



POLICY 8501:

It is Council policy that:

The allocation of all outdoor sports facilities and amenities to sport organizations is coordinated through the Community Services Division. The following principles will be used as a framework to ensure the fair and equitable allocation, avoid conflicts of use and maximize benefits to all concerned:

1. RESIDENCY OF USERS

- 1.1 The needs of Richmond residents are considered before those of other communities.
- 1.2 Organizations must have at least 70 per cent Richmond residents as registered players to be considered Richmond-based (Policy 8701).

2. ORGANIZATIONS

- 2.1 Sport organizations must be aligned with relevant City of Richmond policies and processes, the appropriate sport governing body, Canadian Sport for Life Model and Provincial Sport Organizations where applicable.
- 2.2 Sport organizations must be in good standing with the City of Richmond and the BC Societies Act, if applicable.
- 2.3 Sport organizations must provide the appropriate insurance as required by the City of Richmond.

3. BALANCE OF SPORT OPPORTUNITIES

- 3.1 Consideration of gender equity, emerging and declining sports and accessibility and inclusion will be given to ensure a balance of sport opportunities for Richmond residents.

4. FIELD AND AMENITY MODIFICATIONS

- 4.1 With prior permission, improvements may be carried out on the City's behalf but will not result in exclusive or priority allocation.

5. PRIORITY OF ALLOCATION

- 5.1 City of Richmond's sponsored programs, events and services.

Community Services



- 5.2 Richmond School District No. 38 programs, events and tournaments during school hours and outside school hours with 150 days written notice to the City from the Richmond School District Athletic Facilitator or designated alternate.
- 5.3 In-season sports will be given priority consideration.
- 5.4 Games will be given priority over practices.
- 5.5 Allocation will occur in the following order of priority:
 - a. Consideration will be given to special events and tournaments hosted by or in partnership with Richmond-based not-for-profit sport associations, organizations, and leagues that may provide significant economic benefit to the community.
 - b. Richmond-based, not-for-profit youth sport associations.
 - c. Richmond-based, not-for-profit adult programs, teams, organizations and leagues.
 - d. Youth non-resident not-for-profit sport associations or youth sport commercial renters.
 - e. Adult non-resident not for profit or adult commercial renters.
- 5.6 The previous season's allocation will be considered as the basis for the pending season's allocation.
- 5.7 Users are required to return unused fields to the City as soon as it is known that it will not be utilized.
- 5.8 Users may be required to demonstrate rate of utilization at the City's request.

6. CODE OF CONDUCT AND VIOLATIONS

- 6.1 Sport organizations must comply with the City of Richmond's Outdoor Sport Facility and Amenities Code of Conduct and administrative procedures.
- 6.2 The following activities are not permitted and users may lose their allocation if they are found engaging in any of the following activities:



- a. Withholding fields or amenities by booking facilities when not required for play.
- b. Sub-licensing or allowing another sport organization to use allocated field(s) or amenities without prior approval from the City.
- c. Using fields or amenities when not booked or closed.

6.3 All user groups are required to attend meetings with the City of Richmond regarding the allocation of outdoor sport facilities and amenities. Failure to attend may result in the loss of their allocation.

7. PAYMENT

User fees may be charged.

8. CANCELLATION

8.1 Refunds for unused times may be issued at the City's discretion.

8.2 The City reserves the right with notice to cancel, postpone or reschedule an allocation at any time.

9. ADMINISTRATIVE PROCEDURES

The City will maintain administrative procedures relating to the allocation of Outdoor Sport Facilities and Amenities that will include annual meetings with sport users.