

Town of Yarmouth
SPORT FIELDS BOOKING POLICY

Effective: December 11th, 2025
TOY 87



1.0 Policy Statement

It is the policy of the Town of Yarmouth (Town) that sport fields operated by Yarmouth Recreation should be effectively regulated.

2.0 Purpose

The Town has a responsibility to provide sport fields to meet the recreation needs of the community. This policy provides a system to determine the utilization of these sport fields as well as the rules for use and the standards of related services.

2.1 Users are expected to read, understand and follow the policy as part of the use agreement.

3.0 Scope

3.1 This policy applies to all requests to use sport fields operated by Yarmouth Recreation.

3.2 Yarmouth Recreation charges low fees for sport fields to allow some cost recovery for maintenance and improvements, while also keeping the fees low enough for users to afford.

4.0 Definitions

- a. Executive – to any person that sits on a Board of Directors or other committee and is responsible for a Community Organization or Minor Sports Group.
- b. Municipal Programs – programs offered by Yarmouth Recreation including, but not limited to, day camp programs, activities and special events.
- c. Maintenance – regular maintenance or repairs of sport fields.
- d. Adult Leagues – any group, league, or individual whose participants consist of persons aged 16 years and above.

5.0 Sport fields refer to:

- a. Hebron Recreation Complex ballfields 1,2, and 3 (softball/baseball)
- b. Broadbrook Recreation Park ballfields Travellers, Mariners and Veterans (softball/baseball)
- c. Janet Smith Soccer Field
- d. Maple Grove Soccer Field
- e. Meadowfields Soccer Field
- f. Overton ballfield (softball/baseball)
- g. Gateway Park (baseball)

- h. St. Ambrose ballfield (baseball)
- i. Yarmouth Elementary School Soccer field (Old YCMHS)
- j. Yarmouth High School Soccer field
- k. Milton ballfield (Coronation Park) (softball/baseball)

6.0 Open Spaces & Outdoor Facilities

This policy does not apply to open spaces and outdoor facilities that do not have to be reserved such as:

- a. Forchu River Trail
- b. Tkipok Trail
- c. Play On Ball Hockey Rink (*this can be reserved)
- d. St. Ambrose Tennis/Pickleball Courts
- e. Old Central School basketball courts
- f. Boys and Girls Club Ball Hockey and Basketball Courts
- g. Hebron Recreation Complex Tennis/Pickleball Courts

7.0 Booking of Sport Fields

7.1 Bookings of sport fields will be reserved in time slots up to two (2) hours.

8.0 Prioritization of Bookings

8.1 Sport fields dimensions and characteristics vary, making some uses eligible for specific sport fields. The following list identifies the eligibility and priority for each Sports Field:

- a. Gateway Park: Senior, Intermediate, Old timers, U22, U18 baseball
- b. Veterans Field: Senior, Intermediate, Old timers, U22, U18 baseball
- c. Mariners Field: U15, U13, U11 baseball, Softball
- d. St. Ambrose Field: U13, U11, U9, U7 baseball, T-ball
- e. Milton Field: U11, U9, U7 baseball, T-ball
- f. Travellers Field: U13, U11, U9, U7 baseball, T-ball.
- g. Hebron Complex #1: Softball, U15, U13, U11 baseball
- h. Hebron Complex #2: Softball, U15, U13, U11 baseball
- i. Hebron Complex #3: Softball, U15, U13, U11 baseball
- j. Overton Field: Softball, U15, U13, U11 baseball
- k. Janet Smith Soccer Field: Clippers Soccer Club, School Use
- l. Maple Grove Soccer Field: School Use, Clippers Soccer Club
- m. Meadowfields Soccer Field: School Use, Clippers Soccer Club
- n. Yarmouth Elementary School Soccer field (Old YCMHS): School Use, Clippers Soccer Club
- o. Yarmouth High School Soccer field: School Use, Clippers Soccer Club

9.0 Consistency

- 9.1** It is desirable and necessary to maintain a reasonable amount of consistency in sport field scheduling from year to year in order to enable the growth and development of sport leagues and the formation of healthy lifestyles. Therefore, Yarmouth Recreation will maintain consistency from year to year, adjusting for changes to registration levels, new requests or priorities as identified in policy.
- 9.2** To ensure consistency, year to year, booking requests must be received in writing by Yarmouth Recreation by March 31st. Re-booking of available facilities will take place beginning on May 1st.

10.0 Sport Fields Bookings for Community Youth/Minor Sport Groups

- 10.1** The following factors will be considered in determining the booking of facilities for minor sport groups.
- a. Age of participants
 - b. Game times and practice times
 - c. Fair utilization of sports field/facility time
 - d. Total registration for minor sport groups

11.0 Sport Fields Booking

- 11.1** This section refers to the booking of sport fields when a user requests less time than the previous year. Booking time shall be re-allocated based on the degree to which Yarmouth Recreation has been able to meet the booking requests of the eligible users.

Example: Group A & B are eligible users of a sports field for which a booking has become available. Group A has received $\frac{3}{4}$ of their booking requests, and Group B has received $\frac{1}{3}$ of their booking requests, Group B will receive the first offer for the available booking.

12.0 Booking of Tournaments and Special Events

- 12.1** Booking requests of sport fields for tournaments and special events must be in writing from an Executive of the user group. Booking requests for tournaments and special events will be considered on an individual basis and shall be submitted by May 1st.
- 12.2** There can be issues that arise with tournament requests such as base distance, pitching mound, appropriate size field for the use, etc.
- 12.3** Often there can be multiple or conflicting requests to book sport fields. Yarmouth Recreation will use the same criteria for tournaments, as for annual bookings, giving priority to eligible users who had bookings the previous year on the basis that annual events and festivals gain a following and grow, expanding the recreational benefits of the events.

12.4 Events that have violated this policy or have brought documented complaints may lose their privilege of priority status for rebooking. Users will be notified in writing within 60 days following their booking, if their priority status has been lost.

13.0 Management of Sport Fields

13.1 Outdoor Season: operating season for sport fields is May 1st and close by October 31st, subject to weather and seasonal maintenance being completed.

13.2 Maintenance: all maintenance of sport fields will be completed by Yarmouth Recreation.

13.3 Users may not make any change or repair to the sports fields, without written consent from Yarmouth Recreation.

13.4 Standard of maintenance of sport fields: Yarmouth Recreation will complete the following basic maintenance of baseball/softball fields:

- a. Infields will be groomed regularly, as appropriate, including raking and dragging, subject to weather conditions.
- b. Outfield grass will be cut weekly, subject to weather conditions.
- c. Infield and outfield foul lines will be prepared regularly.
- d. Baseball/Softball infields setup shall be:
 - i. Pitching rubber (various locations)
 - ii. Home plate (strike mats not provided)
 - iii. Bases set as required and noted in the booking agreement (based on division of play)
 - iv. Infields groomed as required, subject to weather conditions.
- e. During special events and tournaments, additional grooming and baseline chalking may be done subject to prior arrangements and approval through Yarmouth Recreation.

13.5 Basic maintenance of soccer fields:

- a. Grass mowing and field lining is performed once a week. Inclement weather may alter maintenance schedules.
- b. Requests for additional lining, field setup or changes to original soccer field layouts for tournaments or other events must be submitted in writing to Yarmouth Recreation two (2) weeks in advance of the booking.

13.6 Requests to modify or increase levels of service to any sports field shall be submitted in writing to the Director of Yarmouth Recreation. Policy recommendations from the Director will be presented to the Yarmouth Recreation Advisory Committee. All requests must be submitted in writing annually by the end of January to be considered for the sport season of the following year.

13.7 User groups may use sport fields on holidays that fall within their regularly assigned booking.

14.0 Inclement Weather – Poor Field Conditions

14.1 Yarmouth Recreation reserves the right to cancel or suspend any uses whenever sport fields conditions could result in damage to the surface or injury to players. Further, it shall be noted that:

- a. Use is not permitted on sport fields that have been closed. If play does take place, the Town may invoice the user for damages and cancel or refuse future bookings.
- b. During periods of adverse weather conditions where sport fields remain open, team officials will be responsible for pre-game inspections to determine field safety and potential for damage. If any of the following criteria are met, users should stop using a field when:
 - i. There is a presence of standing water;
 - ii. Water collects around the foot when walking on a field; or
 - iii. When the game has already begun, weather conditions deteriorate and the field is being damaged.

15.0 Inclement Weather – Dangerous Field Conditions

15.1 In the event of severe weather (high winds, thunder, lightning), user groups are expected to stop play until 30 minutes after the sound of thunder or sighting of lightening.

15.2 Indoor facilities on site may not be open for shelter. User groups should ensure that all participants are able to leave the premises immediately.

16.0 Determining Field Status

16.1 To determine if a field is safe and playable, the following factors are considered:

- a. Evidence of standing or surface water on the playing surface
- b. Field Saturation (the definition of a saturated field is one where the soil cannot absorb any additional moisture. The method to determine if a field is saturated is to walk on the playing surface. If water is present around the foot, then the field is deemed saturated)
- c. Required maintenance or repairs
- d. Safety or liability concerns with the playing surface

16.2 Status of the sport field/outdoor facility will be updated based on the following schedule:

- a. Morning field use: by 7:30 am Monday through Friday
- b. Afternoon field use: by 12:00 pm Monday through Friday
- c. Evening field use: by 3:00 pm Monday through Friday
- d. Weekend field use: by 7:30 am Saturday and Sunday

16.3 Field status will be communicated to user groups and the public through Yarmouth Recreation.

16.4 The final decision on a field closure is based on actual conditions at the time of inspection, not forecasted conditions. Only authorized Yarmouth Recreation staff can re-open a previously closed field.

Clerk's Annotation for Official Policy Book

Date of Adoption: December 11th, 2025

I certify that this 'Recreation Sports Fields Booking Policy' was adopted by Council as indicated above.

Town Clerk:

Date:

Responsibilities of User Groups

1.0 Contract Details

All sport fields bookings shall require an official booking confirmation from Yarmouth Recreation. All users will be charged rental fees as outlined in this fee schedule:

- a. All practices are free of charge.
- b. Minor Sport Organizations and School Groups games and practices are free of charge.
- c. Adult Groups and League fees are \$15.00 (plus HST) per game or \$100.00 (plus HST) per tournament.
- d. Light fees are applied at Mariners Field (\$10.00 per hr (plus HST) and Veterans Field (\$13.00 per hr (plus HST)

- 1.1** Full payment of rental fees must be provided to Yarmouth Recreation before the first scheduled date or access to the surface may be denied.

2.0 Cancellation Policy

Booking cancellations of sport fields will be permitted provided that the user group provides notice by 12:00 pm the day of the booking to the Yarmouth Recreation office.

3.0 Breach of Contract

Yarmouth Recreation will make meaningful attempts to resolve conflict with user groups without immediately resorting to termination of contract. Progressive measures will be used to resolve conflict including regular meetings, notices and discussions.

- 3.1** Failure to abide by this policy may result in loss of use of the sport field or outdoor facilities. Yarmouth Recreation reserves the right to appropriately invoice users who damage or misplace Town property.

4.0 After-Hours Contacts

Yarmouth Recreation recognizes the need to supply user groups with contacts for assistance in dealing with after-hours emergencies, concerns and general support. Contact details shall be provided to user groups and updated as needed. As a general guideline, the following contacts should be used (in order of contacting):

- a. Facilities Coordinator
- b. Director of Yarmouth Recreation
- c. Community Engagement Officer

5.0 Sub-Letting of Sports Field Time

No group or individual may sub-let sport fields.

6.0 Waste Separation

Waste receptacles are onsite and user groups must ensure that all waste is properly separated.

7.0 Outdoor Washrooms

Town operated washrooms open for the same season as the Sports Fields. Washrooms will be open daily. The use of cell phones, cameras and other personal electronic devices is prohibited in all Town operated washrooms.

8.0 Smoking

Smoking is prohibited within Town owned and operated sport fields, parks, and playgrounds. This includes any lighted or heated equipment used to smoke or vaporize any tobacco and non-tobacco products and smokeless tobacco.

9.0 Alcohol

Alcohol is prohibited at any function or event held at Town owned sport fields, without the authority of a Special Occasion Permit from Nova Scotia Alcohol and Gaming. Liability insurance is also required with the permit.

10.0 Lottery

No user-group shall operate a lottery without holding a valid license. Lottery licensing is issued by Nova Scotia Alcohol and Gaming. As a measure of risk management, any user group that operates an illegal lottery shall be reported.

11.0 Signs

No unauthorized signs, marketing, promotional materials, flags, banners shall be posted on Town property or attached to Town sport fields. The Town reserves the right to remove any items that are in violation of this.

12.0 Political Events

Town of Yarmouth facilities and infrastructure may not be used for any election-related purpose by a candidate, registered third party advertiser or political party.