Current Policy – What Exists Today in Outdoor Sports Field Management policy.	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, "No change" will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.		
POLICY TITLE Outdoor Sports Field Management	POLICY TITLE Sports Field Management	Title revised, as indoor fields are now included in the policy.		
POLICY STATEMENT The City of Mississauga is committed to meeting the community's recreational needs in a fiscally responsible manner through a comprehensive outdoor sports field management policy.	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.	Minor edit to remove "outdoor".		
PURPOSE The purpose of this policy is to ensure a fair, transparent and equitable allocation process of Mississauga outdoor sports field resources that will maximize facility utilization while preserving and maintaining high quality playing fields through effective management.	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.	Minor edit to remove "outdoor".		
SCOPE This policy applies to all sport groups and/or organizations allocated outdoor sports fields operated and maintained by the City of Mississauga.	SCOPE This policy applies to all sport groups and/or organizations allocated sports fields operated and maintained by the City of Mississauga.	Minor edit to remove "outdoor".		
This policy does not establish fees. Fees and any applicable discounts are established through an annual by-law subject to Council approval.	No change.			

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	RELATED POLICIES Community Group Registry Program Payment and Refund of Facility Rental Fees	Added for clarity.	
DEFINITIONS For the purposes of this policy: "Affiliated Sport Provider" means a Mississaugabased group sanctioned by the sport's governing body which provides organized league-based sport activities and/or services primarily to youth (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.	DEFINITIONS For the purposes of this policy: No change.		
"Championship" means a single sport event with rights to the event held by the respective City, regional, provincial, national or international sport organization.	No change.		
"City Recreation Leagues/Programs" means all community sports leagues/programs that are organized and operated by the Recreation Division, Community Services Department.	No change.		
"Community Sport Provider" means a Mississauga-based sport group that delivers	No change.		

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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.	No change.	
 "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 	No change.	

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"Regional Group" means a sport group that includes team members from the Peel Region, neighbouring regions or defined league/organization boundaries.	No change.	
"Resident Group" means an adult sport group or league that has Mississauga Resident representation.	No change.	
"Sports Unit" means the unit that is responsible for sports field allocation within the Recreation Division, Community Services Department.	No change.	
	"Tourism Mississauga" means the official Destination Marketing Organization (DMO) for the City of Mississauga.	New definition, as Tourism requests have been added to the allocation process.
"Tournament" means an annual, single sport non- Championship event. Tournaments are arranged by local sport organizations.	No change.	
"Youth" means an individual who is 21 years of age and under.	No change.	

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ADMINISTRATION	ADMINISTRATION	
This policy is administered by the Sports Unit.	No change.	
RESIDENCY REQUIREMENTS	RESIDENCY REQUIREMENTS	
Mississauga Residents must be guaranteed a fair opportunity to register, try-out and participate in 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.	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.	Minor edit to clarity that requirements are for community-run programs (e.g. affiliate groups).
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	Corporate Policy and Procedure – Community Group Registry Program outlines the residency requirements for each registered sport group category.	Added hyperlink to the policy.
Sports Unit by December 31. The Director, Recreation Division, Community Services Department or his/her designate will make the final decision.		
ALLOCATION PRIORITIES	ALLOCATION PRIORITIES Outdoor Sports Fields	

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Outdoor sports fields will be allocated in	Outdoor sports fields will be allocated in	
accordance with the following priority list:	accordance with the following priority list:	
City Recreation Leagues/Programs	City Recreation Leagues/Programs & Tourism Mississauga	Included Mississauga Tourism, as they are also allocated field time.
2. Affiliated Sport Providers – Outdoor	Affiliated Sport Providers – Outdoor & National Sport Organization (NSO)/ Provincial Sport Organization (PSO) requests	
Dufferin Peel Catholic District School Board and the Peel District School Board	3. No change.	
Community Sport Providers/Regional – Youth/Outdoor	4. No change.	
 Community Sport Providers/Regional – Adult/Outdoor 	5. No change.	
Resident Groups and Other Registered Community Groups	6. No change.	
7. Non-Resident and Commercial Groups	7. No change.	
Available hours will be allocated with	Available hours will be allocated with	
consideration given to:	consideration given to:	
The group's priority ranking, as of the	, and the second	First bullet removed as it's an automatic
application deadline		consideration.
 The number of registered participants for 	The number of registered participants for	Minor edit for consistency in language.
groups within the same category, if applicable	groups within the same allocation priority, if applicable	
Historical use	No change.	
The intended sport usage	No change.	
Seasonal requirements	No change.	
Applicable outdoor sports field user	Applicable outdoor sports field user	Minor edit for consistency in language –

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 agreements, and The group's geographic area in relation to available fields 	contracts, and • No change.	"contracts' instead of "agreements".
Allocation is dependent on the yearly supply of outdoor sports fields and requests by organizations. The previous year's actual registration data for Affiliated Sport Providers will be 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.	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 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. No change.	Minor edit for readability – no change to intent.
The City reserves the right to reduce, reassign or reallocate fields as required, in order to optimize facility utilization, particularly when demand	The City reserves the right to reduce, reassign or reallocate fields as required, in order to optimize facility utilization, particularly when	

Current Policy – What Exists Today in Outdoor Sports Field Management policy.	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, "No change" will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
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.	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.	Added after consultation with the outdoor sports groups, as this was raised as a concern.
	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 & 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	New section to outline the indoor sports field allocation priorities.

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	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 outdoor sport field contracts. Groups must accept the terms and conditions for use prior to use of the facility. Failure to acknowledge 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	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	Minor edit to remove "outdoor" and indicate signing of the contract.

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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.	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.	
Championship and Tournament allocation requests are submitted separately from practice/game requests.		Championship and Tournament allocation is not current practice and not practical in execution, so has been removed from the policy.
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	EMERGING SPORTS No change.	

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Mi	ssissauga Resider	nts.						
fir: Ho Ci	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.							
OI Th sp	OPENING AND CLOSING DATES FOR OUTDOOR FIELDS The following booking periods apply to outdoor sports fields, weather and field conditions permitting.		OUT	ENING AND CLOS FDOOR FIELDS change.	SING DATES FOR			
	Surface Type	L	_IT		UNLIT			
		Opening Day	Closing Eve	ning	Opening Day	Closing Evening		Closing Evening for Ball Diamonds, Cricket
	Artificial Turf/ Track	April 1st	November 3	30 th	N/A	N/A		Pitches and Soccer Pitches has been revised from 4 th Sunday in September to
	Ball Diamond	1st Saturday	1 st Sunday	' in	2 nd Saturday	1 st Sunday in		the 1st Sunday in October, to provide for an
	Dali Diamond	in May	October		in May	October		extra week of available field time.
	Cricket Pitch	N/A	N/A		2 nd Saturday in May	1 st Sunday in October		
	Soccer Pitch	4 th Saturday	1 st Sunday		3 rd Saturday	2 nd Sunday in		
		in May	October		in May	October		
	Football Field	1 st Saturday	3 rd Sunday Novembe		3 rd Saturday	3 rd Sunday in		
				in May	November			
wi [†] Pa	On an annual basis, the Sports Unit will consult with the applicable sport organizations and the Parks & Forestry Division, Community Services Department, to determine if permits may be			with Park	the applicable sp	he Sports Unit will co ort organizations and rironment Division, Department, to deter	d the	Minor edit to update Division name.

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granted outside of the posted open and close dates. Reasonable efforts will be made to accommodate all requests.	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.	STANDARDS OF PLAY Entitlement No change.	
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 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 his/her designate, is authorized to approve agreed upon	Field Allocation Formula No change.	

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amendments to Appendix A.		
CHAM PIONSHIPS/TOURNAM ENTS 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.	CHAM PIONSHIPS/TOURNAM ENTS No change.	
 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 	No change.	

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Seasonal contract holders will be encouraged to use available allocations within their geographic area to fulfill Championship and/or Tournament requests.	No change.	
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.	CANCELLATION PENALTIES No change.	
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.		
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.	No change.	

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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.		
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.	OUTDOOR FIELD MANAGEMENT Maintenance Guidelines No change.	
The City's goal is to ensure that all City-operated 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.	No change.	
Revisions to the opening/closing dates and/or Appendix B may be made with the approval of the Director, Parks & Forestry, Community Services Department or his/her designate.	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.	Minor edit to update Division name.

Current Policy – What Exists Today in Outdoor Sports Field Management policy.	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, "No change" will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
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.	Scheduled Maintenance and Regeneration No change.	
 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. 	 Inclement Weather/Poor Field Conditions No change. No change. No change. No change. 	
In the event that the City has closed a field due to inclement weather and conditions improve prior to it being reopened (e.g. on a weekend), organizations are permitted to use allocated field		This option has been removed, as Parks staff are on duty on weekends and will reopen the fields if conditions improve.

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time if they deem the field playable without inflicting damage.		
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.	No change.	
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.	No change.	
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 Division as soon as possible by contacting the applicable Parks supervisor/manager.	Unforeseen Maintenance/Repair No change.	
Damage Groups will be responsible for the cost of repairs	Damage Groups will be responsible for the cost of repairs	Added damage due to negligence,

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and applicable administration fees that result from the permit holder's improper use of fields or facilities.	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.	Unauthorized Use of Fields No change.	
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 acknowledge/sign a contract or should the City ascertain that the field(s) is not being used for the purpose outlined in the application.	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.	Removed "acknowledging" the contract, as once it's signed it has been acknowledged.
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.	No change.	
EXCEPTIONS	EXCEPTIONS	

Current Policy – What Exists Today in Outdoor Sports Field Management policy.	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, "No change" will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
Exceptions to this policy require the approval of the Director, Recreation or his/her designate or the Director, Parks and Forestry or his/her designate.	Exceptions to this policy require the approval of the Director, Recreation or their designate or the Director, Parks, Forestry & Environment or their designate.	Minor housekeeping edits only.

Current Policy – What Exists Today in Outdoor Sports Field Management policy.	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, "No change" will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
	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.	Minor edit to remove "outdoor", as the policy now applies to indoor and outdoor fields.
		In consultation with the cricket organizations, the Cricket chart has been replaced with a simplified chart that designates Youth and Adult standards of play.
	APPENDIX B – PERMITTED MAINTENANCE GUIDELINES No changes to the guidelines.	