

The Corporation of the Town of Tillsonburg Recreation and Sports Advisory Committee Meeting AGENDA



Thursday, April 3, 2025

5:30 PM

Boardroom CSC

10 Lisgar Ave.

1. Call to Order

2. Adoption of Agenda

Moved By: _____

Seconded By: _____

THAT the agenda, as prepared, for the April 3rd Recreation & Sports Advisory Committee meeting be adopted.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

4. Adoption of Minutes of Previous Meeting

Moved By: _____

Seconded By: _____

THAT the minutes from March 6 Recreation & Sports Advisory Committee meeting, be adopted.

5. Presentations

5.1 Tennis

6. Information Items

6.1 MURF - council resolution

At the March 10, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2025-092

Moved By: Councillor Parker

Seconded By: Councillor Luciani

A. THAT report RCP 25-002 titled “Multi-Use Recreation Facility Project Requirements” be received; and

B. THAT an RFP for a Feasibility Study for a Multi-Use Recreation Facility be developed, with bid submissions brought back to Council for consideration.

Carried

6.2 Pickleball

7. General Business & Reports

7.1 Hall of Fame

This item was deferred from November 2024:

Moved By: _____

Seconded By: _____

Resolution # 4

Moved By: Stephen Gradish

Seconded By: Scott Vitias

THAT the Recreation & Sports Advisory Committee recommends that Council approve and adopt the updated Tillsonburg Hall of Fame Application and Scoring Criteria.

Deferred

7.2 Sports Facilities Allocation Policy

8. Next Meeting

9. Adjournment

Moved By: _____

Seconded By: _____

THAT the April 3rd meeting of the Recreation & Sports Advisory Committee be adjourned at ___pm



tion of the Town of Tillsonburg ports Advisory Committee Meeting MINUTES

Thursday, March 6, 2025
5:30 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Scott Gooding
Chris Parker, Councillor
Scott Vitias
Taylor Campbell
Stephen Gradish
Carrie Lewis
Kristy Milmine

Regrets: Deb Gilvesy, Mayor

Andrew Gradish
Susie Wray
Christian Devlin

Staff: Andrea Greenway, Director of Recreation, Culture and Parks
Margaret Puhr, Administrative Assistant – Recreation, Culture & Parks
Julie Dawley, Manager of Recreation Programs and Services

1. Call to Order

The meeting was called to order at 5:30pm

2. Adoption of Agenda

Resolution # 1**Moved By:** Scott Vitias**Seconded By:** Stephen Gradish

THAT the agenda, as prepared, for the March 6 Recreation & Sports Advisory Committee, be adopted.

Carried

3. **Disclosures of Pecuniary Interest and the General Nature Thereof**
4. **Adoption of Minutes of Previous Meeting**

Resolution # 2**Moved By:** Scott Gooding**Seconded By:** Carrie Lewis

THAT the minutes from the February 6, 2025 meeting, be adopted.

Carried**5. Presentations****5.1 Tillsonburg Pickleball Club**

Presentation by Carla Cameron and John Verbakel

Resolution # 3**Moved By:** Scott Vitias**Seconded By:** Kristy Milmine

THAT the staff bring a comprehensive report on court usage to the next committee meeting with a recommendation on moving forward.

Carried**6. Information Items****6.1 TCC renovation update**

Julie provided timely update that the pool and new space will be opening on Monday, March 10th.

6.2 Key dates for transition from winter to spring/summer

Julie provided the update.

Scott Vitias: Electricity on pitch mound; cement in dugouts, bleachers installed - Minor Hockey had donors for these and other items and there will be recognition signage installed.

6.3 Hall of Fame update

Julie provided update.

6.4 LiveBarn update

Provided by Julie.

Stephen noted that it is very timely in support to RZone, considering the rise in on-ice incidents in all of North America.

7. General Business & Reports

8. Next Meeting

April 3rd

9. Adjournment

Resolution # 3

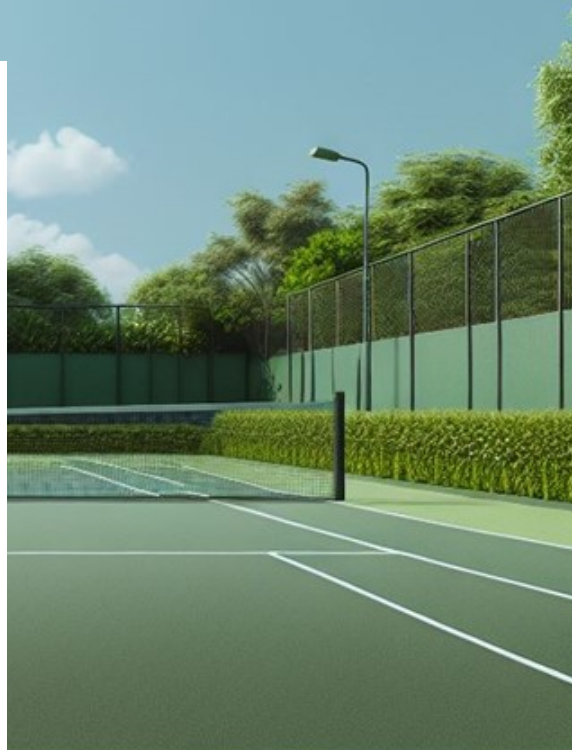
Moved By: Stephen Gradish

Seconded By: Taylor Campbell

THAT the March 6 Recreation & Sports Advisory Committee meeting be adjourned at 7:12 pm.

Carried

Recreation and Sports Advisory Committee Meeting



MARCH 23

**Opposition to Adding Pickleball Lines to Existing
Tennis Courts**



Tillsonburg Tennis Community

Opposition to Adding Pickleball Lines to Existing Tennis Courts

INTRODUCTION

The tennis community is thrilled to start its first full year in over a decade on dedicated courts. We thank the town for this opportunity.

This document provides information for the Recreation and Sport Advisory Committee, explaining our opposition to adding pickleball lines to the newly resurfaced tennis courts. It includes a brief history of tennis, the focus required for the sport, and specific concerns about pickleball lines.

BRIEF HISTORY OF TENNIS

Tennis has a long history dating back to the 12th century in France. The game's rules developed over the centuries, with modern tennis rules established in the late 19th century. Tennis requires concentration and focus, with players needing to maintain mental discipline and strategic thinking throughout matches. Players must be fully engaged, maintaining mental clarity and strategic awareness during each point. Distractions can impact performance, making a controlled and consistent environment important for optimal play.

While Pickleball is growing across North America, tennis has been popular for decades and has gained increased popularity recently, particularly with the success of Canadian players like Bianca Andreescu and Félix Auger-Aliassime on the international stage. According to a YouGov Canada study in 2023, nearly 5 million Canadians picked up a racquet in the past year, with youth participation (6–17-year-olds) seeing a growth of over 11% from 2022. In 2023, tennis ranked as the fourth most popular sport in terms of interest (after hockey, soccer, and basketball) and fifth for participation (after soccer, basketball, golf, and hockey) in Canada, exceeding Pickleball in both cases.

The Tillsonburg Tennis Club once thrived with many tennis enthusiasts, but decisions over the years have hindered its growth:

- Reduced courts from six to three.
- Lack of maintenance for court lights and surfaces.
- Poor materials used for court modifications that led to cracks.
- Alternating day schedules for tennis and pickleball.

These changes have created a sense of unfairness among long-time tennis players. Pickleball players have access to new courts, indoor facilities, and the JL Scott McLean Outdoor

recreation pad, which can accommodate four courts and portable nets. Despite these options, they still seek to use the resurfaced tennis courts.



June 2024- full tennis courts

CONCERNS WITH ADDING PICKLEBALL LINES TO TENNIS COURTS

Visual Interference

The addition of extra lines for pickleball can create visual clutter on the court, making it difficult for tennis players to distinguish between the different sets of lines. This can lead to confusion regarding line calls, particularly during the serve and errors during play. (See *Appendix A* for images of the extent of the visual interference)

Disturbance to Ball Bounce

Tennis balls can be affected by the additional lines on the court, leading to unpredictable bounces. This can disrupt the flow of the game and affect the accuracy of shots. (See *Appendix A* for images of the extent of the physical disturbance)

Auditory Disturbance

Pickleball is known for its distinctive, loud "pop" sound when the ball hits the paddle. This noise, along with the typical conversations and social interactions during pickleball games, can be distracting for tennis players who require a quieter environment to maintain focus.

Visual Disruption from Adjacent Games

When pickleball games are played adjacent to tennis matches, the movement and activity can be visually distracting for tennis players. This can further impact their concentration and performance.

Animosity Between Groups

Shared use of courts has led to animosity between tennis and pickleball players. Conflicts have arisen due to differing needs and preferences, resulting in tension and disputes over court usage.

AREA NEED FOR INCREASED SPACE FOR SPORTS

Tillsonburg's population growth has prompted the approval of a feasibility study for a Multi-use Recreation Facility. This project could be located at various community sites and should include multi-use courts to maximize access. The submission for the Pickleball club stated that many communities have addressed population increases by adding pickleball and multi-use courts to existing tennis courts, but what they failed to mention was that most of these communities are already providing dedicated spaces for both tennis and pickleball and the multiuse courts are overflow options. Refer to *Appendix B* for a list of such communities, including nine of the twelve cited by the Tillsonburg Pickleball Club. The remaining three (Thamesford/Zorra, Port Rowan, and Severn) are too small to require separate courts.



Fall 2024

CONCLUSION AND REQUEST

The tennis community requests that Tillsonburg continue to respect the rights of both tennis and pickleball players to have a dedicated space to play their sports in a manner that limits interference.

Based on the overall report that the Pickleball Club submitted they are specifically requesting the tennis space next to the pickleball courts. We question why they do not consider areas with hard surfaces, like JL McLean or the basketball courts behind the arena. They seem to prefer this specific area for their core group to play together. Despite their claim of meeting diverse needs, we are curious why they are not able to schedule rotational play times to avoid overcrowding. Many tennis players have seen large groups at the pickleball courts when retired tennis players are also there. It is unfair for one group to dominate and request an alteration to the tennis courts for their personal social preference.

While pickleball is a popular and growing sport, it can be played indoors during the winter months and on many other surfaces. Our community lacks indoor tennis courts, so outdoor ones are vital for as long as the season and weather allow. It is important to keep tennis courts free of pickleball lines to avoid disruptions for tennis players.

Tillsonburg may be moving forward with a feasibility study to support the growing community. It is requested that all sport representatives are consulted before making final decisions regarding facilities, including multi-use venues at various locations, to ensure that the needs of one sporting group are not prioritized over another.

We respectfully request that the separation of the two sports be maintained indefinitely, with both areas being properly managed. Should the feasibility study indicate a need for additional courts, the town could respond by establishing tennis, pickleball, or multi-use courts in various public spaces. As the town continues to grow, this initiative-taking approach can be applied to other sports accordingly.

The tennis community would be pleased to assist in looking for funding for their sport enhancements if this is needed. There are currently [Community Tennis Grants](#) available from Tennis Canada and National Bank PLUS a [Rogers First Set](#), program designed to inspire youth and families in communities across Canada to try tennis, is poised to rollout in all ten provinces in 2024. Our Town also has service clubs who may be looking for ways to help Tillsonburg continue to grow into a vibrant and engaged community.



July 2024- Full tennis courts- empty Pickleball courts

Appendix A: Visual disturbance of pickleball lines

Visual representation of Pickleball court lines on tennis courts which clearly show the vast number of added lines that will cause visual interference and unpredictable bounces.

Please also note the Image 2 would be completely unfeasible on the Tillsonburg courts as there is only ten feet of space between courts and the direction of play would create a significant Trip and Fall hazard to adjacent courts.

Image 1

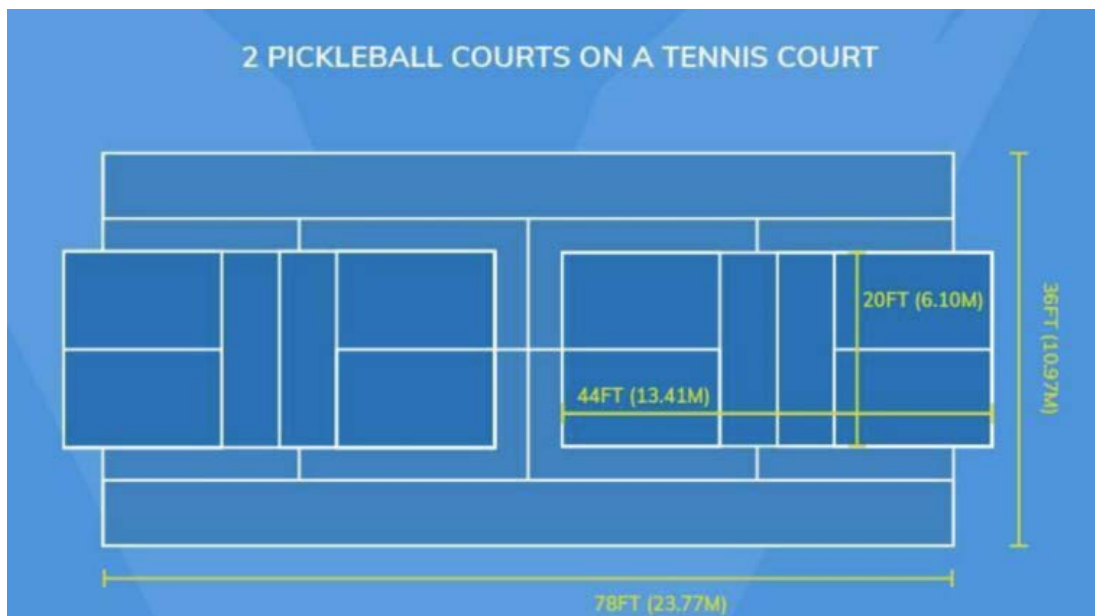
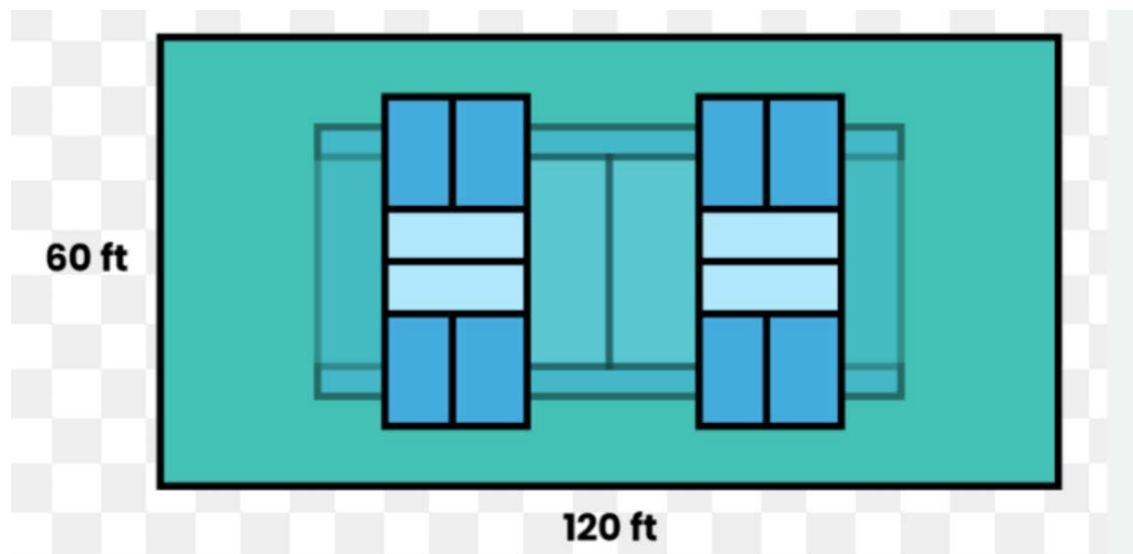


Image 2



Appendix B: Tennis and Pickleball courts

Below is a list of the larger communities referenced in the *Proposal to the Sport and Recreation Advisory Committee* document submitted by the Tillsonburg Pickleball Club where it stated that these communities have embraced the model of multi-use courts. As you can see, in addition to embracing multi-use courts, **they also heavily support and invest in both Tennis and Pickleball with dedicated sporting surfaces.**

Brantford

- Tennis Courts: Brantford has 5 tennis court facilities, including the Dufferin Club and Steve Brown Sports Complex
- Pickleball Courts: There are 31 pickleball courts in Brantford, with locations such as Doug Snooks Eagle Place Community Centre and Lions Park

Stratford

- Tennis Courts: Stratford has 3 tennis court facilities, including the Stratford Tennis Club
- Pickleball Courts: Stratford has 14 pickleball courts, with locations like the Stratford Rotary Complex and Pinnacle Field House

Fort Erie

- Tennis Courts: Fort Erie has 6 tennis courts at the Fort Erie Tennis Club
- Pickleball Courts: Fort Erie has 10 pickleball courts, including locations like Albert Street Park

Vaughan

- Tennis Courts: Vaughan has 134 tennis courts across 60 locations
- Pickleball Courts: Vaughan has 34 pickleball courts across 15 outdoor locations

Cambridge

- Tennis Courts: Cambridge has 20 tennis courts, including public and semi-private clubs like Victoria Park Tennis Club and Hespeler Tennis Club
- Pickleball Courts: Cambridge has 16 pickleball courts, with locations such as John Dolson Centre and Riverside Park

Mississauga

- Tennis Courts: Mississauga has over 100 tennis courts, including public parks and private clubs.
- Pickleball Courts: Mississauga has 40 pickleball courts, with locations like the Mississauga Valley Community Centre and Churchill Meadows Community Centre.

North Bay

- Tennis Courts: North Bay has 6 tennis courts at the North Bay Tennis Centre
- Pickleball Courts: North Bay has 10 pickleball courts across various locations, including the North Bay Granite Club and KTP Racquet Club

Uxbridge

- Tennis Courts: Uxbridge has 11 tennis courts, including those at the Uxbridge Tennis Club
- Pickleball Courts: Uxbridge has 11 pickleball courts, with locations such as Bonner Fields

Norfolk County

- Tennis Courts: Norfolk County has 9 tennis courts, including those at the Port Dover Tennis Club
- Pickleball Courts: Norfolk County has 6 indoor pickleball courts, with 9 multi-use (pickleball and tennis) courts



Staff Update to Recreation & Sports Advisory Committee

FROM: Julie Dawley

DATE: March 28, 2025

SUBJECT: Area Pickleball Review

MEMO

Following the Tillsonburg Pickleball Club's presentation at the Recreation and Sports Advisory Committee meeting on March 6, 2025, the committee has requested a review of the Pickleball Clubs and court rental fees in the area. The following information was gathered to assist in evaluating whether a rental fee should be introduced for the Tillsonburg Pickleball Courts

| Location | Membership Municipal or Private | Membership Fee | Rental Cost | # of Courts |
|-------------------|--|--|---|--|
| Norfolk County | Municipal Programs | N/A | Various Drop In Programs from Beginners, Shinny, Family and Women's. \$5.25 per play time | 3 Indoor Courts - Valley Heights 5 Indoor Courts - Simcoe Recreation Centre 3 Indoor Courts - Delhi District School 9 Outdoor Courts throughout the County |
| Simcoe | Simcoe Pickleball Club | Casual \$85.00 Full \$375 | Indoor Courts Municipality Charges \$24.75 Per Court Per Hour \$56.00 For Entire Floor Norfolk County Agricultural Society – The Aud Members \$10.00 Non Members \$15.00 Per 3 hour session | 9 Outdoor courts throughout the County. All outdoor courts have dual lines – no issues. 5 Courts Indoor Simcoe Recreation Centre 6 Courts Indoor Norfolk County Agricultural The Aud |
| St. Thomas | Private only 50 members max must apply for entry and be of a certain level of play. | At time of report could not get \$ | Municipality books out courts for \$2.00 Per Court Per Hour *Originally just for club but is now opening up booking to the public | 8 Outdoor Courts A lot of issues regarding dual lines. |

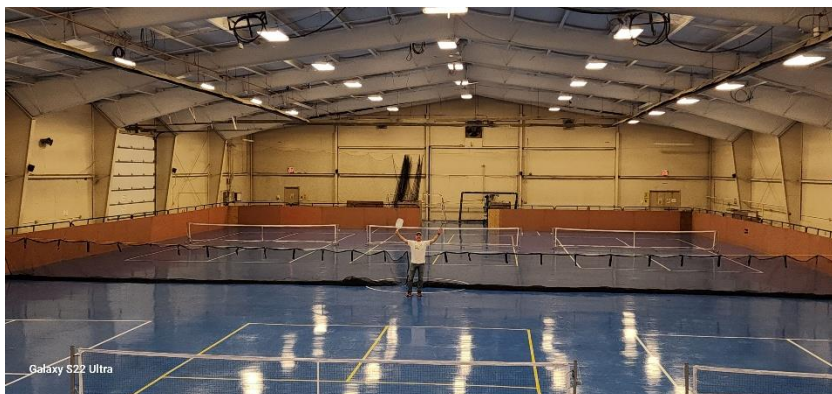
| Location | Membership Municipal or Private | Membership Fee | Rental Cost | # of Courts |
|-----------|---|---|---|--|
| Aylmer | Municipal | N/A | \$5.00 per person per play 3 Evenings & 2 Mornings | 3 Indoor Courts at Aylmer Community Centre 3 Outdoor Courts Crystal Park |
| Ingersoll | No formal Club – Facebook Page | N/A | Not available to rent but the municipality does book off time for lessons or special events. | 8 Outdoor Courts Municipality offers programming at Ingersoll District Collegiate Institute in gymnasium |
| Woodstock | Municipal | N/A | Cowan \$4.50 Adult \$3.75 Senior \$3.00 Youth Or Recreation & Aquatic Voucher Reeve Community Complex \$15.00 for 1.5 Hour Court Booking | 3 Outdoor Courts at Park Row Expecting 8 more Spring 2025 4 Indoor Courts at Cowan Park 3 Indoor Courts at Reeve Community Comple |
| Woodstock | Private Pickleball Club Operated through the Woodstock Badminton Club | Adult \$370 Couple \$520 Youth \$220 Student \$255 Senior \$330 Senior Couple \$470 Drop In \$10.00 | \$100.00 Per Hour which includes the entire hall | 4 Indoor Courts |

Pinafore Park
8 Pickleball Courts
8 Tennis Courts





Simcoe Pickleball Club – Norfolk county Agricultural Society



Ingersoll Courts



Park Row Woodstock



Woodstock Badminton Club Pickleball Club





RECREATION, HERITAGE AND PARKS

Policy 9-010: Sports Allocation Policy

Approval Date: April 27, 2020
Approval Authority: Council Resolution
Effective Date: April 27, 2020

Next Scheduled Review Year:
Department: Recreation, Culture and Parks
Last reviewed: Month, DD, YYYY
Revision Date/s:
Schedules:
Schedule A: Arena Request Application
Schedule B: Ball Diamond Request Application

POLICY STATEMENT

This policy is intended to establish guidelines for the fair and effective allocation of the Recreation, Culture and Parks indoor and outdoor sports facilities for the Town of Tillsonburg. The policy applies to facilities that user groups are required to book in advance such as arenas and ball diamonds but does not apply to public spaces that do not require facility bookings such as tennis courts or the outdoor pad.

PURPOSE

The purpose of this policy is to clearly define and communicate how indoor and outdoor sports facilities in the Town of Tillsonburg will be allocated and distributed in a consistent and equitable manner. The Town of Tillsonburg Recreation, Culture and Parks Department is committed to fair allocation of sports facilities and will adhere to the following guiding principles:

- Maximize utilization of sports facilities by participants, clubs, organizations and guests;
- Consider the needs of youth in the community
- Have age appropriate times available to user groups.
- Strive to ensure fair access to fields and recreational amenities
- Allow flexibility to meet the needs of sports associations and other users
- Establish uniform criteria and procedures for the reservation and use of sports facilities
- Facilitate scheduling that will support proper and sufficient maintenance and repair of sports facilities and ensuring long term quality of these

- Permit the planning and implementation of special sport events and programs in which a large number of people are expected to participate;
- Ensure that the town's sports facilities are used for the benefit of the entire community;
- Balance the needs of user groups, casual participants and the town.
- Promote and encourage participation in sports to the overall benefit of the community.
- Guide user groups through the process of booking sports facilities.

SCOPE

This policy outlines the criteria used to determine how the community will share facilities that are scheduled by the Town of Tillsonburg. The policy ensures that procedures to reserve a specific space and time slot will be simple, transparent, and uniformly applied. The Sports Facilities Allocation Policy applies to all sports facilities that are available for booking in the Recreation, Culture & Parks department for the purpose of recreational, educational, athletic or social activities. This policy does not establish fees. Fees and any applicable discounts are established through the Rates & Fees by-law subject to Council approval.

AUTHORITY

The Director of Recreation, Culture and Parks or designate shall be responsible for administering this policy.

DEFINITIONS

1. Town of Tillsonburg sponsored programs and events

Town of Tillsonburg sponsored programs and events are either drop-in programs (i.e.: public skating), instructional programs which are open to the public or a targeted group, and Town events that are in which a large number of people are expected to participate and that benefit the community.

2. Minor Sport/Children and Youth Programs

Children and youth programming includes minor sports activities and school programs organization primarily for children less than 19 yrs of age to qualify as a youth group.

3. Adult Sport Groups

Adult sport groups are groups with members over the age of 19 years or groups which participate in adult sport leagues.

4. Occasional Groups

Rental groups which book occasionally & payment is due at the time of booking

IMPLEMENTATION PROCEDURE

The Recreation, Culture and Parks Department offers programs and activities to Town of Tillsonburg residents. Once the needs of the Town have been satisfied the remaining sports facilities available time slots will be made available to groups and individuals. Should there be more demand than supply for the remaining time it shall be allocated in accordance with the Sports Facilities Allocation Policy and the formulas/guidelines described in this section.

1. Priority – User Type criteria

The following criteria shall be used for the allocation of sports facilities:

1. Town of Tillsonburg sponsored programs and events
2. Minor Sport/Children and Youth Programs
3. Adult Sport Groups
4. Occasional Groups

2. Priority – Allocation criteria

1. User Type Priority ranking
2. Number of registered participants for groups within the same category, if applicable
3. Historical use
4. Intended facility usage
5. Seasonal requirements

3. New User Groups

New user groups may be included in the allocation once the conditions and criteria of this policy are met and if existing affiliated users will not be adversely affected. Given that new groups have the potential of reducing the number of hours available to existing users, new user groups will only be considered in cases where a program provides a service to previously un-served segments of population or where a new program is being introduced.

4. Bookings and Communication

Communication is a vital component of the bookings and allocations process. The booking process will be communicated to user groups by the Programs and Facilities Registrar in the Recreation, Culture and Parks department with clear timelines of allocation request deadlines and contract issue date as well as when schedules will be finalized. See attached Schedule A for ice allocation timelines and Schedule B for ball diamond allocation timelines.

Late submissions received following the deadline for allocation requests will be held until all other applicants have been accommodated.

The Recreation, Culture & Parks Department reserves the right to cancel bookings at any time for the purpose of repairs to indoor or outdoor facilities, for Departmental or Town wide events as required, or for any other reasonable

circumstances. In the event of such cancellation, the affected groups will be provided as much notice as possible.

5. Outstanding Accounts

No user group or independent user will be allocated sports facilities during the seasonal booking/scheduling process if there is an outstanding account from the previous season. User groups with outstanding accounts will be denied booking privileges until outstanding accounts past 60 days are paid in full.

6. Allocation of Time

On an annual basis the Programs and Facilities Registrar will develop Allocation Matrices for sports facilities which best reflects the expressed needs of the users and application of this Policy's directives and guides. The Town of Tillsonburg reserves the right to reassign sports facilities annually as required. No user group is guaranteed the same time slots from a prior season.

7. Use of Allocated Time

Once time has been allocated by the town, each user group is responsible to distribute its allocation amongst its various teams in accordance with established rules of its organization and in keeping with the principles of this policy.

8. Sports Facilities Maintenance

- It is the responsibility of user groups to provide schedules for each of the facilities that they are allocated so that appropriate maintenance may be performed. If no schedules are provided the Town may discontinue maintenance of these facilities.
- The Town does attempt to be flexible in accommodating user groups but ultimately the health and safety of the user and the condition and playability of the facilities takes priority. This may require closure, denial of use and/or suggested alternate sites.
- Sports facilities may be closed at the discretion of the Town. Closures are kept to a minimum when conditions remain usable. Priority is given to maintenance needs and rest and regeneration periods for all sports facilities.
- The Town may close all or part of a park, sports field or facility for any of the following reasons:
 - Town engages in work involving any of the facility
 - When the health and safety of participants is threatened due to impending conditions, including but not limited to rain, poor surface conditions, damage to fields and weather alerts.
- Requests to modify or improve any town sports facility shall be submitted in writing to the Program and Facilities Registrar for review and if approved by Town staff, will be submitted to Council for consideration.
- Town staff will review facility conditions and maintenance schedules will be communicated to user groups annually.
- **INCLEMENT WEATHER/POOR FIELD CONDITIONS:** The town reserves the right to cancel or suspend permits for games, practices or other uses

whenever facility conditions could result in damage to the sports fields or injury to players.

- The Parks & Facilities Manager, or designate, shall have the authority to close any or all facilities whenever weather or field conditions dictate. Assessment results will be emailed to user groups upon release.
- During inclement weather, it is the responsibility of user groups to check the email accounts provided in their application before every game or by calling the Community Centre at 519-688-9011. Facility closure information will also be posted on the Town's website.
- Rain Out Procedures- In an effort to help reduce personal injury and unnecessary and expensive repairs and maintenance to Town of Tillsonburg owned sports fields, rain out procedures were created to determine when Sports Fields are unplayable due to rain. Sports Fields will be considered unplayable if the following conditions exist: Visual ponding of water on the surface of the field/diamond; and Water sponging up around your feet when walking on the field/diamond. If either of the above conditions exists, then the event, practice and/or game will be cancelled or rescheduled until such time as the Sports Field is deemed playable. When/if the Sports Field is deemed unplayable by the designated Town staff and/or the Event/League Permit Holder, all activity/play on the Sports Field will cease immediately until such time as the field/diamond is re-evaluated and deemed playable by designated Town staff and/or the Event/League Permit Holder.
- User groups cannot play on sports facilities that have been closed. If play does take place the Town may bill the user for damages.
- The contract holder will be responsible for all damages to the sports facility.
- Only authorized Town staff is permitted to re-open a previously closed sports facility.

9. Code of Conduct

The RZone – Responsible Behaviour in Recreation Spaces Policy is a code of conduct policy, which enforces a set of expectations to address inappropriate behaviours, violence and vandalism that negatively affects the experience of individuals or creates unsafe conditions. The RZone policy identifies how these behaviours will be addressed when it occurs within any Town facility. The Town encourages and supports all organizations using sports facilities to take primary responsibility for developing, implementing and managing their specific behaviour management policies to align with the Town's RZone Policy.

Organizations and users of Recreation, Culture and Parks sports facilities or properties are responsible for the behaviour of everyone associated with them, including participants, officials, spectators, patrons, parents, guests, etc.

10. Responsibilities

The Town of Tillsonburg Recreation, Culture and Parks Department shall be responsible for managing, allocating and distributing sports facilities on an annual

basis to reflect the guiding principles in the Sports Facilities Allocation Policy in addition to applying municipal, provincial and federal directives where required.

Schedule A**SEASONAL ARENA FACILITY REQUEST APPLICATION**

Please include preferred ice times including day of week, time and arena. This will enable staff to begin to map out the upcoming seasonal arena schedule. It should not be assumed that previous year's ice time is automatically your organizations. Every effort will be made to accommodate your requests; however, your first choice may not be always available. When contracts are signed by organization representative and town staff, ice time is then confirmed. Complete form entirely and please print clearly.

Dates to Remember:

| Season | Application Due Date | TCC will confirm request |
|-------------------------|-----------------------------|---------------------------------|
| Spring/Summer (Apr-Aug) | January 15 | February 28 |
| Fall/ Winter (Sept-Mar) | May 31 | July 31 |

APPLICATION INFORMATION

Group/League Name Applicant's Name (primary contact)

E-Mail Address

Mailing Address Postal Code

Resident Telephone # Daytime Telephone # Fax #

Secondary Contact Name E-Mail Address Daytime Telephone #

**AGE CATEGORY
TYPE**

- Youth (19 years & under)
Renewal
- Adult (20 years & over)
Request

TYPE OF ACTIVITY

- Minor Hockey Figure Skating
- Ringette Adult League
- Hockey Schools Youth

REQUEST

-
- New

INSURANCE REQUIREMENTS

All users are required to obtain and maintain insurance coverage in the amount of \$5,000,000 for public and general commercial liability insurance and must name the Town of Tillsonburg as additional insured. If you have your own insurance, you will be required to supply a Certificate of Insurance to the Town prior to the issuance of a rental contract.

- Will provide Certificate of Insurance
- Requests Tillsonburg Community Centre to purchase insurance Game Day Insurance and billed organization.

FACILITY REQUEST:

| Day(s) of Week | # of Arenas Required | Time(s) | Type G = Game P = Practice | Duration | |
|----------------|----------------------|---------|----------------------------------|---------------------|-------------------|
| | | | | Contract Start Date | Contract End Date |
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Tournament/Special Event Facility Request

| Date | # of Arenas | Start Time | End Time | Additional Requests Rooms, Mic, TV, VCR |
|------|-------------|------------|----------|--|
| | | | | |
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ARENA RENTAL - CONTRACT CONDITIONS

1. Any individuals, groups or organization (tenants) renting the facilities and equipment will be held responsible for any and all damages that occur while they are renting the above referenced facilities and equipment. The Town of Tillsonburg and its staff will not be held responsible for any lost, stolen or damaged articles.
2. A rental contract is not considered valid until the required payment/deposit and signed contract is received.
3. Arena users will be issued contracts for all ice time booked. Read through the dates and times on your contract carefully. If ice time is not on your contract, ice time is NOT booked for you.
4. In signing your Facility Contract, you agree to comply with the requirements, procedures and policies as outlined in these Terms & Conditions, Municipal Alcohol Policy and Alcohol & Gaming Commission regulations.
5. Rates are established annually and subject to change. (Year of actual event will have that year's rental rate applied, regardless of booking date.)
6. At least 72 hours (3 days) WRITTEN cancellation notice is required. Cancellation notice may be delivered as follows: Fax 842-4120, email staff or in person to the Tillsonburg Community Centre Customer Service Desk during regular business hours. Notice of less than 72 hours (3 days) will result in charges being levied for ice not re-booked at its resale value; i.e. prime-time or non prime-time rates.
7. Payment is to be made at the Community Centre Main Office during business hours. We accept cash, Visa, MasterCard, Debit or a personal cheque. **(Please note a \$35.00 NSF cheque fee will be applied)**
8. Seasonal Ice Users will be billed monthly. In the event the account falls in arrears, the balance of scheduled ice bookings will be in jeopardy. Seasonal Ice Users who have failed to settle their account promptly at season's end will be required to settle their account before any additional ice bookings can be made.

ANY DISCREPANCIES IN ACCOUNT INVOICING MUST BE REPORTED AND RECONCILED WITHIN 30 DAYS OF THE BILLING DATE.

9. Occasional Ice Users must be 18 years of age or older to reserve the facilities. This must be paid at the time booking. Receipt of payment must be presented to the Facility Operator upon request, to gain entrance to the ice.
10. Alcohol and smoking in both arenas and all dressing rooms are strictly prohibited. Alcohol beverages are NOT permitted on the premises without a Special Occasion Permit. We have a Municipal Alcohol Policy stating ZERO tolerance for alcohol consumption without proper permits.
11. The operators of this recreation facility strongly recommend that CSA approved safety equipment including head, eye and face protection, are worn by all participants. The Town of Tillsonburg, through the Director of Recreation, Culture

and Parks, reserves the right to cancel and/or alter dates and/or times on this contract, as it deems necessary. Under no circumstances will the Town of Tillsonburg and/or its employees be responsible for any damages, financially or otherwise, which may be incurred by the contract holder and/or participants.

12. At the time of contract signing, a complete Seasonal Arena Terms & Condition will be reviewed and signed at the representative of the organization.

I hereby certify that I have read and agree to be bound by the contract and the terms and conditions listed herein, and hereby warrant and represent that I have authority to execute this contract and have authority to bind the Licensee.

Print Name: _____

Signature: _____

Please return the form to: Tillsonburg Community Centre
45 Hardy Ave, Tillsonburg, ON N4G 3W9

Schedule B**SEASONAL BALL DIAMOND REQUEST APPLICATION**

Please include preferred diamond times including day of week, time and Ball Diamond. This will enable staff to begin to map out the upcoming seasonal Ball Diamond schedule. It should not be assumed that previous year's diamond time is automatically your organizations. Every effort will be made to accommodate your requests; however, your first choice may not be always available. When contracts are signed by organization representative and town staff, diamond time is then confirmed. Complete form entirely and please print clearly.

Dates to Remember:

| Season | Application Due Date | TCC will confirm request |
|--------------------------|-----------------------------|---------------------------------|
| Spring/Summer (Apr-Sept) | December 15 | February 1 |

APPLICATION INFORMATION

Group/League Name _____ Applicant's Name (primary contact) _____

E-Mail Address _____

Mailing Address _____ Postal Code _____

Resident Telephone # _____ Daytime Telephone # _____ Fax # _____

Secondary Contact Name _____ E-Mail Address _____ Daytime Telephone # _____

| AGE CATEGORY TYPE | TYPE OF ACTIVITY | | REQUEST |
|--|---|--------------------------------------|------------------------------|
| <input type="checkbox"/> Youth (19 years & under) Renewal | <input type="checkbox"/> Men's Slo Pitch | <input type="checkbox"/> Minor Ball | <input type="checkbox"/> |
| <input type="checkbox"/> Adult (20 years & over) Request | <input type="checkbox"/> Ladies Slo Pitch | <input type="checkbox"/> Clinics | <input type="checkbox"/> New |
| | <input type="checkbox"/> Special Olympics | <input type="checkbox"/> Tournaments | |

INSURANCE REQUIREMENTS

All users are required to obtain and maintain insurance coverage in the amount of \$5,000,000 for public and general commercial liability insurance and must name the Town of Tillsonburg as additional insured. If you have your own insurance, you will be required to supply a Certificate of Insurance to the Town prior to the issuance of a rental contract.

- Will provide Certificate of Insurance
- Requests Tillsonburg Community Centre to purchase insurance Game Day Insurance and billed organization.

FACILITY REQUEST:

Please list preferred Ball Diamond(s):

Note: This does not guarantee that you will be assigned your preferred Ball Diamond.

| Day(s) of Week | Name of Ball Diamond Required | Time – Please list all time slots | Type G = Game P = Practice | Duration (Season length) | |
|----------------|-------------------------------|-----------------------------------|----------------------------------|--------------------------|-------------------|
| | | | | Contract Start Date | Contract End Date |
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Tournament/Special Event Facility Request

| Date | # of Ball Diamonds | Start Time | End Time | Additional Requests (ie. Picnic tables, canteen) |
|------|--------------------|------------|----------|--|
| | | | | |
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BALL DIAMOND RENTAL - CONTRACT CONDITIONS

- a. Any individuals, groups or organization (tenants) renting the facilities and equipment will be held responsible for any and all damages that occur while they are renting the above referenced facilities and equipment. The Town of Tillsonburg and its staff will not be held responsible for any lost, stolen or damaged articles.
- b. A rental contract is not considered valid until the required payment/deposit and signed contract is received.
- c. Ball Diamond users will be issued contracts for all diamond time booked. Read through the dates and times on your contract carefully. If diamond time is not on your contract, diamond time is NOT booked for you.
- d. In signing this Facility Contract, you agree to comply with the requirements, procedures and policies as outlined in these Terms & Conditions, Municipal Alcohol Policy and Alcohol & Gaming Commission regulations.
- e. Rates are established annually and subject to change. (Year of actual event will have that year's rental rate applied, regardless of booking date.)
- f. Payment is to be made at the Community Centre Customer Service Desk during business hours. We accept cash, Visa, Amex, Master Card, Debit or a personal cheque. **(Please note a \$35.00 NSF cheque fee will be applied)**
- g. Seasonal Diamond Users will be billed as the contracts are confirmed. In the event the account falls in arrears, the balance of scheduled diamond bookings will be in jeopardy. Seasonal Diamond Users who have failed to settle their account promptly at season's end will be required to settle their account before any additional diamond bookings can be made.

ANY DISCREPANCIES IN ACCOUNT INVOICING MUST BE REPORTED AND RECONCILED WITHIN 30 DAYS OF THE BILLING DATE.

- h. Occasional Diamond Users must be 18 years of age or older to reserve the facilities. This must be paid at the time booking.
- i. Alcohol beverages are NOT permitted on the premises without a Special Occasion Permit. We have a Municipal Alcohol Policy stating ZERO tolerance for alcohol consumption without proper permits.
- j. The Town of Tillsonburg, through the Director of Recreation, Culture and Parks, reserves the right to cancel and/or alter dates and/or times on this contract, as it deems necessary. Under no circumstances will the Town of Tillsonburg and/or its employees be responsible for any damages, financially or otherwise, which may be incurred by the contract holder and/or participants.
- k. At the time of contract signing, a complete Seasonal Ball Diamond Terms & Condition will be reviewed and signed as the representative of the organization. Proof of Insurance is required at this time.

I hereby certify that I have read and agree to be bound by the contract and the terms and conditions listed herein, and hereby warrant and represent that I have authority to execute this contract and have authority to bind the Licensee

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Print Name: _____

Signature: _____

Please return the form to: Tillsonburg Community Centre
45 Hardy Ave, Tillsonburg, ON N4G 3W9