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Lakehill Soccer Field Access, Turf Field Rental Policy and Fee Schedule Framework

Adopted – July 15, 2013

Lakehill Soccer Association (LSA) wishes to grant field access to a wide variety of community/athletic groups at a reasonable cost provided such access does not conflict with existing LSA programs or needs. Only adults acting in a leadership capacity for their organization may make application.

Braefoot Field Access and Usage

A field use permit and/or rental agreement is required for any groups who engage in organized play on LSA's Braefoot Turf Field.

Organized Play – a group is considered organized if they pass one of the following criteria:

- teams with uniforms
- presence of a ref
- team supplies (ball bag / cones / pinnies / zig zag poles / jump hurdles / etc.) on the field
- set time (players arrive for a per-determined time)
- a group larger than 10

LSA requires that organized groups and parties that rent or have been permitted to use it's turf facility show proof of their General Liability Insurance with a limit of \$2,000,000.

For LSA sanctioned teams, parties and groups, players must be registered in the fall coastal season or secondary season to be considered covered by the LSA's sports liability insurance. For 3rd party groups (not part of LSA), proof of liability insurance coverage is required by parties who are not affiliated with BC Soccer.

Authorized Access and Use

The following groups are recognized for authorized use and access to the Braefoot fields including the Braefoot turf field.

- Sanctioned and recognized LSA teams where all players are covered under the club's sports liability insurance policy (players must be registered and have paid registration fees for the current season to be considered insured.)
- Sanctioned LSA Soccer events and/or soccer programming (Tournaments, Development Camps, Free Play sessions, Try-outs and assessments) where all players are covered under the club's sports liability insurance policy
- 3rd Party groups that have a signed rental agreement with the association and are accessing the fields within the time slots defined in their rental agreement.
- 3rd Party groups that have been authorized by the board of directors and been granted permission to use the field by the club. Groups permitted in this manner must still sign a rental agreement (even with zero fees) and are to be treated as a renter and are subject to the terms and conditions of the rental agreement.
- Authorized contractors and personal who are on the fields to conduct maintenance and repairs
- District 61 School use from 8am-5pm on weekdays. (Reynolds CSE, local elementary schools tournament.) as per the current school district usage agreements.
- Saanich Parks and recreation for the purpose of inspections and field maintenance

Unauthorized Use

- Organized groups who do not have a rental agreement in place to use the field or facility
- Organized groups who do not have board of directors approval and permission to use the field or facility.
- Rental group that has not paid the rental fee prior to access.
- Rental group that engages in additional or unspecified activities and/or use that has not authorized in their rental agreement.
- Rental group that accesses the field or facility outside their rental time slot (even when not in use). LSA will extend a 15min period of grace before and after rental for groups where the field is vacant prior or post the rented time slot.

Public Use

- As Braefoot Park is owned by the municipality of Saanich, the general public can access the fields at any time, including the Braefoot turf field, when it is not in use by LSA or in use by an authorized group with a valid rental permit.
- The general public can be asked to leave the fields when the fields have been booked for authorized use.

Renting the Field and Facility

All Rental Agreements include the following:

- Access will be granted for one hour time periods, booked on the hour. One hour = 55minutes plus 5 minutes to move off the field so that the next slot can begin on the hour.
- Hourly rate defined in Turf Rental Rate Schedule and Pricing Framework.
- A deposit fee of \$500.00 may be required with each application (post dated cheque).
- Turf field lighting, if required, will be provided at an additional cost. Keys may be issued if required by the rental party to operate the lights.
- Access to restrooms will be provided.
- Full payment is required prior to gaining access.

Rental for games

- Game times will be scheduled into current game time slots:
Weekdays: 6pm, 8pm
Weekends: 10am, 12pm, 2pm, 4pm, 6pm, 8pm, (try to make the game fit)
- Games that may include overtime must be booked to allow for overtime
Weekends: 9am, 12pm, 3pm, 6pm*
- Games require 2 hour booking minimum* (warm-up time and space is subject to available space prior to the game—teams are encouraged to find space if the turf is still in use)
- Basic equipment (corner flags, goals, nets, benches) are included
- Access to change rooms (if needed) is included

*For cup games where teams go into overtime or shootouts, bookings should include 'padding' in the event a cup game goes overtime. Private clubs and commercial or pay-to-play for profit leagues or tournaments are required for pay for time used and incur fees for overtime games.

Access Priority

Coastal Fall Season (September – April)

Turf field access priority is extended to Lakehill Teams that are training and competing for the current soccer season. LSA teams have priority for our Fall-Winter Season (August – March). Teams that go on to BC cup play will be provided reasonable practice times while they are still competing (April-June). Rental agreements need to take into account cup play games in April and may time slots available to competing teams as needed.

Secondary Season (May-August)

LSA access during the secondary season is not considered a priority over other access requests and field time booking is available first come/first served. Active Lakehill teams, LSA Spring or Summer programming, or groups of LSA players can make a request to book the field at no charge subject to availability. If the field

booking is for a significant amount of time (more than 12 hours), Board approval is required for field bookings outside of the regular soccer season.

LSA Youth and Senior teams may book field time in August for tryouts and team practices subject to availability. Under the direction of the Director of Coaching, a practice field schedule will be developed which will take precedence and priority over bookings from September to March.

Enquiries, availability, application forms, deposit cheques and subsequent payment should be directed to the current Director of Administration, Lakehill Soccer Association.

Long Term Rental Deals, Usage Proposals, and Partnerships

Turf Rental agreement negotiation can be conducted by any board member however partnerships, usage proposals or business deals fall within the purview of the President and the Director of Business Development and guidance of such deals come from those positions.

It is recommended that each deal be financially vetted by a Board director not involved in the deal prior to being presented at a board meeting. Ideally the Director of Finance would vet deals and sign off however any Board member with financial background can vet the deal on behalf of the board.

For agreements that include products and service in-kind, a value must be assigned to the in-kind items and service at its appropriate market rate (or a reasonable rate the LSA would pay if hiring the service directly). Any agreements that include offers in-kind must include a performance clause such that if the in-kind offer remains unfulfilled by the end of the agreement (due to the applicant not fulfilling their part of the agreement) that a penalty and surcharge is applied agreement and payment for the balance is rendered due.

All long term partnerships, usage proposals and rental deals must require a termination clause where failure of the Applicant or Lakehill Soccer Association to meet obligations of the agreement can be cause for agreement termination by the other party. Recurring and/or multi-year deals require periodic agreement review and performance evaluation.

All rental deals that are greater than 40 hours of field rental time and/or have been modified to allow for additional discounts beyond the rental pricing structure must be approved by the board.

General Rental Conditions

- 1 hour rental time = 55 minutes of time on pitch + 5 min to clear off pitch.
- Rental agreement and booking should be arranged at least two weeks in advance, subject to availability. At the discretion of the field manager, LSA may accommodate last minute bookings.
- Rental time and availability is first come / first serve
- Rental is confirmed when payment is received.
- Proof of general liability insurance coverage may be required.
- \$500 damage deposit may be required
- Renter: Entity Name, Legal Status, Full address, Primary contact, email and telephone numbers.
- Rental fee paid in full **48 hours** prior to access. (no post dated cheques)

Rental Calendar

[View Braefoot Turf Rental calendar](#)

Rate Schedule and Pricing Framework

Lakehill Soccer Association reserves the right to alter, adjust or waive turf rental fees as determined by the Board of Directors and subject to board approval.

Prime Time Hours

- Prime Time Hours: Mon-Thurs, 6-9 pm; Sat 9am – 8 pm; Sun 12pm – 4pm
- Prime Time not available: Late Aug – Mar 31 each year (During regular Soccer Season)
- Prime Time hours can be booked April 1 to mid-August each year.

Hourly Rate

Available to groups that wish to rent on an hourly basis.

Fee / hour	Group	Group
\$0	LSA	Lakehill Soccer affiliated youth or senior teams for individual team play (practice and single games)
\$0	School	School District 61 School Use (Mon-Fri, 8am-5pm)
\$0	Public	General Public Non-organized Play (when not booked and not in use)
\$45	Youth	Organized Non-profit Youth Play (max 40 players) Non-profit group renting for soccer programming, development play, player-pay events (other than tournaments) and soccer related activities -- LISA, BC Soccer, Braefoot Community Centre
\$65	Adult	Organized Non-profit Senior Play (max 40 players) Non-profit group renting for soccer programming, coaching courses, user-pay events (other than tournaments) and soccer related activities -- VISL, LISA, LIWSA, BC Soccer, SVISA, Braefoot Community Centre
\$80	Youth/Adult	Non-profit group 'pay-to-play' soccer leagues and tournaments (when booked by the hour). Includes access to corner flags.
\$100	Private / Commercial	Private soccer academies, private organized courses, player-pay soccer programming, and activities, bookings by private community groups.
\$120	Private / Commercial	For Profit / Commercial Groups -- Pay-to-play soccer tournaments -- Private and/or pay-to-play soccer leagues -- Any rental group not covered by above
N/A	N/A	For Profit / Commercial Groups (non-sports related) --We do not rent to groups that intend to use the turf of other reasons.

Game Rate

Available to groups that wish to rent for the purpose of hosting/playing competitive 90min games.

Fee / game	Allotted time	Group
\$100	2 hrs field time 1 hr change rooms	Amateur Non-Profit Youth – Regular Soccer Games -- includes corner flags -- access to change rooms (before and after)
\$140	2 hrs field time 1 hr change rooms	Amateur Non-Profit Adult – Regular Soccer Games -- includes corner flags -- access to change rooms (before and after)
\$220	2 hrs field time 1 hr change rooms	Commercial / Private -- includes corner flags -- access to change rooms (before and after)
\$50	*per additional hour	Additional hours must be reserved when renting the field to groups where the soccer game may require overtime play (eg. Cup Games). Fee only applies if the game goes into overtime and the hour is used otherwise group must vacate field when their time is up. <i>Notify 'following' renters when a cup game is played prior to their booked time slot regarding possible field access delays.</i>

Rate Modifiers

- + \$10 / hr Turf field lighting (split when 2×1/2 field rental at same time)
- + \$10 / hr. More players than max players (+24 on half field, +50 on full field)
- 10% off Non-prime time hours discount

Bulk Discounts

The Association can negotiate bulk rate discounts on a per rental bases. Discounts need to take into account facility usage, wear and maintenance of the field, garbage and cleaning of facility (washrooms).

Games create more garbage around the park.

Practices create more wear/tear of field and field equipment—nets get moved around fields, stressing wheels and wear turf, practice shoots on goal (repetition) cause more wear to nets/pop rivets)

The following formula can be used to calculate a bulk rate:

	Booked Hours	Discount
Base Rate*	1-10	0%
Base Rate	11-25	5%
Base Rate	26-40	8%
Base Rate	41-80	12%
Base Rate	81+	15%

EXAMPLE RENTAL SCENARIO:

For-Profit Soccer Academy wishes to book Sundays 6-8 pm for 12 weeks from mid-Sept to mid-Dec

Total hours = 2 hrs × 12 weeks = 24 hours

Base Rate (For Profit) = \$100/hr.

Field Lighting Fee = \$10/hr.

24 hours = 5% discount

non-prime = 10% discount

24 x \$100 = \$2400.00

24 x \$10 = \$240.00

Subtotal = \$2640.00

15% discount (5% discount + 10% discount)

= - \$396.00

Total = \$2244.00

What's included in turf field rentals

- Use of 'wheeled' goals on turf. (2 full size goals, 4 Super8 size goals)
- Use of turf benches
- Access to washrooms
- Access to garbage and recycle containers provided around the field
- Super8 or full-field games: Access to corner flags, access to change rooms.

When teams and groups rent the turf, they are expected to clean up after themselves. Practice groups do not make a lot of mess so will not be expected to do much cleanup. Conversely, groups that are hosting tournaments or games with spectators are expected to tidy the bathrooms and empty the garbage cans at the end of their rental time.

Groups that do a good job in treating the turf well will be given preferred rental priority in future agreements.

Rental Extras

- Field Lighting @ \$10.00 per hour.
- Use of tables and other Lakehill owned equipment
- Concession Use (if available)
- Bathroom cleaning + garbage removal + access to extra garbage bags

Braefoot Turf Field Usage Rules

USAGE RULES:

- **STRICKLY PROHIBITED** in or around the turf field:
 - NO SMOKING
 - NO BEER or ALCOHOLIC BEVERAGES
 - NO DRUGS
 - NO DOGS or other animals
- NO SPIKES or any form of IN GROUND ANCHORING (do not puncture the turf surface)
- NO METAL CLEATS
- NO FOOD or DRINKS (other than water) on turf field. Oranges / snacks may be consumed while on the concrete team area pads or outside the turf field. Dispose of waste in garbage bins.
- NO LITTERING – Team area and fields are to be kept clean of garbage and debris. Orange peels, fruit or snack waste, tape, wrappings, bandages and used first-aid, and other garbage must be disposed of in supplied garbage bins.
- DO NOT MOVE TURF FIELD DESIGNATED GOALS OUTSIDE OF TURF FIELD – Turf goals (2 wheeled full field goals and 4 wheeled Super8 goals) MUST remain within the turf field fencing. Do not move goals outside the fencing unless authorized to do so by a Lakehill Soccer director. Any non-turf field goal found within the turf field can be considered not authorized to be there and may be moved outside the turf field fencing.
- Grass field goals including the mini-goals MUST remain outside the turf field fencing. Do not move grass field nets on to the turf field unless authorized to do so by a Lakehill Soccer director.
- Do NOT drag nets on field – use the wheels or carry them!
- Do NOT push/pull/shove/slide turf field goals against the direction of the wheels (shear) while the wheels are down and engaged. This damages the wheels.
- Do NOT track grass onto the turf. Brush of grass OUTSIDE the pitch.
- Only players, coaches, managers, volunteer lines people, and officials on the field – all spectators behind the field perimeter fence.
- Dogs are strictly NOT ALLOWED within the fenced turf area, including the concrete team bench locations. Dogs must remain outside the fencing.
- While the field is in use, teams are to stay OFF THE FIELD until their practice start time. When a team's time on the turf is over, they MUST vacate the turf immediately so that the next team may begin their session. Turf field nets cannot be removed from the turf field.

Acceptable Footwear

Recommended for sports play:

- Turf shoes
- Multi-studs.
- Cross-training shoes
- Running shoes

Not recommended:

- Blades – may offer too much traction which may cause a knee or ankle injury.

BANNED:

- No long studded cleats (includes 6 studs – designed for soft grass play and will damage turf surface.)
- No metal cleats permitted

Acceptable Sports

- Soccer (Association Football)
- Ultimate Frisbee
- Field Handball

Not Acceptable Sports

- Outdoor Volleyball, Badminton – no spikes, hooks, or fastening into turf carpet surface
- Field Lacrosse – turf field and fencing not designed to stand up to impacts from lacrosse balls.
- American Football (contact or touch) – field not designed for American football contact play.
- Rugby – field not designed to withstand scrums and contact play
- Field Hockey – field is not designed for field hockey sticks on carpet. See UVic facility
- Baseball – turf field and fencing is not designed to stand up to baseball impacts
- Track and Field Sports (especially not discus, javelin, shot-put or related throwing stuff)
- Aussie Rules Football, Hurling, Cricket, Golf – Not acceptable use!
- Bocce, Lawn Darts, Horseshoes, Water Balloons, or other picnic/birthday party games.

Revision History

Date	Author	Change
Nov 11, 2013	K. Slagboom	Changed required liability insurance amount from \$5M to \$2M (all that is required by Saanich)
Jan 30, 2013	K. Slagboom	Fixed spelling mistake in not acceptable sports listing, added Golf.