



SPORT FIELD INFORMATION GUIDE

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Sport Field Information Guide

Introduction

The City of Saskatoon (City) offers over 300 sport fields in approximately 220 parks to accommodate recreation for sport user groups, including minor and adult sport leagues, City-wide programs, and national and international competitions. This information guide outlines how to book a sport field and provides answers to frequently asked questions.

What is a Sport Field?

For the purpose of this guide, a sport field includes the following:

- multipurpose fields;
- baseball fields;
- softball/slo-pitch fields;
- tennis/pickleball courts; and
- cricket grounds.

Many of these sport fields have fees associated with usage. These charge sport fields have above basic amenities and services (e.g. shale, lights, etc.).

The following are sport field-related definitions outlined in Bylaw No. 7767, Recreation Facilities and Parks Usage Bylaw, which states in part that:

- “(b) “Casual Use” means the occasional or irregular use of a recreation facility or park;
- (e) “Extended Event Use” means an activity or festival of a sporting, cultural, artistic or recreational nature which requires the use of all or a portion of a Recreation Facility or park for a maximum of five consecutive days including set up and take down; and
- (g) “Park” means Municipal Reserve or other lands maintained for recreational purposes, owned by the City and designated as one or more of the following:”
 - (i) District Park;
 - (ii) Linear Park;
 - (iii) Multi-District Park;
 - (iv) Neighbourhood Core Park;

- (v) Neighbourhood Park;
- (vi) Neighbourhood Pocket Park;
- (vii) Riverbank Park; and
- (viii) Special Use Park.

Booking Process

Application

Pre-season application packages are sent out in early December.

The deadline for applications is January 31 of the current season. Applications received past the deadline will be considered in the order received, pending sport field availability. If the deadline date falls on a weekend, applications must be received by the previous business day.

When booking tournaments, use the Special Event Application Form. For all other bookings (e.g. league), use the Sport Field Application Form. Application forms can be found at www.saskatoon.ca/sportfields.

The order in which applications are booked starts with tournaments, followed by minor leagues, adult leagues, and then all other requests.

All requests for sport fields, after the initial application process, must be booked through the City's Allocations Office on a first-come, first-served basis at 306-975-3366.

Cancellation Policy

Cancellation less than seven (7) days prior to the usage date will result in forfeiture of the fee for the sport field(s).

Fees

The City's charge sport fields are based on a classification system. Fee schedules can be found on the Classification of Charge Fields document located at: www.saskatoon.ca/sportfields.

For all charge sport fields, the user shall become liable for rental fees seven (7) days prior to usage or when the contract is signed if usage is less than seven (7) days from the date of the booking.

All sport charge fields must be booked by the City's Allocations Office and paid for prior to use. Failure to follow procedures could result in forfeiture of the entire contract and/or have an impact on the future order of bookings.

A confirmation (deposit) fee is required for tournaments at the time of signing the contract and will be applied toward the rental fee. The total amount owing for the confirmation fee is indicated on the tournament's tentative schedule (listed under damage deposit) and is based on \$10 per diamond or field per day.

Allocation Priority

Outlined in the Recreation Facilities and Parks Usage Bylaw, the allocation priorities for the City are as follows:

- 1) City contractual obligations;
- 2) international events;
- 3) national events;
- 4) provincial events;
- 5) annual events;
- 6) seasonal users; and
- 7) all other users.

Minor groups will be booked prior to adult groups.

Submission Timelines

Submission timelines are noted in the chart below. Requests that do not adhere to these timelines may not be approved.

REQUIREMENT	NUMBER OF DAYS PRIOR TO THE EVENT	INFORMATION GUIDE PAGE REFERENCE
Special Event/Sport Field Application Form	January 31 deadline	2
Noise Bylaw Extension Requests	60	10
Certificate of Insurance	30	4
Book pre-event site meeting with Parks Division staff	21	5
Copy of Special Occasions Permit to Saskatoon Police Service Special Duty Sergeant	14	7
Signed contract and facility fee due	7	2
Pre-event site meeting with Parks Division staff	7	5
Motor Vehicle in Parks Permit Request	7	9
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User Group/Tournament Organizer Responsibilities

Field Lining

The City begins field marking for the perimeters and goal creases of soccer and football fields, as well as foul lines, for ball diamonds in mid-April, subject to weather.

It is up to the user group to continue lining the fields throughout the season as they see fit. However, do not mark fields that conflict with the existing Parks Division's markings unless prior approval has been granted from the Recreation and Community Development Division.

The use of herbicides or pesticides on sport fields is strictly prohibited, unless approved by the Parks Division.

The use of Roundup® mixed with line paint is strictly prohibited.

Users must call 306-975-2897 if field lines for football, soccer, etc., are required or to inquire about field lining regarding tournaments. Additional charges may apply.

Inclement Weather Guidelines

Use of sport fields when the turf is wet creates ruts, worn areas, and compacts the soil, which reduces turf grass growth (e.g. goal mouth areas). This use results in long-term damage to the turf, which reduces the quality of the playing surface. These problems create unsafe playing conditions, impact field availability, and cannot be corrected through the regular maintenance program.

During heavy rain or after a prolonged rain (e.g. 6 to 8 hours or more), discontinue play to reduce damage to the playing surface.

When deciding to use a field during or after inclement weather:

- **do not use the field** if there is standing water (e.g. puddles) on the field; and
- **do not use the field** if water squishes under one's feet when walking on the turf.

It is the user's/tournament organizer's responsibility to assess field usage conditions prior to playing. All repair costs resulting from sport groups using wet fields **will** be charged directly to the offending team(s) or organization(s).

During league play, if games are rained out resulting in wet playing conditions, make-up games must be booked through the City's Allocations Office at 306-975-3366. League games do not receive a refund due to inclement weather cancellations.

The City's Allocations Office requires written notification for any cancelled bookings due to inclement weather conditions within 48 hours after the tournament. Failure to do so will result in forfeiture of the fee for the sport field(s).

Insurance

The requirements for insurance are as follows:

- The minimum requirement for liability insurance is \$2 million, and is required for all bookings. The City reserves the right to request additional liability insurance. A copy of the user's liability insurance must be submitted to the City's Allocations Office prior to the release of the contract.
- If a tournament is serving or selling alcohol, the minimum requirement for general liability insurance is \$5 million, with host liquor endorsement. The City reserves the right to request additional general liability insurance (see the Alcohol Sales and Service section in the Special Event Information Guide for more information).

Keys

UMEA Vast concession, William A. Reid concession, and the Newsham change room facility require a key for admittance. Keys can be picked up at the Parks Administration Building, located at 1101 Avenue P North. Contact the Parks Division at 306-975-3300 to arrange pick up.

There is a \$100 charge if the key is lost or not returned.

No Smoking Policy

As of January 1, 2016, changes to Bylaw No. 8286, Smoking Control Bylaw, 2004, prohibits smoking or vaping (including electronic cigarettes) in outdoor public spaces owned and operated by the City, such as parks, playgrounds, sport fields, spray pads, outdoor and paddling pools, skateboard sites, golf courses, tennis courts, dogs parks, public squares, and areas around civic buildings.

As such, the user group/tournament organizer agrees to take reasonable steps to ensure that there is no smoking within the park, and to advise the City if there are any problems with respect to the observation of this policy.

A "No Smoking" bylaw sign has been placed at each sport field to ensure public awareness. Due to the size and nature of Saskatoon's outdoor public spaces and parks, signage may not be available, but the bylaw is still in effect. Citizens wishing to make a bylaw complaint should contact the Saskatoon Police Service at 306-975-8300.

Pre-Tournament Site Visit

Tournament organizers must meet on site with Parks Division staff one week prior to the tournament. The on-site meeting will allow for review of vehicle access, the site map,

and available amenities. Post-tournament inspection meetings may also be required with the Parks Division staff.

Tournament organizers will be contacted to arrange the pre-tournament site visit.

Tournament organizers may use tents and other temporary structures as part of their tournaments. All tents or other structures requiring in-ground stakes must have locations cleared by Sask1stCall for underground utilities, Facilities electrical utilities, and by Parks for irrigation lines. Contact Sask1stCall (1-866-828-4888 or www.sask1stcall.com) 72 hours prior to the tournament. A Parks Irrigation Locates form can be found at the following: <https://www.saskatoon.ca/webform/irrigation-locate-requests>. Contact Facilities and Fleet Management for underground electrical utilities at minimum 5 business days prior to the event by emailing: AFRecreationalFacilities@saskatoon.ca.

Permits

Tournament organizers are responsible for complying with all laws and regulations. The Recreation and Community Development Division will work with the organizers to determine which permits are required for the tournament.

Please note that many departments and regulators require 30 to 90 days to review applications before they can provide approvals.

Tournament organizers are responsible for charges and fees related to obtaining the necessary permits. The following permits may be required for the event:

- Food and Beverage Permit;
- Motor Vehicle in Parks Permit;
- Noise Bylaw Extension Permit; and
- Special Occasions Permit.

Tournament organizers can locate copies of permit applications at <https://www.saskatoon.ca/special-event-forms-permits>.

Site Cleanliness

User groups/tournament organizers are responsible for the use of garbage containers located adjacent to the playing fields.

User groups/tournament organizers are responsible for the management of all garbage associated with the event. All garbage must be removed from the site at the end of the event. Any cleanup due to spillage or dumping (i.e. portable washrooms or cooking oil) may require environmental cleanup at the user group's/tournament organizer's expense.

The City has larger garbage containers (300 gal) available for use. These can be requested for the tournament on the Sport Field/Special Event Application Forms. Charges may apply.

User Group/Tournament Logistics

Tournaments occasionally require additional civic services. For additional information on alcohol, electricity, tents and temporary structures, as well as special event policing, reference the City's Special Event Information Guide at www.saskatoon.ca/specialevents.

Barbeques

Propane barbeques are allowed in the City's parks.

Food and Beverage (Concession)

If tournament organizers wish to provide a food and beverage service at a tournament, a Temporary Food Permit may be required by the Saskatoon Health Region. This excludes hamburger and hot dog sales for:

- community associations;
- service clubs;
- multicultural associations;
- churches;
- sports teams;
- recreation clubs; and
- outdoor tournaments.

For more information on whether a Temporary Food Service Permit is required for the event, please contact the Saskatchewan Health Authority at 306-655-4605 or visit the website at: https://www.saskatoonhealthregion.ca/locations_services/Services/Health-Inspection/Pages/Temporary-Food-Event.aspx.

Motor Vehicles in Parks

The following guidelines apply to golf carts, gators, and all regular vehicles:

1. Tournament organizers are responsible for applying for a permit (no charge) seven (7) days in advance of the event.
2. The make, model, year, and license plate of all applicable vehicles must be submitted to the Open Space Consultant in order to receive a permit.
3. All golf carts, gators, and vehicles are required to have a permit.
4. Vehicle operators must clearly display the permit.
5. Only service vehicles transporting materials, or functioning as part of the program, are allowed in parks at any time.
6. Pedestrians have the right-of-way everywhere.
7. Drivers should make use of hard surfaces within the park and grass should be driven on as little as possible. Any restoration work due to turf rutting or damage to irrigation systems will be charged to the event.

8. During set up and take down of a tournament, vehicles are to be used for loading and unloading only, and are not to be parked on site for the duration of the set up and take down.
9. During the tournament, on-site moving vehicles are limited to sanitation vehicles, emergency vehicles, and shuttle vehicles under the direct supervision of the organizer.
10. Unattended vehicles that are on site and not identified in the site map or with a permit are subject to ticketing and towing.
11. In wet conditions, all vehicles may be prohibited from driving on the grass. This includes delivery vehicles for stages, bleachers, tents, etc.
12. Additional direction provided by City staff is to be followed.

Those vehicles found driving or parking in parks without a permit will be penalized with a \$50 ticket.

Noise Guidelines and Bylaw

Tournament organizers are responsible for monitoring and controlling noise resulting from the event. The following guidelines are intended to assist event organizers in ensuring the noise from the event does not intrude unreasonably on the public living in the area:

1. Event organizers shall designate a responsible individual who is available by phone on a 24-hour basis and who has the authority to respond appropriately to complaints regarding the event. The contact name, phone number, event name, dates, times, and location will be provided to any member of the public wishing to contact the event organizers directly. This information must be provided to the Open Space Consultant prior to the event.
2. At least 14 days prior to the event, organizers will contact the community association and any business or resident within a two-block radius with the details of the event, including the date, time, and location of the event. The event organizer should inquire as to whether the association wishes an event representative to attend one of their regular business meetings to discuss any event issues that may affect residents. For community association contact information call 306-975-3378.
3. If amplification equipment is used, noise levels should not exceed 105 decibels, measured 100 feet (30 m) from in front of the stage or location of the speaker system. A balanced range of sound to minimize base tones is required. Speaker systems are to be positioned in a manner that tilts them downward into the crowd attending the event versus projecting over the crowd and into park property. The onus is on the event organizer to monitor the sound level.
4. The event program should be scheduled to allow for times when there is no amplified sound (minimum 15-minute breaks). This will assist in alleviating complaints about incessant, repetitive noise.

Events occurring on civic property will have a Noise Bylaw Extension Request submitted by the Administration using information from the Special Event Application Form. Events with a previous three-year history, with no concerns, or events that occur in the morning will be approved by the Administration. Events that do not meet this criteria will have their request forwarded to City Council for approval.

Events on private property that occur outside the Noise Bylaw hours require the event organizer to submit a Private Property Outdoor Public Event Noise Bylaw Extension Request Form found at <https://www.saskatoon.ca/special-event-forms-permits> at least 60 days prior to the event. Noise Bylaw hours are:

- Monday to Thursday from 11 a.m. to 9 p.m.;
- Friday and Saturday from 11 a.m. to 10 p.m.; and
- Sunday from 1 p.m. to 6 p.m.

The information to be included on the Private Property Outdoor Public Event Noise Bylaw Extension Request Form include:

- a) the event name, organizer contact information, date(s), and time(s);
- b) a description of the event;
- c) the ward where the event will occur; and
- d) the previous year(s) and location(s) of the event.

Private Property Outdoor Public Event Noise Bylaw Extension Request Forms can be submitted by:

- mail to Special Events Office
2nd Floor Cosmo Civic Centre
3130 Laurier Drive
Saskatoon SK S7L 5J7; or

1) email to nber@saskatoon.ca.

Sport Field Monitor

The Sport Field Monitor's role is to be a presence at charge sport fields during league and tournament play to assist with scheduling conflicts, maintenance issues, and any other questions or issues that arise outside of business hours.

Sport Field Monitors primarily work seven (7) days per week, Monday to Thursday, 5 p.m. to 9 p.m.; Saturday, 10 a.m. to 6 p.m.; and Sunday, 2 p.m. to 8 p.m. and can be reached at 306-260-8681.

Washrooms

Seasonal

Seasonal washrooms are available from the May long weekend to the September long weekend, 8 a.m. to 10 p.m., at the following sites:

- Cumberland Park;
- Diefenbaker Park;

- Kilburn Park*;
- Nutana Kiwanis Park;
- UMEA Vast Park*; and
- William A. Reid Park*.

*Open May 1 through September 30 (weather dependent).

Portable

Portable washrooms may be placed at locations that do not offer a washroom facility; however, this is the responsibility of the user group, if deemed necessary.

Sites for portable washrooms are to be approved by the Parks Division staff and placed on a hard surface (e.g. parking lot, road edge), not on turf, whenever possible.

Portable washrooms left on site overnight must be properly secured. Should a portable washroom become overturned, environmental cleanup is required by, and at the expense of, the tournament organizer.

Portable washrooms are recommended for tournaments that are located at sport fields without washroom facilities. Portable washrooms are mandatory if the tournament involves liquor.

Portable washrooms must be removed from the site within 24 hours of the end of a tournament or next business day.

APPENDIX A: CONTACT LIST

For information on park availability and application inquiries, contact the City's Allocations Office by:

- phone at 306-975-2951; or
- email at allocations@saskatoon.ca.

For all other tournament inquiries, contact the Open Space Consultant by:

- phone at 306-975-3342; or
- email at specialevents@saskatoon.ca.

Noise Bylaw Inquiries	306-975-3342
Community Association Liaison	306-975-3378
Field Lining or Charge Field Issues (e.g. grooming, drainage, home plates, and pitching mounds)	306-975-2897
Fire Department Prevention and Inspection Division	306-975-2578
Park Irrigation Issues (e.g. leaks)	306-975-3303
Park Irrigation Issues – After Hours (24hr)	306-975-2476
Parks Administration Building (including keys)	306-975-3300
Parks Division Irrigation Locates Form	https://www.saskatoon.ca/web/form/irrigation-locate-requests
Sask1 st Call	1-866-828-4888
Saskatchewan Liquor and Gaming Authority (SLGA) Client Services	1-800-667-7565
Saskatchewan Health Authority Food and Beverage	306-655-4605
Sport Field Monitor	306-657-8680