

CITY OF TRACY

# Sports Field Reservation Handbook

July 1, 2016



Think Inside the Triangle™

Community Facilities Division  
333 Civic Center Plaza  
Tracy, CA 95376  
Phone (209) 831-6200  
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Email [sportsfields@ci.tracy.ca.us](mailto:sportsfields@ci.tracy.ca.us)

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## **SPORTS FIELD RESERVATION HANDBOOK**

### **September 28, 2015**

#### **INTRODUCTION**

Thank you for considering the City of Tracy for your next sporting event, game or practice. The City's Public Works Department, through its Community Facilities Division, administers the allocation and reservation of City-owned and operated sports fields to non-profit, private and commercial users.

The City of Tracy recognizes the importance of providing safe, well-maintained and aesthetically appealing fields to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for field usage, and sign the Acknowledgement Form on the last page of the Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Community Facilities Division is as follows:

Tracy City Hall  
333 Civic Center Plaza  
Tracy, CA 95376

City Hall Business Hours:

Monday – Thursday     8:00 am – 6:00 pm  
Friday\*                    8:00 am – 5:00 pm

\*City offices are closed every other Friday. Please call ahead for office availability.

Phone (209) 831-6200  
Fax (209) 831-6218  
Email [sportsfields@ci.tracy.ca.us](mailto:sportsfields@ci.tracy.ca.us)

City website: [www.thinkinsidethetriangle.com](http://www.thinkinsidethetriangle.com)

Reservations website (view schedule only): [www.TracyArtsandRec.com](http://www.TracyArtsandRec.com)

## GENERAL RULES/SCHEDULING

### Hours of Use

- Sports field rental hours: 9:00 am – 10:00 pm (may vary based on specific site/facility)
- A minimum one-hour rental is required per field.
- Rentals on City Holidays are contingent upon staff availability.

### Allocations & Scheduling

- Fields are initially allocated during the **Annual Field Allocation Process**. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- Only the designated league representative(s) listed on the City's field rental account will be allowed to book fields for their affiliated organization. Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under the organization's name.
- Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If two or more user groups fall equally within the same classification, the City of Tracy will consider the following factors when allocating fields: percentage of Tracy residents in the organization, size of the organization, number of field hours requested, returning events/ tournaments, and performance history.
- Tournaments or events that have been occurring on a specific date or weekend for three years or more will be given priority; the dates and tournament rental request must still be submitted.
- Due to space limitations regarding parking and spectator capacity, softball tournaments and soccer tournaments may not be booked simultaneously.
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park.
- All first-come, first-served field reservations and all field prep requests must be submitted and paid for by 12:00 noon on the Wednesday prior to the rental. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule.
- **Submittal of an application does not guarantee that the rental request has been authorized.**

### Facility Use Permits

- **Permitted hours of use must include set-up and clean-up time.** Users may not access field prior to their permitted rental time, and the field must be vacated at the time specified in the Facility Use Permit.
- Field users must have a copy of their Facility Use Permit on hand during each rental and must be prepared to present it to City staff on demand; electronic versions are acceptable. Field users without permits may be asked to vacate the field (see **Rules of Conduct**).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 20 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests**).
- Use of Placencia Fields and the Tracy Sports Complex is **by permit only**. No drop-in use is permitted.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.

## GENERAL RULES/SCHEDULING, CONT'D

### Field Allocation Priority Classification

Field allocations will be established based on the following priority classification groups:

- A. City-sponsored or co-sponsored events and programs, other governmental agencies, including City recreational programs or leagues
- B. Non-profit youth organizations comprised of 80% Tracy Residents
- C. Non-profit youth organization comprised of less than 80% Tracy Residents
- D. Non-profit adult organizations comprised of 80% of Tracy Residents
- E. Non-Profit adult organization comprised of less than 80% Tracy Residents
- F. All other youth organizations. This includes for-profit organizations, tournaments, club teams, clinics and/or camps with individual or team participation fees.
- G. All other adult organizations. This includes for-profit organizations, tournaments, club teams, clinics and/or camps with individual or team participation fees.

### In-Season Priority Schedule

Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

<b>Usage</b>	<b>January-June</b>	<b>July-December</b>
Primary User	Baseball/Softball/Cricket	Football/Soccer
Secondary User	Football/Soccer	Baseball/Softball/Cricket

### Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured's name is the same as listed on the sports field rental application.
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate
- Name the City of Tracy as "Additional Insured"
- If selling items of any kind, a product liability endorsement to the user's general liability is required.
- Certificate Holder: City of Tracy/Community Facilities Division  
333 Civic Center Plaza, Tracy, CA 95376

### Performance History

The City reserves the right to limit or revoke field allocations/access based upon an organization's performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the user's account.

### Proof of Non-Profit Status

An organization's non-profit status must be on file and current in order to qualify for a non-profit priority classification. An organization must demonstrate its non-profit status by:

- Being registered as a non-profit business or corporation with the State of California **or** an acknowledged IRS 501(c) organization, **and**
- Maintaining good standing (business entity status "Active") with the State of California Secretary of State's office ([www.kepler.sos.ca.gov](http://www.kepler.sos.ca.gov)).

## GENERAL RULES/SCHEDULING, CONT'D

### Verification of Tracy Residency

Residency percentages will be established using rosters from the most current or prior season. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group C, E, F or G. Rosters must be submitted with the initial field request and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, home address, and phone number.

### Cancellation & Refund Policy

Any requested cancellations or changes made to the Facility Use Permit must be submitted in writing to the Community Facilities Division.

- *Practices/Games:* Cancellations made a minimum of 10 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 10 days in advance will not receive any credit of fees.
- *Tournaments & Camps/Clinics:* Cancellations made a minimum of 20 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 20 business days in advance will not receive any credit of fees.

If an event is cancelled after it has started due to rain or inclement weather conditions, the base rental fee will be pro-rated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

## ANNUAL FIELD ALLOCATION PROCESS

Each fall, the City of Tracy initiates its annual sports field allocation process for user groups interested in renting fields for the approaching calendar year. Field Allocation Applications can be obtained by contacting the Community Facilities Division at (209) 831-6200, in person at Tracy City Hall, or via [sportsfields@ci.tracy.ca.us](mailto:sportsfields@ci.tracy.ca.us).

**Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been authorized.**

### Allocation Timeline

Date	Process
September 8, 2015	<ul style="list-style-type: none"> <li>Staff sends email invitation to Field User Group Meeting regular user groups with: Handbook, application, and timeline.</li> <li>Information is posted on the City website for new users interested in applying.</li> </ul>
September 28, 2015	<b>Field User Group Meeting</b> <ul style="list-style-type: none"> <li>Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion.</li> <li>Meetings topics will also include maintenance updates, policy review, and field issues.</li> </ul>
October 19, 2015	User groups submit (late submittals forfeit priority): <ul style="list-style-type: none"> <li>Field Allocation Applications for entire calendar year</li> <li>Prior season's rosters (registration copies will not be accepted)</li> <li>Proof of non-profit status</li> </ul>
<b>January-June Allocations</b>	
November 9, 2015	<ul style="list-style-type: none"> <li>Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.</li> </ul>
November 2015	<ul style="list-style-type: none"> <li>Staff works with user groups to negotiate and adjust schedules.</li> </ul>
December 1, 2015	<ul style="list-style-type: none"> <li>Staff issues final schedule for permits January-June.</li> <li>Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment and proof of insurance.</li> <li>Proof of insurance is due at least 20 days prior to the first scheduled sports field use.</li> </ul>
<b>July-December Allocations</b>	
January 11, 2016	<ul style="list-style-type: none"> <li>Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.</li> </ul>
January-February 2016	<ul style="list-style-type: none"> <li>Staff works with user groups to negotiate and adjust schedules.</li> </ul>
February 11, 2016	<ul style="list-style-type: none"> <li>Staff issues final schedule for permits July-December.</li> <li>Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment and proof of insurance.</li> <li>Proof of insurance is due at least 20 days prior to the first scheduled sports field use.</li> </ul>
May 9, 2016	<b>Field User Group Meeting:</b> Mid-year check-in with policy review and feedback

## ANNUAL FIELD ALLOCATION PROCESS, CONT'D

### Grounds for Denial or Cancellation of Permit

- **Submittal of an application does not guarantee that the rental request has been authorized.**
- The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Sports Field Rental Handbook, as presented herein, or as contained in the Tracy Municipal Code (TMC 4.16.090).
- Applicants have the right to appeal a permit denial or cancellation (see **Measures to Ensure Adherence to Policy**).

### Payments (see Sports Field User Fees)

- **IMPORTANT: Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation year.**
- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- Tournament payments are due 20 days prior to the tournament start date.
- Lighting, fencing and field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date.
- Payment for field rental and staffing fees are due at the end of each month for practices/games. The following payment plan options for field rental fees are available:
  - *Month-to-Month Payments:* Renters also have the option of paying their monthly balance in-person via cash, check or credit.
  - *Payment in Full/ Bulk Payment:* Renters may pay for their rentals in full, or issue a bulk payment to their account which will be charged against until the balance is exhausted. A field use permit will only be issued for the rentals that the payment balance can cover.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organization. Checks must be issued by the associated organization.



**SPORTS FIELD USER FEES** *(Adopted July 1, 2016)*

Fees are reviewed annually and updated according to the Master Fee Schedule adopted by the Tracy City Council, effective each July 1.

**Application & Special Fees**

Fee	Practice/Game Fees	Tournament Fees
Permit Application Fee	\$35 per application	\$35 per application
Damage Deposit*	\$100 per application	\$100 per field
Deposit for Baseball/Softball Bases*	\$263 per application	\$263 per application
Fencing Fee	\$108 per field/per day	\$108 per field/per day
Gate Fee (if charging admission)	\$100 per day	\$100 per day
Staffing Fee (TSC ballfields only)	\$27/hour	\$27/hour
Vehicle Access Pass	\$10/per vehicle/per season	\$10 per vehicle/per event

*\*Damage Deposits and Deposits for Baseball/Softball Bases are refunded at the conclusion of the rental period.*

**Field Use Fees****Premier Fields**

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$8/hour	\$65 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$15/hour	\$11/hour	\$108 per field/per day	\$11 per field/per hour
Private	\$22/hour	\$13/hour	\$130 per field/per day	\$11 per field/per hour
Commercial	\$31/hour	\$19/hour	\$130 per field/per day	\$11 per field/per hour

**Standard Fields**

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$8/hour	\$8/hour	\$65 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$12/hour	\$11/hour	\$108 per field/per day	\$11 per field/per hour
Private	\$22/hour	\$13/hour	\$130 per field/per day	\$11 per field/per hour
Commercial	\$31/hour	\$19/hour	\$130 per field/per day	\$11 per field/per hour

**Field Prep Fees**

Light Watering	Light Field Prep	Full Field Prep
\$5 per field	\$16 per field	\$42 per field
<ul style="list-style-type: none"> <li>Light watering of the infield between the lines</li> </ul>	<ul style="list-style-type: none"> <li>Dragging infield between lines only</li> <li>Light Watering</li> <li>Touch up lines as needed</li> </ul>	<ul style="list-style-type: none"> <li>Dragging entire field</li> <li>Heavier watering for dust and to soften the surface</li> <li>Re-line entire field</li> <li>Re-pack holes at batters boxes and pitchers plate as needed (time permitting)</li> </ul>
8 minutes per field, approx.	15 minutes per field	45 minutes per field

## **GENERAL FIELD & FACILITY USE POLICIES**

### **Bases**

Bases are included in rentals at the Tracy Sports Complex. Bases are available for rentals at Tracy Ball Park and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases.

### **Damages**

The renter agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by renter, sponsoring organizations and/or attendees. Reimbursement for such expenses shall be deducted from the security deposit.

### **Equipment Storage**

Items are not permitted to be left or locked to any of the City of Tracy property. The City of Tracy is in no way responsible for storing any items belonging to a renter unless said renter has paid a rental fee for storage space.

### **Facility Keys**

No organization shall be in possession of City keys. Organizations found to be in possession of unreturned keys will be subject to disciplinary action up to and including permit revocation, effective immediately.

### **Field Lining**

Access to facilities to line fields must be scheduled in advance with the Community Services Division. Requests to have City staff line fields must be received by 12:00 noon on the Wednesday prior to the rental.

The following conditions apply for the lining of sports fields:

- Fields must be lined with approved athletic marking paint only
- All paint dispensers and buckets must be removed from the premises
- Paint shall not be dispensed into the storm drain
- Do not "over line" other prepared lines
- Fields cannot be lined before 3:30 pm on weekdays or when other teams are playing on fields.

### **Food & Beverages**

Please limit food and beverages that are brought in from outside at sports facilities. Items that are **not** permitted include: glass containers, peanuts in shells, sunflower and other seeds in shells. A concessionaire provides food and beverage service at the Tracy Sports Complex, and *no outside food and drink* is permitted at that facility unless specifically designated in writing by City staff.

### **Field Maintenance**

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. City staff will determine if the fields are open or closed. An annual rest and renovation of fields is scheduled at the Tracy Sports Complex and Placencia Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair.

### **Foot Protection**

Metal cleats are not allowed during softball, baseball, or soccer play at the Tracy Sports Complex, with the exception of men's and women's fast pitch softball. This includes shoes with rounded spikes and detachable football cleats. Sandals, flip-flops, slippers, etc. are not allowed on the playing fields.

### **Garbage**

The City of Tracy provides garbage cans and dumpster(s) at most sport field locations. All renters are responsible for cleaning up debris and trash on all fields and common areas following field use. Any trash left behind by the renter will be picked up by City Staff and labor costs will be deducted from the deposit.

### **Hours of Use**

**Soccer games** may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am.

**Softball and baseball games** may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. Teams and players may not be on the field at any time during field preparations or maintenance.

### **Notice of Non-Use of Field**

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action will result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use. Field users must notify the Community Facilities Division to report any reserved time that can be released for general public use or to other groups. Continued non-use of a rented, permitted field may result in revocation of the permit of the allocated field.

### **Pets & Leashed Animals**

Animals must be leashed at all times at City parks and sports fields. Owners must clean up after their pets. Animals may not access fields while games are in play.

### **Rainouts & Inclement Weather**

In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped.

**Weather/Field Condition Hotline: (209) 831-6350** (typically updated by 3 pm each day)

### **Turf Management**

To insure the long-term health of City turf and sports fields, the number of games/hours of use at each facility are limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the sports fields. In order to maintain playable fields, fields are limited to no more than 15 hours of field usage per week. In-season field closures may occur if staff determines fields have deteriorated due to wear and tear.

## **RULES OF CONDUCT**

### **Alcohol Consumption/ Public Intoxication**

The consumption of alcohol is not allowed in any City sports park or parking lot. As the renter, it is your responsibility to make sure that no alcohol is present during the time of your rental. Those who are witnessed consuming alcohol or who appear to be intoxicated will be asked to leave the premises. The Tracy Police Department may also be notified.

### **Cooperation with City Staff and Other Field Users**

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter's file, and may result in disciplinary action. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

### **Good Neighbor Policy**

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after the late games.

Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property. For assistance, contact the Facility Attendant.

### **Inappropriate Behavior**

Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including but not limited to foul or offensive language shall not be used during any time of the duration of the rental. The Tracy Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

### **Police Enforcement**

If a renter refuses to comply with City Field Rental Policies or follow the request of a City staff member, the Tracy Police Department Dispatch will be notified for assistance. For your own convenience, in the case of an emergency, the Tracy Police Department Dispatch can be reached at (209) 831-4552.

## **SPECIAL PERMITS & REQUESTS**

The following items may require approval from multiple City departments and require an advanced written request to process. Upon approval, City staff will add notes and issue a revised copy of your permit.

### **Audio/Visual Equipment**

The City must be notified via the Tournament Application if the renter wishes to project sound or music from a loud speaker or stereo, have a DJ present at their event, or have lighting/visual media displayed at the event.

### **Barbecues**

The use of barbecues is permitted at sport tournaments but must be requested in writing and added to the Facility Use Permit for all other park/field rentals. Barbecues must be in an approved designated area at least twenty feet from the nearest tent and supervised at all times to prevent injury to bystanders. Use of barbecues at the Tracy Sports Complex is only permitted in the picnic area located in the northwest corner of the complex.

### **Concessions & Merchandise Sales**

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Users interested in selling merchandise items at a City park or facility, or food and beverage at facilities other than the Complex, must request authorization to do so in writing, obtain a permit from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), and obtain a product liability endorsement as part of the insurance certificate. Also see **Vendors**.

At the Tracy Sports Complex, a full service concession facility is on the premise with a contracted concessionaire available. The contracted concessionaire has first right of refusal for all events scheduled at the complex. No additional selling of any kind or providing of food and beverages within the Tracy Sports Complex perimeters during a rental or event is permitted without prior written consent of the City as well as a valid business license.

### **Facility Electrical Access**

Any and all access to City electrical units must be requested in writing from the Community Facilities Division. Approved access will be noted on the Facility Use Permit.

### **Fencing**

If a renter would like to acquire additional fencing from an outside contractor, a written request and a drawn schematic showing the proposed placement of the fencing must be issued to the City for approval no later than 20 days prior to the event. Failure to notify the City of outside fencing services will result in the cancellation of the permit. Additional fencing may not be placed at the baseball/softball diamonds at the Tracy Sports Complex.

### **Field Preparation Requests**

Field maintenance/preparation requests must be received no later than five (5) business days prior to the game or first day of tournament play. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample time must be provided between games for servicing of the fields. Staggered start times are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed.

### **Gate Access**

Access to the gated areas at Placencia Fields will be opened 15 minutes prior to permit start time, as a courtesy. Renters may not access the fields for setup or use prior to the permit start time. Contact the Community Facilities Division to request and arrange access to gated areas (e.g. for lining fields, accessing storage, etc.).

## **SPECIAL PERMITS & REQUESTS, CONT'D**

### **Parking & Overnight Policy**

The south parking lot at the Tracy Sports Complex is for emergency vehicle access and use only. Vehicles parked in that area will be towed at the owner's expense. Vehicles parked in City-only parking spots at Tracy Sports Complex will be towed at owner's expense.

Unless the Permit expressly allows it, no overnight parking of vehicles in City parking lots is allowed at any time (this includes RVs and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking.

### **Restrooms/ Portable Toilets**

Restrooms are available for use at many of the City of Tracy's rentable parks. Please remind all of your league participants to use the facilities prior to practice or games, as the restrooms are unlocked at the permitted start time. If restrooms are not available, the individual or organization renting the park is responsible for supplying and maintaining portable toilets for participants and attendees. The City of Tracy requires one portable toilet for every 100 attendees; ADA-accessibility required (staff will advise on required ratios).

Contact the Community Facilities Division prior to the delivery of portable toilets to coordinate drop-off with Parks Maintenance staff. Portable toilets must be placed at least 20 feet away from all storm drains and streets, and shall never be situated on top of storm drain inlets or on a public street. Restocking and cleaning the portable toilets will be the renter's responsibility.

### **Subdivision of Fields**

Soccer fields may be subdivided for players ages 12 and under (U12). Requests to subdivide fields for older children and adult leagues (ages 13+) must be submitted in the Facility Rental Application, and a diagram of the proposed field subdivision must be included. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields.

### **Tents and Canopies**

The use of tents and canopies is permitted at sports tournaments. Per the California Fire Code, no more than seven (7) 10' by 10' tents may be placed adjacent to one another.

### **Vehicle Access**

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. A request must be submitted in writing to the Community Facilities Division, and upon payment of per-vehicle fee and staff approval, specific conditions of vehicle access will be added to your permit.

Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go-cart or scooter other than on the roads or drives provided for such purpose (TMC 4.16.180(l)).

### **Vendors**

If you would like to host a vendor(s) during your rental, submit a written request to the Community Facilities Division. Each vendor must be in possession of a business license and insurance. Tent and canopy policy applies. Also see **Concessions & Merchandise Sales**.

## **ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS**

In addition to General Field Use Policies, Rules of Conduct, and Special Permits & Requests, the following requirements must be adhered to for tournaments.

### **Admission Charges**

Organizations must indicate on their application their intent to charge admission (additional Gate Fee applies). Failure to receive approval from the City to charge admissions will result in the cancellation of the Facility Use Permit, and/or rental penalties. Because Placencia Fields and the Tracy Sports Complex are public facilities, only participants and spectators can be asked to pay. Individuals using the parks for exercise or access to other areas may not be forced to pay.

### **Field Schedule & Use**

When scheduling softball events at the Tracy Sports Complex, as the number of fields being used is reduced, the schedule shall ensure that the first field to be vacated will be Diamond No. 4, and the second field vacated will be Diamond No. 3. Within the Tracy Sports Complex, the soccer fields are not available for softball warm-up. Likewise, the softball fields are not available for soccer warm-up.

### **Garbage**

Any event hosting twenty-four (24) or more teams will be required to pay for an additional dumpster to be placed at the Tracy Sports Complex. Recycling containers are also available through the City by calling the Public Works Department at (209) 831-6300.

### **Hours of Use**

**Soccer tournaments** may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am. The last game of a tournament must begin no later than 9:00 pm and the facility must be vacated by 10:30 pm.

**Softball and baseball tournaments** may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. Teams and players may not be on the field at any time during field preparations or maintenance. The last game of a tournament must begin no later than 9:00 pm and the facility must be vacated by 10:30 pm.

### **Inspection Check-in/ Check-out**

Applicant or applicant's designee shall inspect all areas of the facility prior to each day's play, to determine the acceptability of playing conditions for that day. Any problems should be reported immediately to the Facility Attendant on-site. In addition, the applicant is responsible for policing the facility and surrounding area during and after use each day to assure the area is kept litter free. The applicant shall forfeit their deposit for any damages or excessive cleanup required.

### **Meeting Room (Tracy Sports Complex)**

The Sports Complex Meeting Room is located on the east end of the soccer fields. Although the Meeting Room is not included in the rental fee for tournaments, it can be rented out separately to be used for purposes such as sign-ins, official's headquarters, or other tournament functions. Tables and chairs can be put in the room upon request, but other furniture located in the room may not be moved.

### **Pets & Leashed Animals**

For participant and visitor safety, animals are not permitted on site during tournaments or special events.

## **MEASURES TO ENSURE ADHERENCE TO POLICY**

The permit holder is responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property.

The principle objective of any disciplinary measures shall be to improve adherence to the policies in this Handbook that allow the City to provide safe, well-maintained and aesthetically appealing fields. The City upholds and maintains a progressive disciplinary policy which may include some or all of the following steps. City staff will duly consider an organization's efforts to correct violations when applying disciplinary measures.

- Verbal warning by Facility Attendant
- Verbal warning by Community Facilities Staff
- Written warning sent to organization and maintained in organization's file
- Suspension of rental privileges for one month
- Loss of priority classification for the remainder of the calendar year
- Suspension of rental privileges for three months
- Loss of priority classification for the upcoming calendar year
- Permanent suspension

Refund of field rental fees shall follow the City's field rental cancellation policy. If a renter and/or organization are found to be utilizing sports fields following the cancellation of their permit, participants will be asked to vacate the fields. Failure to do so will prompt police and further disciplinary action.

Should fields become released due to the violations listed above, user groups shall be notified by email, and fields shall be made available on a first-come, first-served basis following an application period.

### **Appealing Denial or Cancellation of Permit**

Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating the grounds for appeal.

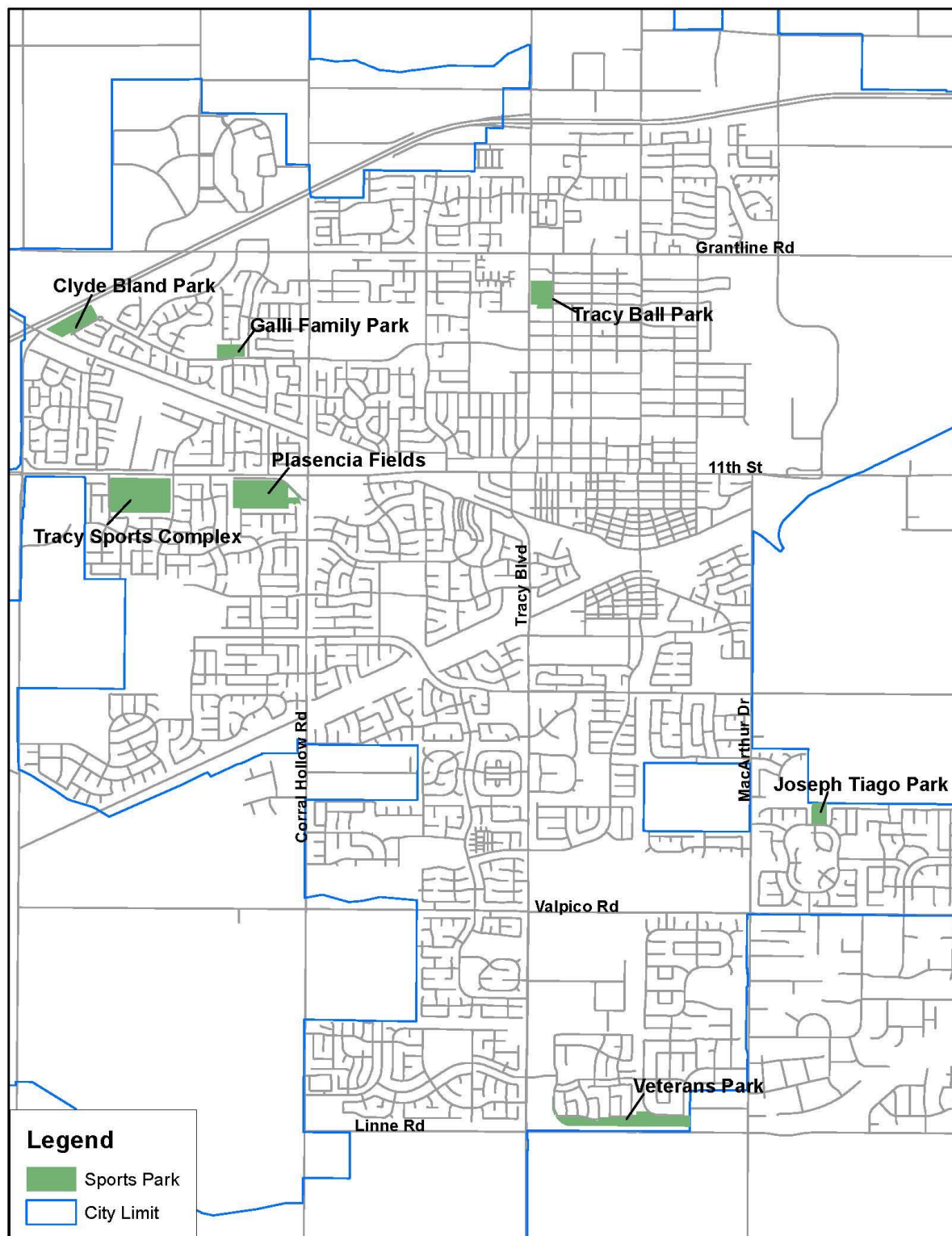
The appeal must be filed no later than noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 pm, City Hall Council Chambers. The decision of the Parks and Community Services Commission may be appealed to the City Council which has final authority.



**CITY SPORTS FACILITIES CHART**

<b>FACILITY</b>	<b>DESCRIPTION</b>	<b>BASEBALL/ SOFTBALL</b>	<b>SOCCER</b>	<b>FOOTBALL</b>	<b>BASE DISTANCES</b>
<b>Clyde Bland Park</b> 1753 Blandford Ln.	<ul style="list-style-type: none"> <li>• 1 baseball/ softball diamond</li> <li>• Soccer turf area</li> <li>• No lighting available</li> </ul>	Yes	Yes	No	60', 65', 70'
<b>Galli Family Park</b> 2341 W. Lowell Ave.	<ul style="list-style-type: none"> <li>• 1 baseball/ softball diamond</li> <li>• No lighting available</li> </ul>	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under.
<b>Tiago Park</b> 1355 Eastlake Cir.	2 baseball/ softball diamonds. No lighting available.	Yes	Yes	No	60' Baseball is limited to ages 12 and under.
<b>Tracy Ball Park</b> 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> <li>• 2 baseball/softball diamonds</li> <li>• 2 large outfields.</li> <li>• Lighting available for ball diamonds.</li> </ul>	Yes	Yes	Yes	North Diamond: 60', 65', 70', 80', 90' South Diamond: 65', 70', 75'
<b>Veterans Park</b> 238 Glenhaven Dr.	<ul style="list-style-type: none"> <li>• 1 baseball/softball diamond</li> <li>• 2 open turf areas for soccer</li> <li>• Lighting available for ball diamond only</li> </ul>	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under.
<b>PREMIUM FIELDS</b>					
<b>Tracy Sports Complex</b> 955 Crossroads Dr. <i>Use by Permit Only</i>	<ul style="list-style-type: none"> <li>• 4 baseball/softball diamonds</li> <li>• 4 soccer fields</li> <li>• Lighting available on all fields</li> </ul>	Yes	Yes	No	60', 65', 70' Baseball is limited to ages 12 and under.
<b>Plasencia Fields</b> 11 <sup>th</sup> St./Corral Hollow Rd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> <li>• 4 soccer fields</li> <li>• 1 mini soccer field</li> <li>• Cricket pitch</li> <li>• No lighting available</li> </ul>	No	Yes	No	Not Applicable

## MAP OF CITY SPORTS FACILITIES



## **SPORTS FIELD RESERVATION HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ have read and understood the policies and procedures contained in the City of Tracy, Sports Field Rental Handbook, and agree to abide by them. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the organization or league that I represent.

I understand that, as the representative of my organization or league, I am responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property and for enforcing the policies and procedures set forth in this Handbook.

I understand that the City of Tracy has the right to stop all play, cancel and/or revoke my Facility Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, a coach, player or other league representative(s).

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Printed name of facility user

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Signature of facility user

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Date

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Name of organization