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TSAWWASSEN FIRST NATION

Tsawwassen First Nation

Field Allocation Policy

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Kim Baird

Chief Administrative Officer

Table of Amendments

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1. Authority

This Policy is governed by Section 31(2) of the *Government Organization Act*, which states that the Executive Council is responsible for the general management, administration, operation, and good government of Tsawwassen First Nation ("TFN").

Section 3(1) of the *Community Governance Act* states that Executive Council may provide or make arrangements to provide services that it considers necessary or desirable to Tsawwassen Members and non-Members on Tsawwassen Lands.

2. Definitions

In this Policy

- a) **"Applicant"** means any person or organization applying to use the Sports Complex.
- b) **"Application"** means a *Sports Complex and Equipment Use Application*.
- c) **"Diverse User Groups"** means groups that offer Programming or Special Uses reserved for diverse participants such as those who are: female-identifying; LGBTQ2S+, Gender Diverse; mobility device users; over 55 years old; or other diverse groups.
- d) **"Gender Diverse"** means individuals who do not identify as exclusively male or exclusively female (for example, individuals who are non-binary or two-spirit).
- e) **"Governing Body"** means an organization responsible for regulating a sport, and can include provincial sport organizations, disability sport organizations, and multi-sport organizations.
- f) **"Manager"** means the manager of the Recreation and Events department, or their designate.
- g) **"Prime Time"** means the period in highest demand as determined by the Manager of Recreation and Events.
- h) **"Regular Program(s)"** means any program that occurs at regular scheduled intervals at the Sports Field Complex including those that are drop-in, ad hoc, or that require advanced registration.
- i) **"Special Use"** means any commercial or non-commercial services, activity, or event which attracts public participants or spectators, and includes, but is not restricted to, a festival, sport competition, tournament, group training or group lesson, regatta, animal show, fishing derby, orienteering, television or motion picture filming, or outdoor cinema event.
- j) **"Sports Field Complex"** means the lacrosse box, baseball diamonds, and fields located at 2331 Tsawwassen Drive North, Tsawwassen, BC.
- k) **"Spouse"** means a person who:
 - i. is married to a TFN Member, or
 - ii. lives with a TFN Member in a marriage-like relationship for a continuous period of at least one year, or
 - iii. lives with the TFN Member in a marriage-like relationship and has a child with the TFN Member.
- l) **"TFN Residents"** means Tsawwassen Members and their household, and leasehold residents living on Tsawwassen Lands.

- m) **“Tsawwassen Member”** means an Individual enrolled under the Final Agreement in accordance with Chapter 21 *[Eligibility and Employment]* of the Final Agreement.
- n) **“User Group”** means any organization, team, club, or group providing services, programs, games, practices, tournaments, or events at the Sports Field Complex.

3. Purpose

The purpose of this Policy is to regulate how TFN manages the allocation of field time at the Sports Field Complex.

4. Application

This Policy applies to Applicants and User Groups as defined in this Policy and the staff responsible for allocating field time.

5. General Management

The Manager retains ultimate responsibility for implementing this Policy.

6. Principles

The Recreation and Events Department is guided by the following principles.

səlíq (All Together)

We are committed to helping each other build and enhance strong, tolerant, and effective social relationships and community connections for Tsawwassen People and families.

ʔəyám (Strong)

We are committed to building and broadening opportunities to engage in safe and socially supported physical activities that promote mental health and overall wellbeing.

xʷtətəlqt (Accountability)

We are committed to developing accountability for our words and actions and to taking appropriate steps towards correcting our mistakes.

syəθəstəl ʔəy səlíq tátələt (Teaching Each Other and Learning All Together)

We are committed to weaving Tsawwassen culture, teachings, and skills into the learning environment to foster self-expression, honour the past, voice the future, and enhance shared meaning in life.

xʷəlíwənstəxʷ təmekʷ (Respect for All Things)

We are committed to protecting TFN Lands and promoting a healthy environment for our current and future generations – taking every step possible to build and promote an ethic of responsible stewardship.

7. Allocation Process

Staff will use User Group Priority Levels (section 8) and User Group Criteria (section 9) to determine the fair and equitable distribution of allocations. The following provisions will be applied when doing so:

7.1. Setting Allocations

- 7.1.1 User Groups must submit a Sports Field Complex use application by the deadline set by the Manager. After the deadline, the Manager will assess all applications using the following criteria:
 - (a) the User Group Priority Levels;
 - (b) identification of Diverse User Groups;
 - (c) the User Group Criteria for overlapping requests; and
 - (d) adjustment of time to reflect a Governing Body's recommended time for practice and competition as space allows.
- 7.1.2 If requests for all User Groups exceeds the available field space, the Manager will consult existing User Groups and may request the following to determine possible alternatives:
 - (a) resubmission of player registration records to confirm residency, age, and Diverse User Group criteria;
 - (b) evidence of using allocated time; and/ or
 - (c) other information deemed necessary to fairly and equitably allot field time.

7.2. Prime Time

- 7.2.1 Prime Time is 5:00pm-8:00pm on weekdays and 9:00am-4:00pm on weekends, unless otherwise determined by the Manager.

7.3. Fees and Charges

- 7.3.1 User Group fees will be set annually by Executive Council based on the recommendations of the Manager and listed in the Sports Field Complex use application.
- 7.3.2 If applying on behalf of an eligible User Group, Tsawwassen Members and Spouses may request use of the Sports Field Complex, and no fees will apply to allocated time.

7.4. Non-compliance

- 7.4.1 The Manager may modify or cancel the time allocation of any User Group which does not:
 - (a) pay fees and charges by the date provided by the Manager;

- (b) comply with the Recreation and Community Facilities Policy;
- (c) demonstrate consistent use of allocated time; and/ or
- (d) provide accurate user or registration data upon request.

8. User Group Priority Levels

The following user and use priorities will determine time allocations for each User Group.

8.1. User Group Priority Levels

8.1.1 User Groups will receive priority consideration in this order:

- (a) Regular Programs, Special Uses, and services organised by TFN.
- (b) Regular Programs and Special Uses hosted by a group in which all participants are under 19 years old, and at least 75% of the participants are TFN Residents.
- (c) Regular Programs and Special Uses hosted by a group in which at least 50% of participants are under 19 years old, and at least 75% of the participants are TFN Residents or reside in the City of Delta.
- (d) Regular Programs and Special Uses hosted by a group in which participants are any age, and at least 75% of the participants are TFN Residents or reside in the City of Delta.
- (e) Regular Programs and Special Uses hosted by commercial and for-profit organizations owned by a Tsawwassen Member with a TFN business license.
- (f) Regular Programs and Special Uses hosted by Delta School District.
- (g) Regular Programs and Special Uses hosted by non-profit organizations that do not meet any of the above criteria.
- (h) Other commercial, private, or casual users.

8.2. Equity and Diversity

8.2.1 Diverse User Groups will receive additional priority consideration as determined by the Manager.

9. User Group Criteria

The following criteria will address overlapping bookings or conflicting requests.

9.1. Overlapping Bookings

9.1.1 When User Groups make overlapping requests to use the Sports Field Complex, the following criteria will guide the allocation decision:

- (a) higher number of TFN Residents registered as players or athletes in the organization (excludes coaches/volunteers/executives);

- (b) higher number of players or athletes who fall under section 8.2 of this Policy;
- (c) higher number of players or athletes to use the facility during the allocated time (density of use);
- (d) achieving a balance in number of hours allocated to the User Groups (percentage of Prime Time and non-Prime Time hours used historically and requested for current season);
- (e) activity ensures a variety of sport options for TFN Residents, aligns with current trends and community demands, and promotes active living for all ages and abilities;
- (f) retention of historical allocations;
- (g) activity does not duplicate or conflict with other programs or offerings; and
- (h) minimum allotment hours required to keep the User Group viable per the recommendations of a relevant governing body or to meet the recommended standard of play for organisations who do not meet the 75% TFN residency requirements.

10. Privacy and Confidentiality

TFN may collect, retain, use, and disclose personal information of Participants for the purposes of providing Programs and services, in accordance with the *Freedom of Information and Protection of Privacy Act*.