



POLICY & PROCEDURE MANUAL

SECTION	Recreation
SUB-SECTION	
EFFECTIVE DATE	December 2024
REVISION DATE	
SUBJECT	Ball Diamond Allocation Policy
APPROVAL	Council Resolution #

Purpose

To promote maximum facility usage for the effective and efficient operations of the Grand Valley baseball diamonds.

The purpose of this policy is to:

- a) Clearly define and communicate how diamonds will be managed, allocated and distributed
- b) Serve as a guide for the ball diamond allocation process
- c) Promote and encourage participation in Baseball to the overall benefit of the community
- d) Guide user groups through the process of booking Ball Diamonds

The policy identified in this document establishes and clarifies the Town's responsibility for ball diamond allocation, facility administration and its commitment to the management of:

- a) Fair and equitable ball diamond allocation that maximizes use of the sports field.
- b) Fiscally responsible ball diamond facility operations.
- c) Facilitation of tournaments, special events and seasonal diamond rentals.
- d) Safe and accessible services for all.
- e) Enhancement of the quality of life of all citizens.

Ball Diamond Allocation

Requests for ball diamonds for the upcoming season must be received by the Recreation Department in writing each year by March 31, using the Ball Diamond



Allocation form, available on our website. Such requests will include regular weekly use, tournaments and special events. A notice, regarding allocation of ball diamond requests, will be sent to each regular seasonal user group at least one month prior to the deadline for submitting requests. Requests are reviewed in relationship to the availability to maximize group requests with priority given to:

1. Town of Grand Valley Special Events and Programs
2. Minor Sports Groups
3. Adult Sports Groups
4. Occasional/School Groups

Allocated diamonds can only be used for the intended purpose-i.e. diamond allocation for minor ball, can only be used for minor ball games or practices.

Diamond bookings allocated to a user group must be returned if they are not going to be used by the user group, by May 1 of each year.

Switching of times, days, etc. with other users or sub-contracting diamonds will not be permitted.

Valid requests for changes from any regular user group may not always be accommodated as requested. It is recognized that it is advantageous to maintain a reasonable amount of consistency in diamond time schedule from year to year and therefore due consideration will be given to the allocation of diamonds according to previous years. With that said just because a regular user may have historically had diamond time does not mean that they own that diamond time. Changes to diamond allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

Cancellation of Diamond Time

Regular user groups must provide at least one week (7 days) email cancellation notice. The cancellation notice must be emailed to the Recreation Department (booking@townofgrandvalley.ca) by each user group's Ball Diamond Convener. Notice of less than 7 days will result in charges being levied for diamonds not re-booked at its resale value.

Rainouts cancelled by the user group must be notified to the Recreation Department by email within 24 hours of rain out date. (booking@townofgrandvalley.ca)

Definitions

- 1) Minor Sports Group: child and youth minor group organizations primarily for children less than 19 years of age



- 2) Adult Sports Group: members over the age of 19 years of age which participate in adult sport leagues.
- 3) Regular User Group: All groups/organizations/individuals renting diamonds on a weekly basis.
- 4) Occasional User Group: Rental groups which book diamonds occasionally. I.e. not on a regular weekly schedule.
- 5) Town means the Corporation of the Town of Grand Valley
- 6) Manager means the person(s) in charge of Recreation.

Ball Diamond Allocation/information meeting

Organization Contact Person (Ball Diamond Convener)

All regular season user groups are required to have a contact person, who will be deemed to be their Ball Diamond Convener.

It is the responsibility of the convener to communicate schedule changes, cancellations, special requests or other pertinent information on behalf their group to the Recreation Manager.

Information regarding name, address, email and phone number(s) of the group's convener must be submitted with baseball diamond requirements. Include the name, address, email and phone number(s) for billing contact if different.

Ball Diamond Allocation Meeting

A Ball Diamond Allocation/information meeting may be booked annually for the upcoming Ball season consisting of the following representatives:

- a) One member from each regular user group
- b) Recreation Department Staff

The purpose of the meeting will be to review the upcoming season: fees, field maintenance, policy changes, questions and concerns etc. Ball diamond packages will be handed out and reviewed. The representatives will be expected not only to represent the needs of their organization, but also to represent the needs and the best interests of the entire community.

Master Baseball Diamond Schedule

A Master Schedule of Baseball allocation and contract packages will be confirmed and approved April of each year, by the Recreation Manager. The Master Schedule and contract packages will be sent to all Baseball diamond Conveners to share with their user groups.



It is recognized that changes to the Master Schedule may be required from time to time. Any changes will be submitted in writing or by email to the Recreation Department outlining the changes and the valid reason for the change. Approval of any changes will be at the sole discretion of the Recreation Manager. Temporary changes may also be necessary from time to time due to unforeseen circumstances. (I.e. Field condition).

Ball Diamond User Group Invoicing

All regular user groups will be invoiced for all diamond time booked. Review the dates and times on your invoice carefully- if a diamond time is not in your contract, it is not booked. In the event of a schedule change, an amendment to the invoice will be made.

Ball Diamond Cancellations

The Recreation Manager may cancel any contracts or portions of contracts where:

1. The contract was transferred without approval of the department
2. The ball diamond is not being used for the purposes set out in the request
3. There has been a breach of the regulations posted in the contract
4. If the account for ball diamond rental is in arrears more than thirty (30) days. Any user group or individual whose account remains past due at the time the Baseball Diamond Schedule is confirmed for the following season, will not receive any ball diamond allocation time for the upcoming season.
5. The ball diamond requires technical or emergency repairs which cannot be performed at any other time. No diamond fee will be charged.
6. Weather conditions have rendered the condition of the field(s) to be deemed unsafe or unplayable. No diamond fee will be charged.

* Note: If the Recreation Manager cancels any contracts or portion of contracts, he/she will provide notice to the Ball Diamond Convener as soon as possible using the contact information provided by the Ball Diamond Convener. *

School Groups must negotiate ball diamond contracts prior to start of each season which will include scheduling of games and practices around master schedule.



Tournaments and Special Events

Tournament/ Event Schedules are required at the time of ball diamond requests. The deadline for the cancellation of the booked tournament/event is 1 week. The contract holder will be responsible for payment of a diamond which cannot be rebooked.

Cancelled baseball time will first be offered to the seasonal user of that time

New Organization or Emerging Sport

When reasonable, the Town will recognize a new organization or emerging sport and will make reasonable effort to allocate diamond time to enable it to establish its programs and services in the Town. Recognition and diamond time allocation will occur once the conditions and criteria outlined in this policy are met and if existing users will not be adversely impacted. New organizations/programs will be accommodated only to provide unmet community needs. Where possible, the development of new programs or the expansion of groups should be encouraged to be extensions of organizations already established. (I.e. creating umbrella organizations)

Rental Fees

Fees will be included in the Town's fee by-law. The amount is to be determined by the recommendation of the Recreation Department and approved by Council.

Payments

- a) Regular Users- will be invoiced monthly for actual diamond usage.
- b) Occasional Users- bookings must be made in-person, by phone or email. Payment is due at the time of booking. A contract will be created for verification of the booking.

Standard Hours of Operation/Season

- a) Season- First Monday of May until September 30th (weather and ground condition permitting)
- b) Hours- 7 days a week from 8:00 am to 11:00 pm



Alcohol and Smoking

Alcoholic beverages are not permitted on any diamond without a special occasion permit.

The Town of Grand Valley has a Municipal Alcohol Policy with a zero tolerance for alcohol consumption without proper permits. Non-compliance will result in police being notified and Ball diamond time being suspended.

Liability insurance

The Contract Holder shall, during permitted time arrange, pay for and keep a Commercial General Liability (CGL) or General Liability insurance policy written on an occurrence basis with a limit of coverage of not less than two million dollars (\$2,000,000) in respect of any one accident or occurrence with The Corporation of the Town of Grand Valley named on the Policy as an Additional Insured. The liability policy cannot contain an exclusion for participants participating in any activities being held by the client. Policy coverage shall include, but is not limited to, third party bodily injury including death, property damage and personal injury. The Policy shall contain a cross liability and/or severability clause that protects each insured to the same extent as if they were insured separately. The Policy shall be endorsed to provide the Town of Grand Valley with not less than 30 calendar days' notice in writing of any cancellation, material amendment or change restricting coverage. The Policy must be with an insurance company or companies licensed to operate in the Province of Ontario and acceptable to and in a form satisfactory to the Town of Grand Valley.

The Contract Holder shall verify that valid insurance coverage as set out in this policy is in place by submitting an Insurance Certificate (I.C.) that must be acceptable in all respects to the Town of Grand Valley. The Permit Holder shall submit an I.C. no later than 5 business days in advance of permitted use. Upon expiry of the I.C., the Permit Holder must provide an up-to-date I.C. Failure to provide the I.C. could result in the cancellation of all or some of the permits.

The Contract Holder agrees to make the policy available to the Town of Grand Valley for review at any time from time to time in the event of a Claim.

The taking out of insurance shall not relieve the client of any of its obligations under this Agreement or limit its liability hereunder. No policy shall contain any provision which would contravene the obligations of the client hereunder or otherwise be the detriment of the Town of Grand Valley.



Safety

- a) The contract holder shall be responsible for the conduct and supervision of all people using the facility while occupied in the designated dates/times
- b) Regulations posted are in addition to the conditions set out herein and shall be complied with in the same manner
- c) User groups/organizations/or individuals participating in illegal activities or behavior not permitted at the ball diamond shall receive a warning letter for the first infraction; have their diamond time suspended for 2 weeks for the second infraction and have their ball diamond time suspended for one year for a third infraction. All levels of discipline will be kept on file for one year from the date of the infraction. Continuing infractions will lead to the refusal of further contract applications. Failure to comply with directives may jeopardize future ball diamond privileges. Compliance with these terms and conditions is expected of all people using ball diamonds.

Conclusion

This policy may be reviewed annually by the Recreation Department.

User groups may request changes to the policy and any requested changes discussed at the annual Ball Diamond Allocation meetings will be reviewed and approved by the Council for the Town of Grand Valley.