

City of Fresno

Regional Sports Complex

Tournament / Field Guideline Packet



Introduction

Welcome to the City of Fresno's state of the art softball, baseball, and soccer park—built on 115 acres in the midst of grape vineyards. Easily located within three (3) miles of highway 99 and Freeway 41, the Regional Sports Complex offers a great venue for sports competition in the heart of the Central Valley.

Steps to reserve

The first step to reserving an athletic field / ball diamond is to thoroughly complete a Regional Sports Complex application form. Completion and submission of application does not guarantee that a permit will be issued however, all information is necessary for staff review. Please, thoroughly complete the application as best as possible. Any information omitted could delay the permit process.

1. Written application must be received a minimum of 20 calendar days prior to the event. Phone applications will not be accepted.
2. You may call (559) 621-PLAY (7529) to check on field availability.
3. 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.
4. 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.
5. Upon receiving a completed rental application, the adult sports staff will review the application and assign desired dates according to the following criteria: 1) Priority booking—programs conducted by the PARCS Department 2) Other City of Fresno Departments 3) Returning and Annual events that are in good standings 4) Programs conducted for youth, adults, senior citizens, the disabled, or affiliated organizations.
6. The Adult Sports office reviews applications on a yearly basis. Applications are not automatically renewed from year to year. Major softball / youth baseball affiliations may be given consideration for booking out multiple years. The City of Fresno reserves the right to determine all final reservation decisions.
7. The Regional Sports Complex may be reserved 12 months in advance and no less than 20 calendar days. The early booking period for softball and soccer will occur for the following year from November 1 through December 15. After January 1, reservations will be booked on a first come, first served basis. Softball fields will be available March 1st through December 30th, soccer fields will be available January 2nd through December 30th.
8. The number of fields you request is what you will be charged for unless notification is made to and approved by the Adult Sports office no later than 2 days prior to your tournament. Example: If you requested 6 diamonds and only used 3, you will be charged for 6 diamonds.
9. If you are requesting less than 3 diamonds, your application will be considered, however you may be requested to move to a neighborhood park.

Revised 11/2015

Rules and Regulations

1. 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.
2. Concession or concession vehicles are not allowed on grounds without written permission from the Parks, Afterschool, Recreation, and Community Services Director.
3. 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.
4. Public address systems are available, however a user may bring their own equipment upon approval by the adult sports office.
5. 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.
6. 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.
7. 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.
8. 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.
9. The City of Fresno staff reserves the right to enter the play field for the purpose of observation, counseling, and / or termination of event.
- 10.No vehicles are to be driven or parked in undesignated areas.
- 11.Advertising must be approved through the Adult Sports office.
- 12.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.
- 13.Security guard service may be required at the discretion of the adult sports supervisor.
- 14.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.
15. Ice, refrigeration, extension cords, score cards / books, officials / referees, or vehicles are not offered nor provided. No storage will be provided.
16. A \$5 tollbooth fee is charged per car. Tournament director and umpires may receive tollbooth passes for the assigned dates upon request.

17. NO gambling, consumption of alcohol or substance abuse, smoking, littering, soliciting, portable barbeques, 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, bicycles or skateboards in unspecified areas, loitering, vending or any other unapproved activities as so deemed by staff or management.

18. Portable fencing is available upon request. Applicant will be charged an additional \$250.

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 18+- **2 signatures**. If we receive only one signature, it will get denied and will be sent back for the additional witness signature. NOTE: Hold harmless indemnification form must be turned in at least 1 week prior to your reservation date. 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.

***Multiple Tournament dates deposit**—\$500 (up to 80% refundable) for first tournament date and \$100 (non refundable) for each additional date upon acceptance.

Tournament Billing Process—After completing the tournament projection worksheet, an estimated invoice can be processed. **The estimated tournament costs are due to the adult sports office by three (3) working days prior to the tournament.** The accuracy of the tournament projection worksheet is essential. Staff will be assigned according to the projected number of fields and hours of usage. A tournament director attempting to under estimate usage in order to reduce cost, runs the risk of a staff shortage. Failure to pay estimated bill three (3) Days prior to the event will result in the cancellation of the tournament and forfeit of deposit. At the conclusion of the event, a two (2) business day grace period will be given to finalize any balance owed. Failure to meet this deadline may result in legal action and indefinite suspension as a tournament director. Refunds owed will be processed through the finance division through the normal refund procedure. ***Multiple date reservations must pay balance due by 12:00 pm on the Tuesday following each tournament event. Failure to pay may result in cancellation of remaining dates and / or loss of deposit.**

Classification of Facility User

- Youth defined as—17 years & Under
- Adult defined as—18 years & Over

A waiver must be signed by a parent or legal guardian for a youth under the age of 18 to play in an adult tournament. This is the responsibility of the tournament director.

Umpiring requirements

All officials must be currently registered with the Amateur Softball Association, C.Y.S.O., or other recognized officiating association. The adult sports staff has a list of Adult Sports Officials who are A.S.A. registered. However, any use of a City of Fresno Adult Sports official (s) would be contracted independently. Any liability would rest between the tournament director and contracted official.

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. 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 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

• **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

• **Use of soccer fields for all other activities will not include field preparation**

Soccer Field Scheduling:

January 2 through December 30
 6:00 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
 10:00pm—Games concluded
 TBD—Main gate locked

Softball Diamond Scheduling:

March 1 through December 30
 6:00 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
 10:00pm—Games concluded
 TBD—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:

STAFF FEE- \$13.00 per hour / per staff person entire length of event. Recommended: 1 to 2 fields—1 staff / 3 to 4 fields—2 staff / 5 to 9 fields—3 to 5 staff (More staff may be required depending on tournament size)

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

* A minimum reservation of 3 softball fields is required.

Daily Rates: 8:00am-10:00pm

1-3 Fields All Day \$500.00— Includes 2 Staff
 4-6 Fields All Day \$900.00—Includes 3 to 4 staff
 7-9 Fields All Day \$1,300.00—includes 4-5 staff
 (soccer fields only)

Deposit:

1-3 Fields : \$500.00
 4-6 Fields : \$750.00
 7-9 Fields : \$1,000.00

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, etc

Cancellation period from date of reservation

8 days—more days: 80% refund of deposit
 2 days—7 days: 50% refund of deposit
 24 hours or less: 0% refund 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 1 pm
Office Number: (559)621-PLAY **Fax Number:** (559)488-1557

*Cancellation of one day of a 2 day weekend reservation will result in a deduction of deposit according to cancellation period.

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 _____