



TOWNSHIP OF SOUTH FRONTENAC

Recreation Department
2490 Keeley Road, Box 100
Sydenham, ON • K0H 2T0
613-376-3027 Ext. 4331

bookings@southfrontenac.net



Court Facility Allocation Process

1.0 – Document Statement

The Township of South Frontenac 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 upon completion of the multi-year Recreation, Parks and Leisure Master Plan in 2021 and after a season of using this new allocation document, the process may require alterations to better fit community needs.

This process is directly related to South Frontenac's 2019 – 2022 Strategic Plan and vision to be 'Natural, Vibrant and Growing – A Progressive Rural Leader', specifically priority number four: 'Be a catalyst for the creation of vibrant, complete communities.'

2.0 – 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 Committees, facility user groups, community partners, and other concerned partners.

3.0 – 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.

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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.

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.

4.0 – 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



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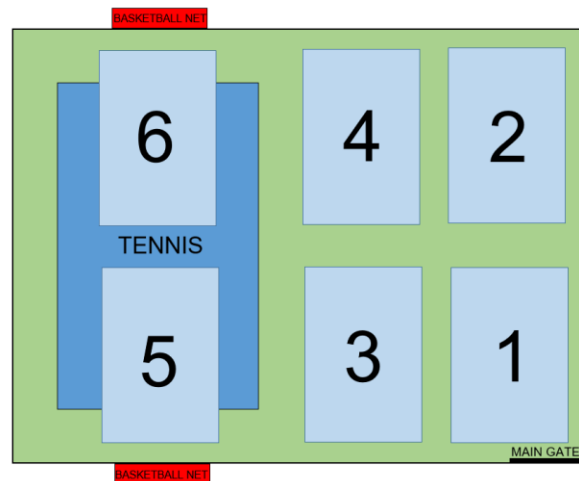
5.0 – Court Facility Inventory/ Description & Booking Availability

Centennial Park – 4500 Centennial Park Road, Harrowsmith &

Gerald Ball Memorial Park – 3364 Moreland Dixon Road, Sunbury

Court Facility Description:

- Resurfaced in 2020 featuring high-quality paint and sealant
- Four (4) stand-alone pickleball courts
- One (1) combination court that features one (1) tennis and two (2) pickleball courts
- Gerald Ball Memorial Park Only: Two (2) basketball nets on each side of the tennis court side of the facility, indicated in red in the image below (there are no basketball nets at Centennial Park).
- The pickleball courts are identified by number 1 – 6, as indicated below:



Drop-In Schedule:

- Every Monday – Friday from 3:00 pm – 9:00 pm AND every Saturday & Sunday from 8:00 am – 9:00 pm the combination courts (tennis and pickleball courts 5 & 6) are unavailable to book and are for drop-in use/ casual play 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/ casual use.
- Any time outside the above specified hours, all six pickleball courts and the tennis court 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/ casual play during a

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time in which all the courts are booked, they are required to wait to play until the booking has expired.

- During the above specified drop-in hours, if all courts are in use and other casual/drop-in players arrive to 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 play.
 - Newly arrived players will indicate their name and what time they arrived on the Drop-In Sign-Up board located with the communication board. They will indicate to the current players they have joined the queue and the 45 minute time limit will start. The newly arrived players must be ready for play when their time starts.
 - Should further Drop-In players arrive, they will add their name and what time they arrived in the next slot available on the Drop-In Sign-Up board.
 - 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 the Drop-In Sign-Up board 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.
- 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.

Facility Booking/ Exclusive Use Availability:

- Any time outside the above specified Drop-In hours, all six pickleball courts and the tennis court may be booked for exclusive use by User Groups.
- During the above specified Drop-In hours:
 - The combination courts (tennis and pickleball courts 5 & 6) are **unavailable** to book and are for drop-in use/ casual play only.
 - The other four stand-alone pickleball courts are available to book by User Groups for exclusive use.

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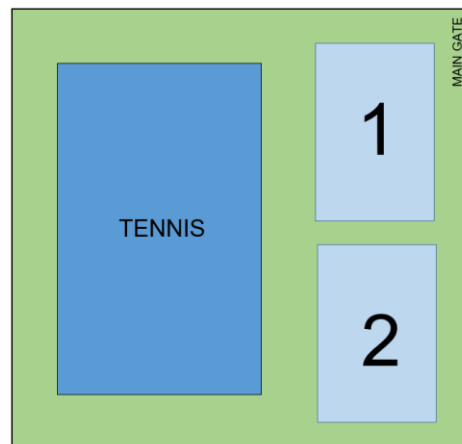


- User Groups are permitted to use courts 5 & 6 but **must** vacate the courts immediately if anyone arrives for drop-in use/ casual play of any sport.
- The Township has the authority to cancel a rental contract under the following any situation that may arise that the Township deems to be a breach of policy, including but not limited to, any grievances regarding bullying, non-compliance with the drop-in/ casual play specified hours and protocol, etc.
- 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.

The Point Memorial Park – 4410 Point Road, Sydenham

Court Facility Description:

- 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:



Facility Booking/ Exclusive Use & Drop-In Hours:

- Every Monday – Friday from 3:00 pm – 9:00 pm AND every Saturday & Sunday from 8:00 am – 9:00 pm the tennis court is **unavailable** to book and is for drop-in use/ casual play only.
- Any time outside the above specified hours, the tennis court 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/ casual play during a time in which the court is booked, they are required to wait to play until the booking has expired.

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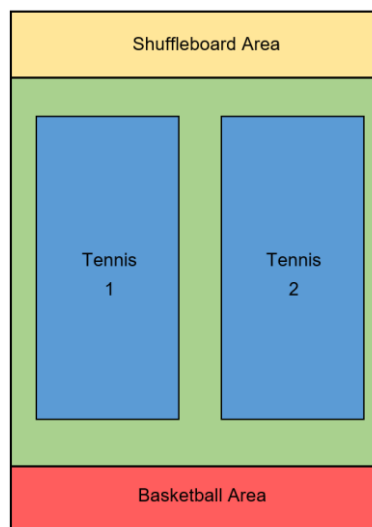


- The pickleball courts are unavailable to book for exclusive use by User Groups at this site. These courts are for Township Community Partner programming and drop-in/ casual play only.

McMullen Park – 6089 Carleton Drive, Verona

Court Facility Description:

- Resurfacing project scheduled for 2021 featuring high-quality paint and sealant
- One (1) shuffleboard area
- One (1) basketball area
- Two (2) tennis courts identified by numbers 1 & 2, as indicated below:



Facility Booking/ Exclusive Use & Drop-In Hours

- Every Monday – Friday from 3:00 pm – 9:00 pm AND every Saturday & Sunday from 8:00 am – 9:00 pm the tennis courts are **unavailable** to book and are for drop-in use/ casual play only.
- Any time outside the above specified hours, the tennis 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/ casual play during a time in which all the courts are booked, they are required to wait to play until the booking has expired.
- The basketball and shuffleboard 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.

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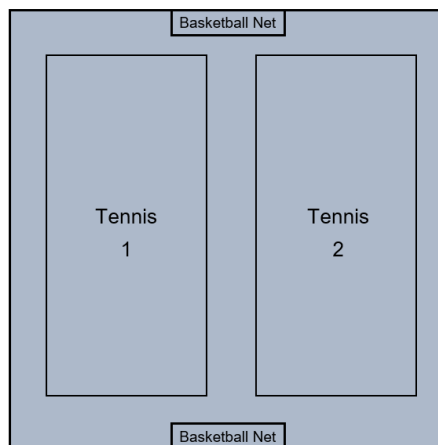
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Glendower Hall – 1381 Westport Road, Bedford

Court Facility Description:

- Black-top surface, crack repair and line painting scheduled for 2021
- Two (2) basketball nets
- Two (2) tennis courts identified by numbers 1 & 2, as indicated below:



Facility Booking/ Exclusive Use & Drop-In Hours:

- Every Monday – Friday from 3:00 pm – 9:00 pm AND every Saturday & Sunday from 8:00 am – 9:00 pm the tennis courts are **unavailable** to book and are for drop-in use/ casual play only.
- Any time outside the above specified hours, the tennis court 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/ casual play during a time in which all the courts are booked, they are required to wait to play until the booking has expired.
- 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.

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6.0 – Exclusive Use/ Booking Process

In order to book a court for exclusive use, User Groups must:

- Complete the appropriate Court Facility Booking Form and agree to the Rental Terms and Conditions.
- 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 **April 15th**. 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 April 30th online and on-site. Note that one-time or infrequent bookings may not be listed on-site.
- 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.

7.0 – 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 seasonal court bookings. 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.

8.0 – Authority of the Township

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

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- 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.

9.0 – Additional Information

Court Allocation Process/ Procedure:

Tim Laprade

Recreation & Arena Supervisor

tlaprade@southfrontenac.net

Office: 613-376-3027 ext. 2231 / Cell: 613-453-7554

Court Programming/ Events:

Amanda Pantrey

Program, Events & Education Coordinator

apantrey@southfrontenac.net

Office: 613-376-3027 ext. 4447 / Cell: 613-453-6846

Court Bookings:

Eve Hussey

Public Services/ Recreation Support

bookings@southfrontenac.net

613-376-3027 ext. 4331

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