



Sports Field Bookings



## Allocation Guide

Customer, Analytics and Digital Transformation  
Community Services

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## Purpose and Interpretation

The City of Edmonton provides outdoor sport field facilities for use by members of the public, as well as organized groups. The following user guide is designed to give the public an understanding of the Sports Field Bookings allocation and rental model.

## Definitions

In this document:

- 1) **“adult group”** means a minimum of 75% of the individuals that make up your organization or team are 18 years of age or older;
- 2) **“allocation”** means the distribution of City of Edmonton sports field time;
- 3) **“demand”** means the total need for sports fields in Edmonton, based on population, demographics, and participation in various sports. It includes:
  - a) evaluating the current and future use of fields for organized sports, casual play, and emerging sports, to determine if there is a surplus or shortfall in supply;
- 4) **“drop”** means a time slot from selected rollovers and/or awarded pickups that has been relinquished;
- 5) **“entitlement”** means the total number of hours available for a group to use for both rollovers and pickups through the pre-season allocation process. The calculation is the sum of game total and practice total as per the sports standard of play.
- 6) **“license”** means the booking agreement that outlines what field time a group has reserved, as well as the terms and conditions of use of the City of Edmonton sport field facilities.
- 7) **“minor group”** means a minimum of 75% of the individuals that make up your organization or team are 17 years of age or younger;
- 8) **“Open Season”** means the starting date for general sports field booking requests in mid-March.
- 9) **“pickup”** means a time slot requested from a list of availability;
- 10) **“rollovers”** means the previous year’s sports field bookings carried forward to the new season, subject to changes based on field availability.
- 11) **“roster”** means the field time available to book ( e.g., a field may be available to book from 6:00 pm - 11:00 pm);
- 12) **“season”** means the period of time in which sport field facilities are open for use and can be reserved. The opening and closing dates for:

- a) Standard, Premier, Homebase Rectangle Fields and Diamonds, and Cricket Pitches are open annually from May 1 to October 31, as mandated by council; and
- b) Artificial Turf Fields and Staffed Rectangle Fields and Diamonds may be open as early as late March and could close as late as mid-November, though these dates are subject to weather conditions and facility.

13) **"sport field"** means an area designed and intended for use in a specific sporting activity and includes soccer, football, and field hockey fields, baseball diamonds, tennis, and pickleball courts, cricket ovals, and similar areas;

14) **"sporting event"** means a sports field booking that meets one or more of the following criteria:

- a) Where multiple games are taking place in a tournament format;
- b) The anticipated attendance is 100 or more people;
- c) The booking spans a full day or two or more consecutive dates (excluding camps); and/or
- d) A group requires services beyond the sports field booking (e.g., inflatables, portable toilets, tents).

15) **"Sports Field User Committee (SFUC)"** means the advisory committee comprising up to two representatives from each major sporting and recreational activity, as well as new and emerging groups requiring sports field facilities. Its members collaborate with City representatives to ensure the equitable distribution of time and to resolve issues related to sport field use and planning;

16) **"standards of play"** means the framework used to ensure groups are allocated only the necessary time for each age group and level of play. They help determine the number of hours each sport and age group require to effectively meet program needs.

17) **"supply"** means the City of Edmonton sports field inventory and its rental availability. It includes;

- a) Standard Rectangle Fields, Premier Rectangle Fields, Homebase Rectangle Fields, Artificial Turf Fields, and Staffed Rectangle Fields;
- b) Standard Diamonds, Premier Diamonds, Homebase Diamonds, and Staffed Diamonds; and
- c) Cricket Pitches;

18) **"time slot"** means a specified field location, date, and start and end time (e.g., Alex Taylor #1 Soccer, May 27, 7pm - 9pm).

## Fair and Equitable Model for Allocation User Engagement

The City of Edmonton (CoE) administration and the Sports Field User Committee (SFUC) are responsible for the ongoing development and implementation of a fair and equitable model for allocating sports fields. This model governs how groups' requests for sports fields are granted. The allocation process itself determines how sports fields are distributed among various user groups.

**Fairness** in the allocation model means users, through their sport representative on the SFUC and communication with CoE administration, have input on the model and the conflict resolution process.

**Equitable** access ensures that everyone has a fair opportunity to utilize sports fields.

The model is built upon four key elements: user engagement; incorporation of standards of play; calculation of demand, supply, and entitlement; and allocation of time.

### User Engagement

- User groups participate in ongoing reviews of time and facility allocation through the SFUC and general involvement. Sport user groups may connect with City administration and/or their sport representative on the SFUC for questions and feedback.
- All qualified user groups are invited to information sessions (notably the Annual General Meeting in January), submit time requests, participate in allocation process reviews, and nominate SFUC members.

### Incorporation of Standards of Play

- The standards of play outline the specific field requirements for various sports and recreation activities within City limits. These standards are reviewed annually, approved by the SFUC, and based on provincial/national governing body guidelines, historical usage, and SFUC recommendations.
- They determine the minimum necessary hours for each sport and age group to operate their program successfully, to prevent "hoarding" of time, and to ensure new groups have opportunities. Factors considered include the number of players, space, time, and practice needs

## Calculation of Demand, Supply, and Entitlement

- Demand is calculated by considering previous enrollment, projected changes, and the sport's standards of play.
- Supply is determined by classifying fields and their rental availability.
- Entitlement is then calculated by dividing demand by supply to determine each sport's fair share of available time.

## Allocation of Time

- The City of Edmonton's Sports Field Bookings team facilitates the distribution of sports field time in accordance with established rules, strategies, and conflict resolution processes.
- Eligible user groups can participate in an open and transparent pre-season allocation to acquire available time slots within the field category that they qualified for.
- Following the completion of pre-season allocation, any unreserved time slots become accessible to both new and existing user groups. These groups can submit requests for these slots throughout the remainder of the season, starting from the Open Season date in mid-March.

## Sports Field User Committee

The Sports Field User Committee (SFUC) is an advisory committee composed of up to two representatives from each of the major sporting and recreational activities as well as new, emerging groups requiring sports field facilities. Its members work closely with City representatives to ensure the equitable distribution of time and resolve issues related to sport field use and planning.

### Vision

The SFUC is dedicated to managing the allocation of sports fields and planning for future requirements. This is achieved by considering the needs of Edmonton's citizens and the available resources from both the City of Edmonton (CoE) and its partners.

### Purpose

The committee serves in an advisory capacity on processes and strategies for the sport field users to advance a fair and equitable allocation system. The SFUC provides objective advice

and recommendations from a citizen perspective, while also assisting CoE administration with conflicts or inquiries between sport field user groups.

The key duties and responsibilities are as follows:

- To ensure that the allocation of sport field time by the CoE is within the terms of the fair and equitable model for allocation;
- To conduct a complete review at the end of each yearly allocation cycle; and
- To identify issues, offer advice, and/or develop strategies related to the provision of sports fields to Edmonton residents.

## **Elected Members**

The committee is composed of the following members:

- Chair and Vice Chair;
- One representative each from Baseball, Cricket, Fastpitch/Softball, Football, Rugby, Slo-Pitch, Soccer, Track and Field, and Ultimate Frisbee;
- Representatives from the School Boards, Edmonton Federation of Community Leagues, and Metro Athletics; and
- Non-voting representatives from the CoE administration.

Members of the SFUC are elected to sport representative positions for three-year terms at the Annual General Meeting. Nominations, or appointments if no new nominations are received, are based on experience, expertise, interest, engagement, availability for meetings, and a strong commitment to the terms of reference.

The Chair and Vice-Chair are elected by the committee members and also serve three-year terms. SFUC members may designate one alternate representative to attend meetings in their absence.

## **Sports Field Allocation Priority**

Decisions about the allocation and scheduling of sports field facilities are intended to achieve the following objectives:

- Promote inclusivity and encourage the participation of diverse user groups, while responding to their needs for sports fields;
- Ensure optimal sports field usage and programming;
- Permit the planning and implementation of sporting events and programs in which a large number of people are expected to participate;

- Provide flexibility to accommodate changing community needs and demands for sports fields and facilities; and
- Respond to the needs of sports and sports organizations in a fair, transparent, consistent, and equitable manner.

The allocation of sports field time is prioritized as follows:

1. Sporting Events
2. Qualified Pre-Season Allocation User Groups
3. Joint Use Agreement (JUA) Schools
4. General Sports Field User Groups

## **Sporting Events**

A sports field booking is classified as an event when it meets one or more of the following criteria:

- Where multiple games are taking place in a tournament format;
- The anticipated attendance is 100 or more people;
- The booking spans either a full day, or two or more consecutive dates (excluding camps); or
- A group requires services beyond the sports field booking (e.g., inflatables, portable toilets, tents).

Requests for these types of bookings must be submitted through the Sports Field Event Application. Early submissions for the upcoming season open in November. The event application form is available on the City of Edmonton [Sports Fields](#) webpage, or you can email [sportsfieldbookings@edmonton.ca](mailto:sportsfieldbookings@edmonton.ca) for a direct link. The form will close temporarily during pre-season allocation, starting in December, and will reopen for in-season requests by mid-March. Please note that in-season requests do not receive priority over other requests.

All sport event requests submitted via the application are evaluated and approved by City administration. Pre-season requests and any conflicts are also reviewed by the Sports Field User Committee (SFUC). In cases of conflict, the SFUC will determine which event will take precedence by assessing its sanction status and whether it is historical or new.

- **First Priority:** Approved tournaments and championships sanctioned by the sport's Provincial/National governing body.
- **Second Priority:** Groups requesting to book an event they have previously booked on the same date and/or at the same sports field(s) (i.e., a historical booking).

## Pre-Season Allocation User Groups

The pre-season allocation gives eligible user groups the opportunity to acquire sports field time for the upcoming season in advance. During this process groups retain a percentage of their previous year's rental time slots (i.e., "rollovers"). Based on a group's historical usage from the previous season, they will be assigned to one or more field type categories. Qualification for these categories is based on a minimum number of hours booked and used in the previous season. The table below details the field types and qualification details.

**TABLE I. Pre-Season Allocation Categories and Qualification**

Field Type	Qualification	Rollover
<b>Artificial Turf</b> Clareview Clarke Jasper Place Bowl Mill Woods	Minimum 10 hours booked and used on Artificial Turf last season	A percentage of last season's bookings
<b>Staffed Diamonds</b> Goldstick John Fry <b>Staffed Grass</b> Coronation Goldstick Rollie Miles ( <u>track only</u> )	Minimum 10 hours booked and used last season	A percentage of last season's bookings Rollie Miles Track: up to 100% of entitlement
<b>MAJOR - Grass Rectangle &amp; Diamond</b>	Minimum 30 hours per week for at least 8 weeks* booked last season <i>Also invited to participate in Artificial Turf/Staffed Field &amp; Staffed Diamond categories.</i>	Up to 100% of entitlement
<b>SEASONAL - Grass Rectangle &amp; Diamond</b>	Minimum 1 hour per week (up to 30) for at least 8 weeks* booked last season	Up to 100% of entitlement
<b>Cricket Pitches</b>	Minimum 10 hours booked and used last season	A percentage of last season's bookings

*\*Weeks do not have to be consecutive.*

Please note that groups with outstanding invoices with the City of Edmonton will not be eligible to participate in the pre-allocation process, regardless of whether they meet the qualifications outlined above.

## Joint Use Agreement Schools

Joint Use Agreements (JUA) are partnerships between the City of Edmonton, Edmonton Public Schools, Edmonton Catholic Schools, and Conseil Scolaire Centre-Nord (Central North Francophone Schools). The JUA as it relates to facilities provides:

- Access to school facilities for community groups after school hours;
- Use of City recreational facilities (arenas, pools, and others) by students during school hours; and
- Shared use of sports fields by students and community sports groups.

For more information, view the [Edmonton Joint Use Agreement for Facilities](#).

Note:

- JU schools receive an application form for the upcoming sports field season (May to October) from their school board coordinators every October.

## General Sports Field User Groups

To book a sports field, user groups must be one of the following:

- A City-sponsored or operated program/group, OR
- A registered not-for-profit organization under the Societies Act of Alberta, OR
- Part 9 of the Companies Act, OR
- Part 21 of the Business Corporations Act, OR
- Special act of the Parliament of Canada, OR
- Special act of the Alberta Legislature, OR
- A non-registered informal organization or group without paid leadership

AND

- Must be covered by the City of Edmonton's insurance;
- Have a minimum of 75% City of Edmonton residents; and
- Have a minimum of 12 participants per booking.

After time has been allocated for sporting events, pre-season allocation groups, and JUA schools, any remaining sports field time slots will be available for reservation by both new and existing user groups. Field requests are processed in the order they are received, starting from the Open Season date in mid-March and continuing throughout the season.

## Pre-Season Allocation Process

The pre-season allocation takes place between November to March each year. The table below outlines the general timeline for the process.

**TABLE II. Pre-Season Allocation Timeline**

NOV	DEC	JAN	FEB	MAR
Eligible user groups will receive the Allocation and Event application forms.	Allocation and Event application forms due.	Annual General Meeting	Staffed Diamond Pickups	User groups receive and sign licenses for the upcoming season.
		Grass Rectangle Pickups	Artificial Turf Pickups	Open Season
		Grass Diamond Pickups	Cricket Pitch Pickups	

## Application Submission

Each November, the City of Edmonton Sports Field Bookings team sends an application to user groups eligible for pre-season allocation. A response is mandatory from groups to confirm participation.

The application form collects all necessary information for groups to take part in the pre-season allocation process. For example, the team numbers provided will be incorporated into the calculation for your entitlement.

### *Standards of Play*

The standards of play (SoP) were developed by the City of Edmonton (CoE) and the Sports Field User Committee (SFUC) to establish a standard number of hours required for each sport and age group to participate effectively in their leagues and competitions. This structure ensures that groups are allocated only the necessary time for each age group and level of play, aiming to prevent "hoarding" of time and provide new groups with opportunities to expand their leagues.

When submitting the allocation application form, groups must provide accurate team numbers within the correct categories, ensuring these categories collectively match your total number of teams on the application\*. This precision guarantees sufficient field time for your group.

*\*As necessary, the CoE administration and the SFUC will verify the accuracy of reported registration numbers with the relevant sport organization or governing body.*

### **Entitlement Calculation**

It is crucial to accurately declare whether field time is needed for games, practices, or a combination of both, as it directly influences the calculation of a group's entitlement. Providing precise information on the allocation application form ensures that groups receive the appropriate amount of field time for program needs.

A group's entitlement represents the total number of hours available to use towards both rollovers and pickups throughout the pre-season allocation process. Understanding the calculations outlined below will help groups better manage its allocated hours and plan its season effectively.

**Games = (number of teams X number of games) / (2 teams per game X length of game)**

**Practices = (number of teams X number of practices) X (length of practice)**

**Total Entitlement = Game Total + Practice Total**

#### **Note:**

- The number of games or practices is determined by the SoP for each sport.
- The length of games or practices is determined by the SoP for each sport.
- A group's total entitlement will be based on the "Games" calculation if they only require time for games.
- A group's total entitlement will be based on the "Practices" calculation if they only require time for practices.

### **Rollover Selection**

Groups participating in pre-season allocation will receive rollovers, which are the sports field bookings from their previous year's license carried forward to the upcoming season. The availability of specific locations and/or time slots is subject to change due to field rest and construction schedules, as well as shifts in supply and demand.

The Sports Field Bookings team will distribute each group's rollovers along with instructions on selecting desired time slots for the upcoming season. Groups must ensure the total number of field time hours selected in rollovers does not exceed their entitlement.

Rollovers consist of all bookings from the previous year from within the field type category that a group has qualified for; with the exception of cancellations made by the user group and no shows. A specific time slot may be listed as not available on a rollover due to:

- Field rest or construction;
- A sport event;
- Homebase field scheduling changes; or
- The upcoming season's date falls outside the booking period or available roster.

If field time is not included on a current seasonal rollover for any of the reasons listed above, it will be provided in the following year if feasible.

## **Pickup Requests**

Following rollover selections, groups will have an opportunity to request pickups by participating in one or more of the following allocation categories:

- Grass Rectangle
- Grass Diamond
- Staffed Diamond
- Artificial Turf / Staffed Rectangle
- Cricket Pitch

By qualifying for one or more of these, groups will be provided with a list of availability that reflects all remaining field time within that category that can be booked. A group's pickups are their requests based on this availability for the time slots they would like added to their license for the upcoming season.

## *Conflict Resolution*

When two or more user groups request the same facility, date, and time, it is considered a conflict. The groups involved in the conflict will be asked to work with one another to come to a resolution in an efficient manner, using these guiding principles:

- The conflict resolution process between groups must be fair, equitable, and consistent;
- A problem-solving approach, focused on shared interests, should be used to develop solutions;
- All parties should feel that their views have been heard and considered; and

- Open and respectful communication, along with freely available information, are essential for those involved.

If a resolution cannot be agreed upon, then the conflict will be reviewed by the SFUC's three-person Conflict Resolution Committee. Should a member of the Conflict Resolution Committee be connected to one of the disputing parties, they will step down for that dispute, and a neutral representative will be appointed.

The Conflict Resolution Committee will make a final and binding decision based on the following criteria:

- Category of user: Priority ranking will be based on the age of team members (e.g., minor groups may be given preference on earlier time slots over adult groups, in an effort to align with appropriate playing time by age group); total size of each group, based on the number of teams; and/or registration as a non-profit society.
- Where all things are equal, conflict resolution will involve consideration of the following:
  - Historical field/facility usage as determined by the previous year's actual use for teams within the same category of users;
  - Relation from entitlement hours (i.e., furthest away from entitlement will be given preference);
  - Whether a temporary or permanent change in the schedule is being requested;
  - Willingness of one group to accept an assignment to a different facility, or another time slot at the particular facility;

The SFUC conflict resolution process and resulting decisions are consistent with SFUC Policy on the allocation and scheduling of sports fields.

## Drop Requests

Upon the allocation of all pickup requests, contingent on availability and conflict resolution outcomes, the Sports Field Bookings team will calculate the cumulative hours accrued by each group through rollover selections and awarded pickups. This review serves to confirm that groups have not surpassed their entitlement.

Groups that exceed their entitlement will be mandated to relinquish time slots from their chosen rollovers and/or awarded pickups. The number of hours to be dropped must equal to the hours exceeding their entitlement.

This is also the opportunity for groups to request to drop specific time slots that they no longer require from their selected rollovers or awarded pickups.

## License Review

At the final stage of the pre-season allocation, each group will receive their official license(s), which detail their confirmed bookings for the upcoming season.

### **Key Actions for Groups During License Review:**

- Confirm Booking Accuracy: Groups are required to meticulously check all booking details listed on their license(s). This includes dates, times, specific fields, and any other relevant information.
- Request Necessary Changes (Errors Only): Should any discrepancies or errors be identified between what was requested and what is listed on the license, groups must promptly request the necessary corrections. This stage is specifically for rectifying mistakes made during the allocation process.
- Dropping Unneeded Time Slots: While groups may not request additional field time at this final stage, they are permitted to drop any time slots they no longer require for the successful execution of their programs. This helps optimize field usage and allows other groups to access those times come Open Season.

To finalize and secure the bookings outlined in the license(s), all groups are mandated to submit a signed copy of the booking agreement. This agreement is a legally binding document that solidifies the commitment between the booking entity and the City of Edmonton.

### **Importance of the Booking Agreement:**

- Outlines Terms and Conditions: The license itself explicitly details the important terms and conditions of use. These conditions cover a wide range of operational aspects, including but not limited to, rules of conduct, field maintenance responsibilities, cancellation policies, invoicing policies, and any specific regulations pertaining to the use of the sports facilities.
- Agreement to Terms: By signing the booking agreement, groups formally acknowledge and agree to adhere to all the terms and conditions stipulated on the license. This signifies their understanding and acceptance of their responsibilities and obligations while utilizing the allocated sports fields.

- Retention of Bookings: The submission of a signed booking agreement is a non-negotiable requirement for retaining the bookings listed on the license. Failure to submit the signed agreement by the specified deadline may result in the forfeiture of the allocated field times.

Groups are strongly advised to thoroughly read and understand all aspects of the license before signing, ensuring full compliance and a smooth operational season.

## In-Season Allocation Process

After allocating field time for major sporting events, pre-season allocation groups, and schools under the Joint Use Agreement, any remaining sports field availability will be opened for reservation to both established and new user groups. The in-season period begins on the Open Season date, typically in mid-March.

User groups that took part in pre-season allocation are no longer limited by their entitlement amount when acquiring field time during in-season allocation.

New user groups must submit their field requests through an online form. All field requests, including those for sporting events, are processed on a first-come, first-served basis for the remainder of the season. This system ensures everyone has a fair opportunity to utilize the City of Edmonton sports field facilities.