



Town of Whitby Policy

Policy Title:	Outdoor Court Allocation Policy
Policy Number:	OPS 240
Reference:	Council Resolution #52-25
Date Approved:	March 24, 2025
Date Revised:	N/A
Approval:	Council
Point of Contact:	Director of Recreation

Policy Statement

The Town of Whitby recognizes and promotes the value of an active and engaged community and encourages participation in outdoor sports.

It is the policy of the Town of Whitby to provide for the equitable, reasonable and fair distribution of outdoor court access and to maintain a method of determining access to municipal facilities and allocating outdoor courts for community use.

The Community Services Department is responsible for the operation and management of the Town's outdoor courts, sports fields, and parks.

Purpose

The purpose of this policy is to outline the allocation processes and responsibilities of the Town of Whitby and community organizations with respect to the fair and equitable allocation of outdoor court facilities owned, leased and maintained by the Town of Whitby.

This policy will also outline the decision-making criteria used for determining allocation of courts and the permit administration processes involved.

Scope

This policy applies to all organizations permitting courts for the purpose of organized, recreational sport bookings, during the outdoor season of May 1 to September 30, or as determined by the Community Services Department.

Index

2. Responsibilities	4
3. Procedures	4
4. Allocation Priorities	5
5. Residency	5
6. New Organizations, Emerging Sport and Growth	6
7. Outdoor Sports Facility Time Allocation Guidelines	6
8. Permitting Process	7
9. Community Access to Neighbourhood Courts	7
10. Tournaments and Events	7
11. User Meetings and Permit Application Deadlines	7
12. Cancellation of Outdoor Facility Permits by the Town of Whitby	8
13. Rates and Fees	9
14. Insurance Coverage	9
15. Town of Whitby Public Code of Conduct	9

1. Definitions

- 1.1. **Allocation** means court time assigned to an organization using the standard of play formula for each level of play, recorded in a court matrix by the Community Services Department.
- 1.2. **Amendment** means a change made to one or more bookings on a permit to a different date, time or facility.
- 1.3. **Association or Club** means a local organization operated and controlled by a duly elected Board of Directors, the members of which shall designate from among themselves the signing officers of that Association or Club.
- 1.4. **Board of Education** means a publicly funded school or a not-for-profit school recognized by the Province of Ontario as an education institution located in the Town of Whitby.
- 1.5. **Cancellation** means cancelling one or more bookings from a permit.
- 1.6. **Commercial** means organizations or individuals that book facilities with the intent of generating positive net income (profit) and/or businesses providing recreational opportunities for their employees or registrants.
- 1.7. **Court** means quadrangular area, either open or covered, marked out for ball games such as tennis or pickleball.
- 1.8. **Facility Rental Permit** means a legal contract issued by the Town for exclusive use of designated municipal spaces/property for an agreed upon date and time.
- 1.9. **House League** means a community orientated minor program structured to provide development and competition at a recreation level. Teams are comprised of players who are eligible to play based on the registration and who do not need to try out.
- 1.10. **In Good Standing** means any organization or person that is not involved in any legal proceeding (litigation or prosecution) with the Town or does not have any outstanding debts or payments owed to the Town.
- 1.11. **Non-Resident** means youth and adult user groups that are comprised of non-Whitby residents.
- 1.12. **Permit Coordinator** means Town of Whitby staff who administer facility permits.
- 1.13. **Resident** means anyone who lives permanently in Whitby or a non-resident who is the principal owner of a business in Whitby and thereby pays Whitby business taxes.

- 1.14. **Special Event** means any prearranged organized activity that will be facilitated with the approval of Town staff.
- 1.15. **Town of Whitby Affiliated Minor Sports Partner** means a Whitby resident-based group sanctioned by the sport's governing body which provides organized league-based sport activities and/or services primarily to youth (21 and under).
- 1.16. **Town of Whitby Affiliated Adult Sports Partner** means an organization who organizes sports for participants who are generally 21 years of age and older and who meet the annual affiliation requirements as set by the Town of Whitby.
- 1.17. **Tournament** means a single sport event involving multiple teams arranged by a community sport organization.
- 1.18. **Town** means the Corporation of the Town of Whitby.
- 1.19. **Weekday** means Monday to Friday.
- 1.20. **Weekend** means Saturday and Sunday.

2. Responsibilities

- 2.1. The Community Services Department is responsible for the administration of this policy.
- 2.2. The Manager, Recreation Client Services is responsible for implementing and overseeing the procedures identified in this policy.
- 2.3. It is the responsibility of the Director of Recreation to regularly monitor the effectiveness of this policy.

3. Procedure

- 3.1. To be formally recognized as a Town of Whitby Affiliated Minor Sports Partner or a Town of Whitby Affiliated Adult Sports Partner, outdoor sports user groups must file the following information based on the previous season annually by December 1 each year with the Town:
 1. Complete list of players noting level of play and player residency
 2. Season schedules from the previous year
 3. Board executive list
 4. Annual financial statement
 5. Copies of minutes from the most recent Annual General Meeting

6. Maintain Commercial General Liability Insurance naming the Town as an additional insured
7. List of tournaments and court requirements for the upcoming season
8. Proof of not-for-profit status
9. Is In Good Standing
10. Proof of membership in a provincial sport/multisport organization, if applicable

4. Allocation Priorities

- 4.1. All outdoor court time at Town of Whitby Outdoor Sports Facilities will be allocated according to the following priority levels:
 1. Town of Whitby programs, leagues, general community use and Town of Whitby run special events
 2. Town of Whitby Affiliated Minor Sports Partner
 3. Boards of Education – High school and elementary use
 4. Town of Whitby Affiliated Adult Sports Partner
 5. Residents (weekly rental contracts and casual use).
 6. Commercial and Non-Resident Users

5. Residency

- 5.1. The Town recognizes the tax-based contributions of Whitby residents toward the development, operation and ongoing capital maintenance of the Town's outdoor courts and as such Whitby residents have been identified with a higher priority for access to prime-time outdoor facility usage.
- 5.2. The Town reserves the right to impose residency requirements and/or limit the allocation of prime-time outdoor facility permits to organizations whose registrant composition does not reflect a Whitby resident majority of 80%.
- 5.3. The Town will accommodate non-resident applications for use of outdoor facilities during the non-prime-time periods or at other times when the availability exists, and resident demand has been satisfied. Non-resident user group applications will be considered only on an "as available" basis and any accommodation will not form a historical precedence.

6. New Organizations, Emerging Sport and Growth

- 6.1. The Town will make best efforts to assign courts based on past use, however, to ensure maximization of available court time the Town reserves the right to reduce, re-assign or reallocate time particularly when demand exceeds supply.
- 6.2. Requests from new community sport groups and additional requests from existing community groups will be accommodated as capacity allows or if new capacity is coming online.
- 6.3. Unallocated court time will be allocated to all applicable sport organizations to assist in meeting growth demands; this includes emerging sports.

7. Outdoor Sports Facility Time Allocation Guidelines

- 7.1. Allocation of outdoor court facilities will be based on the previous year's actual registration numbers for number of teams and/or participants.
- 7.2. Consideration will be given to previous year's permit holder for that facility/time.
- 7.3. The Town may adjust initial allocations after current year's registration takes place for children and youth affiliates, in order to respond to annual growth or reduction.
- 7.4. Organizations interested in obtaining additional outdoor facility time for new initiatives must request supplementary facilities prior to program development.
- 7.5. The Town encourages later evening time slots for adult games, as well as Friday evening time slots for all leagues - both youth and adult.
- 7.6. If necessary, due to outdoor facility inventory, game slots will be permitted first, and practice time slots will be allocated after all game times have been permitted.
- 7.7. Facility types will be tailored to the league and category of play, where possible.
- 7.8. The proposed permit dates will begin the first week in May and finish at the end of September; subject to court conditions, weather conditions, and planned maintenance. Courts may be permitted outside of this timeline, depending upon facility conditions. These decisions will be made by the Community Services Department.
- 7.9. It is not acceptable for an organization to permit a facility and then leave the space unused (no show) with the exception of weather/condition related

cancellations. Multiple occurrences of no shows can result in the cancellation and redistribution of permitted time from the organization.

8. Permitting Process

- 8.1. Each organization shall assign a designate to represent their interests regarding facility needs. The Community Services Department will work with the designate as the authority to confirm their organization's facility requirements.
- 8.2. All requests shall be received by permit application by the deadlines set by the Community Services Department. These dates will be selected to ensure organizations that are required to coordinate schedules with their governing bodies are considered.
- 8.3. Once the facility times have been allocated and prior to use, the designate will be required to sign permits, provide proof of appropriate liability insurance where required, and make full payment by the respective deadlines. Failure to comply may result in loss of permit.

9. Community Access to Neighbourhood Courts

- 9.1. League play will be primarily limited to multiple court complexes at Recreation Facilities (i.e. Iroquois Park Sports Centre). This restriction is to allow community access to informal organized court recreation.
- 9.2. In the event a district park or neighbourhood court complex is being requested for weekly permitting or tournament play, there will be a single court left open for community access. Exceptions may be made for Town programming.

10. Tournaments and Events

- 10.1. Tournaments/Special Event requests should be made when booking seasonal permits and will only be considered/accommodated if there is no impact to other organizations seasonal scheduled play.

11. User Meetings and Permit Application Deadlines

- 11.1. Court user permit request submissions will be submitted each year in the format prescribed and by the deadlines set out by Community Services.
- 11.2. These deadlines are dependent upon annual outdoor court inventory and activity conditions. Some conditions may be affected by a major court maintenance schedule as deemed by the Community Services Department. This information will be provided in December or early in the New Year.
- 11.3. Court cancellations will not be accepted after the approved permit date for regular season play and internal organization tournaments.

12. Cancellation of Outdoor Facility Permits by the Town of Whitby

- 12.1. Cancellation of outdoor facility permits may occur at the discretion of the Community Services Department.
- 12.2. In the case of inclement weather or during a community emergency, the decision to close an outdoor facility will be made by the Community Services Department. Court users will be notified as soon as possible, and fees will be credited to users for affected dates and times.
- 12.3. When decisions are made by court users to cancel games due to rain or inclement weather, the Permit Coordinator must be notified within 48 hours of rain-out games by email in order have fees reversed and to re-schedule permits based on availability.
- 12.4. In the event of a multiple day closure of a facility due to court conditions/maintenance issue, the Community Services Department will work to amend permits/reallocate courts to minimize the impact of the closure on all permit holders. The Community Services Department reserves the right to make all final decisions regarding any emergency cancellations for unforeseen/planned maintenance or repairs.
- 12.5. Court cancellation may also occur if a user group or representative:
 1. fails to make payment for court bookings as per the payment policy;
 2. conducts themselves in a manner which is not considerate of other users or residents within the facility or surrounding area, or violated the [Town of Whitby Public Code of Conduct](#);
 3. causes damage to the courts and/or equipment therein;
 4. fails to adhere to permit start and end times; or interferes with play taking place on court;
 5. conducts activities on the courts which is illegal in nature and/or in contravention of Town policies or By- Laws (By-law # 7419-18) regarding use of facilities and parks (e.g. possession/use of illegal substances or alcohol, assault, littering, etc.) as well as Regional By-Laws regarding the same nature;
 6. makes false representation of the user group's purpose, membership or affiliations;
 7. sublets, sells and/or exchanges court use to another organization without pre-authorization from the Town;

8. utilizes the courts before/after the permit season commences or when facilities are undergoing maintenance; or during inclement weather conditions.

13. Rates and Fees

- 13.1. On an annual basis, the Town will establish a schedule of rates and fees for all facilities as a part of the Town budget process.
- 13.2. These rates and fees will be considerate of current market trends and budget requirements.
- 13.3. User groups will receive notification of the fee schedule upon approval by Council.
- 13.4. The court rates and classifications are set by the Community Services Department.

14. Insurance Coverage

- 14.1. It will be the responsibility of all groups to provide and maintain General Liability insurance as determined by the Town.
- 14.2. A Certificate of Insurance satisfactory to the Town, shall be provided as proof that this insurance is in place during the term of the permit.
- 14.3. All groups shall indemnify and hold harm less the Town of Whitby for all losses, costs, damages, charges and expenses whatsoever that may be incurred, sustained or paid by the Town of Whitby resulting from the negligent acts, omissions and /or breach of contract in the performance of the groups obligations under the permit.
- 14.4. The Certificate of Insurance must be submitted with initial court requests.

15. Town of Whitby Public Code of Conduct

- 15.1. The Town will not tolerate violence, bullying or vandalism in its programs, facilities or properties and will take appropriate action where necessary to deal with these incidents.
- 15.2. Conduct that violates the Public Code of Conduct will result in appropriate action against the person(s) responsible, user group and/or the permit holder. This includes, without limitation, immediate suspension or termination of privileges to use Town facilities and properties. Appropriate disciplinary or legal action may occur.
- 15.3. The Public Code of Conduct applies to all users of Town facilities, programs and properties including but not limited to residents, visitors, guests,

spectators, coaches, parents, volunteers and vendors. It covers structured and unstructured activities.

This Policy is hereby approved by Council Resolution #52-25 on this 24 day of March, 2025.