



Sport Field Allocation Policy and Guideline

Policy #	POL-68
Effective Date	
Status	Approved
Final Approver	Council

1.0 Purpose

The purpose of this policy is to establish guidelines for the allocation and management of Sport Fields owned and operated by the City.

2.0 Persons Affected

This policy affects all Partner Groups, Seasonal User Groups and any person, organization, community member, and/or community group interested in renting space within the City's owned and operated Sport Fields.

3.0 Policy Statement

3.1 Policy Goal

It is the goal of this policy to:

- i. Promote and encourage participation in sport and physical activity to the overall benefit of the community.
- ii. Recognize that the benefit to the overall community is maximized by prioritizing access to opportunities for physical activity and sport participation in youth.
- iii. Provide a fair and transparent means for service delivery.
- iv. Consider the needs of Kingston residents before residents of other communities.
- v. Strive to provide fair access to Sport Fields and recreational amenities.
- vi. Allow flexibility to meet the needs of Sport Associations and other users.
- vii. Establish uniform criteria and procedures for the reservations and use of Sport Fields.
- viii. Facilitate scheduling that will support proper and sufficient maintenance and repair of Sports Fields.
- ix. Permit the planning and implementation of special sport events and programs in which a large number of people are expected to participate.
- x. Ensure that the City's Sports Fields are used for the benefit of the entire community; and
- xi. Balance the needs of partner groups, seasonal user groups, casual

participants and the City as a whole.

3.2 Sport Field Distribution Matrix (Master Schedule)

3.2.1 Distribution Matrix

On an annual basis the Facility Booking Office (FBO) will develop a Sport Field Distribution Matrix that best reflects the expressed needs of all seasonal users and application of this policy's directives and guides. Any such matrix will reflect the relatively priority of each class of user group and will allocate fields proportionally based on user group participant numbers from the previous year, in order to ensure that seasonal user groups have their core programming needs met before allocations are considered for expanded programming, new user groups, emerging sports, occasional users, or commercial users. The City reserves the right to reassign Sport Fields annually as required.

3.2.2 Client Scheduling Priorities

Sports fields will be allocated utilizing the following priority user groups:

- i. City of Kingston recreational programs
- ii. Tournaments & special events
- iii. Partner Groups
- iv. Youth Recreation Groups
- v. Seasonal User Groups
- vi. Boards of Education
- vii. Occasional user
- viii. Commercial users

3.3 City of Kingston Recreation Programs

The City reserves the right to offer recreational programs at its facilities and to schedule such programming as it sees fit. Such programming will be scheduled before allocations to other user groups are made. Programs may be provided in response to resident demand.

3.4 Tournaments and Special Events

The City supports special programs like tournaments and special events. These programs provide revenue generating opportunities to both the program organizers and the City, as well as provide an economic spin-off to the community at large. Generally, tournaments and special events are competitions hosted by recognized City Partner Groups and Seasonal User Groups. They may include events of regional, provincial, or national significance. Special events may not be limited to sport competitions. Tournament and special event allocation requests received in compliance with the terms of this policy are allocated before all other allocation requests are considered. Time allocated to Partner Groups and Seasonal User Groups for tournaments will not impact the regular seasonal allocations of these groups.

3.5 Partner Groups

A Partner Group is defined as follows:

- i. A non-profit recreational Sports Field User Group based within the City and dedicated primarily to minor sports (18 and under).
- ii. Will be established providers of quality recreational programs, primarily for youth.
- iii. Will be a main provider of its particular activity for youth in the City; and
- iv. Membership in the group will be dominated by residents of the City (Note: If item 3 is dominate, item 4 may be waived).

Organizations recognized as Partner Groups must:

- i. Have constitutions.
- ii. Be incorporated.
- iii. Have an auditable annual financial statement.
- iv. Be affiliated with a responsible regional, provincial or national organization. The choice of this organization can be entirely at the discretion of the Partner Group; and
- v. Have an elected body of officers and hold an annual meeting of members.

If the appropriateness of a Partner Group's status as a Partner Group comes into question, the group may be required to re-produce evidence that the conditions under which it was granted partner status still apply.

3.6 Youth Recreation Groups

A non-profit recreational Sports Field User Group that meets the above definition of a Youth Partner Group, with the exception that the organization may exist without a constitution, may not be incorporated and may not be affiliated with a recognized regional, provincial or national sport organization.

To be recognized as a Youth Recreation Group under this category, the group will exhibit good governance including:

- i. Have an elected body of officers and hold an annual meeting of members; and
- ii. May be required to provide the City with auditable annual financial statements.

3.7 Seasonal User Groups

Groups in this category are defined as Sport Field User Groups that use a sports field facility(s) on a weekly basis for an entire season (minimum of 6 weeks), but do not qualify under the criteria of a Partner Group or Youth Recreation Group. The primary purpose of Seasonal User Groups is to offer recreational athletic activities in the community, but the age of its participants is greater than that which would qualify as a Partner Group or Youth Recreation Group. Seasonal User Groups will exhibit good governance, including having an elected body of officers and hold an annual meeting of members. Seasonal User Groups may be required to provide the City with auditable annual financial statements.

If a designated seasonal long-term permit holder disbands or fails to apply for Sport Field usage in consecutive seasons, they will lose their status. If they reapply in a subsequent season, they will be treated as a new client as the seasonal long-term client designation is not transferable.

3.8 Boards of Education

School bookings are to be administered on a first-come, first-served basis through the FBO with the exception of booking requests for facilities that are covered under existing agreements between the school boards and the City.

3.9 Occasional Users

Occasional users book Sport Fields sporadically, or infrequently, and do not use sports fields for commercial purposes.

3.10 Commercial Users

Groups in this category are defined as organizations or individuals that use Sport Field time with the intent of generating positive net income (profit). At the City's discretion, not-for-profit groups may be allowed to generate net income from the use of allocated Sport Field time, so long as the use aligns with the "fundamental activities" of the group. In consultation with field users, the FBO will establish a process to ensure that net income producing activities of not-for-profit groups remain consistent with the goals, objectives and guiding principles of the Allocation Policy as well as the best interests of Kingston residents.

3.11 Residency

The City recognizes the tax-based contribution provided by its residents toward the development and operation of recreation Sports Field facilities and recognizes that residents will always receive priority over non-residents in the allocation of Sports Field time. For the purpose of supporting the ongoing development of Sports Field User Groups, the City will accept the residency requirements defined by Sport Governing Bodies (S.G.B.'s – local, regional, provincial and/or federal) which govern the actions of local affiliated Sports Field User Groups. The City reserves the right to impose residency requirements or limitations on permit applicants at any point in time in the future if it is deemed necessary to do so (e.g. restricted field capabilities).

The City will accommodate the regular use of Sports Fields by non-residents after resident demand is satisfied and under special circumstances such as reciprocal agreements. Non-residents will not achieve historical status in regard to permit allocation on a year-to-year basis. Non-resident use will be reviewed on a case-by-case basis.

3.12 Allocation Entitlement and Distribution for Partner Groups

The number of weekly hours allocated to any Partner Group will be based on justified need. On an annual basis, registration data for the previous season must be supplied by the Partner Group in a format acceptable to the City. The FBO will then apply the data to a 'Standards of Play' (SOP) formula which will determine the total number of weekly hours each user is entitled to and the distribution of those hours to different age and skill level groupings.

The tables below contain example standard of play formulas. The goal of the standard of play formula is to ensure user groups obtain a fair and equal allocation of time based on the guidelines of their respective sport governing bodies and is subject to change. The formulas are not the only component of the allocation process. The application of each allocation formula by FBO staff will provide a starting point that ensures all Partner Groups and Youth Recreation groups receive adequate booking time to satisfy their core programming needs at the previous season's registrations numbers, before other requests for field allocations are considered.

Baseball Softball					
Category	Age Level	Base # Players (Per Team)	Hours/Week Practice (Per Team)	Hours/Week Games (Per Team)	Total Hours/Week (Per Team)
House League	0-6	6	0.5	0.5	1
	7-9	13	2	1	3
	10-11	13	2	1	3
	12-13	13	2	1	3
	13-15	13	2	1.25	3.25
	16-18	13	2	2.5	4.5
Competitive (Comp.)	7-9	13	6	1	7
	10-11	13	6	1	7
	12-13	13	6	1.25	7.25
	14-15	13	7.5	1.25	8.75
	16-18	13	7.5	1.5	9

Soccer						
Category		Age Level	Base # Players (Per Team)	Hours/Week Practice (Per Team)	Hours/Week Games (Per Team)	Total Hours/Week (Per Team)
House League	Micro	0-6	9	0.375	0	0.375
	5v5	7-8	10	0.75	1.5	2.25
	7v7	9-10	12	0.75	1.5	2.25
	9v9	11-12	15	0.75	1.5	2.25
	11v11	13-16	17	0.75	2	2.75
Comp.	5v5	7-8	10	0.5	0.5	1
	7v7	9-10	12	3	0.75	3.75
	9v9	11-12	16	3	1	4
	11v11	13-15	17	3	1	4

3.13 Use of Non-City of Kingston Sports Fields

Sport organizations that may book space at both City and non-City owned and operated Sport Field facilities must include in their requests for municipal field time confirmation of all weekly hours of field sports fields booked on non-City owned and operated Sport Fields. These hours may be subtracted from the field allocation to ensure a fair division of available hours at City owned and operated fields in proportion to the number of participants using these fields during the previous season.

3.14 Existing Programs and Program Expansions

For the purposes of the Sports Field Allocation, request for Sports Fields will be classified as one of the following:

Existing Programs: Field allocations requests, based on a group's submitted participant registration numbers from the previous season. Existing program allocation requests will be allocated first to ensure groups are allocated sufficient field time to maintain their core programming at a similar level to the previous season, before allocations are considered for expanded or new programs.

Existing Program Expansions: Field allocation requests by existing organizations/groups looking to expand their program(s), due to increased demand for program registrations and/or changes to governing sport affiliation rules and regulations, which require additional field time, or more field time than the entitlement or previous season baseline. Such requests will be fulfilled in the priority order outlined in section 3.2.1 after allocations for existing programs are met. No user group shall expand their programming beyond the level of the previous year without informing the City.

New Programs: Organization/groups not allocated regular field time in the previous seasons, whose program or services meet unmet need.

3.15 Allocations for New Organizations or Emerging Sports

Should there be requests to accommodate a new or emerging sport/organization within existing sports, the City will review each request on a case-by-case basis to determine the feasibility of providing Sports Fields to the new applicant. In general, a new organization requesting on-going Sport Field time must meet an identified need in the community that is not currently being filled by an existing organization. Should the City recognize a new or emerging sport/organization, it will first permit unallocated time to said sport/organization, before considering any additional reallocation of hours. The City reserves the right to reasonably reallocate hours from existing users, if warranted.

3.16 Prime and Non-Prime Field Time

All Partner Groups will receive an equitable distribution of prime and non-prime hours. All Partner Groups, regardless of gender orientation, level of competitiveness, and total hours of entitlement shall not receive relatively more or less prime time access than a similar client. To maximize the use of the City's Sports

Fields, Partner Groups may be issued approximately 5% of their allocation during non-prime times. Prime Time hours are defined as those hours that have historically had significant bookings while non-prime hours are defined as those hours which have historically had a limited number of bookings.

Prime & Non-Prime Sport Field Hours		
Prime Time	Monday to Thursday	5pm to Close
	Saturday	8:00am to 5:00pm
	Sunday	8:00am to Close
Non-Prime Time	Monday to Friday	8:00am to 5pm
	Friday and Saturday	5:00pm to Close

3.17 Youth and Adult User Fees

All user fees, equipment and service fees are subject to the provisions of the City's Fees and Charges By-Law. Some Partner Groups may have adult membership (excluding coaches). Partner Groups that have limited adult memberships must adhere to the rates and fees established in the Fees and Charges By-Law. Participants are considered youth participants if they are not older than 18 years of age at the start of the calendar year in which the field booking will occur. Groups will be charged youth rates when a Sports Field is used for instructional purposes and there is a mix of adult and youth participants. Casual recreational bookings with a majority of youth users will be charged the youth rate. All mixed ages competitive field use will be charged at adult rates.

3.18 Allocation Timelines and Due Dates

The following time frames will be compulsory when submitting seasonal Sports Field allocation requests to the FBO unless alternate dates are communicated by the City:

- i. **September 30:** All user groups must submit tournament application forms in order for tournament requests to be considered before regular seasonal allocations.
- ii. **October 30:** The FBO will issue confirmation of all tournament booking requests received by September 30
- iii. **January 15:** All user groups must submit participant numbers from the preceding season, broken out by age group and competitive level, in a format acceptable to the City, along with any requests for expanded programming.
- iv. **February 15:** The FBO will provide user groups with a weekly allocation of fields for the season based on the submitted participant information applied to the standards of play formula.
- v. **February 28:** The FBO will provide users groups with a response to any request for expanded programming and/or new programming.
- vi. **April 15:** All user groups must submit a field allocation return form detailing any allocated hours they are returning by this date to avoid cancellation charges.

3.19 Processing and Management of Tournaments and Special Events

3.19.1 Tournaments and Special Events

The City recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. As a result, tournament requests are given a high priority in annual field allocations when submitted in accordance with the terms of this policy.

3.19.2 Tournament Dates and Times

With some exceptions, tournaments will generally be allocated time on weekends. Staff will allocate and restrict tournament play primarily to weekends, except for championship, national or international tournaments. Seasonal Permit holders may be impacted and will be advised of any potential exceptions at the time their permit is issued.

3.19.3 Tournament Applications

All tournament requests are to be made in writing to the City prior to the issuance of seasonal allocations. Tournaments are not allowed on fields until May 15th. A tournament/special events request form must be submitted no later than September 30th of the previous year in order to be guaranteed priority status.

3.19.4 Tournament Priority

Tournaments and special events will be prioritized in accordance with 3.2.1 and will be further prioritized as follows:

- i. Sanctioned National Championships
- ii. Sanctioned Provincial Championships
- iii. League Play-Off Tournaments
- iv. Charity, Invitational or Open Events

3.19.5 Tournament/Event Logistics

All permit holders hosting tournaments must meet with City staff at least 30 days prior to the tournament to discuss logistics and submit a completed Tournament/Special Event Checklist and Questionnaire. Based on advice from City staff, permit holders hosting tournaments must:

- i. Ensure that there is adequate washroom capacity for the number of attendees expected at the event. Toilet facilities at most City Sports Fields do not have the capacity to accommodate large events. Should City staff identify a need for additional portable washrooms; the permit holder will be required to provide these at their own expense.
- ii. Ensure that a parking plan is in place for the event, which ensures that tournament attendees are not parking in non-designated parking areas. Should City staff determine that the anticipated number of attendees requiring parking will exceed the parking capacity of the tournament site, organizers may be required to designate overflow parking site(s) that are agreeable to the City.
- iii. Ensure that emergency plans are in place, including designated first aid providers are onsite during the event and that direct EMS vehicle access

to the tournament site is maintained during the event.

3.19.6 Tournament/Event Permit Amendments and Cancellations

The City will effectively manage any client requests for tournaments and special events permit amendments or cancellations, with the goal of minimizing impact to City administration, revenue, and operations. When changes or cancellations are requested, the guidelines outlined in the Sport Field Allocation Policy and permit terms and conditions will be stringently applied.

3.20 Processing and Management of Seasonal Sports Field Allocations

3.20.1 Sport Field Permit Requirements

A valid permit, with appropriate insurance, is required for any organized use of:

- i. Baseball diamonds
- ii. Softball diamonds
- iii. Rectangular sports fields
- iv. Sand volleyball courts (woodbine park only)

No permit is required, and only casual use is permitted on:

- i. Outdoor basketball courts
- ii. Outdoor pickle ball courts
- iii. Outdoor tennis courts
- iv. Outdoor volleyball courts (other than those at Woodbine Park)

3.20.2 Application Process: Sport Field Allocation/Permit

All organized users of City Diamonds and Rectangular Sports Fields must obtain a permit and have appropriate insurance in place. The process to apply for a permit varies depending on the type of user/group.

Partner and Seasonal User Groups must apply for their seasonal allocation each year, as outlined above. Once each group's seasonal allocation is confirmed, it will be issued as monthly field permits.

Occasional Users and Commercial Users must submit requests to book fields using the Sport Field Request Form. Such requests will be filled based on the allocation priority outlined in section 3.2.1 and responses issued by February 28th following the finalization of allocations to Partners and Seasonal User Groups.

3.20.3 Allocation/Permit Applications

All applications for use of City Sports Fields must include the following information with the application:

- i. Contact information for a maximum of two individuals, who will receive communication regarding the application/permit, including email addresses and phone numbers. All communication regarding the application and resulting permits will go through these designated contacts.
- ii. Documentation of insurance that meets the City's criteria.

- iii. The number of participants who will be using each field.
- iv. Detailed participant registration information from the previous season, broken out by age and in a format acceptable to the City must be submitted by Seasonal User Groups (Partner Groups, Youth Recreation Groups and Seasonal User Group), prior to January 15th.

3.20.4 Allocation Considerations

In addition to the allocation priority outlined in section 3.2.1, the following principles will form the basis of annual allocations to Partner Groups, Youth Recreation Groups and Seasonal User Groups:

- i. The use of a particular field in past seasons will not guarantee future use of the same field.
- ii. The goal of seasonal allocations will be an equitable division of Sport Fields of comparable size, class, and amenities between user groups based off participation numbers from the previous season.
- iii. The goal of initial allocations will be to ensure that all Partner Groups, Youth Recreation Groups and Seasonal User Groups are first allocated field time that allows them to maintain their core programming at participant levels comparable to the previous season.
- iv. While youth serving Partner Groups and Youth Recreation Groups will have priority over Seasonal user groups, such priority will not be absolute. Seasonal user groups will be allocated time in proportion to their participant numbers but may be allocated hours of less interest to youth serving groups. Seasonal User Groups may be allocated time during the later hours of prime time (after 9pm) first, with earlier time allocated from any time remaining after initial youth group allocations have been made. Seasonal User Group allocations will occur before expanded programming requests are considered by any group to ensure the continuing viability of Seasonal User Groups.
- v. When groups of equal priority request the same time and location, priority will be given to the group that has most recently occupied that time and location in a previous season.
- vi. Requests from casual and commercial users will be considered only after both initial seasonal allocations, and requests for program expansions have been processed for Partner, Youth Recreation and Seasonal User Groups.
- vii. Once Sport Field time has been allocated by the City, each Permit Holder is responsible to distribute its allocation amongst its various subgroups in accordance with established rules of its organization and in keeping with the principles of this policy.
- viii. Requests for any additional field time for individual teams must be submitted to the FBO by one of the organization's two designated contacts. Individual coaches or teams may not book field time directly for sanctioned games or practices.
- ix. Generally, the City will determine the maximum number of games per week for each Field based on rest and regeneration requirements,

- including tournaments.
- x. During allocation deficit period, the total number of hours will be pro-rated so that all Permit Holders will receive an equitable deficit allocation adjustment.
 - xi. The City, at its discretion, may place a cap on the proportion of the total available Prime Time that adult Permit Holders may access in order to ensure that Youth Sports have a majority of Prime Time allocated to them.
 - xii. The City, at its discretion, may prioritize the use of fields for games over practices.
 - xiii. In the event any applicant for a permit for the use of municipal Sports Fields has an outstanding account, rental privileges may be suspended until the account(s) have been paid in full.

3.20.5 Communication

Communication is a vital component of the bookings and allocation process. To foster this communication, the City will organize and facilitate meetings with all user groups at least once per year to discuss outstanding issues, communicate changes and provide a forum for discussion and feedback.

To improve efficiency and record keeping, all formal booking inquiries will be done electronically by email or through the City's customer service portal, ContactUs. Partner groups are asked to designate no more than two individuals and email addresses through which they prefer to receive communications from the City. All communication relating to permits should be directed through these designated individuals.

3.20.6 Amendments

It is recognized that last minute changes to use of a Field may occur under rare, infrequent or unforeseen circumstances; however, the City must be notified of these changes within 2 business days of the occurrence. A fee may be charged for any permit amendments requested to a confirmed permit.

3.20.7 Subleasing

No permit holder shall transfer, trade, or sub-lease their permitted Sport Field time granted by the City. Such assignments are strictly prohibited and may lead to loss of privileges.

3.20.8 Field Use: Last Minute Cancellations/No Shows

It is recognized that last minute changes to the use of a Sport Field may occur under rare, infrequent, or unforeseen circumstances. However, the City must be notified of any such changes to scheduled/permitted field use, within 2 business days of the occurrence. It is not acceptable for a Sport Field to go unused during a permitted time. The booking of Sport Fields without using them may result in a loss of privileges if notice is not provided to the City within 2 business days of a last-minute cancellation. Any permit holder that has been allocated field time and does not intend to use it regularly shall notify the City so time may be reallocated or otherwise

used to its maximum. No refunds will be issued in cases where a permit holder did not cancel their use of a field without advanced notice of at least 48 hours.

3.20.9 Permit Cancellations

Following the finalization of the Sport Field allocation, and the processing of requests for any additional time to accommodate expanded or new programming, seasonal user groups, will be issued monthly permits that cover their seasonal allocation.

User Groups have until April 15th to submit a list of allocated time on each monthly permit they wish to return without incurring cancellation fees. Once this date has passed, cancellation of any booked field time will incur an administrative cancellation fee equal to 25% of the fees for the cancelled time. No refunds will be available for cancellations made within 48 hours of a booking.

Casual and commercial groups must submit a request to cancel booked field time in writing at least 30 days in advance to avoid a cancellation fee equal to 25% of the fees for the cancelled time. No refunds will be available for cancellations made within 48 hours of a booking.

The City reserves the right to cancel any time for the purpose of repairs to the Sport Fields or structures located within a park for any reason deemed necessary. In the event of such cancellation, the affected permit holders will be provided with as much notice as possible and any applicable fees will be refunded.

3.21 Permit Holder Expectations

3.21.1 Expectations

As responsible users of municipal Sports Fields, all leagues/teams/individuals who book field time are expected to follow these guidelines, as well as the provisions of the Park and Recreation By-Law #2009-76 and all applicable federal and provincial statutes and regulations.

3.21.2 Code of Conduct

- i. No one is permitted to engage in an organized sport activity on a Sports Field, or in proximity to a field, that would cause one to enter a field in the form of a practice without a valid permit. No permit, no play and no practice. This would include fouling of end zones while using goal posts in reverse to facilitate a practice off the field. A permit is only considered valid if a signed copy has been returned to the FBO.
- ii. The consumption of alcohol is not permitted in any park or on any Sport Field unless authorized. This includes adjacent facilities and parking areas.
- iii. Players, coaches, and team supporters must be courteous and respectful to residents, other park users, caretakers, City staff and other agencies, at all times.
- iv. Designated washroom facilities or portable washrooms must be used at

- all times.
- v. Changing of clothing must only be done in washrooms and designated change rooms.
 - vi. All traffic signage, regulations and bylaws must be obeyed at all times.
 - vii. Permit Holders must ensure all garbage generated during use of the sports field is deposited in the provided trash receptacles and that no litter is left behind at the conclusion of the play period.
 - viii. Respect and protect private property.
 - ix. Obey all City By-laws and federal and provincial statues.
 - x. Ensure that field lights are turned off at the conclusion of evening bookings as applicable and be aware that lights must be turned off no later than 11:10pm.
 - xi. Access fields only during times noted on the field rental permit. Permit holders must not access the fields before their designated start time and must vacate the field before their designated end time.
 - xii. Permit holders will not enter the play area of any field that has been designated as closed by the City.
 - xiii. Permit holders will not use any municipal field not permitted to their organization.
 - xiv. The permit holder will not allow any person, group or organization not named on the permit to use or occupy the field.
 - xv. No person shall sell or expose for sale any refreshment of any product or service for a fee in a municipal park unless expressly authorized to do so by the City.
 - xvi. Permit holders will obtain approval from the City before erecting any signs, banners or pennants and will not deface public property. If such signage is erected without written permission or damages to public property occur, permit holders will be billed for any related expenses.
 - xvii. Permit holders will obtain permission from the property owner before retrieving any equipment from private property.
 - xviii. Permit holders will exercise good judgment and follow the procedures outlined in this allocation policy when assessing field conditions and will not use the fields when use is likely to cause injury to participants or result in damages to the playing surface.
 - xix. Amplified sound is not permitted on any municipal field or in any municipal park unless authorized by the City. Use of artificial noisemakers by spectators is not permitted.

3.21.3 Loss of Privileges

In addition to the charges applicable under By-Law #2009-76 the following loss of privileges may apply for any permit infraction or violation of the code of conduct, including but not limited to:

- i. Revocation of permit.
- ii. Loss of field time.
- iii. Refusal of future permit applications.

- iv. Imposition of a security deposit for future bookings; and/or
- v. Imposition of a fine for infractions that contravene City of Kingston By-Laws, including but not limited to organized use of the sports field without a valid permit and use of fields that have been designated as closed by the City.

3.21.4 Loss of Privileges Considerations

Loss of privileges for any infraction of this policy or associated By-Laws will consider:

- i. The circumstances and severity of the infraction.
- ii. The damage to the field (if applicable).
- iii. The impact on other field users, the public and the City.
- iv. The previous conduct and cooperation of the permit holder; and
- v. The level of cooperation and understanding by the permit holder in resolving the issues around the infraction.

3.22 Field Maintenance and Regeneration

3.22.1 Season Opening and Closing Dates

The City's Diamond Sport Fields will be closed between September 30th and April 30th. Rectangular Sports Fields will be closed between September 16th and May 14th. Seasonal field closures are vital to allow time for fields to rest, especially during the wettest times of the year, as this is when the most damage can occur. Seasonal field closures also provide time for maintenance that is not possible to complete during the periods the Sport Fields are in regular use. Should the use of specific Sports Fields be desired during the above-mentioned seasonal closure periods, a written request must be submitted to the City prior to September 15th for consideration. Decisions on the use of Sport Fields during the seasonal closure dates will depend on the fall maintenance schedule and field conditions at that time.

3.22.2 Routine Field Maintenance

The City's Public Works Department and its contractors will conduct routine maintenance on Sports Fields throughout the season in accordance with below:

- i. Grass mowing is performed once per week for fields without irrigation and twice a week for irrigated fields. Inclement weather may alter or delay mowing schedules.
- ii. Fields with irrigation systems will be watered as required and in accordance with the City's watering by-law.
- iii. City staff will review field conditions and maintenance schedules will be communicated to permit holders annually. Maintenance schedules are weather dependent and may be subject to change.

3.22.3 Field Closures

Fields may be closed at the discretion of the City. Closures are kept to a minimum when field conditions remain playable. Priority will be given to maintenance needs, rest, and regeneration periods for all fields. The City may close a field for any of the following reasons:

- i. The City engages in work involving any of the fields, parks, or areas close enough to a field or park to make play inadvisable for the duration of the work.
- ii. The condition or anticipated condition of the field makes the field unplayable, either due to the likelihood that play will result in damage to the field, or that conditions would compromise the health and safety of participants. Reasons for such closers include, but are not limited to, rain, poor surface conditions, damage, and poor air quality alerts. Should it be necessary to close any field, impacted permit holders will be notified as soon as possible and no later than 12:00pm on the day of the closer.

3.22.4 Inclement Weather/Poor Field Conditions/Short Term Field Closures

Conducting play on natural grass fields during periods of inclement weather can pose a hazard to both players and the fields themselves. During or following inclement weather the Supervisor of Public Works, or designate, will assess the state of the fields and issue notice that fields are closed to all permit holders through the FBO, if the fields are to be closed should the fields be assessed as unplayable. Short term field closure notices will be issued by email to permit holders designated contacts by 12:00pm. Permits will be amended to remove charges for any sessions impacted by such closures.

During periods of changeable, adverse weather conditions where fields remain open, referees and team officials will be responsible for pre-game inspections to determine field safety and surface damage potential. If fields are judged to be unfit for play based on 3.22.5 Unplayable Criteria below, play should not proceed and the FBO be informed within 48 hours. As long as notification of such cancellations is received by the FBO within 48 hours permits will be amended to remove fees for the impacted booking. The permit holder will be responsible for all damage to the field if used when in an unplayable condition or following a closure notice.

3.22.5 Unplayable Criteria

Whenever inclement weather occurs, the permit holders must evaluate the field condition using the following criteria. If any of these criteria are met, then the field is not to be used as it is considered unplayable:

- i. The presence of standing water or puddles and/or
- ii. Water sponges up around your feet when you walk on the field.

Permit holders must monitor the condition of the field throughout the period of play. If conditions deteriorate, so that the above conditions develop during the course of play, play must be stopped immediately.

3.22.6 Field Resting Program

In accordance with the Sustainable Turf Care Management Plan, the City may designate some fields for extended closure for maintenance or to allow for regeneration for a period of time, up to including the entire season. No user will conduct play on a field designated as closed.

3.22.7 Sport Field Amenities

The City has a wide variety of Sports Fields with varying amenities ranging from fields that are a part of a large multi-use sports complex featuring amenities such as washrooms, bleachers and running water, to single-use sports fields in residential parks with no such amenities. The City may provide a limited number of portable toilets at high use Sport Field locations without built washroom amenities as a courtesy but cannot guarantee that all Sport Fields that are available for permitted use will have any amenities beyond the field itself. Permit holders should confirm the amenities available at any given field they wish to permit before confirming a booking. If a user wishes to add amenities at their own expense, such as portable washrooms, to a Sport Field location that lacks such amenities, permission must be obtained by the City in advance.

3.22.8 Requests for Field Modifications, Improvements, Additional Amenities, or New Fields

Requests to modify or improve any City Sports Field, or requests for the addition of any new Sports Field shall be submitted in writing for review first, and if approved by City staff, will be submitted to City Council for consideration. Requests by users to add any additional amenities or structures to a field may be considered by City staff. Should permission be granted to add any structure to City property, such structures will become the property of the City upon completion. The funding of such additional amenities or structures will not infer any future obligation on behalf of the City to the groups or individuals who contributed funding, unless such obligations are articulated in a formal agreement between the parties involved.

3.23 Parking and Traffic

Permit holders must inform their participants and spectators to park in parking lots and public parking areas. If needed, permit holders should post directional signs to assist participants and spectators to appropriate parking areas. No vehicles are allowed on City Sport Fields or property other than parking lots without written permission from the City.

3.24 Lit Fields

At locations where lights are available, permit holders are required to turn the lights on and off. For energy conservation and respect for neighbours, permit holders are required to turn off the Sport Field lights at the conclusion of their game. Lights are on timers set to be activated ½ hour prior to dusk and turn off no later than 11:10pm. All participants are required to vacate lit fields by 11:00pm, unless otherwise authorized by the City.

3.25 Keys

Keys may be required for access to some Sport Field locations, light switch boxes, and washrooms/change rooms. A refundable key deposit may be required in order to sign out a key. Keys are to be obtained from the booking office at least one week prior to the start date and returned within 30 days of the completion date of the permit or the deposit will be forfeited.

3.26 General Administration

3.26.1 Forms

All applicants and users must submit all requests for permit applications, processing, amendments and cancellations on City approved forms. Packages and forms are available from the FBO. The City reserves the right to reject applications and requests from clients who submit forms which are not complete or contain falsified information.

3.26.2 Insurance Requirements for all Organizational Field Users

Any formal organization obtaining a permit for use of a City's Sports Field shall, at all times during its allocated time on the City's facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the City of Kingston, its elected Members of Council, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released Persons or the organization may become liable resulting from the organization's use of Sport Field time in City's facilities. Such policy shall be written with inclusive limits of not less than Five Million Dollars (\$5,000,000), shall contain a cross liability clause, a severability of interest clause, shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties and will have a total deductible of no greater than \$25,000. The Corporation of City of Kingston, 216 Ontario Street Kingston Ontario K7L 2Z3 must be named as additional insured.

The organization (for itself and its insurers) shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the Purchaser.

The organization shall provide certificates of insurance evidencing the coverage as required above to the FBO upon Sport Field time confirmation by the FBO, which certificates shall include the obligation on the part of the issuer of the certificates to endeavor to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the City for review from time to time and in the event of a claim.

3.26.3 Insurance Requirements for Casual Users

All casual user groups without existing insurance coverage, or affiliation with a sport governing body, as well as all individuals booking sports fields for private use, must purchase appropriate insurance through the FBO to cover all permitted use of sports fields.

4.0 Responsibilities

4.1 Field Allocation Responsibility

The City's Facility Booking Office (FBO) has the responsibility to manage the allocation and distribution of municipal Sport Fields on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial and federal directives where required. The FBO is responsible for the implementation of the policies as outlined.

4.2 Sport Field Operations

The City will responsibly manage its Sport Field resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective field and infrastructure updates.

On an annual basis, City staff will review, define, or confirm the City's Sport Field seasons, hours of operation, lighting, Sport Field uses and restrictions, facility closures, field resting, prime and non-prime time hour definitions and capacity calculations. The results of this meeting will enable City staff to update related portions of this document, the Allocation Matrix, critical dates, capital upgrades, and the Sustainable Turf Care Management Plan.

5.0 Approval Authority

Role	Position	Date Approved
Subject Matter Expert	Facility Booking Office	
Legal Review	Senior Legal Counsel	
Management Review	Assistant Supervisor, Rec Services Supervisor, Rec & Com Dev Manager, Rec Services Manager, Rec Facilities Manager, Public Works	
Final Approval	Council	

6.0 Revision History

Effective Date	Revision #	Description of Change

7.0 Appendix

7.1 Related Links and Documents

Sustainable Turf Care Management Plan