



“SCHEDULE A”

TOWN OF INGERSOLL

Policies and Procedures

Policy: Ingersoll Ball Diamond Allocation Policy

Approval Date: 1998

Revised: February 2023
June 2024

Purpose

The Town of Ingersoll Community Services department wishes to promote maximum facility usage for the effective and efficient operations of the Ingersoll baseball diamonds.

The purpose of this policy is to:

- a) Clearly define and communicate how diamonds will be managed, allocated and distributed
- b) Serve as a guide for the ball diamond allocation process
- c) Promote and encourage participation in baseball to the overall benefit of the community
- d) Guide user groups through the process of booking Ball Diamonds

The policies identified in this document establish and clarify the Town’s responsibility for ball diamond allocation, facility administration and its commitment to the management of:

- a) Fair and equitable ball diamond allocation that maximizes use of the sports fields.
- b) Fiscally responsible ball diamond facility operations.
- c) Processing of tournament, special event and seasonal diamond rentals.
- d) Safe and accessible services for all.
- e) Enhancement of the quality of life for all citizens.

Ball Diamond Allocation

Request for ball diamonds for the upcoming season must be received by the Parks & Facilities Supervisor in writing each year. Such requests will include regular weekly use, tournaments and special events.

A notice, regarding allocation of ball diamond requests, will be sent to each **regular seasonal user group** at least one month prior to the deadline for submitting requests.

Requests are reviewed in relationship to the availability to maximize group requests with priority given to:

1. Town of Ingersoll Special Events and Programs
2. Minor Sports Groups
3. Adult Sports Groups
4. Occasional Groups

Allocated diamonds must be only be used for intended purpose-i.e. diamond allocation for minor ball can only be used for minor ball games or practices. Diamond bookings allocated to a user group must be returned if it is not going to be used by the user group. Switching of times, days, etc. with other users or sub-contracting diamonds will **not be permitted**.

Valid request for change from any regular user group may not always be accommodated as requested. It is recognized that it is advantageous to maintain a reasonable amount of consistency in diamond time scheduled from year to year and therefore due consideration will be given to the allocation of diamonds according to previous years. With that said, just because a regular user may have historically had particular diamond times, does not mean that they own that diamond time. Changes to diamond allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

Definitions:

1. **Minor Sports Group:** child and youth minor groups organizations primarily for children less than 19 years of age
2. **Adult Sports Group:** members over the age of 19 years of age which participate in adult sport leagues.
3. **Regular User Group:** All groups/organizations/individuals renting diamonds on a weekly basis.
4. **Occasional User Group:** Rental groups which book diamonds occasionally. I.e not on a regular weekly schedule.
5. **Town** means the Corporation of the Town of Ingersoll
6. **VPCC** means the Victoria Park Community Centre
7. **Manager** means the person(s) in charge of Recreation either by contract or Town employee.

Ball Diamond Allocation/Information Meeting

All regular season user groups are required to have a contact person, who will be deemed to be their **Ball Diamond Convener**. It is the responsibility of the convener to communicate schedule changes, cancellations, special requests or other pertinent information on behalf their group to the Parks & Facilities Supervisor. Information regarding name, address, email and phone number(s) of the group's convener must be submitted with baseball diamond requirements.

Include the name, address, email and phone number(s) for billing contact if different.

1. A Ball Diamond Allocation/information meeting will be booked annually for the upcoming Ball season consisting of the following representatives:
 - One member from each regular user group.
 - Two Town Staff – Parks & Facilities Manager and Parks & Facilities Supervisor.

The purpose of the meeting will be to review the upcoming season: fees, field maintenance, policy changes, questions and concerns etc. Ball diamond packages will be handed out and reviewed. The representatives will be expected not only to represent the needs of their organization, but also to represent the needs and the best interests of the entire community.

2. A Master Schedule of Baseball allocation and contract packages will be confirmed and approved April of each year, by the Parks & Facilities Supervisor. The Master Schedule and contract packages will be sent to all Baseball Diamond Conveners to share with their user groups. A copy will be left at Victoria Park Community Centre.

3. It is recognized that changes to the Master Schedule may be required from time to time. Any changes will be submitted in writing or emailed to the Parks & Facilities Supervisor outlining the changes and the valid reason for the change. Approval of any changes will be at the sole discretion of the Parks & Facilities Supervisor. Temporary changes may also be necessary from time to time due to unforeseen circumstances. (i.e. Field condition).

Ball Diamond User Group Invoicing

All regular user groups will be invoiced monthly for all diamond time booked. Review the dates and times on your invoice carefully- **if a diamond time is not on your contract, it is not booked.** In the event of a schedule change, an amendment to the invoice will be made. We require a signed copy of the ball diamond allocation policy prior to the start of the season.

Cancellation of Diamond Time

Regular user groups must provide at least one week (7 days) email written cancellation notice. Ball diamond conveners are to email cancellation notices to the Parks & Facilities Supervisor.

Notice of less than 7 days will result in charges being levied for diamonds not re-booked at its resale value. Ball diamond conveners **must email** the Parks & Facilities Supervisor within 24 hours of rain out date. (Jaime.hutchison@ingersoll.ca)

Ball Diamond Cancellations

The Parks & Facilities Manager and/or Parks & Facilities Supervisor may cancel any contracts or portions of contracts where:

1. The contract was transferred without approval of the department
2. The ball diamond is not being used for the purposes set out in the request
3. There has been a breach of the regulations posted in the contract
4. If account for ball diamond rental is in arrears more than thirty (30) days. Any user group or individual whose account with VPCC remains past due at the time the Baseball Diamond Schedule is confirmed for the following season, will not receive any ball diamond allocation time for the upcoming season.
5. The ball diamond requires technical or emergency repairs which cannot be performed at any other time. No diamond fee will be charged.
6. Weather conditions have rendered the condition of the field(s) to be deemed unsafe or unplayable. No diamond fee will be charged.

*If the Parks & Facilities Manager or Parks & Facilities Supervisor uses the power to cancel any contracts or portion of contracts, they will give notice to the ball diamond convener as soon as possible by whatever means may be available to them *

School Groups

Must negotiate ball diamond contract prior to start of each season which will include scheduling of games and practices around master schedule.

Tournaments and Special Events

Tournament/Event Schedules are required at the time of ball diamond requests. The deadline for the cancellation of booked tournament/event is 1 week. The contract holder will be responsible for payment of a diamond which cannot be re booked. Cancelled baseball time will first be offered to the seasonal user of that time.

New Organization or Emerging Sport

When reasonable, the Town will recognize a new organization or emerging sport and will make reasonable effort to allocate diamond time to enable it to establish its programs and services in the Town. Recognition and diamond time allocation will occur once the conditions and criteria outlined in this policy are met and if existing users will not be adversely impacted. New organizations/programs will be accommodated only to provide unmet community needs. Where possible, the development of new programs or the expansion of groups should be encouraged to be extensions of organizations already established. (i.e creating umbrella organizations)

Approved Rental Rates

2025 season. *(All rates include HST)*

- Lighted field: \$28.25/hour
- Non Lighted field: \$22.60/hour
- Minor Ball fees: \$6.90/hour

Payment

- a) **Regular Users-** will be invoiced by invoice monthly. (See ball diamond user group invoicing)
- b) **Occasional Users-** bookings must be made in person, by phone or email. Payment is due to VPCC Reception prior to going on the diamond and a contract will be created for the user to have to verify their booking. If a diamond is not paid in full, permission to go on the diamond will not be granted.

Standard Hours of Operation/Season

- a) **Season-** First Monday of May until September 30th (weather permitting)
- b) **Hours-** 7 days a week from 8:00 am to 11:00 pm

Alcohol and Smoking

Alcoholic beverages are **not permitted** on any diamond without a special occasion permit. The Town of Ingersoll has a Municipal Alcohol Policy with a zero tolerance for alcohol consumption without proper permits. Non-compliance will result in police being notified and ball diamond time being suspended.

Liability Insurance

All user groups that schedule through the Town must sign an agreement form and shall obtain and maintain a valid general liability insurance at its own expense, in a form satisfactory to the Town. The Town of Ingersoll requires an amount of minimum of **five million dollars (\$5,000,000.00)**. Each user

group is to provide a copy of the certificate of insurance prior to Ball Diamond use. Such insurance shall be written by an insurer licensed to conduct business in Ontario and shall include the Town of Ingersoll as additional insured with respect to the Renter's operation obligation under this agreement. Failure to meet these conditions relating to insurance is a breach of this agreement.

Safety

- Contract holder shall be responsible for the conduct and supervision of all persons using the facility while occupied in the designated dates/times.
- Regulations posted are in addition to the conditions set out herein and shall be complied with in the same manner.
- User groups/organizations/or individuals participating in illegal activities or behavior not permitted at the ball diamond will receive a warning letter for the first infraction; have their diamond time suspended for 2 weeks for the second infraction and have their ball diamond time suspended for one year for a third infraction. All levels of discipline will be kept on file for one year from the date of the infraction. Continuing infractions will lead to the refusal of further contract applications.
- Compliance of these terms and conditions is expected of all persons using the ball diamonds.

Conduct with Town of Ingersoll Employees

The Town of Ingersoll has a zero tolerance policy for any mistreatment of Town of Ingersoll employees through our R-Zone policy. Any person who refuses to comply with staff directions or engages in any form of abuse toward employees will receive an automatic suspension from the facility or sports field for a minimum of two weeks.

Failure to comply with directives may jeopardize future diamond privileges. Compliance of these terms and conditions is non-negotiable and expected of all persons using the facility.

Conclusion

1. This policy will be reviewed annually by the Manager, Supervisor and the Allocation Committee. Any changes will be forwarded to user groups and to Town Council for approval.
2. Any user groups may submit a request for changes to the policy which will be discussed at a user group meeting, then forwarded to council for amendment.
3. Any items unresolved will be brought forward to the Town Council for final decision.

Signed: _____

Date: _____