soccer hotline, recording the date and time fields are closed. The recording will reflect closures only with the appropriate date and will be updated with additional closures as shown;
- a) Once fields are closed for evening games they will not be reopened. Fields closed from 5:00 p.m. onward will not be reopened.
- b) The hotline number will updated up to 8:30 p.m. with closures. After 8:30 p.m., parks patrol will notify User Groups on site if a closure is necessary.
- c) The hotline will be updated between 8:30 – 9:00 a.m. and as needed throughout the day.
- d) The hotline is accessible by calling 905- 832-8577 option #4
4. Parks staff will complete the following at every **premium field**:
- a) “Field Unplayable” signs will be installed at all gates entering the soccer field. Signs shall include a number to call for inquiries and the bylaw reference number.
- b) All gates will be locked with a separate lock, unavailable to the permit users.
- c) Parks Department will contact the Building and Facilities Department who will turn the power supply for lights off for the designated evening.
- d) Fields will be monitored by assigned Parks or Parks Patrol security once the hotline has been updated.

Fields will be inspected prior to reopening with a), b), c) and d) transferred back to reflect normal conditions.

5. No play will be permitted on sports fields when the Wet Field Policy is in effect as defined. The city does recognize however, major tournaments involving out of town teams do occur on occasion. Therefore, the City will permit games to be played on practice fields* if the tournament cannot be re-scheduled. Clubs organizing the tournament are responsible for permitting contingency fields in consultation with the permitting department.

*Practice field is defined as a non-premium, senior regulation field.

6. The City of Vaughan will use the following progressive system to enforce the policy:
- a) If users refuse an order to leave a closed field, the Parks or Security staff shall immediately contact the By-Law Enforcement staff who shall note the names of the users and warn them that they are in violation of the Parks By-Law # 134-95 and will ask them to leave. Permit holders may be charged and fined as per the by-law.
 - b) If the users still refuse to leave, the York Regional Police may be asked to assist under the Trespass to Property laws.
 - c) A copy of this report shall be forwarded to the Manager of Parks/Forestry, Executive Director of Building/Facilities and Parks, and to the Commissioner of Community Services.
 - d) The Director of Recreation and Culture may call the person (s) to a meeting with the Executive Director of Building and Facilities and the Manager of Parks and Forestry within one week of the incident and will take whatever action is necessary up to and including the canceling of any further permits, costs for damages to the fields, costs for staff time during the incident or any other costs incurred by the city to enforce the policy.
 - e) Any further occurrence may result in the cancellation of permits for one year for the organization involved.