



Field Allocation Procedure

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the field-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.

Allocation of Artificial Turf Fields

As the St. Maximillian Kolbe and Stewart Burnett artificial turf fields have been designed, in part, to support specific community programming, the following additional allocation priority will be applied:

St. Maximillian Kolbe artificial turf field:

First priority shall be given to all sports other than soccer, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Once all non-soccer related sports have been accommodated, soccer requests will then be considered, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Stewart Burnett Park artificial turf field:

First priority shall be given to the Aurora Youth Soccer Club's League 1 and Ontario Player Development League programming, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Second priority shall be given to all other soccer requests, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Once all soccer related requests have been accommodated, non-soccer requests will then be considered, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Sheppard's Bush artificial turf field:

Allocation of the Sheppard's Bush artificial turf field shall be in accordance with the Facility Allocation Policy.

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.

Scheduling Considerations

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.

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.

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

Rental Rate categories for Class "F" sports fields are as follows:

Prime Time	Between 4 p.m. to closing weekdays Between 6 a.m. to closing weekends Holidays (including March Break)
Non-Prime Time	All other times not listed above

Facility Use Regulations

1. The season of play for all class A, B, C and D sports field facilities, as classified in the [Facility Classification](#) section of this procedure, shall commence on or about the 15th of May and continue through to September 30th, pending weather and field conditions. To conduct seasonal field maintenance operations, no facility permits will be issued prior to or after this period unless approved in writing by the Manager of Parks Operations.
2. The season of play for class E artificial turf fields, as classified in Section 8.0 of this policy, shall commence on or about April 1st and continue through to November 30th each year pending field conditions.
3. Permits may be issued for class E artificial turf fields, as classified in the [Facility Classification](#) section of this procedure, at other times, subject to the approval of the Manager of Parks Operations pending field conditions.
4. Each permit holder shall be responsible for shutting off of the facility lighting system immediately following use of the facility. Should the permit holder fail to ensure the system is shut off following the use of the facility the Town will issue a formal notice of warning to the permit holder. Following a second occurrence the permit holder will be assessed a penalty of \$250.00.
5. 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.
6. Permitted times for all outdoor sport facilities include a 5-minute changeover period at the end of each booking. The last hour of each booking will be 55 minutes long to allow the following permit to commence at the scheduled start time.
7. Should the permit holder require equipment storage on site at any field, 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.

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.

Facility Classification and Schedule of Usage

Class A Senior Soccer

Description: Full sized (11 v 11) Town owned and/or managed senior soccer pitch with lighting and irrigation.

Locations: Fleury Park, Highland Park*, Optimist Park

Total: 3

Schedule: Permitted for use not more than five (5) days in a seven (7) day period with two (2) consecutive days of rest in a seven (7) day period throughout the playing season.

Permitted for use for regularly scheduled games only and not more than two (2) games in a 24-hour period. Practise play is not permitted on any class "A" facility.

*Highland Park is operated under separate agreement with the Aurora Soccer Club.

Class B Senior Soccer

Description: Full sized (11 v 11) Town owned and/or managed senior soccer pitch without lights.

Locations: Summit Park, Craddock Park, Lambert Willson Park (Legion), Norm Weller Park, Machell Park, Confederation Park, Stronach(2)

Total: 8

Schedule: Permitted for use not more than six (6) days in a seven (7) day period with one (1) day of rest in a seven (7) day period throughout the playing season.

Permitted for use for not more than one (1) game during a 24 hour period.

Class C Mini Soccer

Description: Medium sized (9 v 9 and 7 v 7) Town owned and/or managed soccer pitches.

Locations (9 v 9): Sheppard's Bush (3), Hamilton Park, Stronach (2)

Total: 6

Locations (7 v 7): Sheppard's Bush (5), Harmon Park, Queen's Diamond Jubilee Park, Hickson Park, Ada Johnson Park, Stronach (2), Machell Park (Sunoco)

Total: 12

Schedule: Permitted for seven (7) days per week for not more than two (2) games in a 24-hour period.

Class D Micro Soccer

Description: Small sized (5 v 5 and 3 v 3) Town owned and/or managed soccer pitches.

Locations (5 v 5): Stronach (10), other locations as may be temporarily approved.

Total: 10

Locations (3 v 3): Town Park (2), Stronach (3), other locations as may be temporarily approved.

Total: 5

Schedule: Permitted for seven (7) days per week for not more than two (2) games in a 24-hour period.

Class E Senior Soccer

Description: Full sized Town owned and/or managed artificial turf sports field with lighting.

Locations: Sheppard's Bush, St. Maximillian Kolbe CHS, Stewart Burnett Park

Total: 3

Schedule: Permitted for use seven (7) days per week between the hours of 7 a.m. to 11 p.m. unless otherwise dictated through shared use agreements.

Class F Indoor Artificial Turf Field

Description: One-third full-sized Town owned and/or managed artificial turf sports field with lighting.

Locations: Aurora Sports Dome (3)

Total: 3

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

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

References / Codes

- Facility Allocation Policy