

# City of Fresno

## Regional Sports Complex

### Tournament / Field Guideline Packet



#### Introduction

The Regional Sports Complex is the City of Fresno's state of the art softball/baseball and soccer complex. Built on 115 acres in the heart of the Central Valley, the complex offers a great venue for sports competition and is easily located within three (3) miles of highway 99 and Freeway 41. The complex offers six softball/youth baseball diamonds and nine soccer fields for tournament reservations conducted for youth, adults and seniors.

#### Reservation process:

The first step to reserving an athletic field / ball diamond is to thoroughly complete a Regional Sports Complex application form-all information is necessary for staff review and any information omitted could delay the permit process. Reservation applications may be submitted at the Ted C. Wills Community Center Administrative Office 770 N. San Pablo, Fresno Ca, 93728 or emailed to [ashley.obeso@fresno.gov](mailto:ashley.obeso@fresno.gov). Submission of application does not guarantee that a permit will be issued.

- ◆ Softball fields will be available for weekend reservations beginning in March through December and soccer fields will be available February through December. Reservation applications must be submitted at least 30 days in advance of the requested dates or applications may be denied. If you are requesting less than 3 diamonds or less than 2 soccer fields, your application will be considered; however, you may be requested to move your reservation to a neighborhood park.
- ◆ The early booking period for the upcoming year will occur during the month of October through November. After the early booking period, all other reservation requests for the year will be accepted after January 1, on a first come, first served basis. You may call (559) 621-PLAY (7529) to check on field availability.
- ◆ Upon receiving completed rental applications during the early booking period, the adult sports staff will review the applications and assign dates according to the following criteria: (1) programs conducted by the PARCS Department and other City of Fresno departments, (2) returning and annual events that are in good standings and (3) new groups. Awarded reservation dates will be announced to applicants by the end of the 1st week of December.
- ◆ The Adult Sports office reviews applications on a yearly basis. Applications are not automatically renewed from year to year. Major softball / youth baseball and soccer affiliations may be given consideration for booking out multiple years. The City of Fresno reserves the right to determine all final reservation decisions.
- ◆ A \$500, \$750, or \$1,000 tournament deposit must be paid in the form of exact cash, debit / credit card, money order, cashiers checks, or business checks made payable to "City of Fresno" within five (5) business days of notification on accepted dates. NO personal checks are accepted. Failure to make payment within five (5) business days will result in the loss of requested tournament dates. Effective October 1, 2015, all credit card transactions will be assessed a 2.3% convenience fee. This will appear as a separate line item on your credit card statement. The convenience fee is being charged by Heartland Payment Systems.
- ◆ The number of fields you reserved is what you will be charged . Example: If you reserved 4-6 fields and only used 3, you will be charged for 4-6 fields.
- ◆ Applicant must be at least 21 years of age or older. Applicant will be held responsible and must be accessible throughout the application process and present during the event.

## **Rules and Regulations:**

- ◆ The City of Fresno retains the right to control the operation of the concessions. No food items will be offered for sale without prior written contact. Concessions **MUST** be approved. Fresno County Health Department permits may be required.
- ◆ Vendors, concessionaires or concession vehicles are not allowed on grounds without written permission from the Parks, Afterschool, Recreation, and Community Services Director.
- ◆ To collect an admission fee at the “Softball Wheel” permission must be obtained in writing by the PARCS Director. Appropriate fiscal documentation must be presented in the letter to the Director.
- ◆ Public address systems are available, however a user may bring their own equipment upon approval by the adult sports office.
- ◆ The PARCS Director, Chief of Police, or their authorized representative will, at all times, control the use of the City owned facility for the safety and welfare of the users and the general public.
- ◆ Forfeit of deposit will result from damage of city property or equipment and if premises are not left clean, and / or inappropriate behavior caused by his / her guests.
- ◆ The City of Fresno reserves the right to cancel rental permit and / or prohibit use of equipment in emergency situations or when deemed necessary by the on-site supervisor as a safety precaution, i.e., weather, darkness, fighting.
- ◆ Patrons violating the Regional Sports Complex rules may be asked to vacate premises. Misuse of field, equipment, staff, or facility shall be reason to terminate permit and prompt exit of participants.
- ◆ The City of Fresno staff reserves the right to enter the play field for the purpose of observation, counseling, and / or termination of event.
- ◆ No vehicles are to be driven or parked in undesignated areas.
- ◆ Advertising must be approved through the Adult Sports office.
- ◆ A tournament list with all reserved dates, names and phone numbers will be available for public distribution. The City of Fresno reserves the right to make information available for marketing purposes.
- ◆ Security guard service may be required at the discretion of the adult sports supervisor.
- ◆ Please be advised, **NO** ice chests will be permitted inside the “Softball Wheel”. Tournament Directors will be held responsible for any patrons attending their event. Youth organizations may be exempt.
- ◆ Ice, refrigeration, extension cords, score cards / books, officials / referees, or vehicles are not offered nor provided. No storage will be provided.
- ◆ A \$5 tollbooth fee is charged per car. Tournament director and umpires may receive tollbooth passes for the assigned dates upon request.
- ◆ **NO** gambling, consumption of alcohol or substance abuse, smoking, littering, soliciting, excessively loud equipment, portable lights, unapproved advertising or decorations, chemicals on the field or turf, glass beverage containers, possession or discharging of a firearm, golfing, horseback riding, ponies, or other animals (exception guide dogs and leashed dogs), fireworks, no bicycles, skateboards, or portable barbecues in softball hub, loitering, vending or any other unapproved activities as so deemed by staff or management.

## **Insurance Requirements**

Please refer to the insurance requirements packet for more detailed information. NOTE: insurance must be approved at least 1 week prior to your reservation date. If your insurance does not get approved before your reservation date, your reservation will be cancelled and the City of Fresno will keep 100% of deposit.

## **Hold Harmless Indemnification Form**

Please note the City of Fresno's hold harmless indemnification form must be signed by a main representative in addition to any witness over 18 years (**1 signature required**). NOTE: Hold harmless indemnification form must be turned in once your reservation has been approved. If this form does not get submitted and approved before your reservation date, your reservation will be cancelled and the City of Fresno will keep 100% of deposit.

## **Field Rental Fees, Billing, and Collection Procedure**

- ◆ **One Tournament weekend deposit** —\$500, \$750, or \$1,000 upon acceptance.
  - 1-3 Fields : \$500.00 (softball & soccer fields)
  - 4-6 Fields : \$750.00 (softball & soccer fields)
  - 7-9 Fields : \$1,000.00 (soccer fields only)
- ◆ **Multiple Tournament dates deposit**—\$500 (up to 80% refundable) for first tournament date and \$100 (non refundable) for each additional date upon acceptance.
- ◆ A deposit must be paid in the form of exact cash, debit/credit card, money order, cashiers check, or business check made payable to City of Fresno. Please refer to Regional Sports Complex packet for more detailed information on when deposit is due.
- ◆ **Hourly Rates:** Soccer fields-4 hour minimum required, \$ 25.00 Unlighted per hour / per field, \$35.00 Lighted per hour / per field.
  - STAFF FEE- \$13.00 per hour (1 staff will be required per 1-2 fields reserved for duration of event)
- ◆ **Daily Rates:** 8:00 am-10:00 pm (includes field prep staff)
  - 1-3 Fields All Day \$500.00 (city reserves the right to rent remaining fields to another party)
  - 4-6 Fields All Day \$900.00 (exclusive use)
  - 7-9 Fields All Day \$1,300.00 (soccer fields only)

\*Portable homerun fences are available for \$250 per day (available on 4 fields)
- ◆ **Cancellation period from date of reservation:**
  - 8 days— or more: 80% refund of deposit
  - 2 days—7 days: 50% refund of deposit
  - 24 hours or less: 0% refund of deposit

**Cancellation of 1 day of a 2 day weekend reservation will result in 50% loss of deposit.**

### **Umpiring requirements**

All officials must be currently registered with the Amateur Softball Association, C.Y.S.O., or other recognized officiating association.

### **Tournament Schedule**

A copy of the tournament schedule must be submitted to the Adult sports office no later than two (2) business days prior to the event-Thursday 10:00 am. The schedule must indicate start time, ending time, number of fields rented, and any other pertinent information.

### **Tournament Code of Conduct**

The City of Fresno's staff and tournament director are responsible for the control and supervision of the event. The tournament director is responsible for handling inappropriate behavior of participants / spectators when there is a threat to public safety. The staff will contact the City of Fresno Police Department when circumstances warrant.

### **Field rental fees includes:**

#### **• Soccer (9 fields)**

1. Fields will be chalked. Nets and corner flags set-up included in staff charges
2. Trash bins with garbage liners will be available
3. Restrooms will be clean and stocked for use
4. Staff will be on the premises to provide assistance

*\*Use of soccer fields for any other activities will not include field preparation*

#### **• Softball / Youth Baseball Diamonds (6 fields)**

1. Fields will be watered, dragged, chalked, and bases installed.
2. Trash bins with garbage liners will be available
3. Restrooms will be clean and stocked for use
4. Staff will be on the premises to provide assistance

*\*Upon request of the tournament director, staff will do field touch-ups.*

*Any additional field prep will be the responsibility of the Tournament Director.*

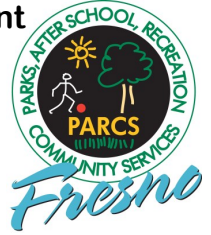
#### **Soccer Field Scheduling:**

February through December  
6:30 am—Gates open for tournament officials and vendors  
7:00 am—Gates open for coaches and participants / spectators  
8:00 am—First game time, if desired  
10:00 pm—Games concluded  
11:00 pm—Main gate locked

#### **Softball Diamond Scheduling:**

March through December  
6:30 am—Gates open for tournament officials and vendors  
7:00 am—Gates open for coaches and participants / spectators  
8:00 am—First game time, if desired  
10:00 pm—Games concluded  
11:00 pm—Main gate locked

**City of Fresno**  
**Parks, Afterschool, Recreation, and Community Services Department**  
**Regional Sports Park Application**  
**Softball / Soccer Fields**  
*\*Rates effective July 1, 2010\**



Date Turned in: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Tournament / Event Name				
Name of Representative				
Organization Name				
Org. Address		City	Zip Code	
Home #	Work #	Cell #	Alt #	
Email		Personal Address		
Type of Activity: (Please circle)	Tournament	Practice	Special Event	Other:
Date (S):				
Time (S):				
Number of Fields		Soccer	OR	Diamond

**Hourly Rates:**

4 hour minimum required \$ 25.00 Unlighted per hour / per field, \$35.00 Lighted per hour / per field

**STAFF FEE-** \$13.00 per hour / per staff person (1 staff per 1-2 fields reserved).

**Daily Rates: 8:00 am-10:00 pm (includes field prep staff)**

1-3 Fields All Day \$500.00

4-6 Fields All Day \$900.00 (exclusive use of all softball fields)

7-9 Fields All Day \$1,300.00 (exclusive use of all soccer fields)

Portable homerun fences are available for \$250/day-4 fields

**Deposit:**

1-3 Fields : \$500.00 (softball & soccer fields)

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7-9 Fields : \$1,000.00 (soccer fields only)

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**Effective October 1st 2015, for credit card transactions, a 2.3% service fee will be assessed. This will appear as a separate line item on your credit card statement. The service fee is being charged by Heartland Payment Systems.**

**Cancellation period from date of reservation**

8 days— or more: 80% refund of deposit

2 days—7 days: 50% refund of deposit

24 hours or less: 0% refund of deposit

\*Cancellation of 1 day of a 2 day weekend reservation will result in 50% loss of deposit .

**Adult Sports Office Location:** Ted C. Wills Community Center  
 770 N. San Pablo Ave Fresno, CA 93728  
 Monday thru Friday 10 am to 2 pm  
**Office Number:** (559)621-PLAY **Fax Number:** (559)488-1557

**I have read and agree to abide with the City of Fresno Parks, After School, Recreation, and Community Services Department's terms and conditions contained in the Fresno Sports Park Tournament Rules and Guideline Packet. The City of Fresno fees, terms, conditions, and applications are subject to change without notice.**

Tournament Director Signature \_\_\_\_\_ Date \_\_\_\_\_