



City of Dawson Creek Sports Field User Guide

This Guide outlines the responsibilities of all groups and individuals using the City of Dawson Creek Sports Field Facilities. Its purpose is to ensure a safe, respectful, and enjoyable environment for all users, including participants, spectators, staff, and the public.

All User Groups are required to comply with this Guide as a condition of field use and must sign an acknowledgement each season. These guidelines are reviewed periodically and updated as required.

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Sports Field User Meetings

A Sports Field User Meeting will be held prior to all field requests for each upcoming season. A Sports Field User Meeting will also be held after each season. It is expected that all groups have a representative at any Sports Field User Meetings.

General Expectations

All individuals and groups using any City Sports Field must conduct themselves in a safe, respectful, and responsible manner. User Groups are responsible for the behavior of their participants, including players, parents, volunteers, coaches, officials, staff, and spectators, both on and off the fields.

Unsafe, disruptive, or inappropriate behavior or language may result in removal from the facility, revocation of bookings, additional charges for damages, and/or involvement of law enforcement. Fees will not be refunded where enforcement action is required.

The City of Dawson Creek is committed to providing a workplace and recreation environment free from physical or verbal abuse.

Code of Conduct

The City of Dawson Creek expects all patrons to behave in a respectful and socially responsible manner.

Unacceptable conduct includes, but is not limited to:

- Abusive, offensive, racist, or discriminatory language or actions
- Intimidation, bullying, harassment, or unwanted physical contact
- Violence or threats of violence
- Vandalism or damage to property
- Refusal to follow directions from City staff
- Illegal activity or violation of City policies or bylaws

Failure to comply may result in removal from the facility and suspension or expulsion from future use.

Note: The full version of the City of Dawson Creek's Code of Conduct for City Facilities is available either through the City's website or upon request from a City staff person.

Rules of Use

It is our goal to ensure that everyone has a safe and enjoyable recreational opportunity in the sports field. Any activity that interferes with this will be stopped; for example:

- Offensive or abusive language/actions
- Non-sport related activities that could result in injury

Alcohol and Cannabis Consumption are prohibited, in any sports field or park unless a liquor license is obtained. (Please refer to Smoking Regulation Bylaw No: 4240, 2014)

Smoking, electronic cigarettes, water pipe, vaping is prohibited, in any sports field. (Please refer to Smoking Regulation Bylaw No: 4240, 2014). **Chewing tobacco is not permitted on site.**

Driving on any sports fields or in the parks is prohibited and may result in a fine.

Parking is public and available on a first-come, first served basis.

Spectators are restricted to the following areas:

- Bleachers/Sidelines
- Public Washrooms
- Parking Lot

Children must be supervised at all times while at the Sports Fields. Children aged 7 and under must be under direct adult supervision.

Metal cleats are not permitted on sports fields due to the increased wear and tear on the field.

Rule Infraction Penalties

Failure of User Groups to abide by any of the above-named regulations or the City's Code of Conduct or any City By-laws may result in the following:

1. Phone call and email to User Group's representative.
2. Revocation of booked times at facilities.
3. Revocation of booked times, but still charged for all or part of bookings, at the General Manager's discretion.
4. If warranted, the RCMP may be called.

Emergencies and Incident Reporting

User groups must have emergency procedures in place and ensure that a responsible person is present during all field use. Emergencies may require evacuation and accounting for all participants.

All incidents, injuries, or significant concerns must be reporting **to Community Services staff within 48hrs (Sports Field User Group Incident Report, Appendix I)**. Email reports to booking@dawsoncreek.ca.

Damage to fields and facilities must also be reported immediately. Costs for vandalism or negligence may be charged to the responsible group or individual.

Bookings and Scheduling

All organized use must be booked through Community Services, Facility Booking Coordinator, email booking@dawsoncreek.ca or call 250-784-3611. This applies to any booking wishing exclusive use.

Fees are charged in accordance with the *Fees and Charges Bylaw*

Booking requests must be submitted by the stated deadlines within the *Facility Allocation Schedule*

- If requests are submitted late, they will only be considered after all other requests have been scheduled.
- Once the requests are received by the deadline, Community Services will develop a sports field schedule for the upcoming season, which will be sent out to all User Groups.
- Once the schedule is finalized and sent out prior to the start of the season, it is the user's responsibility to go through the schedule to ensure all times and dates are correct. If the Community Services Department does not receive a response from groups, it will be assumed that the schedule is correct.
- If there are any discrepancies, notice must be given in writing - immediately email the Facility Booking Coordinator at booking@dawsoncreek.ca.
- Cancellations must be submitted in writing – deadlines noted in the *Recreation Facility Allocation Bylaw*

If a User Group decides not to use booked fields due to field conditions or inclement weather, written notice must be sent within 48 hours to booking@dawsoncreek.ca

The City may close fields due to safety or maintenance concerns without penalty to User Groups. As much notice as possible will be given.

Maintenance Responsibilities

User Groups are to inspect fields prior to use and report unsafe conditions within 24 hours. Groups are responsible for keeping fields clean and removing garbage after use.

The City will provide the User Groups with the following aspects of maintenance of the fields:

- (a) Maintain all 38 acres of sports fields which involves; mowing, trimming, irrigation, fertilization, aerating, topdressing, over seeding and turf repairs, infield grooming, addition of infield amendment, dugout, bleacher and fencing repairs, weed control, addressing safety concerns and regular janitorial service of washroom facilities and nine portables at regularly scheduled times and event dates to the standard which the City chooses for its municipal parks and fields,
- (b) Maintain the parking lots and road access; and
- (c) Maintain the sewer and water facilities if applicable.

The City reserves the right to enter and inspect the fields at any time to ensure compliance or to conduct emergency maintenance work.

Compliance, Liability, and Insurance

User Groups must comply with all applicable laws and bylaws.

User Groups agree to indemnify and hold harmless the City of Dawson Creek from all claims arising from their use of the facilities.

The City is not responsible for personal injury, property loss, or damages suffered by any user.

All User Groups must carry insurance with a minimum of \$5,000,000 liability coverage and name the City of Dawson Creek as an additional insured. Proof of this insurance must be submitted to the Facility Booking Coordinator prior to field use every season.

Community Events

Tournaments or any community event require submission of a **Community Event Permit Application**.

This form must be completed and submitted no less than 15 days and no more than 60 days in advance of the Event. City Staff will contact you with a questionnaire about your event to determine any requirements. This form should also be used for any 'special' requests, requests beyond what is normally provided by the City.

This process will help staff determine if the event requires any additional permits, safety plans, insurance, and approvals. As applicable, Event organizers are responsible for vendors, medical services, cleanup, traffic control, fire safety, and compliance with all regulations.

Alcohol Requirements:

- Each User Group is required to submit a request to City council for approval to have alcohol at any event. *This applies to new and returning events.* Apply at least two months prior to your event.
- A (BC) Special Event Permit is required for alcohol to be consumed or brought onto City premises. This application can be completed online through the www2.gov.bc.ca website.
- Host Liquor Liability insurance is required.

Contact the Community & Events Liaison at dcevents@dawsoncreek.ca

Appendix I – User Group Incident Report

This User Group Incident Report is fillable as an external pdf.



User Group Incident Report

This report must be completed and returned to staff or emailed to recreation@dawsoncreek.ca within 24 hours of the incident.
Please print & use blue or black ink.

User Group: _____ Representative Name: _____

Date of Incident: _____ Time of Incident: _____

City Premises: _____ Time of Written Report: _____

Location in Premises where incident occurred (be specific; use room-numbers if applicable):

Name(s) of Person(s) Involved:

Name:	Address:	Phone Number:
1.		
2.		
3.		

Describe the incident in detail (use the back of the page if more space is required):

Witness(es) of the Incident:

Name:	Address:	Phone Number:
1.		
2.		

Were Parents/Guardians Contacted?	NO	YES – Name:
Were Facility/City Staff Contacted?	NO	YES – Name:
Were the Police (RCMP) Contacted?	NO	YES – Time of Call:
Did the Police (RCMP) Attend?	NO	YES – Time of Arrival:
		File Number if given:

Freedom of Information Waiver

*****Completed form is not to be copied or given out to any member of the public*****

Personal information contained on this form is subject to and protected by the
“Freedom of Information and Protection of Privacy Act” and will be used for the purpose of reporting the incident.

Appendix II – Sports Field User Guide Acknowledgement Form



User Guide Acknowledgement Form

By signing the following, I _____,
(first and last name)

representative for _____,
(user group name)

hereby acknowledge that I have read and understand, the City of Dawson Creek Sports Field User Guide and understand what is expected of us as a User Group.

I also acknowledge that if I have any questions I will ask the Parks Supervisor or the Parks & Arenas Manager.

User Group Signature

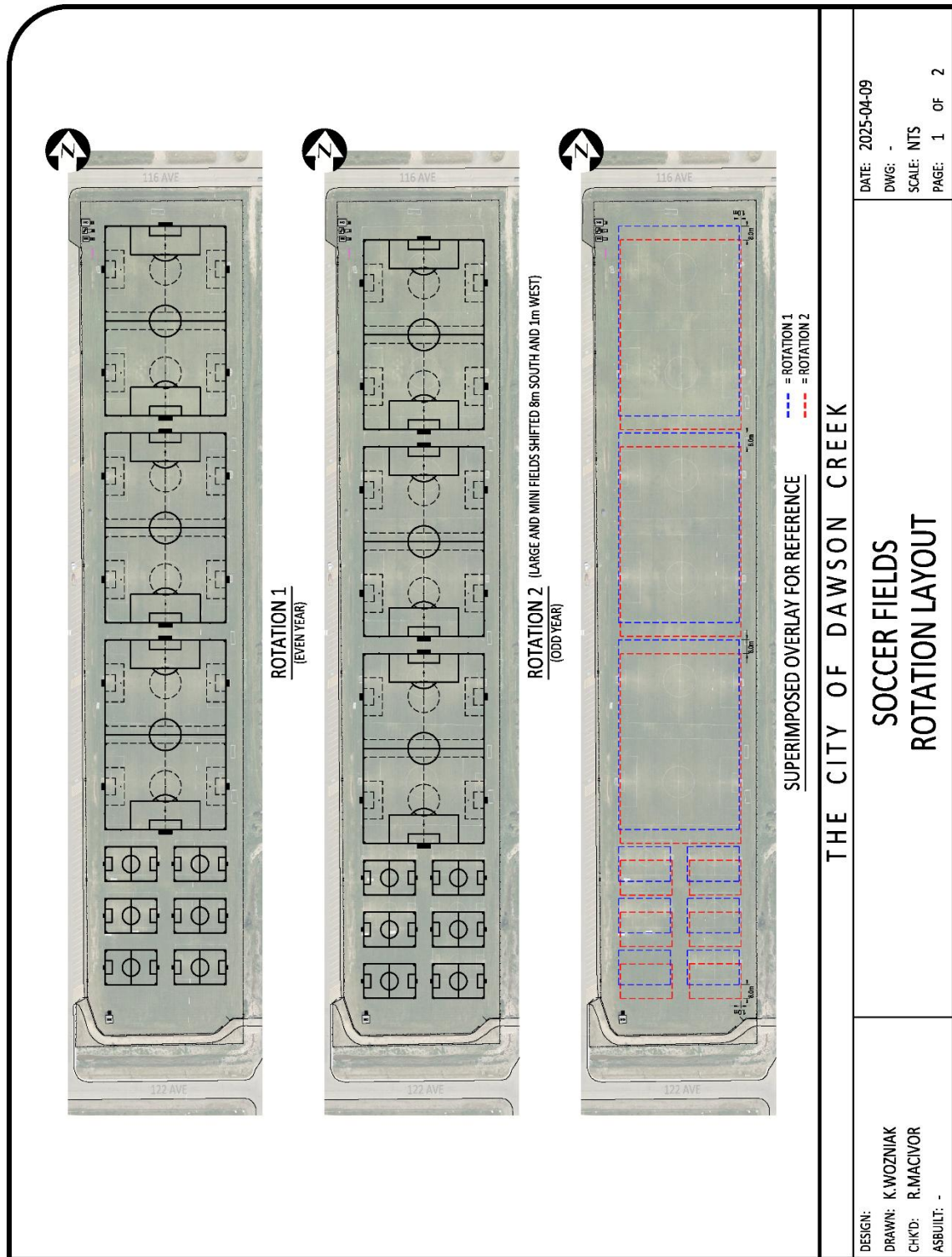
Date

Witness Signature

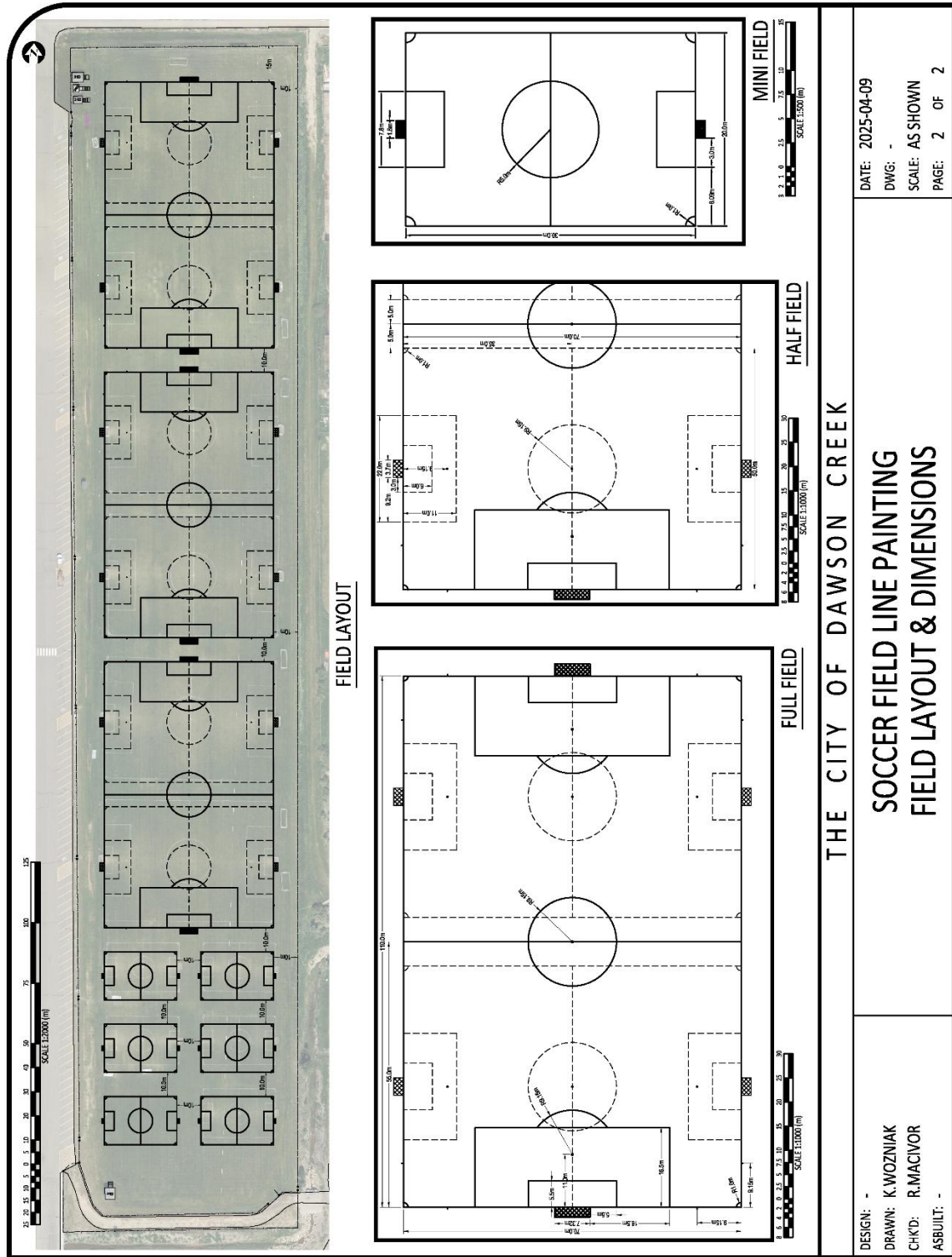
Date

Witness Name

Appendix III – Soccer Fields Rotation Layouts (page 1)



Appendix III – Soccer Field Line Painting Information (page 2)



FILE: N:\Parks\Soccer Field Layout\SoccerFields 2024.dwg PLOTTED: April 9, 2025

Appendix IV: Sports Field Maps

