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Town of Aurora

Attachment 3

Ball Diamond Allocation Procedure

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the ball diamond-specific considerations of the allocation policy.

Allocation Procedures

Seasonal requests are due on or before the following dates:

- Special Events (following year): April 1
- Tournaments (following year): September 15
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

For tournaments and special events that have been approved by the Manager of Parks Operations and/or Manager of Business Support, diamond use limitations outlined above may be waived.

All Class "A" and "E" sports fields are subject to an 11:00pm curfew. Continued play beyond 11:00pm and/or use of the facility lighting system beyond 11:15pm will not be permitted without approval from the Director.

Permit holders are advised that regularly scheduled maintenance is conducted on a routine basis, and such routine maintenance may be cancelled or delayed should the facility be in use at the time of scheduled maintenance.

Submission of Town-run recreation program requests

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

Facility Use Regulations

1. All required field maintenance will be provided in accordance with the Town's service level maintenance standards, excluding the provision of labour and equipment required to prepare the playing surface of softball/baseball diamonds, e.g., infield lining, lining equipment, bases, and equipment storage box padlocks.
2. For softball/baseball diamonds, the Town will provide one (1) storage box with pad lock and one (1) key for the containment of line marking chalk and a sufficient supply of line marking chalk will be provided in each location required by the permit holder upon notification to the Facility Bookings Administrator. Extra keys may be obtained from the Facility Bookings Administrator.
3. Should the permit holder require equipment storage on site at any softball/baseball diamond, the permit holder will be required to purchase an equipment storage box from the Town. The Town will permit one (1) storage box per permit holder to be located at the facility of its choice. Additional storage boxes may be approved at the discretion of the Town. All additional costs will be borne by the user group.
4. To ensure consistency, storage boxes must be purchased from the Town and the box must be fitted with a pad lock provided by the permit holder and remained locked at all times. Storage boxes found to be unlocked will be locked by the Town and the permit holder will be billed a minimum of \$175.00 for the time required to secure the box and for the provision of a Town lock. Contact the Parks Operations office for further information and pricing of equipment storage boxes.
5. Prior to the issuance of a permit the user group shall provide to the Facility Bookings Administrator, the name, address and telephone contact numbers of the primary contact person responsible for field bookings for the organization. This contact information will be used by the Town to notify the organization of all pertinent facility information concerning short-term weather-related field closings or other facility related information.

Facility Classification and Schedule of Usage

Class A Baseball

Description: Town owned and/or managed senior baseball facility with lighting and irrigation.

Locations: Lambert Willson Park, Stewart Burnett Park

Total: 2

Schedule: Permitted for use seven (7) days per week between the hours of 8:30 a.m. to 11 p.m.

Class A Softball

Description: Town owned and/or managed senior softball facility with lighting and irrigation.

Locations: Town Park, Norm Weller Park, Fleury Park, Lambert Willson Park (3), James Lloyd Park, Optimist Park, Hallmark Lands (2)

Total: 10

Schedule: Permitted for use seven (7) days per week between the hours of 8:30 a.m. to 11 p.m.

Class B Softball

Description: Town owned and/or managed senior softball facility without lights.

Locations: Copland Park

Total: 1

Schedule: Permitted for use seven (7) days per week between the hours of 3:30- p.m. to sundown.

Class C Softball

Description: Town owned and/or managed junior softball facility without lights.

Locations: Confederation Park (2), Machell Park (2), Elizabeth Hader Park, Summit Park

Total: 6

Schedule: Permitted for use seven (7) days per week between the hours of 3:30 p.m. to sundown. Aurora schools may permit during the school day upon approval.

References / Codes

- Facility Allocation Policy