



**SOUTH
FRONTENAC**

Net Sport Court Allocation Process

Updated: February 2024



SOUTH FRONTENAC

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Recreation & Leisure Services

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Recreation & Leisure Services

1. Document Statement

South Frontenac Township (“the Township”) is committed to providing recreational opportunities to residents and visitors that foster a healthy community. The Township recognizes that municipal parks are essential to creating and sustaining strong and vibrant communities.

This document and allocation process is designed to be flexible and adaptive to evolving community needs. The Township recognizes that the process may require alterations and updates to better fit community needs. Additionally, the Township is undergoing a facility rental fee and allocation consultation study in 2023 – 2024 that will impact the use of the courts in the future.

This process is directly related to South Frontenac’s 2023 - 2026 Strategic Plan and vision to be ‘a welcoming and thriving rural community’, specifically the ‘Municipal Service Excellence’ pillar to ‘be transparent in our operations and look to continuously improve the efficiency, effectiveness, and accessibility of our services and operations.’

2. Goals and Guiding Principals

- To establish an allocation process for the Township’s public net sport court inventory that provides staff with a tool to make fair, equitable, transparent, and consistent facility allocation decisions.
- To define the various facility users and establish a scheduling prioritization list.
- To ensure that by-laws, health and safety requirements, rental contract conditions and regulations are followed by the public use of the facilities.
- To promote collaboration between user groups to find solutions and alternatives to facility allocation conflicts, wherever possible.
- To ensure the process reflects South Frontenac’s unique community needs through consultation with the Recreation & Leisure Advisory Committee, facility user groups, community partners, and other concerned partners, when applicable.

3. Definitions

For the purpose of this document and to clarify the language used, the Township understands the following terms and definitions as specified:

The Township: The Corporation of the Township of South Frontenac

Youth Resident User Group: A facility booking for which the primary participants (<80%) are residents of the Township that are 18 years old or younger, inclusive.

Adult Resident User Group: A facility booking for which the primary participants (<80%) are residents of the Township that are over the age of 19 years old.



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Non-Resident User Group: A facility booking for which the primary participants (<80%) are not residents of the Township, regardless of age.

Community Partner: A not-for-profit agency in which the Township has entered a written agreement for use of services.

User Group: A general term used to describe either a Youth Resident User Group, Adult Resident User Group, Non-Resident User Group or Community Partner.

Commercial Groups: A facility booking for a for-profit endeavor (including classes or lessons, friendly competitions, tournaments, etc.).

Facility Booking/ Exclusive Use: A set time, date, and specific court reservation for which organized User Groups enter into a facility booking agreement with the Township and pay the corresponding fee based on their User Group type (resident, non-resident, etc.).

Drop-in/ casual play: Terms used to describe the use of municipal recreational facilities without reserving or booking the space for exclusive use.

Tournament: An event hosted by a business, group, or individual that requires the use of the full court facility(s). All tournaments, including for profit, not for profit, and fundraising events must be approved by Township Recreation & Leisure Services staff.

4. Priority Schedule

Facility rental contracts will be granted in a fair and equitable manner based on the following priority schedule:

First Priority: Township of South Frontenac program and events

Second Priority: Community Partners

Third Priority: Youth Resident User Groups

Fourth Priority: Adult Resident User Groups

Fifth Priority: Non-Resident User Groups

Sixth Priority: Commercial Groups/ potential tournament hosts

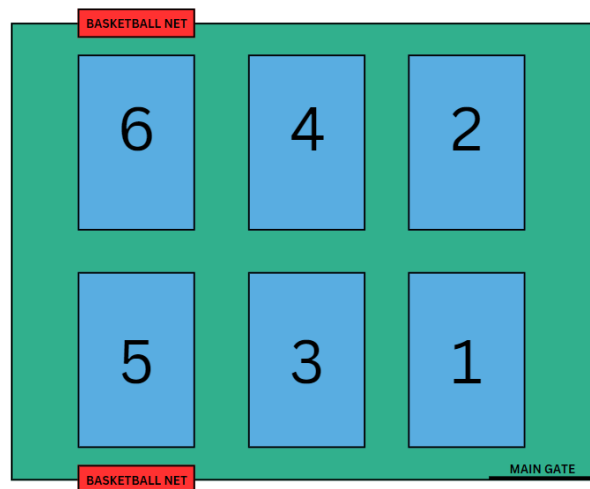


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5. Court Facility Inventory & Description

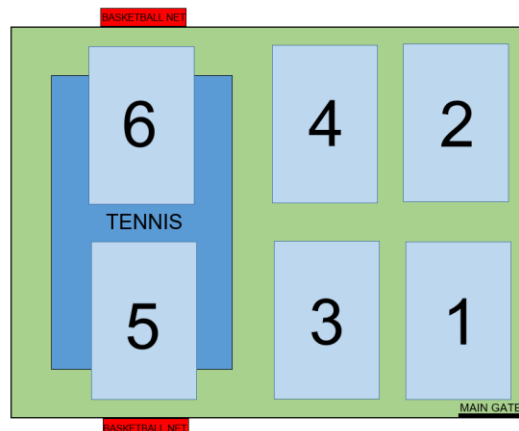
Centennial Park – 4500 Centennial Park Road, Harrowsmith

- Resurfaced in 2020 featuring high-quality paint and sealant.
- This facility is lit for evening use.
- Six (6) pickleball courts.
- Two (2) basketball nets on the courts 5 & 6 side.
- The pickleball courts are identified by number 1 – 6, as indicated below:



Gerald Ball Memorial Park – 3364 Moreland-Dixon Road, Sunbury

- Resurfaced in 2020 featuring high-quality paint and sealant.
- This facility is lit for evening use.
- Six (4) standalone pickleball courts.
- One (1) combination court that features one (1) tennis and two (2) pickleball courts.
- Two (2) basketball nets on the combination court side.
- The pickleball courts are identified by number 1 – 6, as indicated below:

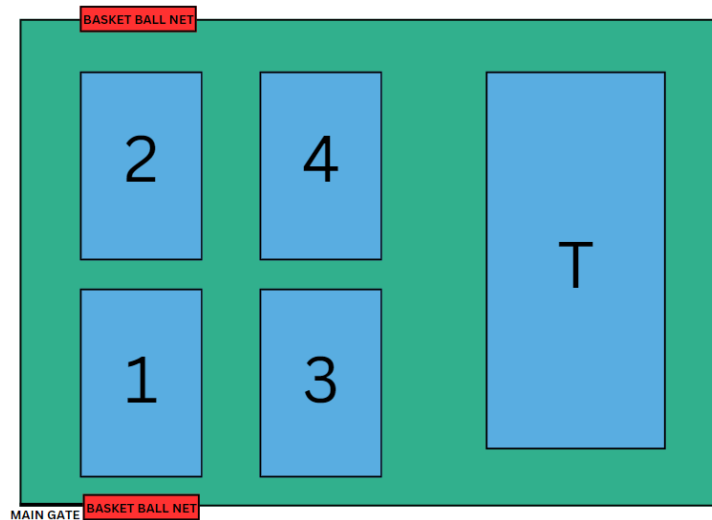




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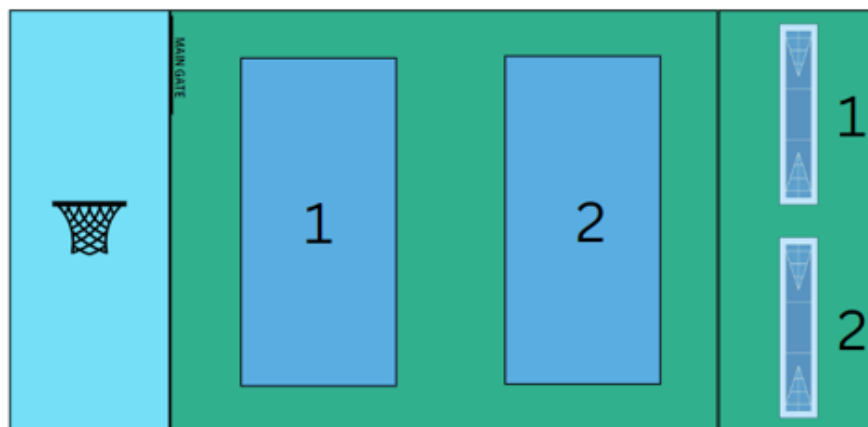
Glendower Hall – 1381 Westport Road, Bedford

- Resurfaced in 2023.
- This facility is lit for evening use.
- One (1) standalone tennis court.
- Four (4) standalone pickleball courts.
- Two (2) basketball nets on the pickleball court 1 and 2 side.
- The pickleball courts are identified by numbers 1 – 4, as indicated below:



McMullen Park

- Reconstructed in 2023.
- One (1) basketball lane (not official court size).
- Two (2) tournament sized tennis courts.
- Two (2) shuffleboard courts.

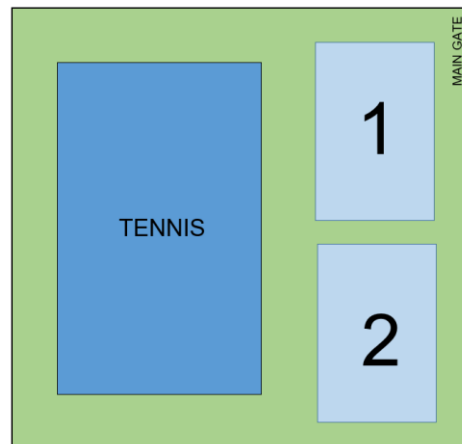




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The Point Memorial Park – 4410 Point Road, Sydenham

- Resurfaced in 2020 featuring high-quality paint and sealant.
- One (1) stand-alone tennis court.
- Two (2) stand-alone pickleball courts.
- The pickleball courts are identified by numbers 1 & 2, as indicated below:



6. Drop-In Schedule

Applicable Courts

The following drop-in schedule applies to the following court facilities:

- **Centennial Park:** Pickleball courts 5 & 6.
- **Gerald Ball Park:** Combination tennis/ pickleball courts 5 & 6.
- **Glendower Hall Park:** Pickleball courts 3 & 4 and the tennis court.
- **McMullen Park:** Tennis court 2, shuffleboard court 2, and the basketball court.
- **The Point Park:** The tennis court (pickleball courts are not a bookable space and always available for drop-in use or community partner use).

Drop-In Rules

- Every Monday – Friday from 4:00 pm – 8:00 pm AND every Saturday & Sunday from 6:00 am – 8:00 pm the specified drop-in courts are available for drop-in use only.
- Any time that the courts are not booked for exclusive use by User Groups, the courts are available to all for free drop-in play.
- Any time outside the above specified hours, all courts may be booked for exclusive use by User Groups or used for drop-in play if not already booked. Should players arrive for drop-in play during a time in which all the courts are booked, they are required to wait to play until the booking has expired. Booked/ reserved court time takes precedent over any drop-in activities in progress.



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- During the specified drop-in hours, if all courts are in use and other drop-in players arrive at the facility, the drop-in courts must be rotated between drop-in users every 45 minutes.
- The 45-minute rotation time starts as soon as there is a queue for court time, not from when the first group started to play.
- Newly arrived players will indicate their desire to play on the courts to the current players, and the 45-minute time will start.
- Should further Drop-In players arrive, they will communicate that to the current players and the first players in line.
- So long as there is a waiting list for the Drop-In courts, players will rotate and share the courts at least every 45 minutes (for example, if Group A is playing when Group B arrives at 10:00 am to play, Group A is permitted to play until 10:45 am then will vacate for Group B. If Group C arrives while Group B is waiting, they will add their name to cue and will get on the courts no later than 11:30 am after Group B gets 45 minutes of court time).
- So long as there is a waiting list for the Drop-In courts, players/ groups are not permitted to sign-up for more than one slot in a row (no 'stacking' times). The courts must be shared at least every 45 minutes with every drop-in group in queue for court time.
- At Centennial Park, Gerald Ball Park, and Glendower Hall Park, the use of the basketball nets is available for play on a drop-in basis. If individuals show up to play basketball and the courts are being used for pickleball and if the other pickleball courts are available, the pickleball play should move to those courts to allow for basketball to occur. If there are no other courts available for pickleball, basketball will have to wait until they are done (drop-in time rules apply).
- Upon approval from Township Recreation & Leisure Services staff, the drop-in protocol will be waived for tournaments. Sufficient notice of the service disruption will be communicated both online and at the court facilities.
- The Township has the authority to cancel a rental contract under any situation that may arise that the Township deems to be a breach of policy, including but not limited to, any grievances regarding bullying, non-compliance with the drop-in/ casual play specified hours and protocol, etc.

7. Exclusive Use/ Booking Availability & Process (Non-Tournaments)

Availability

- Any time outside the specified drop-in hours/ courts, the courts may be booked for exclusive use by User Groups.
- User Groups are permitted to use courts drop-in courts during the drop-in time but must vacate the courts immediately if anyone arrives for drop-in play of any sport.



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- Tournament requests must be submitted to the Township for review no less than two (2) months prior to the requested tournament date(s).
- The Township has the authority to cancel a rental contract under the following any situation that may arise that the Township deems to be a breach of policy, including but not limited to, any grievances regarding bullying, non-compliance with the drop-in/ casual play specified hours and protocol, etc.
- Except for at McMullen Park, the basketball areas are unavailable to book for exclusive use by User Groups. These courts are for Township Community Partner programming and drop-in/ casual play only.

Booking Process

- Complete the appropriate Court Facility Booking Form and agree to the Rental Terms and Conditions – Booking forms can be found online at www.southfrontenac.net/courts.
- Submit the completed booking form and user agreement to bookings@southfrontenac.net.
- Pay the booking fee no later than two (2) weeks prior to the first booking. Payments can be made at the Public Services Office at 2490 Keeley Road, Sydenham.
- For User Groups booking for the entire season, the Court Facility Booking Form is due by February 23rd. At that time all bookings will be reviewed, and in the case of scheduling conflicts, a scheduling forum may be required between the parties involved. All seasonal bookings will be published by March 4th.
- Anyone can book available court time after the initial season schedule is posted. Check the website often for current bookings.
- Full payment for exclusive use must be made prior to booking confirmed.
- Upon booking approval, user groups will receive an email from the Booking Clerk confirming the booking.

8. Tournament Booking Process

In order to request a tournament on South Frontenac courts, groups must:

- Email bookings@southfrontenac.net to inquire about hosting a tournament in South Frontenac no later than 2 months prior to the tournament.
- Upon approval, groups must agree to the Rental Terms and Conditions and pay the tournament hosting fee no later than one (1) month prior to the tournament date(s).
- Additional documentation may be required depending on the Event Plan (i.e., food permits lottery license, etc.).



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9. Communication

Online

All User Groups and drop-in/ casual court players are encouraged to visit our [Court Facility](#) page on the Township's website for the most up-to-date information. This webpage will reflect all exclusive use/ bookings, drop-in availability, court etiquette, etc.

On-site

Communication boards are on-site at the facilities. These boards have information regarding seasonal court bookings, drop-in/casual play times, court etiquette, etc.

Take note that the communication boards may only reflect basic information. In the event a User Group reserves the court(s) for one time/ infrequent use, this may not be reflected on the communication board. Please use the Court Facility webpage for the most up-to-date information.

10. Authority of the Township

The Township has the authority to cancel a rental contract under the following conditions:

- In the event a group is not utilizing the permitted facility ("no show") the Township will issue a formal written alert to the User Group booking applicant. Subsequent occurrences will result in progressive action and cancellation of the rental contract (does not apply to instances of "no shows" during inclement weather).
- Subletting of any facility is strictly prohibited. The Township will issue a formal written alert to the User Group booking applicant asking that the practice be stopped immediately, and excess times be given back to the Township. A second incident will result in the cancellation of the rental contract.
- A breach of regulations, including but not limited to the Outdoor Facility Booking Terms and Conditions and all municipal by-laws pertaining to the use of parks.
- If the rental contract holder is not in good standing with the Township including but not limited to, financial, outstanding information, the falsification of information, adherence to all processes and procedures, etc.
- Any situation that may arise that the Township deems to be a breach of policy, including but not limited to, any grievances regarding bullying, non-compliance with the drop-in/ casual play specified hours and protocol, etc.

Groups who fail to comply with this process or any other Township policy / procedures may lose their rental contract and the ability to request future rental contracts.