

Subject: Kerry Park Recreation – Outdoor Pickleball Complex Court Guidelines	
Eligibility: ALL Users	Approved By: May 2021

Purpose:

To provide a fair and consistent approach to court usage at the Outdoor Pickleball Complex located adjacent to the Kerry Park Recreation Centre (KPRC), ensuring all interested parties are given fair and equitable treatment.

Rational:

It is necessary to provide an objective and consistent approach for allocation of courts to ensure no specific user group is given preferential treatment for usage. There needs to be a collective approach to ensure there is a balance of usage between open play, recreation programs, league play and special events such as tournaments. This will assist all parties in understanding the process of allocation.

Guidelines:

The guidelines identified in this document establish and clarify staff responsibility for managing court usage and its commitment to:

- Fiscally responsible operations
- Fair and equitable usage
- Processing of tournaments and special events
- Assist in the sport and skill development for all ages
- Ensure that all people have access to quality recreation programs, events, and activities

Court Scheduling Responsibility:

The South Cowichan Recreation Division has the responsibility to manage the distribution of court usage on an annual basis to reflect population, registration, utilization, and participation patterns.

On an annual basis, prior to the upcoming season, South Cowichan Recreation staff will review and take into consideration the following items to ensure scheduling best reflects the needs of all users while maintaining guidelines:

- Consideration for optimal use of all spaces
- Upholding maintenance standards
- Program priorities
- Open play usage to allow for general recreation use from the community
- Address issues from the previous season
- Requests received from new local user groups
- Expressed needs from existing user groups
- Court availability and distribution from the previous year

The Kerry Park Recreation Commission reserves the right to maintain a balance between all bookings undertaken, which allows for residential user, user group use, and maintenance of the facility.

All contracts are for the current season only. The South Cowichan Recreation Division reserves the right to reassign bookings annually as required to satisfy fair and equitable requirements and emerging Kerry Park Recreation Centre Commission directives.

Scheduling Priorities

Courts will be allocated utilizing a balance of the following priorities:

1. South Cowichan Recreation Programs
2. Local Minor/Adult User Groups and School Groups
3. General Free Play Users
4. Sport Tourism Special Events
5. Out of Area Organizations

Definition of Users

South Cowichan Recreation Programs

A variety of participatory leisure pursuits such as learn to play programs which are operated by the South Cowichan Recreation Department. These programs provide low cost access to recreational opportunities for the benefit of the entire community.

Local Minor/Adult User Groups and School Groups

Any local community minor or adult group which could include sport associations/schools, providing organized (league) sport activities primarily for users residing in Electoral Areas A, B, C and D or School Groups located in the South Cowichan Area.

General Free Play Users

Any user that wants to drop in and utilize the facility. General free play usage is an important part of this complex. Consideration will be given to ensure a balance of general free play usage is available for first come, first served usage.

Events/Tournaments

South Cowichan Recreation supports events and tournaments which provide revenue-generating opportunities to both the organizers and the facility, as well as an economic spin-off to the community at large. South Cowichan Recreation reserves the right to change rental times to accommodate events/tournaments.

Out of Area Organizations

Organizations located outside of Electoral Areas A, B, C, and D will be considered if space is available after local consideration is accommodated.

Requests for Bookings:

South Cowichan Recreation staff will work towards developing a consistent weekly schedule to ensure community need is considered. Organizations/clubs wanting to reserve space will need to do so prior to the season start. The following time frames will be compulsory when making booking requests.

Request Type	Season		
	Winter Dec - Mar	Spring/Summer Apr - Aug	Fall Sept - Nov
Regular Season Request	Nov 1	Feb 1	July 1
Event/Tournament	Oct 1	Jan 1	June 1

Regular Season Scheduling

All court allocations will be the decision of South Cowichan Recreation. Seasonal allocation schedules will be based upon guidelines included in this document.

Event/Tournament

All event/tournament requests must be submitted in writing within the time schedule noted above. All requests will be considered individually based on:

- Number of requests per season
- The origin of the request
- The community benefit of the request

In an effort to maintain a balanced use of the courts, the user may be expected to give up other regular season use to accommodate displaced user group(s) in order to accommodate your request.

For Profit Organizations

The facility cannot be booked by for-profit organizations. Any for-profit company or organization wanting to utilize the complex will need to discuss with the South Cowichan Recreation Programming Department and look at the feasibility of offerings to the community through Recreation.

Rental Rates:

Drop-in Use: No charge. First-come, first-served use.

Organized Clubs/User Groups/Public: The cost to reserve is \$5.00 per court (2 hours).

Tournaments and Events: Varies depending on activity. Please contact the South Cowichan Recreation Facility Booking Coordinator for details.

Reservations:

Organized Clubs/User Groups – contracts will be drawn up based upon requests and availability. The booking is not complete until the contract is signed and returned to the Facility Booking Coordinator, a copy of third-party liability insurance is provided and the applicable deposit or payment is received on due dates included in your contract.

General Public Users – online reservations (www.reccowichan.ca) will be available a maximum of 7 days in advance. Reservations are not required and courts can be utilized on a first come, first served basis; however, please check the schedule to ensure courts 1 to 4 are not reserved prior to playing.

Court Operations:

All court assignments, scheduled and contracted, will be the decision of the South Cowichan Recreation Division to ensure optimum usage and programming to reflect commission directives and to uphold maintenance standards and minimize risk.

Lost usage and appropriate repair costs may be assigned to any group that causes damage which the Manager - Facility Operations (South Cowichan), or designate, deems to produce unsafe conditions for other users. If necessary, usage time may be adjusted to end early in order to repair damages prior to next use.

South Cowichan Recreation Division reserves the right to curtail any group, game, or practice to maintain the assigned schedule between users. It is the responsibility of each user to ensure enough time is booked to complete their activity.

Insurance/Liability:

Signing of the contract for rental by the Renter certifies that all of the regulations and guidelines presented have been read and the Renter understands that the contract, once signed, is a release of liability. It is a legal document, and by signing, the Renter is giving up certain legal rights, including the right to sue should injury occur during the rental. The contract includes the facility Conditions of Use.

The condition of the courts is the responsibility of the Cowichan Valley Regional District (CVRD) and its staff to maintain. South Cowichan Recreation reserves the right to adjust scheduling as required in order to meet these standards.

Proof of third-party liability insurance in the amount of \$2 million naming the Cowichan Valley Regional District as an additional insured is required by all user groups, running leagues, or tournaments prior to your first session.

All user groups are responsible for any and all damage to any and all of the areas used by the group, beyond normal wear. Should damage occur, repairs will be made by South Cowichan Recreation and the Renter's account will be assessed for full payment.

Alcohol, Drug and Tobacco Policy

The CVRD Community Services Department implemented an Alcohol, Drug, and Tobacco Policy for all facilities operated by the Cowichan Valley Regional District. It is expected that all user groups using the facility for any purpose abide by the policy. To help groups follow the Alcohol, Drug, and Tobacco Policy, a copy will be sent to each rental group with their contracts. It is the responsibility of all contract holders to familiarize their users with the policy.

Court Etiquette:

Please respect the following:

- All players and spectators are to demonstrate good sportsmanship at all times
- Be respectful to facility and courts
- If others are waiting to play, limit play time to 45 minutes
- Courts are for Pickleball use only; no dogs, bicycles, skateboards, scooters, hockey, or other play should occur on courts
- Please park in designated areas
- Please be considerate to our neighbours by minimizing noise levels
- Be supportive and have FUN!

Court Usage:

- Courts 1 through 4 are reservable through www.reccowichan.ca, however if not booked, are open on a first come, first served basis. Please scan QR code on signage posted at the fields for most up-to-date schedule.
- Courts 5 and 6 are non-reservable and are open on a first come, first served basis, other than tournaments and special events.
- Typical courts usage will not begin before 8:00 a.m. Monday to Friday and 9:00 a.m. Saturday/Sunday and close at dusk, unless otherwise posted.

Reporting Concerns:

Please report any concerns via email to kprc@cprd.bc.ca