

City of Mississauga

Corporate Policy & Procedure



Policy Title: Sports Field Management

Policy Number: 08-03-07

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Section:	Community Services	Subsection:	Recreation
Effective Date:	October 14, 2015	Last Review Date:	[Last Review]
Approved by: Council	Owner Division/Contact: Sports Unit, Recreation Division, Community Services Department		

Policy Statement

The City of Mississauga is committed to meeting the community's recreational needs in a fiscally responsible manner through a comprehensive sports field management policy.

Purpose

The purpose of this policy is to ensure a fair, transparent and equitable allocation process of Mississauga sports field resources that will maximize facility utilization while preserving and maintaining high quality playing fields through effective management.

Scope

This policy applies to all sport groups and/or organizations allocated sports fields operated and maintained by the City of Mississauga.

This policy does not establish fees. Fees and any applicable discounts are established through an annual by-law subject to Council approval.

Related Policies

[Community Group Registry Program](#)
[Payment and Refund of Facility Rental Fees](#)

Definitions

For the purposes of this policy:

“Affiliated Sport Provider” means a Mississauga-based group sanctioned by the sport's governing body which provides organized league-based sport activities and/or services primarily to youth

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(21 and under) and that have successfully been granted status as an Affiliated Sport Provider in accordance with Corporate Policy and Procedure – Community Group Registry Program.

“Championship” means a single sport event with rights to the event held by the respective City, regional, provincial, national or international sport organization.

“City Recreation Leagues/Programs” means all community sports leagues/programs that are organized and operated by the Recreation Division, Community Services Department.

“Community Sport Provider” means a Mississauga-based sport group that delivers league-based programs and/or services that directly benefit Mississauga Residents and have successfully been granted status as a Community Sport Provider in accordance with Corporate Policy and Procedure – Community Group Registry Program.

“Mississauga Resident” means anyone who lives permanently in Mississauga (temporary absences for reasons such as vacation do not affect resident status, as long as the resident’s principal address remains in Mississauga); a student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year; or a non-resident who is the principal owner of a business in Mississauga and thereby pays Mississauga property tax.

“Non-Resident and Commercial Groups” means:

- Organizations or individuals that book facilities with the intent of generating positive net income (profit)
- Businesses providing recreational opportunities for their employees, or
- Local youth or adult user groups that are comprised of non-Mississauga residents

“Regional Group” means a sport group that includes team members from the Peel Region, neighbouring regions or defined league/organization boundaries.

“Resident Group” means an adult sport group or league that has Mississauga Resident representation.

“Sports Unit” means the unit that is responsible for sports field allocation within the Recreation Division, Community Services Department.

“Tourism Mississauga” means the official Destination Marketing Organization (DMO) for the City of Mississauga.

“Tournament” means an annual, single sport non-Championship event. Tournaments are arranged by local sport organizations.

“Youth” means an individual who is 21 years of age and under.

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Administration

This policy is administered by the Sports Unit.

Residency Requirements

Mississauga Residents must be guaranteed a fair opportunity to register, try-out and participate in community-run Mississauga-based recreational and competitive programs. Membership for recreational (house league) players cannot be closed to Mississauga Residents prior to the start of the organization's season or, before the end of try-outs for competitive players, if non-residents make up any portion of the membership. The participant's level of play will be determined by the applicable organization and not by the City.

Corporate Policy and Procedure – [Community Group Registry Program](#) outlines the residency requirements for each registered sport group category.

Requests for exceptions to the residency requirements must be made annually to the Sports Unit by December 31. The Director, Recreation Division, Community Services Department or their designate will make the final decision.

Allocation Priorities

Outdoor Sport Fields

Outdoor sports fields will be allocated in accordance with the following priority list:

1. City Recreation Leagues/Programs & Tourism Mississauga
2. Affiliated Sport Providers – Outdoor & National Sport Organization (NSO)/Provincial Sport Organization (PSO)
3. Dufferin Peel Catholic District School Board and the Peel District School Board
4. Community Sport Providers/Regional – Youth/Outdoor
5. Community Sport Providers/Regional – Adult/Outdoor
6. Resident Groups and Other Registered Community Groups
7. Non-Resident and Commercial Groups

Available hours will be allocated with consideration given to:

- The number of registered participants for groups within the same allocation priority, if applicable
- Historical use
- The intended sport usage
- Seasonal requirements
- Applicable outdoor sports field user contracts, and
- The group's geographic area in relation to available fields

Annual allocation is dependent on the supply of outdoor sports fields and requests by organizations. The previous year's actual registration data for Affiliated Sport Providers will be

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used to project the next year's allocation. Player/team registrations per age group must be submitted with the application, in a format acceptable to the City, to support the actual figures. Information to verify residency requirements must be provided upon request. If additional hours are being requested, the organization must justify this need in writing. Groups should not accept additional registrations for new programs without first consulting with the City to confirm field availability.

The City may verify club registration numbers with the appropriate governing body. Non-affiliated organizations may also be required to provide this information, upon request.

The City reserves the right to reduce, reassign or reallocate fields as required, in order to optimize facility utilization, particularly when demand exceeds supply. When demand for outdoor sports fields exceeds available supply, required fields will be drawn from group allocations in reverse order on the priority listing. For example, an increase in demand from an Affiliated Sport Provider might result in a reduced allocation for an adult Community Sport Provider. No group shall gain or lose more than 10% of their allocated field time (total hours and/or locations may change) from the previous year due to this part of the allocation process.

Indoor Sports Fields

Indoor sports fields will be allocated in accordance with the following priority list:

1. City Recreation Leagues/Programs & Tourism Mississauga
2. Affiliated Sport Providers and NSO/PSO requests
3. Educational Institutions (applicable Monday through Friday 6:00am - 4:00pm within school term)
4. Community Sport Providers/Regional – Youth
5. Community Sport Providers/Regional – Adult
6. Resident Groups and Other Registered Community Groups
7. Non-Resident and Commercial Groups

Indoor seasonal contracts must run for a minimum of 22 weeks.

Signing of Seasonal Contracts

A contract listing permit dates is issued for all seasonal sport field contracts. Failure to sign a contract or to comply with the contract terms and conditions will result in the City cancelling the contract and may result in the cancellation of associated facility bookings

Allocation Request Submission Dates

Submission processes and deadlines will be communicated to groups annually by the Sports Unit. Requests that are not received within the stated deadlines and/or without the required documentation will only be considered after all other requests have been processed. Submission of an application request does not constitute approval.

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Emerging Sports

When reasonable and feasible, the City will allocate field time to recognize and to gauge interest in an emerging sport, providing existing affiliated users are not adversely affected. The group making the request must provide the Recreation Division with a business plan to support their program and demonstrate that it meets unmet community needs. An exemption to the City requirement for a maximum five percent non-resident component may be granted for a three year period, during which time the group is expected to increase the percentage of Mississauga Residents.

The City will strive to utilize unallocated field time first to meet the needs of a new applicant. However, to ensure maximum field utilization, the City reserves the right to reallocate fields and/or times, particularly when demand exceeds supply.

Opening and Closing Dates for Outdoor Fields

The following booking periods apply to outdoor sports fields, weather and field conditions permitting.

Surface Type	LIT		UNLIT	
	Opening Day	Closing Evening	Opening Day	Closing Evening
Artificial Turf/Track	April 1 st	November 30 th	N/A	N/A
Ball Diamond	1 st Saturday in May	1 st Sunday in October	2 nd Saturday in May	1 st Sunday in October
Cricket Pitch	N/A	N/A	2 nd Saturday in May	1 st Sunday in October
Soccer Pitch	4 th Saturday in May	1 st Sunday in October	3 rd Saturday in May	2 nd Sunday in October
Football Field	1 st Saturday in June	3 rd Sunday in November	3 rd Saturday in May	3 rd Sunday in November

On an annual basis, the Sports Unit will consult with the applicable sport organizations and the Parks, Forestry & Environment Division, Community Services Department, to determine if permits may be granted outside of the posted open and close dates. Reasonable efforts will be made to accommodate all requests.

Standards of Play

Entitlement

Entitlement reflects the number of hours sports teams are eligible for at each age level, based on the previous year's registration.

Field Allocation Formula

The Recreation Division will apply an allocation formula for soccer, baseball/softball and cricket (Appendix A) when allocating outdoor sports field time. The formula will determine the total

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entitlement (hours per week) for each organization and the distribution of those hours to different age and skill level groupings. User groups will determine game structure and duration (e.g. one hour game, 1.25 hour practice, etc.). “Select” teams within an organization (with the exception of the Mississauga Baseball Association/Mississauga Girls Softball Association) will not be recognized for allocation purposes.

It may be necessary to adjust the formula from time to time due to changing requirements within a sport(s) (e.g. Long Term Athlete Development standards.) The City will consult with user groups in advance. The Director of Recreation or their designate is authorized to approve agreed upon amendments to Appendix A.

Championships/Tournaments

Requests for Championship and/or Tournament dates will be granted as part of the allocation process and will be considered in accordance with the Allocation Priorities section of this policy.

Allocation of Championships and/or Tournaments will be carried out in a fair and equitable manner in accordance with the following:

- City, regional, provincial, national or international sanctioned Championships supported by the City will receive priority booking
- Established tournaments hosted by Affiliated Sport Providers will receive primary consideration
- The overall number of Championships and/or Tournaments the organization is requesting and/or has been granted
- New or established Championships and/or Tournaments deemed by the City to contribute to community building, and
- The economic benefit and promotion of the City of Mississauga from a sport tourism perspective

Seasonal contract holders will be encouraged to use available allocations within their geographic area to fulfill Championship and/or Tournament requests.

The City reserves the right to reassign fields and/or alter allocated times in order to accommodate Championships and/or Tournaments and/or to maximize field utilization.

Reasonable efforts will be made to accommodate the displaced field time, in accordance with the allocation priorities outlined in this policy.

Cancellation Penalties

Cancellation penalties are outlined in Corporate Policy and Procedure – Payment and Refund of Facility Rental Fees and on the facility rental contract.

The City reserves the right to reasonably postpone, reschedule or cancel any permitted activity due to unforeseen circumstances, without penalty to the organization holding the contract.

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The City will conduct random field audits throughout the outdoor sport season to ensure space is utilized most efficiently and that fields are receiving the proper level of maintenance.

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; it is demonstrated that an organization is not using allocated time; or should the City ascertain that the fields are not being used for the purpose contained in the application.

Outdoor Field Management

Maintenance Guidelines

The City's goal is to ensure that all City-operated outdoor sports fields are well maintained and safe for use throughout the playing season. The maintenance guidelines for each outdoor field type, including materials provided by the City, are included as Appendix B to this policy.

Revisions to the opening/closing dates and/or Appendix B may be made with the approval of the Director, Parks, Forestry & Environment Division, Community Services Department or their designate.

Scheduled Maintenance and Regeneration

To achieve the City's goal of providing safe, well maintained fields, it is critical that scheduled rest periods of outdoor fields for turf recovery are observed by all users. Groups who use fields beyond their official open and/or close date or who use fields throughout the season during scheduled rest periods may have their contracts cancelled by the City. Cancellation penalties, as per the contract, will apply.

Inclement Weather/Poor Field Conditions

The City will use the following criteria to determine if a sports field is deemed to be unplayable:

- Visible puddles of water on the surface of the field, or
- Water sponging when walking on the field.

City staff reserve the right to close a sports field, regardless of the type of event that is scheduled or underway. Customer Service Centre (CSC) staff will make every effort to advise user groups of field closures through the City's various communication channels.

The game official is responsible for calling the game unplayable if there is lightning or if he/she deems the sports field unsafe for play.

Organizations must notify the CSC within three business day following a booking(s) that is cancelled due to inclement weather in order to receive the appropriate credit, if applicable.

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Unforeseen Maintenance/Repair

The City will close any field or facility in the event of an unforeseen need for maintenance/repair. Notification of unplanned closures will be communicated as soon as possible to the permit holder directly and will be posted on the City's external website.

Groups should report any hazards or unsafe conditions to the Parks, Forestry & Environment Division as soon as possible by contacting the applicable Parks supervisor/manager.

Damage

Groups will be responsible for the cost of repairs and applicable administration fees that result from the permit holder's negligent or improper use of fields or facilities.

Unauthorized Use of Fields

Exclusive use of a field for an organized, unstructured activity (e.g. pick-up soccer) requires a permit, which may be obtained by contacting the CSC.

The City reserves the right to cancel a contract or portion of a contract without notice should there be a breach of its terms and conditions, including failure to sign a contract or should the City ascertain that the field(s) is not being used for the purpose outlined in the application.

Groups that elect to use a field that the City has closed for maintenance or repair or that is unplayable due to weather conditions will be considered to be trespassing and will be required to pay any resulting damages and/or fines. The group may also have the remainder of their contract cancelled and/or be restricted from booking any other City facility for a period of time as determined by the City. Cancellation penalties, as per the contract, will apply.

Exceptions

Exceptions to this policy require the approval of the Director, Recreation or their designate or the Director, Parks, Forestry & Environment or their designate.

Revision History

Reference	Description
GC-0575-2015 – 2015 10 14	
GC-0149-2018 – 2018 03 28	Revised to align with revisions to the Community Group Registry Program. Moved residency requirements to the CGRP policy.

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APPENDIX A - STANDARDS OF PLAY**Based on Long Term Athlete/Player Development Sport Models**

The Community Services Department will apply the following standards of play when allocating City of Mississauga sports fields for regular season and playoff requirements (practices and games) for all applicable sport groups identified. Competitive and/or development teams are defined as those teams that are sanctioned by a provincial sports organization and normally travel outside of the community to play other municipalities. The formula will determine the entitlement (hours per week) for each organization. Additional hours may be requested and will be subject to field availability.

Allocation Formula – Baseball/Softball

Note: 1 booking = 2.5hrs as per the Sports Fields Fees & Charges By-Law

Note: If 2 teams share a field the entitlement is adjusted

Note: The regular season entitlement will be allocated Monday through Sunday, pending field availability and affiliation status

House League

Age of Team players	# of Players Registered	Base Level # of Players per Team	Actual # of Teams	# of Practices per Team per Week	Teams per Practice Field	# of Games per Team per Week	Total Hours per Team per Week	Softball or Multi-Purpose Field Required	Hardball Field Required	Total Hours per Week	Rainout Allotment (x 15%)	Total Hours per Week
U4 – 7		6		1 (2.5 x .5)	2	2 (2.5 x .5 x 2)	3.75	X				
8 - 9		12		1 (2.5 x 1)	1	1* (2.5 x .5)	3.75 or 5.0*	X				
10 - 11		12		1 (2.5 x 1)	1	1* (2.5 x .5)	3.75 or 5.0*	X				
12 –13		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0	X				
14 –15		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0	X				
14 –15		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0		X			
16 - 18		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0	X				
16 - 18		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0		X			
Total												

* City will allocate for 2 games if Provincial or National Sports Organization governing bodies sanctioned the one additional game or if required for Long Term Athlete Development (LTAD).

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Competitive/Mississauga Baseball Association & Mississauga Girls' Softball Association (Select)

Age of Team players	# of Players Registered	Base Level# of Players per Team	Actual # of Teams	# of Practices per Team per Week	Teams per Practice Field	# of Games per Team per Week	Total Allocated Hours per Team per Week	Softball or Multi-Purpose Field Required	Hardball Field Required	Total Hours per Week	Rainout Allotment (x 15%)	Total Hours per Week
U7 - 9		12		2 (2.5 x 2)	1	1 (2.5)	7.5	X				
10 - 13		12		2 (2.5 x 2)	1	1 (2.5)	7.5	X				
14 - 15		12		2 (2.5 x 2)	1	1 (2.5)	7.5	X				
14 - 16		12		2 (2.5 x 2)	1	1 (2.5)	7.5		X			
16 - 18		12		2 (2.5 x 2)	1	1 (2.5)	7.5	X				
17 - 18		12		2 (2.5 x 2)	1	1 (2.5 x 1.25) 9 inning	8.0		X			
17 - 19		12		2 (2.5 x 2)	1	1 (2.5 x 1.25) 9 inning	8.0	X				
19 - 21		12		1 (2.5 x 1)	1	1 (2.5 x 1.25) 9 inning	6.0	X				
19 - 21		12		1 (2.5 x 1)	1	1 (2.5 x 1.25) 9 inning	6.0		X			
Adult 21+ Female		12		N/A		1 (2.5 x 1.25) 9 inning	3.5	X				
Adult 21+ Male		12		N/A		1 (2.5 x 1.25) 9 inning	3.5		X			
Total												

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Allocation Formula – Soccer

Note: 1 booking = 2.5 hours as per the Sports Fields Fees & Charges By-Law

Note: If 2 teams share a field the entitlement is adjusted by .5

Note: The regular season entitlement will be allocated Monday through Sunday pending field availability and affiliation status.

Recreation

Age of Team players	# of Players Registered	Base Level # of Players per Team	Actual # of Teams	# of Practices per Team per Week	Teams per Practice Field	# of Games per Team per Week	Total Hours per Team per Week	5 v 5 Field	7 v 7 Field	9 v 9 Field	11 v 11 Field	11 v 11 Lit /Unit	Total Hours per Week
U4 -U5		6		1 (60 minutes x .5)	2	N/A	0.5	X					
U6		6		1 (60 minutes x .5)	2	1 (60 minutes x.5)	1.0	X					
U7 -U8		8		1 (60 minutes x .5)	2	1 (60 minutes x.5)	1.0	X					
U9-U10		9		1 (70 minutes)	1	1 (70 minutes x.5)	1.75		X				
U11-U12		12		1 (1 hour)	1		1.0			X*	X		
U11-U12		12				1 (2 hours x .5)	1.0			X*		X	
U13-U19		12		1 (1.5 hours)	1		1.5				X		
U13-U19		12				1 (2 hours x .5)	1.0					X	
19-U21		12		*	1	1 (2 hours x.5)	1.0					X	
Adult 21+		12		N/A	N/A	1 (2 hours x.5)	1.0					X	

* If field availability permits

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Soccer Development

Age of Team players	# of Players Registered	Base Level # of Players per Team	Actual # of Teams	# of Practices per Team per Week	Teams per Practice Field	# of Games per Team per Week	Total Hours per Team per Week	5 v 5 Field	7 v 7 Field	9 v 9 Field	11 v 11 Unilateral	11 v 11 Lateral	Total Hours per Week
U8		8		2 (60 minutes x 2)	1	1 (60 minutes x .5)	2.5	X					
U9–U10		9		2 (60 minutes x 2)	1	1 (60 minutes x .5)	3.0		X				
U11–U12		12		2 (1.5 hours x 2)	1		3.0			X*	X		
U11–U12		12				1 (2 hours x .5)	1.0			X*		X	
U13–U19		12		2 (1.5 hours x 2)	1		3.0				X		
U13–U19		12				1 (2.5 hours x .5)	1.25					X	
19–U21		12		* 1.5 hours	1		1.5				X		
19–U21						1 (2.5 hours x .5)	1.25					X	
Adult 21+		12		N/A	N/A	1 (2.5 hours x .5)	1.25					X	

* If field availability permits

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Allocation Formula - Cricket

Note: The regular season entitlement will be allocated Monday through Sunday pending field availability* and affiliation status. Priority will be given to youth allocation before engaging adult formula within a given priority level.

Age of Team players	# of Players registered	Base Level # of Players per Team	# of Practices per Team per Week	Teams per Practice Field	Total Hours per Team per Week PRACTICE	# of Games Per Team per Week	Total Hours per Team per Week GAME	Seasonal Allocation # weeks in season
Youth		18	1	2	2	0.5	2	18
Adult		20	0	0	0	0.5	4	14

*Teams registered in a cricket league sanctioned by a provincial sport organization recognized by Cricket Canada will receive priority.

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APPENDIX B - Permitted Ball Diamond Maintenance Guidelines

Activity	Lit Irrigated Fields	Unlit Irrigated Fields	Unlit Non-Irrigated Fields
Grass Cutting	3 Times per Week; Grass cut to 3"	3 Times per Week; Grass cut to 3"	1 Time per Week; Grass cut to 3"
Fertilization	5 Times per Year	1 Time per Year	1 Time per Year
Overseeding, Sodding, Topdressing	1 Time per Year or as required	1 Time per Year or as required	1 Time per Year or as required
Aeration	5 Times per Year	3 Times per Year	2 Times per Year
Home Plate	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required
Pitcher's Plate	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required
Lining	1 Time per Week	1 Time per 2 weeks	1 Time per 2 weeks
Screening	Added to low spots as required	Added to low spots as required	Added to low spots as required
Infield Gilling, Raking, Dragging, Levelling	Infield: 5 Times per Week	Infield: 2 Times per Week	Infield: 2 Times per Week
Warning Track Gilling, Rototilling, Levelling	1 Time per 2 Weeks	1 Time per 2 Weeks	1 Time per 2 Weeks
Litter Pickup	1 Time per Week	1 Time per Week	1 Time Per Week
<ul style="list-style-type: none"> Fencing, irrigation, lighting, backstops, players' benches and bleacher maintenance are also provided by the City as required throughout the season on City park facilities. School diamond capital repairs are the responsibility of the appropriate school board. School fields will be lined as per permitted use only. 			

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APPENDIX B - Permitted Cricket Field Maintenance Guidelines

Activity	Major Fields	Combination Soccer/Cricket
Grass Cutting	3 Times per Week; Grass cut to 2.5"	1 Time per Week; Grass cut to 3"
Fertilization	5 Times per Year	1 Time per Year
Overseeding, Sodding, Topdressing	1 Time per Year or as required	1 Time per Year or as required
Aeration	5 Times per Year	2 Times per Year
Lining	1 Time per Week	1 Time per 2 Weeks
Litter Pickup	1 Time per Week	1 Time per Week
<ul style="list-style-type: none"> Fencing, irrigation, players' benches and bleacher maintenance are also provided by the City as required throughout the season on City Facilities. School fields will be lined as per permitted use only. 		

APPENDIX B - Permitted Soccer/Football Field Maintenance Guidelines

Activity	Lit Irrigated Fields	Unlit Irrigated Fields	Unlit Non-Irrigated Fields
Grass Cutting	3 Times per Week; Grass cut to 3"	3 Times per Week; Grass cut to 3"	1 Time per Week; Grass cut to 3"
Fertilization	5 Times per Year	1 Time per Year	1 Time per Year
Overseeding, Sodding, Topdressing	1 Time per Year or as required	1 Time per Year or as required	1 Time per Year or as required
Aeration	5 Times per Year	3 Times per Year	2 Times per Year
Lining	1 Time per Week	1 Time per 2 weeks	1 Time per 2 weeks
Litter Pickup	1 Time per Week	1 Time per Week	1 Time Per Week
<ul style="list-style-type: none"> School field capital repairs are the responsibility of the appropriate school board. School fields will be lined as per permitted use only. 			