



POLICY MANUAL

Policy No. 404

| | |
|----------|--------------------------------------|
| Section: | Operations |
| Title | Allocation: Outdoor Playing Surfaces |

REASON FOR POLICY

To define the criteria for the allocation of outdoor playing surfaces for programs and events in North Vancouver.

POLICY

- I. Priorities for allocation of outdoor playing surfaces on behalf of the City of North Vancouver, the District of North Vancouver and School District No. 44 shall be based on the following order of priority:
 - a) Programs and special events sponsored by the North Vancouver Recreation and Culture Commission (NVRCC), the City of North Vancouver, District of North Vancouver or School District No. 44
 - b) Community Groups
 - i) Regularly scheduled league and playoff games. League allocations shall be made prior to consideration of individual team requests from the same league. Where an organized sport community group which is a regular user and an informal group of occasional users apply for the use of the same field at the same time, preference will be given to the community group.
 - ii) Special events and tournaments.
 - iii) Practices and casual use.
 - c) Non-profit Organizations and Public Agencies

Tournaments, special events and exhibition games shall be allocated as availability and conditions permit.

When more than one request is received for the same playing surface, allocation shall be made as follows:

 - Child/youth sport organizations;
 - Other sports organizations;
 - Other registered societies sponsoring sport schools.
 - d) Commercial Organizations within North Vancouver

- e) Commercial Organizations outside of North Vancouver

II. Contracts and Fees

1. All user groups will be required to contract with the NVRC in order to reserve exclusive use over any playing surface in the City of North Vancouver, District of North Vancouver or School District No. 44, even where fees for such use are not charged.
2. No user group may reallocate their assigned playing surface(s) to another organization.

III. Sport Schools

For sport schools (both commercial and non-profit) offered in North Vancouver, the following criteria must be met:

1. A maximum 15:1 ratio of participant to instructor for field-related sports and a maximum of 10:1 ratio for racquet sports;
2. All instructors must hold a minimum NCCP Level 1 coaching certificate, or equivalent.
3. Organizers must be prepared to conduct qualitative evaluations on the program effectiveness and refer the results to NVRC staff.
4. A sport school whose operator is not sponsored by a community association/club will be considered commercial. A sport school, any of whose participants are not members of the sponsoring association/club and are charged a registration fee, will be considered commercial.
5. If the name of an individual is marketed with a sport school, then that individual must be in attendance for all sessions or the promotional material for the school must clearly state the exact times he/she will be in attendance.
6. Commercial organizations will be restricted to the use of one playing field for field-related sports and 50% of available courts for racquet-related sports.
7. When more than one request is received from commercial organizations for the provision of fields in the same area at the same time, consideration shall first be given to the North Vancouver-based organization and, secondly, to the date the application is received.

DEFINITIONS

For the purposes of this Policy, the following definitions will be used:

Tournament – a series of full-length or modified games held at one or more sites over one or more days, which does not constitute a part of regular season play; OR an event that reserves in excess of fifty hours of field time over two consecutive days; OR an event where games are played outside of the regular season.

Sports Day – involves active participation sports held at a playing field.

Sports School – a commercial or community group-sponsored skill development program.

Special Event – an event that requires special park maintenance prior to, during or following the event; OR an event that charges an admission fee or is conducted as a fund-raiser; OR an event that requires a public Special Occasion Licence; OR any non-sport use of a playing surface.

Community Group – a non-incorporated group composed of individuals joined together on a non-profit basis or a non-profit organization incorporated under the Societies Act of BC and/or the Canada Business Corporations Act, Part II. The groups shall meet all the following criteria:

- At least 75% of the members are residents of North Vancouver or work at a business address in North Vancouver;
- Membership of the group is open and available to any North Vancouver resident (or a defined sub-region of North Vancouver, e.g. Lynn Valley Soccer for Lynn Valley residents);
- The purposes and practices of the group are not contrary to the BC Human Rights Act nor is it involved in the promotion of unlawful activities;
- The purpose of the group will enrich the liveability of the North Vancouver community;
- The group is not a registered political party.

Non-profit Organization – an organization that is a registered non-profit society.

Public Agency – an organization that operates on a not-for-profit basis.

Commercial Organization – an organization which operates on a for-profit basis.

AUTHORITY TO ACT

Authority to act and revise this policy is delegated to the Director of Recreation & Culture.

| | | | |
|-------------------------|-------------------|--------------|------------|
| Original Approval Date: | March 9, 1992 | Approved by: | Commission |
| Amended: | November 27, 2008 | Approved by: | Commission |