



Town of Whitby Policy

Policy Title:	Sports Field Allocation Policy
Policy Number:	OPS 230
Reference:	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 sports field access and to maintain a method of determining access to municipal facilities and allocating sports fields for community use.

The Community Services Department is responsible for the operation and management of the Town's outdoor 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 sports field facilities owned, leased and maintained by the Town of Whitby.

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

Scope

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

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1. Definitions

- 1.1. **Allocation** means field time assigned to an organization using a standard of play formula for each level of play, recorded in a field 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 member 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. **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.
- 1.8. **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.
- 1.9. **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.
- 1.10. **Non-Resident** means youth and adult user groups that are comprised of non-Whitby residents.
- 1.11. **Permit Coordinator** means Town of Whitby staff who administer facility permits.
- 1.12. **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.

- 1.13. **Special Event** means any prearranged organized activity that will be facilitated with the approval of Town staff.
- 1.14. **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).
- 1.15. **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.
- 1.16. **Standard of Play** means a formula used to determine the total number of weekly hours an organization receives.
- 1.17. **Sports Field** means a rectangular natural or artificial turf field, baseball diamond, softball diamond, or cricket field.
- 1.18. **Tournament** means a single sport event involving multiple teams arranged by a community sport organization.
- 1.19. **Town** means the Corporation of the Town of Whitby.
- 1.20. **Weekday** means Monday to Friday.
- 1.21. **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 field 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 sports field 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 Partners
 3. Boards of Education – LOSSA, high school and elementary use
 4. Town of Whitby Affiliated Adult Sports Partners
 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 sports fields 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 fields based on past use, however, to ensure maximization of available field 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 field 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. There are current, historically based outdoor facility allocations for both Minor and Adult organizations. These allocations are based on a review with each group and must reflect the current outdoor facility needs in order to operate sport programs based on current registration numbers, and sport governing bodies requirements.
- 7.2. Allocation of outdoor sports facilities will be based on the previous year’s actual registration numbers for number of teams and/or participants.
- 7.3. Consideration will be given to previous year’s permit holder for that facility/time.
- 7.4. 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.
- 7.5. Organizations interested in obtaining additional outdoor facility time for new initiatives must request supplementary facilities prior to program development.
- 7.6. It is deemed appropriate that each House League and Representative team receive the following game and practice hours per week as outlined in Appendix A – Outdoor Sport User Standard of Play.
- 7.7. Organizations interested in a reduction of their allotment of time from their original request, will not see a permanent reduction on their following year allocation if the reduction is considered a one-time adjustment. Organizations that reduce their allotment in two or more consecutive years will have their allocation readjusted to the current usage permanently.

- 7.8. The Town encourages later evening time slots for adult games, as well as Friday evening time slots for all leagues - both youth and adult.
- 7.9. 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.
- 7.10. Facility types will be tailored to the league and category of play, where possible.
- 7.11. The proposed permit dates will begin the first week in May and finish at the end of September; subject to field conditions, weather conditions, and planned maintenance. Fields may be permitted outside of this timeline, depending upon facility conditions. These decisions will be made by the Community Services Department.
- 7.12. 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. Tournaments and Events

- 9.1. Tournament and Special Events are allocated and approved prior to seasonal permits. All Tournament/Special Event requests must be submitted by January 1 prior to the outdoor season.
- 9.2. Tournaments/Special Event requests made after the deadline will only be considered/accommodated if there is no impact to other organizations seasonal scheduled play.

10. User Meetings and Permit Application Deadlines

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

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

- 11.1. Cancellation of outdoor facility permits may occur at the discretion of the Community Services Department.
- 11.2. 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. Field users will be notified as soon as possible, and fees will be credited to users for affected dates and times.
- 11.3. When decisions are made by field 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.
- 11.4. In the event of a multiple day closure of a facility due to field conditions/maintenance issue, the Community Services Department will work to amend permits/reallocate fields 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.
- 11.5. Field cancellation may also occur if a user group or representative:
 1. fails to make payment for field 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 fields and/or equipment therein;
 4. fails to adhere to permit start and end times; or interferes with play taking place on field;

5. conducts activities on the fields 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 field use to another organization without pre-authorization from the Town;
8. utilizes the fields before/after the permit season commences or when facilities are undergoing maintenance; or during inclement weather conditions.

12. Field Transfers and Reduction in Field Time

- 12.1. Initial permit holders may negotiate a transfer of allocated outdoor facilities with other field users upon approval by the Permit Coordinator in the Community Services Department.
- 12.2. It will be understood that each field exchange will be on an annual basis only and for a maximum time period of two years. After two years the Community Services Department will re-allocate the time to any written requests or needs that may be present.
- 12.3. This will not apply to casual trades of fields amongst groups to accommodate games or practices on a one-time basis. All casual trades must be documented to the permit coordinator to ensure it is reflected on the groups permit.

13. Rates and Fees

- 13.1. On an annual basis, the Town will establish a schedule of rates and fees for all facilities and fields 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 field 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 harmless 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 field requests.

15. Outdoor Facility Inventory and Maintenance

- 15.1. An annual outdoor facility inventory chart will be prepared by the Community Services Department. The list of fields that will be available for use in the upcoming year will be provided as part of the process and provided to the organizations at the initial Outdoor Facility Users meeting.
- 15.2. Fields are maintained on a regular basis according to Town standards to ensure optimum playing conditions. Maintenance, lighting and field house access are all provided by the Community Services Department.
- 15.3. It is the responsibility of the User Organizations to submit activity schedule for both regular season play and tournaments in order to design a field maintenance schedule that address the needs for all of the user groups and where possible all practice and games.

16. Town of Whitby Public Code of Conduct

- 16.1. 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.
- 16.2. 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.
- 16.3. 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.

Appendices

Appendix A:

Sports Field Allocation - Standard of Play

Baseball- House league/Recreational:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
Blastball (4U)	14	1.5 hours	0	0	1	1.5 hours
T-Ball (5U)	15	1.5 hours	0	0	1	1.5 hours
First Pitch (6U)	15	1.5 hours	0	0	1	1.5 hours
Tyke (7U)	15	1.5 hours	0	0	1	1.5 hours
Rookie Ball (8U/9U)	15	4 hours	1	2 hours	1	2 hours
Mosquito (10U/11U)	15	4 hours	1	2 hours	1	2 hours
PeeWee (12U/13U)	15	4 hours	1	2 hours	1	2 hours
Bantam (14U/15U)	15	4 hours	1	2 hours	1	2 hours
Junior (16U/21U)	15	4 hours	1	2 hours	1	2 hours

Baseball- Select:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
Rookie Ball (8U/9U) Select	14	5 hours	1	2.5 hours	1	2.5 hours
Mosquito (10U/11U) Select	14	5 hours	1	2.5 hours	1	2.5 hours
Pee Wee (12U/13U) Select	14	5 hours	1	2.5 hours	1	2.5 hours
Bantam (14U/15U) Select	14	5 hours	1	2.5 hours	1	2.5 hours
Select (18U) Select	14	5 hours	1	2.5 hours	1	2.5 hours

Baseball- Representative:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
Minor Rookie Ball (8U)	14	8 hours	1	2 hours	2	3 hours
Rookie Ball (9U)	14	8 hours	1	2 hours	2	3 hours
Minor Mosquito (10U)	14	8 hours	1	2 hours	2	3 hours
Mosquito (11U)	14	8 hours	1	2 hours	2	3 hours
Minor Pee Wee (12U)	14	8 hours	1	2 hours	2	3 hours
Pee Wee (13U)	14	8 hours	1	2 hours	2	3 hours
Minor Bantam (14U)	14	7 hours	1	3.5 hours	1	3.5 hours
Bantam (15U)	14	7 hours	1	3.5 hours	1	3.5 hours
Rep (16U)	14	7 hours	1	3.5 hours	1	3.5 hours
Rep (18U)	14	7 hours	1	3.5 hours	1	3.5 hours
Junior (22U)	14	7 hours	1	3.5 hours	1	3.5 hours

Baseball/Softball – Adult Recreational:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
18yrs+	14	4 hours	0	0 hours	2	2 hours

Softball – House league/Recreational:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
Learn to Play (up to 7yrs)	12	2 hours	0	0 hours	1	2 hours
Minor Mite (U9)	12	3.5 hours	1	1.5 hours	1	2 hours
Mite (U11)	14	4.5 hours	1	1.5 hours	2	2.5 hours
Squirt (U13)	14	4.5 hours	1	1.5 hours	2	2.5 hours
Novice (U15)	14	4 hours	1	1.5 hours	2	2.5 hours
Bantam (U17)	14	4 hours	1	1.5 hours	2	2.5 hours
Midget (U24)	14	4 hours	1	1.5 hours	2	2.5 hours

Softball – Select:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
Select (U9)	14	4.5 hours	1	2 hours	2	2.5 hours
Select (U11)	14	4.5 hours	1	2 hours	2	2.5 hours
Select (U13)	14	4.5 hours	1	2 hours	2	2.5 hours
Select (U15)	14	4.5 hours	1	2 hours	2	2.5 hours
Select (U17)	14	4.5 hours	1	2 hours	2	2.5 hours
Select (U21)	14	4.5 hours	1	2 hours	2	2.5 hours

Fastpitch – Representative:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
U13 – T1	11-17	4 hours	2	2 hours	0	2 hours
U13 – T1	11-18	5 hours	1	2 hours	2	1.5 hours
U15 - T1	11-19	4 hours	2	2 hours	0	2 hours
U15 – T2	11-20	5 hours	1	2 hours	2	1.5 hours
U17 – T1	11-21	4 hours	2	2 hours	0	2 hours

U17 – T2	11-22	5 hours	1	2 hours	2	1.5 hours
U19 – T1	11-23	4 hours	2	2 hours	0	2 hours
U19 – T2	11-24	5 hours	1	2 hours	2	1.5 hours

Soccer – House league/Recreational:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
U3-U6	10	1 hour	0	0 hours	1	1 hour
U7-U8	10	1 hour	0	0 hours	1	1 hour
U9-U10	13	1 hour	0	0 hours	1	1 hour
U11-U12	15	1 hour	0	0 hours	1	1 hour
U13-U18	18	3 hours	1	1.5 hours	1	1.5 hours
19yrs+	22	3 hours	1	1.5 hours	1	1.5 hours

Soccer- Youth Representative:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
LTPD U8	10	6 hours	3	1.5 hours	1	1.5 hours
LTPD U9-U10	14	6 hours	3	1.5 hours	1	1.5 hours
LTPD U11-U12	16	6 hours	3	1.5 hours	1	1.5 hours

DRSL/iModel (U13-U18)	18	4.5 hours	2	1.5 hours	1	1.5 hours
OPDL (U13-U18)	18	6.5 hours	3	1.5 hours	1	2 hours

Soccer- Adult Representative:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
League 1 Ontario	25	6.5 hours	3	1.5 hours	1	2 hours

Field Lacrosse- Youth Recreational:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
Parent and Tot (U4)	12	1 hour	1	1 hour	0	0 hours
U7	12	3 hours	1	1 hour	2	2 hours
U9	12	3 hours	1	1 hour	2	2 hours
U11	15	3 hours	1	1 hour	2	2 hours
U13	15	3 hours	1	1 hour	2	2 hours
U17	20	3 hours	1	1 hour	2	2 hours

Field Lacrosse- Adult Recreational:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
Women's Rec 18+	20	2 hours	1	1 hour	1	1 hour

Field Lacrosse-Youth Representative:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
U9	12	4 hours	2	1 hour	2	1 hour
U11	15	4 hours	2	1 hour	2	1 hour
U13	15	4 hours	2	1 hour	2	1 hour
U15	20	5 hours	3	1 hour	2	1 hour
U17	20	5 hours	3	1 hour	2	1 hour
U19	20	5 hours	3	1 hour	2	1 hour

Cricket-Youth Development:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
17yrs and younger	13	2 hours	1	2 hours	0	0 hours

Cricket – Adult Recreational Tennis Ball:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
18yrs+	13	4 hours	1	1 hour	1	3 hours

Cricket – Adult Recreational Hard Ball:

Age of Team Players	Number of Players Per Team	Entitlement in hours/week	Number of weekly practices	Length of practice	Number of weekly games	Length of games
18yrs+	13	4 hours	1	1 hour	1	3 hours

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