



Sport Fields Booking Policy
S-088-26

Effective Date:
February 25, 2026

Part 1 Purpose

- 1.1 The purpose of this policy is to provide Yarmouth Recreation guidance and effective regulation of Sport Fields operated by Yarmouth Recreation.
- 1.2 Yarmouth Recreation 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 sports fields as well as the rules for use and the standards of related services.
- 1.3 Users are expected to read, understand, and follow the policy as part of the use agreement.

Part 2 Definitions

- 2.1 This policy applies to all requests to use Sport Fields operated by Yarmouth Recreation.
- 2.2 Executive refers to any person who sits on a Board of Directors or other Committee and is responsible for a Community Organization/Minor Sports Groups.
- 2.3 Municipal Programs shall be defined as Programs offered by Yarmouth Recreation, including, but not limited to, day camp programs, activities, and special events.
- 2.4 Maintenance refers to regular maintenance or repairs of sports fields.
- 2.5 Adult Leagues shall be defined as any groups, leagues, or individuals whose participants consist of persons aged 16 years and above.
- 2.6 Sport Fields refer to:
 - 2.6.1 Hebron Recreation Complex Ballfields 1, 2, and 3 (softball/baseball)
 - 2.6.2 Broadbrook Recreation Park Ballfields; Travellers, Mariners, and Veterans (softball/baseball)
 - 2.6.3 Janet Smith Soccer Field
 - 2.6.4 Maple Grove Soccer Field
 - 2.6.5 Meadowfields Soccer Field
 - 2.6.6 Overton Ballfield (softball/baseball)
 - 2.6.7 Gateway Park (baseball)
 - 2.6.8 St. Ambrose Ballfield (baseball)
 - 2.6.9 Yarmouth Elementary School Soccer field (Old YCMHS)
 - 2.6.10 Yarmouth High School Soccer Field
 - 2.6.11 Milton Ballfield (Coronation Park) (softball/baseball)



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

- 2.7.1 Forchu River Trail
- 2.7.2 Tkipok Trail
- 2.7.3 Play On Ball Hockey Rink (*this can be reserved)
- 2.7.4 St. Ambrose Tennis/Pickleball Courts
- 2.7.5 Old Central School basketball courts
- 2.7.6 Boys and Girls Club Ball Hockey and Basketball Courts
- 2.7.7 Hebron Recreation Complex Tennis/Pickleball Courts

Part 3 Procedures

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

3.2 Prioritization of Bookings:

3.2.1 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:

- 3.2.1.1 Gateway Park: Senior, Intermediate, Old timers, U22, U18 baseball
- 3.2.1.2 Veterans Field: Senior, Intermediate, Old timers, U22, U18 baseball
- 3.2.1.3 Mariners Field: U15, U13, U11 baseball, Softball
- 3.2.1.4 St. Ambrose Field: U13, U11, U9, U7 baseball, T-ball
- 3.2.1.5 Milton Field: U11, U9, U7 baseball, T-ball
- 3.2.1.6 Travellers Field: U13, U11, U9, U7 baseball, T-ball.
- 3.2.1.7 Hebron Complex #1: Softball, U15, U13, U11 baseball
- 3.2.1.8 Hebron Complex #2: Softball, U15, U13, U11 baseball
- 3.2.1.9 Hebron Complex #3: Softball, U15, U13, U11 baseball
- 3.2.1.10 Overton Field: Softball, U15, U13, U11 baseball
- 3.2.1.11 Janet Smith Soccer Field: Clippers Soccer Club, School Use
- 3.2.1.12 Maple Grove Soccer Field: School Use, Clippers Soccer Club
- 3.2.1.13 Meadowfields Soccer Field: School Use, Clippers Soccer Club
- 3.2.1.14 Yarmouth Elementary School Soccer field (Old YCMHS): School Use, Clippers Soccer Club
- 3.2.1.15 Yarmouth High School Soccer field: School Use, Clippers Soccer Club



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3.3 Consistency

3.3.1 It is desirable and necessary to maintain a reasonable amount of consistency in Sport Field scheduling from year to year 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.

3.3.2 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.

3.4 Sport Fields Bookings for Community Youth/Minor Sport Groups

3.4.1 The following factors will be considered in determining the booking of facilities for minor sport groups:

- 3.4.1.1 Age of participants
- 3.4.1.2 Game times and practice times
- 3.4.1.3 Fair utilization of sports field/facility time
- 3.4.1.4 Total registration for minor sport group

3.4.2 Requests for Sport Fields bookings must be received in writing by Yarmouth Recreation by March 31st each year.

3.5 Sport Fields Booking

3.5.1 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.

3.5.1.1 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.

3.6 Booking of Tournaments and Special Events

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- 3.6.1 Booking requests for 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.
- 3.6.2 There can be issues that arise with tournament requests such as base distance, pitching mound, appropriate size field for the use, etc.
- 3.6.3 Often, there can be multiple or conflicting requests to book sports 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.
- 3.6.4 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.

Part 4 Management of Sport Fields

4.1 Outdoor Season

- 4.1.1 Our operating season for Sport Fields is May 1st and closes by October 31st, subject to weather and seasonal maintenance being completed.

4.2 Maintenance

- 4.2.1 All maintenance of Sport Fields will be completed by Yarmouth Recreation.
- 4.2.2 Users may not make any change or repair to the sports fields without written consent from Yarmouth Recreation.

Part 5 Standard of Maintenance of Sport Fields

- 5.1 Yarmouth Recreation will complete the following basic maintenance of baseball/softball fields:

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- 5.1.1 Infields will be groomed regularly, as appropriate, including raking and dragging, subject to weather conditions.
- 5.1.2 Outfield grass will be cut weekly, subject to weather conditions.
- 5.1.3 Infield and Outfield foul lines will be prepared regularly
- 5.1.4 Baseball/Softball infields setup shall be:
 - 5.1.4.1 Pitching rubber (various locations)
 - 5.1.4.2 Home plate (strike mats not provided)
 - 5.1.4.3 Bases set as required and noted in the booking agreement (based on division of play)
 - 5.1.4.4 Infields groomed as required, subject to weather conditions.
- 5.1.5 During special events and tournaments, additional grooming and baseline chalking may be done subject to prior arrangements and approval through Yarmouth Recreation.
- 5.2 Basic Maintenance of Soccer Fields
 - 5.2.1 Grass mowing and field lining are performed once a week. Inclement weather may alter maintenance schedules.
 - 5.2.2 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.
 - 5.2.3 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 sports season of the following year.
 - 5.2.4 User groups may use Sport Fields on holidays that fall within their regularly assigned booking.
- 5.3 Inclement Weather - Poor Field Conditions:



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5.3.1 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:

5.3.1.1 Use is not permitted on Sport Fields that have been closed. If play does take place, Yarmouth Recreation may invoice the user for damages and cancel or refuse future bookings.

5.3.1.2 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:

5.3.1.2.1 There is a presence of standing water,

5.3.1.2.2 Water collects around the foot when walking on a field, or

5.3.1.2.3 When the game has already begun, weather conditions deteriorate, and the field is being damaged.

5.4 Inclement Weather – Dangerous Field Conditions:

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

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

5.5 Determining Field Status:

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

5.5.1.1 Evidence of standing or surface water on the playing surface

5.5.1.2 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)

5.5.1.3 Required maintenance or repairs

5.5.1.4 Safety or liability concerns with the playing surface



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- 5.6 Status of the Sport Field/Outdoor Facility will be updated based on the following schedule:
 - 5.6.1 Morning field use: by 7:30 am Monday through Friday
 - 5.6.2 Afternoon field use: by 12:00 pm Monday through Friday
 - 5.6.3 Evening field use: by 3:00 pm Monday through Friday
 - 5.6.4 Weekend field use: by 7:30 am Saturday and Sunday
 - 5.6.5 Field status will be communicated to user groups and the public through Yarmouth Recreation.
 - 5.6.6 The final decision on a field closure is based on actual conditions at the time of inspection, not forecast conditions. Only authorized Yarmouth Recreation staff can reopen a previously closed field.

Part 6 Responsibilities of User Groups

- 6.1 Contract Details
 - 6.1.1 All Sport Fields bookings shall require an official booking confirmation from Yarmouth Recreation. All users will be charged rental fees as outlined in the Yarmouth Recreation website (under Facilities):
 - 6.1.1.1 Full payment of rental fees must be provided to Yarmouth Recreation before the first scheduled date, or access to the surface may be denied.
- 6.2 Cancellation Policy:
 - 6.2.1 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.
- 6.3 Breach of Contract:
 - 6.3.1 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.
 - 6.3.2 Failure to abide by this policy may result in loss of use of the Sport Field or Outdoor Facility. Yarmouth Recreation reserves the right to appropriately invoice



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users who damage or misplace Yarmouth Recreation property.

6.4 After-Hours Contacts:

6.4.1 Yarmouth Recreation recognizes the need to supply user groups with contacts for assistance in dealing with after-hours emergencies, concerns, and general support.

6.4.2 Contact details shall be provided to user groups and updated as needed.

6.4.3 As a general guideline, the following contacts should be used (in order of contacting):

6.4.3.1 Facilities Coordinator

6.4.3.2 Director of Yarmouth Recreation

6.4.3.3 Community Engagement Officer

6.5 Sub-Letting of Sports Field Time

6.5.1 No group or individual may sublet Sport Fields.

6.6 Waste Separation

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

6.7 Outdoor Washrooms

6.7.1 Yarmouth Recreation 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 Yarmouth Recreation operated washrooms.

6.8 Smoking

6.8.1 Smoking is prohibited within Yarmouth Recreation 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



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smokeless tobacco.

6.9 Alcohol

6.9.1 Alcohol is prohibited at any function or event held at Yarmouth Recreation 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.

6.10 Lottery


6.10.1 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.

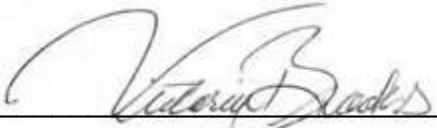
6.11 Signs

6.11.1 No unauthorized signs, marketing, promotional materials, flags, banners or signs shall be posted on Yarmouth Recreation property or attached to Yarmouth Recreation Sport Fields. Yarmouth Recreation reserves the right to remove any items that are in violation of this.

6.11.2 Election signs may not be erected or displayed in any street right-of-way, on or adjacent to a park or facility that is owned or operated by the Yarmouth Recreation.

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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	February 28, 2026
Date of Passage of current Policy	February 25, 2026
I certify that this Sports Fields Booking Policy S-088-26 was adopted by Council as indicated above.	
 <hr/> Chief Administrative Officer	<p style="text-align: center;"><u>March 6, 2026</u> Date</p>

Date last reviewed by Council: February 25, 2026

Date last amended: February 25, 2026

Amendment Log

Date	Amendment Description
February 25, 2026	<ul style="list-style-type: none"> • Removed subsections: <ul style="list-style-type: none"> 6.1.1.1 All practices are free of charge. 6.1.1.2 Minor Sport Organizations and School Groups games and practices are free of charge. 6.1.1.3 Adult Groups and League fees are \$15.00 (plus HST) per game or \$100.00 (plus HST) per tournament. 6.1.1.4 Light fees are applied at Mariners Field (\$10.00 per hr (plus HST) and Veterans Field (\$13.00 per hr (plus HST) 6.12 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.