

Field & Court Users' Handbook - Adapted for Gabriola

Thank you for volunteering your time and effort to help support our active community. We hope this information is helpful and we're glad to be working with you and your sport group.

Getting Started

The Gabriola Recreation Society (GRS) is the booking agent for the fields and courts owned by the Regional District of Nanaimo (RDN) - the fields, ball diamonds, and gravel pitch at Rollo McClay Community Park and the Sports Court and Tennis Courts at Huxley Community Park.

Using the facilities without a booking

For casual use of the RDN facilities at Huxley Park and Rollo McClay Community parks, a booking is not required. Outside of scheduled times, facilities are first come, first served. When other people are waiting please limit your playing time to 30 minutes. Field and court bookings can be made for large special events such as tournaments, ongoing large user groups, team practices, and recreation programs.

Booking Requirements

To make a booking request please complete an online booking form
<https://www.gabriolarecreation.org/facilities-schedule>

There are no fees to use the RDN sports fields and courts booked by GRS. These amenities and the operation of them (mowing, lighting, irrigation, pressure washing, maintenance) are paid for through taxation administration.

Casual use of a court or field does not require a booking. A Casual User is defined as (a) Renter(s) representing a non-profit organization or an informal group (family, friends) which books an amenity no more than once per month.

Regular users are required to provide proof of general commercial liability insurance with a minimum value of \$5 million. They must also have the RDN named as additionally insured:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

There are limited amenities and not using what you book may impact other groups or members of the public looking for first come first served use. Although there is no charge for bookings or cancellations, we ask that you notify us as soon as possible when changes or cancellations need to be made.

Terms and Conditions

Terms and conditions of use are provided. Please be sure to read them closely as the representative making the booking is responsible for ensuring that their group adheres to the terms and conditions as they are stated.

Contact Information

Up to date contact information for your organization allows for better communication. Keep GRS informed of any changeover of the primary contact for your group.

Facility Care

All sports fields and courts are subject to weather and as a result may be closed with short notice. RDN reserves the right to cancel bookings due to inclement weather or for required repairs or maintenance. GRS has Rollo field status/closure notification on the home page of gabriolarecreation.org.

Users and User Groups are responsible to use judgement regarding if a field is in suitable and safe condition prior to use and to communicate any maintenance concerns immediately.

Fields must not be used when standing water, ice or snow is present and/or considerable wear is occurring resulting in muddy conditions or areas stripped clean of grass.

The longevity of the communities' fields/courts depends on how well we all look after them. Please take care to preserve the amenities/facilities we all enjoy.

Special Events

In relation to booking of facilities, special events are defined as:

- Events drawing 100 or more participants and/or spectators or a combination thereof
- Any supplemental related activities that may require additional permitting i.e., 50/50 draws, food, alcohol, or merchandise sales.

If the sporting event meets one or both criteria you will need to contact the RDN to discuss additional approval that may be required.

<https://rdn.bc.ca/general-information-and-regulations>

Growing your Sport

The Gabriola Recreation Society is committed to fostering an active and engaged community. If your group is looking to offer introductory programs, or coaching clinics, please reach out to our program coordinator to talk about how we can work together.

Resources and Conduct

- Insurance can be purchased online at the municipal renters portal at <https://miabc.eventpolicy.ca/> or
- Insurance can typically be acquired through your sport's provincial governing body if you/your group are a member.
- You are encouraged to visit the VIASPORT Canada website and review the BC Universal Code of Conduct <https://viasport.ca/resources/bc-universal-code-of-conduct/>
- Representatives of user groups must interact respectfully with all GRS and RDN staff throughout the field/court use process.