

Corporate Policy and Procedure



Policy No. 08-03-04
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Effective Date 2006 09 27
Supersedes

TAB: COMMUNITY SERVICES
SECTION: RECREATION
SUBJECT: COMMUNITY TENNIS CLUBS

POLICY STATEMENT The City of Mississauga partners with Community Tennis Clubs to manage and operate municipal tennis courts.

PURPOSE The City of Mississauga believes that organized tennis activities can best be provided to Mississauga residents through community groups. By working in partnership with groups that qualify as “Community Tennis Clubs” the City can ensure that the needs of Mississauga residents are met.

The purposes of this policy are to identify how a group can qualify as a Community Tennis Club; and to outline the roles and responsibilities of both the group and the City with respect to:

- agreements and permits,
- construction and reconstruction of tennis courts,
- maintenance and operation of tennis courts,
- construction and operation of club houses, where applicable;
- alterations or additions to tennis courts and facilities.

SCOPE This policy applies to all tennis clubs seeking permission to manage and operate City-owned tennis courts. For information on the use of tennis courts which are not managed or operated by Community Tennis Clubs, contact the Sports Unit, Recreation and Parks, Community Services Department.

For the purposes of this policy “Community Tennis Club” shall be referred to as “Club”.

ADMINISTRATION This policy is administered by the Sports Unit, Recreation and Parks Division, Community Services Department.

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HOW TO QUALIFY AS A COMMUNITY TENNIS CLUB

All groups seeking to qualify as a Community Tennis Club must apply for and receive affiliated group status with the City of Mississauga (refer to Corporate Policy and Procedure – Community Group Support Program for information on affiliated groups). Once the Club has qualified, it must maintain its affiliation status to continue to operate as a Community Tennis Club.

AGREEMENTS AND PERMITS

The Club will be required to enter into a Management and Operations Agreement for the particular facility that it will be using. Management and Operations Agreements outline the responsibilities of the Club in terms of their use of the property, maintenance requirements, insurance requirements, etc. The agreements are normally entered into for a period of five years, and are approved by Council and executed by by-law.

In addition to the Management and Operations Agreement, the Club will be issued, on an annual basis, a permit for the use of the courts for the upcoming season. Permits are approved by the Sports Unit and agreed to by the Club. The permit specifies the dates and time periods that will be made available for the Club's exclusive use, for that season. Permits will commence, weather permitting, in April and continue to October 30 of each year, seven days per week. All conditions and requirements will be specified on the permit. (Note that the Parks By-law stipulates the hours of operation for parks. Clubs must comply with these hours of operation.)

Any variation to the hours of operation or to the activities approved under the permit will be considered a special event, and must be approved under a Special Event Permit. Application for a Special Event Permit must be made to the Sports Unit at least four weeks prior to the event.

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CONSTRUCTION AND RECONSTRUCTION OF TENNIS COURTS

The City is responsible for the construction and reconstruction of tennis courts in accordance with its standards and policies. Construction costs for new tennis courts will be borne by the City. Costs for reconstructing tennis courts will be shared on a 50/50 basis between the Club and the City. As a result, Clubs should arrange their financing accordingly and be aware of the necessity of reconstructing courts approximately every eight years.

OPERATION AND MAINTENANCE OF TENNIS COURTS

The Club will assume full responsibility for all hydro costs, and for all maintenance involved with the proper up-keep of the court, including court resurfacing. On a bi-annual basis, if requested by the Club, the City will roll the tennis courts at no cost to the Club.

Hours of operation for unlighted facilities will be from 7:00 a.m. to dusk on Monday to Friday, and from 8:00 a.m. to dusk Saturday and Sunday. Hours of operation for lighted facilities will be from 7:00 a.m. to 11:00 p.m. on Monday to Friday, and from 8:00 a.m. to 11:00 p.m. on Saturday and Sunday.

Clubs are expected to allow non-members the use of the tennis courts covered by their permit when not used by the Club's members. The Club is responsible for advising its members and the Sports Unit of how it will ensure that such use by non-members is allowed.

The Club will be allowed to lock the single gate located on the tennis courts. Recreation and Parks staff will be responsible for locking the double gate on the tennis courts. Parks staff must be provided with a key to the single gate, and the name, address and phone number of the person responsible for locking the gate. Parks staff must also be advised of the time the gates will be locked and unlocked, to ensure compliance with the Parks By-

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law.

CLUB HOUSES

Club houses will be allowed only at sites where there is sufficient space so that overcrowding of the park does not take place. The design and specifications of the club house must be approved by the City prior to any construction taking place.

The total cost of the club house will be the responsibility of the Club. Upon completion, the club house will become the property of the City, who will in turn lease it back to the Club for \$1.00 per year. The responsibility for insurance on the contents of the club house will be that of the Club. Proof of insurance must be provided to the City.

Public access to washroom facilities must be made available when the club house is normally open.

MAINTENANCE

Routine Maintenance

The Club will be responsible for all utility costs and for routine maintenance and minor repairs of the exterior and interior of the club house, including all equipment.

Major Maintenance and Life Cycle Replacement

The City will be responsible for any major repairs and life cycle replacement of the building shell, including roof, weather walls, and foundation. The Club will be responsible for major repairs and life cycle replacement of all interior surfaces and equipment.

ALTERATIONS OR ADDITIONS

Clubs wishing to make any alterations or additions to their courts or any structure relating to them, must receive prior approval from the Director of Facilities and Property Management. The Director of Facilities and Property Management will require written confirmation from the Club's executive that the alterations or additions are supported by the Club, and an outline of how the

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Club will fund the project. The City will not proceed with any work until agreement of financial arrangements is satisfactory to both parties. Contracting for, and supervision of, the project will be the City's responsibility, in consultation with the Club and in accordance with the City's by-law governing purchasing.

REFERENCE: GC-0527-2006 – 2006 09 27
2011-10-12 – Housekeeping – Volunteer policy renamed
Community Group Support Program

LAST REVIEW DATE: May, 2006

CONTACT: For more information, contact the Sports Unit, Central Services,
Recreation and Parks, Community Services Department.