



City of Oshawa Outdoor Field Management Policy

Introduction

Oshawa's outdoor playing fields and sport facilities are in high demand and their allocation and use is of great interest to many sport groups and event organizers. For many years the Ball and Soccer Sport Councils have allocated ball and soccer facilities to their member groups. A deficit in soccer and multi-purpose fields, the absence of a representative council for the remaining sport organizations and divergent and sometimes conflicting approaches to allocation among volunteer organizations has necessitated the need for the City to assume the authoritative role in outdoor sport field and facility allocation and management. Further, Council has directed:

OS-04-181 July 7, 2004

1.b) That the City develop an equitable sport field allocation policy that is based on participant numbers and responds to 'accessibility' issues and to potential demands from emerging sports; and

2. That the "Provision Standards", as outlined in Section 3.2 of the {Outdoor Sport Field Study} report, to establish a City standard to determine the number of playing fields based on participant numbers, be approved and that user groups be required to provide registration information including name, age and residency to confirm participant numbers;

OS-06-86 April 24, 2006

... that the management of booking ball diamonds be transferred back to the City.

OS-06-141 June 5, 2006

"That staff initiate the process of meeting with all outdoor sport field users to develop the Outdoor Field Allocation Policy".

The City's goal is to promote and encourage participation in field and outdoor sports to the overall benefit of the community. This Outdoor Field Management Policy (OFMP) has been developed to help address the impacts of changing demographics, registration trends, user demand, turf management, field deficits, etc. on the fair and equitable distribution of sport fields and facilities and on the successful ongoing management of the same.

The Policies identified in this document establish and clarify the City's responsibility for outdoor field and facility allocation and administration and its' commitment to the management of:

- outdoor field and facility operations and capacities,
- outdoor field and facility allocation and distribution,
- the processing and management of tournament, special event and seasonal permits,
- special outdoor sport and field management issues
- general administration requirements, and
- field and facilities openings and closures.

This document also responds to several goals and objectives from the Parks, Recreation and Culture Strategy.

1. OUTDOOR FIELD AND FACILITY ALLOCATION RESPONSIBILITY

The City of Oshawa's Recreation and Culture Services staff have the responsibility to manage the allocation and distribution of outdoor fields and facilities on a yearly basis to reflect population, registration, utilization and participation patterns in addition to applying municipal, provincial and federal directives where required. The City's Facility Booking Office (FBO) is responsible for implementation of the policies as outlined.

2. FACILITY OPERATIONS and CAPACITIES

The City of Oshawa will responsibly manage its outdoor field and facility resources to ensure optimal usage and programming, to reflect municipal directives and to minimize risk and operational issues.

On an annual basis, city staff will organize a meeting with participants from the Recreation and Culture and Parks and Facility Maintenance Services Branch to review, define or confirm the City's outdoor field and facility open and close dates, hours of operation, field uses, amenities, classifications and restrictions, planned facility closures, special operating hours and capacity calculations. The results of this meeting will enable city staff to update related portions of the Procedures document, the Annual Field and Facilities Operations Calendar, the Outdoor Field and Facility Management Schedule and Critical Dates, the Diamond Allocation Matrix, the Sport Field Allocation Matrix and the Five Year Planning Calendar and operational budgets.

3. ALLOCATION and DISTRIBUTION

On an annual basis the FBO will develop the Diamond and Field Allocation Matrices which will best reflect the expressed needs of users and the application of this Policy's directives and guides. FBO will attempt to match the quality of play to the facility that is most conducive to usage and attempt to gain maximum efficient facility usage.

The City of Oshawa reserves the right to reassign fields and facilities annually as required.

3.1 Client and Programming Priorities

Outdoor fields and facilities will be allocated according to the following **client** priority levels, which will be used to determine priority allocation at all facilities with the exception of facilities that may be designated as ‘exclusive use’ facilities:

1. City of Oshawa Program – includes special events and instructional programs
2. Affiliated Minor Associations, Organizations and Groups
3. Affiliated Adult Associations, Organizations and Groups
4. Boards of Education – LOSSA, high school and elementary school use
5. Occasional and Commercial Users

Outdoor fields and facilities will also be allocated by the following **programming** priority types of programs/play:

1. Tournaments, special events, provincial or higher championships
 - a. Sanctioned provincial or higher championships or events
 - b. Sanctioned tournaments and events
2. League or seasonal play
3. Invitational, open and charity tournaments and events
4. Occasional play, practices, exhibition games
5. Revenue producing programs offered by clients

3.2 Affiliation

The City of Oshawa will qualify minor and adult associations, organizations and groups, who can demonstrate their stability and viability, for priority field and facility time access. Once qualified, affiliated minors will receive Priority 2 status while affiliated adults will receive Priority 3 status. Affiliation status will be granted for the first time in 2009, to be renewed annually.

Priority 2 and 3 clients are also expected to fulfill additional responsibilities in order to receive additional benefits outlined in the Outdoor Field and Facility Management Procedures document.

3.3 Non-Affiliated Adult Clients – ‘Grandfather’ Status

Adult clients/teams who permit two or less hours per week are not eligible for affiliated status and will become a Priority 5 level client. The City of Oshawa wishes to recognize existing long term adult clients. Grandfathered status will provide existing casual or occasional use adult clients (clients prior to the 2007 season) Priority 3 status privileges without having to perform all affiliation process requirements. It also provides access to historical fields (same or similar date or time block) to these users.

The City reserves the right to change the fields or facilities allocated to grandfathered clients only when facility closures or restrictions must be applied or when operational maintenance is required. In these circumstances every attempt will be made to find an equitable time replacement.

If a designated ‘grandfathered’ permit holder disbands or fails to apply for a field or facility in consecutive playing seasons, they will lose their ‘grandfather’ status. If they reapply in a subsequent playing season, they will be treated as a new client. The ‘grandfather’ designation is not transferable.

3.4 Residency

The City of Oshawa recognizes the tax-based contribution provided by its residents toward the development and operation of recreation and sport facilities and recognizes that residents will always receive priority over non-residents in the allocation of field and facility time. For the purpose of supporting the ongoing development of sport groups (e.g. representative teams, Challenge League), the City of Oshawa will accept the residency requirements defined by the Sport Governing Bodies (SGB) which govern the actions of local affiliated outdoor field and facility user groups.

The City reserves the right to impose residency requirements or limitations on permit applicants during periods where field or facility capacities are restricted and a deficit exists.

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

3.5 Registration Information Requirements

The number of weekly hours allocated to any affiliated group or organization will be based on justified need. On an annual basis, registration data must be supplied by the organization in an approved format to the FBO Office. The personal information to be collected and provided is to include the surname, year of birth, street name and municipality, postal code and phone number of each participant. The City requires each organization to post or distribute a Privacy Commissioner approved ‘Notice of Collection’ prominently at each registration session, whether online, or in person. Further, if registration is taken over the phone, the organization must ensure that each participant or parent/guardian is aware of the notice before registration is finalized.

3.6 Application of the Standard of Play

The FBO will apply the supplied registration data to a ‘Standards of Play’ (SOP) formula which will determine the total number of weekly hours each organization is entitled to and the distribution of those hours to different age and skill level groupings. FBO will communicate total hours of entitlement to the organizations shortly after the registration data has been reviewed and applied to the Standard of Play.

During periods when the total demand for fields and facilities exceed supply, a group’s entitlement will be pro-rated so that all affiliated users experience equitable deficit adjustments to their entitlements. Non-municipal facility supply must be considered in this process.

3.6.1 Standard of Play for Ball (Baseball, Fastball, Slo-Pitch, Softball) (Approved Oct 19, 2009)

STANDARD OF PLAY for BALL

Effective: 2010 Regular Season

Level of Participation	Age Qualifier	Max # per Team	Entitlement* in hours/wk	Weighing Factor	DESIRED " " /PER WEEK				
					PRACTICE		GAME		
					#	LENGTH	#	LENGTH	
INSTRUCTIONAL		<i>per field</i>		<i># of Oshawa Registrants</i>					
	Blastball (4)	14	1.5	x 0.11			1	1.5	
	T-Ball, Learn to Play (4-6)	22	1.5	x 0.068			1	1.5	
RECREATIONAL / HOUSELEAGUE				<i># of Oshawa Registrants</i>					
	Baseball	Rookie Ball (7-9)	12	3	x 0.25	1	1	2	2
		Mosquito, PeeWee Bantam, Midget (10-17)	14	3.5	x 0.25	1	1.5	2	2
	Slo Pitch	Open	14	0.75	x 0.054			1	1.5
	Softball	Minor Mite (up to 8)	14	3.5	x 0.25	1	1.5	2	2
		Mite, Squirt, PeeWee, Bantam, Midget (8-21)	14	4	x 0.29	1	1.5	2	2.5
		Adult	14	2.25	x 0.16	1	1.5	1	1.5
REP - MINOR				<i># of Teams</i>					
	Baseball	Rookie Ball to Midget (8-17)	16	7	# teams x 7	2	2	2	3
		Junior (18-19)	21						
	Fastball	Mite to Squirt (9-12)	15	2.25	# of teams x 2.25	1	1.5	1	1.5
		PeeWee to Midget (13-18)	15	3	# of teams x 3	1	2	1	2
REP - ADULT	Adult	15	2	# of teams x 2	1	1	1	2	

Note 1 - Two teams share a facility for a game so the entitlement is adjusted by .5. Surplus of ball facilities allows for single team practices

Note 2 - All Stars/Selects will not be allocated time. Requests for additional diamond time will be received only after the needs of Houseleague and rep are satisfied.

Note 3 - Entitlement at the Instructional and Recreational/Houseleague levels is based on the number of Oshawa residents only. At the rep level it is based on the # of teams

Note 4 - Entitlement reflects the minimum number of hours each level or team must accept. If more hours are desired, each organization must justify this need in writing well in advance of the seasonal application process. Additional needs will be satisfied pending field/facility availability and demand.

3.6.2 Standard of Play for Outdoor Fields (Football, Lacrosse, Rugby, Ultimate Frisbee)
(Approved Oct 19, 2009)

STANDARD OF PLAY for OUTDOOR FIELDS (excluding Soccer)

Effective: 2010 Regular Season

Level of Participation	Age Qualifier	Max # per Team	Entitlement* in hours/wk	Weighing Factor	DESIRED " " /PER WEEK					
					PRACTICE		GAME			
					#	LENGTH	#	LENGTH		
INSTRUCTIONAL		<i>per field</i>		<i># of Oshawa Registrants</i>						
	Lacrosse	Girls Lacrosse (5-6)	30	1	0.033	2	1			
RECREATIONAL / HOUSELEAGUE		<i>per age div/field</i>		<i># of Oshawa Registrants</i>						
	Football	Tyke/Atom/Peewee (6-15)	120	6	x 0.05	2	2	1	2	
		Lacrosse	Girls Lacrosse Jr. (7-9)	30	1	x 0.033	2	1		
			Girls Lacrosse HL (all ages)	20	1	x 0.05			2	1
	Boys Lacrosse HL (all ages)		15	2.75	x 0.183	1	1.5	2	2	
	Rugby	Boys (10U), Girls (all ages)	22	1.75	x 0.08	1	2	1	1.5	
		Boys (11 and over)	22	2.5	x 0.114	1	2	2	1.5	
		Sr. Men and Women	22	3	x 0.136	2	2	1	2	
	Ultimate Frisbee	Open <i>divide fields</i>	36	0.75	x 0.021			1	1.5	
	REP - MINOR				<i># of teams</i>					
Football		PeeWee OV (13-14)	50	4.5	x # of teams	3	3			
		Junior OV (15-17)	50	4.5	x # of teams	3	3			
		Senior OV (17-20)	50	4.5	x # of teams	3	3			
Lacrosse		Boys (all ages)	23	1.5	x # of teams	1	1	1	2	
	Girls (all ages)	20	2.5	x # of teams	2	2	1	1		
REP - ADULT	Football	Senior Men's	50	2	x # of teams	2	2			

Note 1 - Two teams share a facility for a game so the entitlement is adjusted by .5. Deficit of field facilities requires 2 teams to share practice times.

Note 2 - All Stars/Selects will not be allocated time. Requests for additional field time will be received only after the needs of Houseleague and rep are satisfied.

Note 3 - Entitlement at the Instructional and Recreational/Houseleague levels is based on the number of Oshawa residents only. At the rep level it is based on the # of teams

Note 4 - Entitlement reflects the minimum number of hours each level or team must accept. If more hours are desired, each organization must justify this need in writing well in advance of the seasonal application process. Additional needs will be satisfied pending field/facility availability and demand.

The following programs will not receive any field entitlements at Class A, B or C Class fields as these organizations/levels will play at Civic Fields:

- Football PW, Junior and Senior OV (Rep), Senior Men's, Tyke Atom Peewee Rep
- Lacrosse Boys HL and Rep

The following programs will not received any field entitlements at Class A, B or C Class fields as these organizations have opted to play at private fields:

- Rugby all programs

3.6.3 Standard of Play for Soccer (Approved Oct 19, 2009)

STANDARD OF PLAY for SOCCER

Effective: 2010 Regular Season

Level of Participation	Age Qualifier	Max # per Team	Entitlement* in hours/wk	Weighing Factor	DESIRED " " /PER WEEK			
					PRACTICE		GAME	
					#	LENGTH	#	LENGTH
INSTRUCTIONAL		per field		# of Oshawa Registrants				
	4 UNDER	80	1	x 0.013	1	1		
RECREATIONAL / HOUSELEAGUE				# of Oshawa Registrants				
	8 UNDER	18	1	x .056	1	1	1	1
	12 UNDER	18	1.25	x .069	1	1	1	1.5
	18 UNDER	18	1.5	x .083	1	1.5	1	1.5
	19 +	18	2	x .111			2	2
REP - MINOR	SELECT LEAGUE (8-18)	18	1.75	# of teams x 1.75	1	1.5	1	2
	CESL, CGSL, CSL (12-18) + U8 & U9 DSL	18	3	# of teams x 3	2	2	1	2
	OYSL (14-18)	18	3	# of teams x 3	3	2		
REP - ADULT	OWSL, OSL (19+)	25	2	# of teams x 2	1	2		

- Note 1** - Two teams share a facility for a game so the entitlement is adjusted by .5. Current deficit of field facilities requires 2 teams to share practice times, except for OWSL & OSL..
- Note 2** - All Stars/Selects will not be allocated time (other than Select League shown). Requests for additional field time will be received only after the needs of HL and rep are satisfied.
- Note 3** - Entitlement at the Instructional and Recreational/Houseleague levels is based on the number of Oshawa residents only. At the rep level it is based on the # of teams
- Note 4** - Entitlement reflects the minimum number of hours each level or team must accept. If more hours are desired, each organization must justify this need in writing well in advance of the seasonal application process. Additional needs will be satisfied pending field/facility availability and demand.
- Note 5** - Teams competing in the OYSL, OWSL & OSL (adults) will play games at Civic Fields, therefore be allocated practice times only on A, B, & C class fields.

3.7 Minimum Hours of Commitment per Week

Each affiliated user must commit to a minimum number of rental hours each season as determined during the benchmark 2008 season application process. This number will be determined through application of the Standards of Play formula against actual registration data. A future permanent decrease in commitment will only be considered after staff are satisfied that every attempt has been made by the client to meet commitment levels over a two year period.

An immediate adjustment to the minimum commitment level will be considered when a local organization is impacted by a rule or program change initiated by its SGB. The local association must supply documentation to demonstrate the origin of the change and its impact locally.

3.8 Minimum Days of Commitment per Week

When a field/facility deficit exists, all affiliated users must commit to permitting and using existing facilities for a minimum 5 days per week (chosen from any 5 days from Sunday to Saturday) for the period between the Victoria Day in May to the end of August. Exceptions to the 5 day per week commitment may be made when the City is unable to supply the required fields or facilities, for disruptions to regular permit time due to events and emergency closures and on a case by case basis, as requested in writing by the applicant.

Upon assessment of field conditions, the City may modify this 5 day per week commitment to allow for operational maintenance in order to minimize risk to participants.

3.9 Time Period Entitlements and Restrictions

3.9.1 Weekdays and Weekends

With some exceptions, tournaments generally occur on weekends and seasonal play is generally scheduled during the week. Staff will allocate and restrict tournament play primarily to weekends except for championship, national or international tournaments which can occur on other days of the week and are subject to negotiation. Seasonal permit holders may be impacted and will be advised of any potential exceptions at the time of permit issuance.

3.9.2 Time of Day

Un-permitted use outside of the following time restrictions is not allowed and subject to a per occurrence penalty fee. Repeated offenses can result in the cancellation of all permits for the remainder of the season.

Unlit Facilities

Warm ups, practices and games can commence no earlier than 8 a.m. and must conclude by dusk.

Lit Facilities

Warm ups, practices and games can commence no earlier than 8 a.m. and must conclude (no complete inning or period of a game can commence after the times indicated) by:

RECTANGULAR FIELDS		BALL DIAMONDS	
PARK	End Time	PARK	End Time
Civic Fields	11 p.m.	Alexandra Park	10:30 p.m.
Lakeview Park	10:30 p.m.	Durham Fields	11 p.m.
		Kinsmen Stadium	11 p.m.
		Lakefront West	11:30 p.m.
		Lakeview Park	10:30 p.m.
		North Oshawa Park	11 p.m.
		Woodview Park	11 p.m.

TENNIS COURTS

LIT		UNLIT	
PARK	End Time	PARK	End Time
Baker Park (2)	May to October 10 p.m.	Alexandra Park (3)	Dusk
North Oshawa Park (5)		Brookside Park (2)	Dusk
Stone Street (4)		Civic Fields (2)	Dusk
		Columbus Park (1)	Dusk
		Conlin Woods (1)	Dusk
		Radio Park (1)	Dusk
		Kingside Park (2)	Dusk

When a special event is being held, permission to extend the established curfew time must be requested in writing well in advance of the start date and is subject to approval by the Commissioner of the Community Services Department and to additional fees if overtime is incurred.

3.9.3 Time Block Bookings

No affiliated organization will dominate a specific permit time block to the detriment of another affiliated organization. Organizations requiring more than one facility per night will be required to permit vertically (early to late) time periods on one facility before adding another. The City reserves the right to alter an application to meet these requirements.

3.9.3.1 Class AA, A Facilities

Affiliated groups are required to accept field and facility allocations in minimum 2 hour blocks of time.

3.9.3.2 Class B and C Facilities

Affiliated groups are required to accept field and facility allocations in minimum 1 hour blocks of time.

4. **PROCESSING and MANAGEMENT of TOURNAMENTS, MEETS and SPECIAL EVENTS APPLICATIONS and PERMITS**

The City of Oshawa recognizes the significant positive impacts that tournaments, meets, special events and championships can provide to the community. In order to accommodate these events and minimize disruption to regular programs and league play, they will be considered and permitted in advance of seasonal applications into pre-determined event slots and facilities.

During the playing season, a completed City of Oshawa Application for Facility Permit must be received at least 30 business days prior to proposed commencement of the tournament/event to be considered. In this circumstance, bumping of a regular league client will not be considered.

The City is committed to achieving a balance between recreational and special event use during the permit season.

4.1 **Opportunities and Restrictions**

The following facilities will be considered as the primary facility to host tournaments and special events for their respective sports and levels of play:

SPORT	MINOR	ADULT
BASEBALL	Lakeview Park (3), Kinsmen Stadium, Ritson	Kinsmen Stadium, Ritson
BEACH VOLLEYBALL	Lakeview Park (4)	Lakeview Park (4)
FASTBALL/SOFTBALL	Alexandra (4), Woodview, Durham Fields	Alexandra (4), Woodview, Durham Fields
SLO-PITCH	Lakefront West (8)	Lakefront West (8)
FOOTBALL	Civic Fields (2 – CF #1 & 4)	Civic Fields (2 – CF #1 & 4)
LACROSSE	Civic Fields (4), Lakeview Park (5), Ritson (3)	Civic Fields (4), Lakeview Park (5), Ritson (3)
SOCCER	Civic Fields (3 – CF #1,3,4), Lakeview Park (5), Ritson (3)	Civic Fields (3 – CF #1,3,4), Lakeview Park (5), Ritson (3)

The City reserves the right to limit the number of tournaments and events held at these facilities between May and September inclusive in an effort to minimize disruption to regular season users.

4.2 **Scheduling**

Tournament schedules must use each permitted field/facility equally during the first day of competition in order to spread the impact of use and preserve turf quality for the benefit of all tournament and seasonal users.

Schedules must include sufficient buffer (non-playing) periods to allow for the completion of activities within the permitted times and to allow for sufficient transition periods when games are played in succession. The City reserves the right, after mutually cooperative solutions

cannot be achieved, to alter the schedule or cancel the permit if buffer times are missing or insufficient.

In order to effectively schedule maintenance and surveillance staff and to ensure that the field/facility is prepared/inspected accordingly, the City requires that all organizers submit their final schedule no later than 10 business days prior to the commencement of the tournament/event. The exception to this requirement will be for Slo-Pitch tournaments only – they are required to submit their schedules to FBO by the end of the business day on the Tuesday before the commencement of their event. Any changes to the schedule after this date which require additional facility operational or maintenance services may not be accommodated.

4.3 Permit Amendments and Cancellations

4.3.1 Prior to the Event

The City will effectively manage any client requests for tournament and special event permit amendments or cancellations with the goal of minimizing negative administrative, revenue and operational impacts. When changes or cancellations are requested the guidelines outlined in the Outdoor Field Management Procedures document will be stringently applied.

A tournament or event cancelled by the applicant with less than 10 business days written notice will require a 50% payment of the total permit fees. If the event was at no cost, the applicant will be restricted from applying for a tournament for the remainder of the season and for the following season. The applicant will also be required to pay any applicable amendment and cancellation fees. In addition, the applicant will be invoiced to recover any costs that may have been incurred by the City in preparing for the event.

The applicant will be completely refunded if the tournament or event is cancelled by the City and an alternate date will be offered, if available.

Amendments to each affected location on the permit is subject to a processing fee. The processing fee for requests for additional time(s) may be waived upon the discretion of the FBO.

4.3.2 During the Event

All facility closure/cancellation criteria and procedures due to weather conditions outlined in Section 8 will be strictly adhered to in order to determine the cancellation of any permit time during an event. If fields are determined unplayable by on-site staff or game officials then play will be suspended and a time established to re-assess conditions. If conditions do not allow for any additional play for the duration of the event, it will be suspended indefinitely. It is the responsibility of the permit holder to notify FBO of any weather-related cancellations within 2 business days of the conclusion of the event. It is also the option and responsibility of the permit holder to reschedule games if feasible.

4.4 Payment

All historical tournament/event permit and special service charges and fees must be paid in full within 30 business days of the conclusion of the event. If payment is not received within this time period the applicant will be charged interest on the outstanding balance for every day or part thereof that it remains unpaid.

All new tournaments/events must submit a non-refundable deposit of 10% of the total event fee at the time the application is approved and prior to permit issuance. If the new event applicant is unable to submit the deposit within 30 calendar days of notification, the application will be cancelled. The remaining 90% of the tournament/event fee is due 4 calendar weeks prior to the first day of the event. New events offered by existing event permit clients will be subject to the payment requirements under historical tournaments.

5. PROCESSING and MANAGEMENT of SEASONAL and LEAGUE APPLICATIONS and PERMITS

A completed City of Oshawa 'Application for Facility Permit' must be received by the deadline date established by the Community Services Department in order to be processed in accordance with guidelines listed in Section 3 of this Policy and to have historical allocation considered.

Applications received after the deadline date will be considered as expediently as possible and when time allows.

5.1 Opportunities and Restrictions

The City has the right to control all field and facility distribution and use at City owned properties for the duration of the contract. The City will designate uses and restrictions (e.g. levels of play, minor vs. adult) at each facility, in consultation with user groups, and will permit use accordingly.

5.2 Schedules

In order to maintain the efficient scheduling of maintenance staff, field/facility preparation and the surveillance program, the City requires that all affiliated groups supply game and practice schedules and special maintenance requests to the FBO by the dates specified and communicated to permit holders. The City reserves the right to specify the format of the schedule. Failure to provide schedules could result in the discontinuation of field maintenance and the cancellation of all or some of the permit contract for the remainder of the season.

Schedules must include sufficient buffer (non-playing) periods to allow for completion of activities within the permitted times and to allow for sufficient transition periods when games are played in succession. The City reserves the right, after mutually cooperative solutions cannot be achieved, to alter the schedule or cancel the permit if buffer times are missing or insufficient.

Seasonal schedules are due to the FBO at least 5 business days prior to the commencement of the first use by the applicant organization.

5.3 Permit Amendments, Cancellations and Burnt Fields

The negative impacts that unused, returned, amended and cancelled fields and facilities can have on the City and its users will be minimized through the strict and reasonable application of permit amendment, cancellation and unused field procedures.

5.3.1 Amendments

5.3.1.1 Pre-Season Returned Fields/Facilities (Temporary)

Due to unforeseen circumstances, some affiliated users may not generate the registrations required to meet their minimum weekly hours of commitment (established in 2008) – leaving them with a temporary oversupply of hours. FBO will 'loan' out

hours not required for the remainder of the season. The hours will then revert back to the original user in the next field season. This 'loan' process can be repeated for a second season, if required.

Time turned back in must be in same ratio as booked (e.g. days of the week, weekday and weekend). The City reserves the right to accept only hours that hold the greatest potential for rebooking.

5.3.1.2 Pre-Season Returned Fields/Facilities (Permanent)

If the user is unable to fulfill their original level of commitment for a third season, a permanent adjustment to the affiliated user's commitment will be negotiated.

5.3.1.3 Added Fields/Facilities (Temporary or Permanent)

All hours added to an existing contract will be final on the date issued and accepted. No further changes will be considered.

5.3.1.4 During-Season Transferred Fields & Facilities/ Trades/Sub-Leased Fields & Facilities

The City of Oshawa is the sole permit authority for all field and facility times. The City must be aware of and be able to control the intended use of all of its facilities at all times. The practice of occasionally transferring, trading or sub-leasing fields/facilities between contract holders is strictly prohibited and may lead to the cancellation of a season permit and future field /facility allocation reductions.

Changing the intended use or users of the field/facility (e.g. practice becomes a game, Team A replaces Team B) within a single organization's contract is acceptable upon advance written notification and forwarding of related schedule updates to the FBO Clerk.

It is recognized that last minute changes to the intended use of a field or facility may occur under rare, infrequent and unforeseen circumstances; however the FBO must be notified in writing by the permit holder within 2 business days after the occurrence.

5.3.2 Cancellation by the City

The City reserves the right to reasonably postpone, reschedule or cancel any permitted activity due to justified circumstances. The City reserves the right to cancel a contract or portion of the contract without notice should there be a breach of the conditions or regulations or should the City be of the opinion that the facilities are not being used for the purpose contained in the application.

Where postponement or rescheduling cannot be mutually coordinated, the contract holder affected will receive a full refund/credit for the time owing.

Cancellation of fields/facilities due to inclement weather will be made in accordance with Section 8 of this document.

5.3.3 Cancellation by Permit Holder

5.3.3.1 Pre-Season

Once a contract is signed, single or occasional field use cancellations will be permitted only if initiated by the contract holder's designated permit holder/scheduler(s) and under the following conditions:

- 10 business days written notice is provided to the FBO
- payment of a cancellation fee per facility affected by the cancellation request

Where there is a facility rental fee, the contract holder is responsible to pay the full cost for unsold hours and the additional cancellation fees. Where there is no facility rental fee, any costs incurred will be assessed and charged to the permit holder in addition to any cancellation fees.

5.3.3.2 During Season

It is the responsibility of the season holder to notify the FBO in writing of any cancellations to permitted use due to inclement weather or other conditions that lead to a field being unplayable. Notification and reason for cancellation must be received within 2 business days of the cancelled time in order to be considered eligible for any refunds or to qualify as an approved non-use of permitted fields.

5.3.4 Unused Fields and Facilities

Affiliated users are not permitted to book fields and facilities that will go unused except for the purpose of ensuring that sufficient time is available, as a contingency, to prevent a curfew situation for tournaments or league games. Unused fields and facilities (no shows) reflects badly on the contract holder and on the City's administration of the same and is not acceptable. The guidelines detailed in the Outdoor Field Management Procedures document for managing unused fields and facilities will be strictly applied.

5.4 Payments

All Priority 2, 3 and 4 users will be invoiced monthly, payment is due within 30 days. All Priority 5 users must pay in full at the time of permit issuance.

6. GENERAL FIELD and FACILITY MANAGEMENT

6.1 Curfewed Games

The City reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and to be respectful of any related by-laws. It is the responsibility of user groups to inform the FBO of any special requirements regarding curfews at the time the schedules are submitted.

6.2 Instructional Programs and Sport Services

The City reserves the right to offer instructional programs and services at its fields and facilities for the benefit of the general public. Instructional programs and services proposed to be offered by any permit applicant are subject to the City's review and approval. The duplication of programs and services will be managed and/or eliminated.

6.3 Introduction of New Community Programs and Services from Affiliated Clients

New and expanded programs/services from existing affiliated clients will be accommodated only to provide for unmet community needs. If the applicant's written proposal can demonstrate/justify the need for a new program or service and does not adversely affect any existing affiliated user, allocation of hours will be considered. An increase in allocated hours will only be considered when field and facility deficits do not exist.

6.4 New Organization/Emerging Sport

When reasonable and feasible, the City of Oshawa will recognize a new field organization or emerging field sport and will allocate field time to enable it to establish its programs and services in the City. Recognition and field allocation will occur once the conditions and criteria outlined in the Outdoor Field and Facility Management Procedures document are met and if existing affiliated users will not be adversely affected. The City will use unallocated field time first to meet the needs of a new applicant and will work with existing users to explore potential reallocation of their hours. New users cannot bump historical users.

Where there is a new user group requesting field or facility bookings and if there is already an existing user group meeting similar needs in the community, the department will direct the new group to the existing user's group.

6.5 Opening Fields and Facilities Outside of Standard Hours of Operation

The opening of attended fields or facilities on statutory holidays, when they are normally closed, or beyond established operating hours will be considered only if the applicant agrees to pay for the full operational costs for such an opening, if the by-laws permit it and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

6.6 Parking and Vehicles on Fields

It is an offence to park, drive or operate any vehicle in any park, except in those areas designated for that use, which include public parking areas, driveways or roadways (Parks Bylaw 83-2000). Bylaw infractions are subject to fines and repeat offences by any members of an organization could result in permit cancellation. Exceptions will be considered by the Parks and Facilities Maintenance Branch upon receipt of a written request.

6.7 Provision of Services and Equipment

Where additional services such as moving in extra bleachers, snow-fencing, grading and manual assistance are required over and above the normal Park attendant's duties, a charge for total labour (wage and burden) and equipment will be levied to the permit applicant. The City, upon review of the permit application, reserves the right to require the applicant to add the services of a park attendant at any facility.

Self-serve access to equipment (picnic tables, benches, garbage receptacles, stanchions, booths, platforms and snow fencing) requires the submission of an application, with sufficient lead time, and a refundable deposit.

6.8 Concessions

Permit holders must receive permission to provide any level of vendor or concession services on any City facility or property at any time. All requests must be made in writing and allow for the sufficient processing of such requests. The granting of permission to sell or distribute products and services will be respectful of existing concession contractual obligations and be contingent upon meeting all additional requirements as specified by the City.

6.9 Warm Ups

The permit holder can hold warm-ups on a field or facility which has been permitted to include this activity. Warm ups can occur in an un-permitted area as long as it does not impede other participants or spectators and is not inside any city building or structure. The City reserves the right to stop any warm ups that pose a risk or are using areas that are restricted or require a permit. The permit holder will be charged a rental fee and an administration fee for any such illegal use of a facility or field.

7. GENERAL ADMINISTRATION

7.1 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 in the permit office year round. The City reserves the right to reject applications and requests from clients who submit forms which are not complete or contain falsified information.

7.2 Permit Requirements

Any structured usage of City of Oshawa fields, facilities, parkland, and trails requires a valid permit (signed by a designated representative of the applicant organization and the Community Service Department). Un-permitted use is prohibited.

By signing the permit, the applicant is acknowledging that the applicant and/or organization they represent agrees with the Policies, procedure, bylaws, rules and regulations, terms and conditions governing the use of City-owned/operated facilities (which are listed on the reverse side of the permit) and shall be referred to as the Permit Holder.

7.3 Indemnity

The Permit Holder shall continuously save, keep harmless and fully indemnify the City of Oshawa, its elected officials, officers, employees, servants, agents, its successors and assigns, from and against all actions, claims, demands suits, proceedings, losses, liabilities, damages, costs and expenses, including legal fees, which may be brought against or made upon or incurred by the City resulting from or arising out of or in any way related to the issuance or existence of the Facility Permit, excepting claims for damage resulting from the gross negligence of the City.

7.4 Insurance Requirements for Priority 2 to 4 Clients and Commercial Users

The Permit Holder shall, at all times during which it is allocated field or facility time in the City of Oshawa, arrange, pay for and keep in effect Comprehensive General Liability (CGL) Insurance written on an occurrence basis with liability limit of not less than two million dollars (\$2,000,000) in respect of any one accident or occurrence. The City shall be named on the policy as an **additional insured** without subrogation. Policy coverage shall include, but is not limited to, third party bodily injury including death, personal injury and property damage. The Policy shall be taken out with an insurance company licensed to carry on the business of insurance in Ontario. The Policy shall contain a cross liability and/or severability clause which protect each insured to the same extent as if they were separately insured. The Policy shall be endorsed to provide that the City is to receive not less than 30 days notice in writing in advance of any cancellation, material amendment, or change restricting coverage. Should any claim(s) arise, the Permit Holder shall be financially responsible for the deductible amount stated in the policy. Prior to issuance of any permit, the Permit Holder shall verify that valid insurance coverage is in place by submitting a certificate of insurance to the FBO which must be acceptable in all respects to the City.

7.5 Insurance Requirements for Casual Users and Grandfathered Clients

All casual users and organized organizations which do not have insurance coverage from another source must purchase insurance through the City for each permit hour.

7.6 Outdoor Field Management Policy Review and Update

The Outdoor Field Management Policy will be reviewed on an annual basis, initiated by the FBO. FBO has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.

8. **FIELD and FACILITY OPENINGS and CLOSURES**

Pre-determined opening and closure of fields and facilities will be based on capital upgrades or renovations, implementation of master plans or Council directives, rotation needs, maintenance needs, turf conditions and recovery, type of play and user requests. Planned closures will be pre-determined jointly by Parks and Recreation staff and will be communicated to all affected users in a timely fashion.

During the season, fields and facilities may be closed to play from time to time due to unforeseen renovation and repair needs or weather conditions. A game and/or event is subject to cancellation at any time. These unplanned closures will be determined and implemented through application of the guidelines and directives outlined in the Procedures document. Notification of unplanned closures will be given to permit holders directly and be communicated to the general public and participants as time permits.

8.1 **Planned Sport Field and Facility Opening and Closing Dates**

Annual open and close dates will be finalized each year during the annual field operations review meeting and communicated to users well in advance of permit application due dates. Open and close dates will be determined on a field by field basis and by applying the criteria outlined in the Procedures document.

Generally, the following guideline will be followed to determine opening dates for fields and facilities and is subject to conditions outlined in Section 8 of this Policy:

- a) **Ball diamonds** will be open for play the first weekend in May except for Lakefront West which will be open for play the last weekend in April; consideration may be given to the granting of special requests for significant events.
- b) All **rectangular fields** will be open for play the third weekend of May; consideration will be given to accommodating league scheduled play, by making up to four fields available as of May 7th. The only exception to this opening date is Civic Fields #1, which will generally open the first Friday in June.
- c) **Open Spaces** will be determined in advance to provide for preseason practice time, but generally these spaces will be available the first weekend in April, contingent on suitable ground conditions as assessed by Parks and Facilities Maintenance Branch.
- d) **Tennis Courts** nets and posts will be installed the second week in April. Lights will be available as of the first week in May.
- e) **Track and Field** [to be completed in phase 2]

Generally, the following guideline will be followed to determine closing dates for fields and facilities and is subject to conditions outlined in Section 8 of this Policy:

a) All **ball diamonds** will close the 4th Sunday in September with the exception of the Durham College and Lakefront West Diamonds which will close the 3rd weekend in October.

b) **Civic Fields #1** will close the 3rd Sunday in November pending an assessment of field conditions, special maintenance requirements and weather.

c) **Class B and C rectangular fields** closures will be staggered every year per the following guideline:

- 25% will close by Labour Day
- 50% will close by the second Sunday in September
- 90% will close by the last Sunday in September
- 100% will be closed by the last Sunday in October

Parks staff will identify field closures during the annual field operations review but will reassess this plan pending field conditions. Alterations to the plan will be communicated to affected users in a timely fashion.

d) **Open space** areas will be closed no later than November 1st and are subject to close based on an assessment of turf conditions and user demand

e) **Tennis Courts** nets and posts will be removed the second week in November. Lights will be turned off the last week in October.

f) **Track and Field** [to be completed in phase 2]

8.2 Resting Fields

Rectangular fields will be rested 2 consecutive days each week during the playing season, where feasible.

8.3 Unplanned Sport Field and Facility Closures/Cancellations

The Outdoor Sports Facility Study recommended the annual closure of 6 fields on a rotational basis for major maintenance and rejuvenation. As an interim measure, until the required supply of fields is met, one field per year will be removed for major maintenance and upgrading, as required.

8.3.1 Short Term Closure/Cancellation

The decision to order a short term closure of the field and cancellation of permitted play is made when the fields are considered unsafe and when there is potential for long term damage that could affect other permitted use. Closure and cancellation decisions can be made by:

- On site City staff and the Parks Manager or designate at AA and A class facilities (major competitions and special events)
- On and off site Parks staff (local games, practices at B and C class facilities)
- Designated game officials (once the game is in progress and on a game-by-game basis only)

A playing field is judged unplayable and an event is subject to cancellation if:

- There is visual ponding of water on the turf surface
- Water sponges when walking on the playing field
- There are any extreme weather conditions, e.g. electrical or hail storms
- Field surface damage poses a risk to any user and the corporation

In addition to considering a field unplayable per criteria above, the cancellation of a major competition or event must also consider the following:

- Age of the players and level/caliber of play
- Travel distance for out of town teams
- Input from the affected user (if available)

8.3.2 Reopening a Closed Field on the Same Day

The City will consider reopening an AA or A Class facility or field only if the unplayable conditions outlined in 8.3.1 are no longer present. The hotline will be updated on the status of a re-opened facility or field no later than 6 p.m.

8.3.3 Mid/Long Term Closure/Cancellation

In the event of an unplanned mid to long term facility closure, the FBO will act to redistribute field permits so that all field users are universally impacted while certain types of field use is protected from cancellation over others. The City will apply predetermined priorities and procedures identified in the Outdoor Field Management Procedures document. The City reserves the right to make all final decisions regarding unplanned field and facility cancellations and redistribution.

8.4 Notification of Field Closure / Cancellation of Permit

Where possible telephone and email notification of cancellation will be available by 14:00 on the day of the game or event or 4 hours in advance of the scheduled game or event, whichever comes first. However, this advance notification may not be feasible under the circumstances of a late weather event. Where feasible, signage will also be used to identify facility closure.

When an opposing team must begin travel 6 or more hours prior to the scheduled start of a permitted game, it is the responsibility of the permit holder to notify Parks staff at the earliest possible opportunity when they feel there is a potential weather issue that could lead to field closure and permit cancellation. Parks staff will work with the permit holder and the FBO to accommodate the permit but only if damage to fields is predicted to be insignificant or unlikely.

During regular hours of the work week, FBO will notify the affected permit holder directly when a field is closed or permit cancelled. Further, the FBO will promote cancellations and closure notifications immediately through the City's website and Outdoor Facility Hotline. Parks staff will complete notification tasks on weekends and holidays.

It is the responsibility of the permit holder to notify individual teams, players, competitors, officials, etc. involved with their event/use after notification of cancellation from the City.

8.5 Use of Fields after Notification of Permit Cancellation or When Fields are Unplayable

If a permit holder elects to use a field where the permit has been cancelled or when a field is visibly unplayable due to wet weather conditions, the permit holder will be required to pay for all damages arising from this type of a facility abuse. The permit holder will be held liable and responsible for any and all accidents or injuries incurred. Upon review of the illegal use incident, the permit holder may also have the remainder of the permit cancelled and may be prohibited from accessing any City facility.