



# **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

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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 Sport User Tournament 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](http://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

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

## Fees

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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](http://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 charge sport 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

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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

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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

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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 email [Keith.Oftebro@Saskatoon.ca](mailto:Keith.Oftebro@Saskatoon.ca) and [Jessie.Stolar@Saskatoon.ca](mailto:Jessie.Stolar@Saskatoon.ca) or call 306-975-2897 if field lines for football, soccer, etc., are required or to inquire about field lining regarding tournaments. Spring requests should be submitted by April 15 and fall requests should be submitted by August 15. Additional charges may apply.

## Inclement Weather Guidelines

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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**

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The requirements for insurance are as follows:

1. The minimum requirement for liability insurance is \$2 million. The City reserves the right to request additional liability insurance.
2. Liability insurance must name the City of Saskatoon as an additional insured.
3. If the event 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 for more information).

## **Keys**

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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.**

## **Permits**

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Tournament organizers are responsible for complying with all laws and regulations. The Recreation and Community Development Department 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 (Alcohol).

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

## **Pre-Tournament Site Visit**

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A pre-event site meeting may be required prior to the tournament. The City's Outdoor Recreation Programmer or Parks Division Staff will be in contact with the organizer to set up

an on-site meeting. The on-site meeting will occur at least 7 days prior to the tournament and will allow for review of vehicle access, the site map, and amenities.

### Site Cleanliness

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Removal of all litter, including paper and all event trash bags, is required. Tournament organizers are responsible for the management of all garbage associated with the tournament and must have their tournament site cleaned up following the completion of the tournament within:

1. 12 hours or;
2. by 8 A.M. following take-down, whichever comes first.

If additional time is required to clean-up, the request must be communicated to the Open Space Consultant. **If further clean-up of the tournament site is required by park staff, the tournament organizer may be charged for this service.**

Any cleanup due to spillage or dumping (e.g. portable washrooms or cooking oil) will require environmental cleanup at the event organizer's expense.

The City has special event garbage containers (300 gal.) available at various sport field complexes. If additional special event garbage containers are required, these can be requested for the tournament by filling out a Garbage Collection Contract Form which can be obtained by contacting the Open Space Consultant. Tournament organizers will be responsible for covering the fees for additional containers. These garbage containers are not permitted within the park; they must be left accessible for pick up after the event.

## User Group/Tournament Logistics

### Alcohol Sales and Service

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Special Occasion Permits must be approved through the Saskatchewan Liquor and Gaming Authority's (SLGA) Head Office. It is important that the event organizer apply for the permit well in advance of the event to ensure there is adequate processing time. Applications for Special Occasion Permits can only be submitted online at SLGA.com or at any liquor store. To ensure adequate processing time, applications for any type of special occasion permit should be submitted at least ten days in advance of the event.

**NOTE:** Applications received more than ten days in advance will have their fee discounted by 20%.

Please note:

1. Special Occasion Permits, sale, non-sale and cost recovery, are required for anyone selling alcohol or serving alcohol at a special event (such as a tournament, wedding, cabaret, or fundraiser) that is held in a public location.



2. Most Special Occasion Permits can be purchased at any Saskatchewan liquor store, or private liquor store. All permits, including those for large-scale events and certain other permits must be approved through the SLGA's Head Office.
3. SGLA strongly encourages organizers who are planning higher-impact events, such as cabarets or large open-air festivals, to contact Head Office well in advance of the event as additional requirements may apply to those applications. Each event is evaluated on its own merit to determine what types of controls may be appropriate.

## **Sale Permit**

This type of permit is available for public or private events where the event host sets a price charged for the alcohol or there is an indirect charge for the alcohol, such as an admission fee/ticket to attend the event or mandatory donations at the bar. Events that are open to the public or publicly advertised also require this type of permit even if there is no charge for the alcohol being served. Typically, sale permits are used for charitable fundraisers, social functions, community events, business events

### **NOTE:**

1. This permit is available only to bona fide organizations. Businesses and individuals may have limited access to this type of permit. For further detail, please refer to the SGLA website.
2. Those applying for a Sale Permit for outdoor events must also submit approval from the municipality in the community where the event will be held and a detailed site map that includes the dimensions of the area to be permitted. For obtaining City municipal approval, see the "Application Requirements for a Special Occasion Permit for Special Events" section below.
3. Sale Permit applications are available **online only** (applicants who don't own or use email addresses they are able to go to any liquor stores in the Saskatoon area, the store will be able to submit an application on their behalf and also can collect the permit fee). Organizers should submit the application a minimum of ten days prior to the event.
4. Tickets for the event may be sold both in advance and at the door. Advertising is permitted, but subject to the SLGA's regulations. Contact the SLGA for more information.
5. Minors may attend the event only with the SLGA's approval and if accompanied by their parent, legal guardian, or spouse of legal age.
6. Sale Permits are valid for a maximum of 12 hours and drink prices are set by the permittee.
7. Permit fees are the responsibility of the event organizer.

If one is planning an event for more than 500 people, an SLGA Liquor Inspector can meet with a group representative to discuss security, the admission of minors, liability and other issues that may arise at the event. The SLGA can also coordinate workshops for volunteers

that are working as servers and for the security personnel working at the function. Contact the Client Services Branch (1-800-667-7565) for more information.

### **Special Occasion Permit Application Requirements**

When serving alcohol on municipal property, event organizers must fulfill the following requirements prior to the event:

1. City Municipal Approval
  - a. Written municipal approval must be submitted regarding all outdoor functions. The SLGA cannot provide a Special Occasion Permit without the City's municipal approval.
  - b. The municipal request form for Special Occasion Permit can be found at [www.saskatoon.ca/special-event-forms-permits](http://www.saskatoon.ca/special-event-forms-permits).
2. Site Plan
  - a. When reviewing the application, the SLGA's Head Office will make the determination if a site plan is required. Site plans are required in most cases unless the event space is a commonly used area such as Boffins Garden or Bob Van Imp stadium.
3. Enclosure - Events over 500 Attendees
  - a. The proposed permitted area must be isolated by means of an enclosure to prevent public access.
  - b. The enclosure must be constructed of a material that will not allow alcoholic beverage containers to be passed through or over it (e.g. plastic snow fence).
  - c. The enclosure must be secured to ensure it cannot be climbed over or pushed down to gain access.
  - d. The enclosure must be a minimum of 5 feet high. If the barrier height is less than 5 feet, a double barrier is required with a buffer zone of at least 4 feet in width.
4. Enclosure - Smaller Events
  - a. A 4-foot rope barrier is sufficient for smaller events.

**NOTE:** All permits must be submitted to the Saskatoon Police Service Special Events Coordinator at [special.events@police.saskatoon.sk.ca](mailto:special.events@police.saskatoon.sk.ca) at least 7 days prior to the event.

### **Security**

Security plans for the event may be required. The type of security and the number of security personnel required will depend on the size of the proposed permitted area and the type of event. The SLGA should be contacted in this regard. The following are the SLGA's Terms and Conditions for Special Occasion Permits:

1. Trained or licensed security is recommended for large Special Occasion Permit events and may be mandatory for certain specific events. The onus is on the permittee to ensure that adequate security is present at the event.
2. "Licensed" means a valid security guard license issued by the Law Enforcement Branch of Saskatchewan Justice.

3. “Trained” means has attended Special Occasion Permit Training as provided by a SLGA Liquor Inspector.
4. The number and type of security personnel required may be determined by the number of persons attending the event and the level of risk the event is perceived to have. Applicants may use the following options (arranged from least to most risk) as a guide:
  - volunteers only (no workshop experience);
  - trained volunteers only (with workshop experience);
  - trained volunteers paired with licensed security personnel; or
  - licensed security personnel only.
5. Event organizers may be required to hire the City’s Special Duty Police Officers from the SPS at the discretion of the SPS Special Events Coordinator for events with 500 people or over.  
Security at events with more than 500 people is recommended, but not mandated. The SLGA’s Head Office will make the determination if security is mandated.

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## **Electricity**

Electrical outlets to book for tournaments are available in varying quantities throughout the City. Electricity is free to use under the following conditions:

1. If the circuit is overloaded and the breaker trips outside of normal working hours (daily from 7 a.m. to 4 p.m.), a charge of \$200 will be applied.  
  
This charge covers the cost of City staff being called in to investigate the cause of the overload and to reset the breaker. This charge is applied for each occurrence so it is expedient to resolve the overload problem(s) while City staff is on site.
2. Using a portable generator is recommended if power is crucial for the success of an event, especially in the circumstances of event safety for the use of inflatables. Even if City staff are called to resolve a power issue, they may be unable to respond to the event’s lack of power immediately. There may be other emergencies they must attend to before the situation can be addressed. Event organizers may be waiting hours in the worst case scenario.

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## **Food and Beverage (Concession)**

If tournament organizers wish to provide a food and beverage service, 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](https://www.saskatoonhealthregion.ca/locations_services/Services/Health-Inspection/Pages/Temporary-Food-Event.aspx).

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## Food Trucks

Food trucks operating at tournaments **must hold** a City of Saskatoon Mobile Food Truck License. Food trucks that have not obtained this license are not permitted to operate at tournaments and may be subject to fines.

Food trucks permitted at tournaments are responsible for immediately removing any garbage and oil/grease spills that occur as a result of operations. Tournament organizers are responsible to ensure this occurs.

Food trucks must maintain a separation distance of 150 metres from the boundary of any community or special event open to the public, unless prior written permission from the event organizer has been obtained and a designated vending location, identified on an event site plan, has been approved by the City. Approval letters from event organizers must be posted in the vehicle window beside the On-Street Food Truck License.

**Note:** Food trucks are not permitted to operate within a park as a part of a special event unless receiving approval for an appropriate location from the City.

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## Motor Vehicles in Parks

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

1. Event organizers are responsible for applying for a permit (\$30 fee) a minimum 14 days in advance of the event by completing a Motor Vehicle in Park Application Form found at <https://www.saskatoon.ca/special-event-forms-permits>.
2. The type and size, including weight of all applicable vehicles must be included on the application form and submitted to [vehiclesinparks@saskatoon.ca](mailto:vehiclesinparks@saskatoon.ca) in order to receive a permit. Make and model of vehicle(s) can be provided if known.
3. All golf carts, gators, and vehicles are required to have a permit.
4. Vehicle operators must clearly display the permit.
5. Pedestrians have the right-of-way everywhere.
6. 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.
7. During set up and take down of an event, permitted 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.

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

**NOTE:** Those vehicles found driving or parking in parks without a permit may be ticketed.

### **Noise Guidelines and Bylaw**

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Tournament organizers are responsible for monitoring and controlling noise resulting from their 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.
2. At minimum two weeks prior to the event, event organizers will contact the applicable community association and any business or resident within a two-block radius with details of the event including date(s), times(s) and location of the event.
3. If amplification equipment is used, noise levels should not exceed 105 decibels, measured 30 m (100 feet) 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. Event organizers are to submit information to the City of Saskatoon Special Events office ([specialevents@saskatoon.ca](mailto:specialevents@saskatoon.ca)) indicating how times with no amplified sound will be implemented in the event and how long these non-amplified periods will be. This will assist in alleviating complaints about incessant, repetitive noise.

Failure to comply with these administrative conditions may result in the exemption being revoked for future requests.

Noise Bylaw Extension Requests will be submitted by the Administration, using information from the Tournament Application Form. Events with a previous three-year history, with no concerns, or requests for extensions 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.

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 and Statutory Holidays from 1 p.m. to 6 p.m.

**Note:** Events that do not allow public access, whether by way of tickets or free access, are not eligible to receive a noise bylaw extension.

## **Sport Field Monitor**

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The Sport Field Monitor's role is to be a presence at the 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 306-220-7806.

## **Washrooms**

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### **Portable**

Portable washrooms are recommended for tournaments located at venues without washroom facilities. Portable washrooms are mandatory if the event involves liquor.

Sites for portable washrooms are to be approved by Parks Division staff and placed on a hard surface (i.e. parking lot, road edge) whenever possible.

Portable washrooms left on site overnight must be accompanied by security. Should a portable washroom become overturned, environmental cleanup is required by the event organizer. Portable washrooms must be removed from site within 24 hours of the end of the special event.

Seasonal and year round washrooms are available from 8:00am -10:00pm from May long weekend to the September long weekend. After the September long weekend until the Thursday before the May long weekend, the year round washrooms are open from 8:00am -8:00pm.

### **Seasonal**

- Diefenbaker Park
- Kinsmen Park;
- Nutana Kiwanis Park;
- Reid Park;
- Riversdale Kiwanis Park;
- Rotary Park;
- Shakespeare on the Saskatchewan (Mendel Park); and
- Umea Vast Park.

## Year Round

- Gabriel Dumont Park;
- Meewasin North Pavilion;
- North Kiwanis Memorial Park;
- River Landing Pavilion;
- Victoria Park Boat House (open from 8 a.m. to 6 p.m); and
- Kinsmen Park Riverfront

## APPENDIX A: CONTACT LIST

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

- phone at 306-975-3366; or
- email at [allocations@saskatoon.ca](mailto: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](mailto: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	<a href="#">Webpage Link</a>
Sask1 <sup>st</sup> 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	306-220-7806