



Tournament Fee Guidelines and Agreement

The Syracuse Sports Complex is owned by the City of Syracuse, Parks and Recreation Department. All questions should be referred to the Parks and Recreation Director.

SYRACUSE PARKS AND RECREATION CONTACT INFORMATION

Lynn Wilhelm, Syracuse Parks and Recreation Director, 402-269-2601x1, e-mail lnwilhelm@windstream.net.

TOURNAMENT DIRECTOR CONTACT INFORMATION

Contact/Organization _____

Address _____ Phone _____ E-mail _____

Signature _____

Faxes and scanned copies are considered originals.

FREE TOURNAMENTS TO THE CITIZENS IN THE SYRACUSE AREA

Practices

Area League Tournaments

Area League Play

Area Youth Select Teams

Outside tournaments that these fees refer to include tournaments that are not league, district, or state tournaments and the teams get charged to be in them.

The following requirements have been established for individuals and organizations that desire to reserve the Syracuse Sports Complex softball/baseball diamonds for the purpose of holding a tournament.

1. The City Recreation Director shall have the authority to grant the use of ball fields for tournaments in accordance with the following requirements:
2. Ball fields may be reserved for the purpose of a tournament on dates that do not conflict with the City of Syracuse sponsored league play or tournaments.
3. Bracket information must be turned in to the Syracuse Parks & Recreation Department office by 5:00 p.m. on the Wednesday of the week of your tournament. **NO EXCEPTIONS!** If tournament director wishes to leave at Syracuse City Hall after regular business hours, put in the night deposit located on the south side of the building in the drive thru.
4. Tournament Directors must submit a \$250.00 deposit along with the application to have the field(s) reserved at the time that the fields are reserved. (The funds will be deposited immediately). The deposit will be applied to the final fee due to the Syracuse Parks & Recreation Department. The deposit will be refunded only in the event that the tournament is rained out. If you are applying for more than one tournament, then a \$50 deposit is required for EACH additional tournament.
5. A copy of the application must be submitted to the Syracuse Parks & Recreation Department located at 271 5th, Syracuse, NE 68446. Tournaments are prioritized on the basis of prior years' tournament conduct and the order in which the Syracuse Parks & Recreation Department receives applications.
6. Syracuse Parks & Recreation Department will invoice the tournament director for the balance of all tournament fees 5-7 days after the tournament is completed. Payment terms are 15 days net. **NO EXCEPTIONS.**
7. The Syracuse Parks & Recreation Department has the final decision on field conditions due to inclement weather or muddy fields. Rainout dates cannot be confirmed due to the number of tournaments and league games. If your tournament is rained out, a refund will be returned to the Tournament Director.
8. Field Prep - The field will be prepared for the first game of the day by the Parks and Recreation Department. Any maintenance, base moving, pitchers rubber, chalking, etc. that is needed after the first game will be done by the teams unless prior arrangements have been made. Teams hosting tournaments should plan on working the field between every 2-3 games and possibly watering the field down. Equipment will be located in the unlocked storage closet between the restrooms or in the storage room which a key will be available in the concession stand.
9. Inclement Weather – If a Syracuse Parks and Recreation maintenance crew comes in on Friday night to prep the fields for Saturday – then subsequently Saturday is rained out – the tournament will be billed for the field preparation. The same applies to specifically weekend events, but also to potential weekday tournaments as well. **IMPORTANT NOTE:** P&R field maintenance crews at our facilities follow the same professional approach used at parks across the country when there is a forecast for adverse weather, i.e. rain. And that approach is to level and prepare the field the previous

night for the following day. By doing so – and if rain does indeed happen – then the “pre-prep” allows water to drain off the field faster and allows our customers the highest probability of playing the following day. If we neglect to do so and the forecast is correct, then the probability of playing the next day is almost eliminated. Thus, if this maintenance schedule is followed – and the tournament is STILL cancelled due to rain – then all tournament organizers will be billed \$30 per field for “pre-prep” services.

10. Weather Cancellations – The tournament will only be charged a field rental fee equal to the number of games that were played. If games were started, then the games will have been considered as played.
11. Unless otherwise noted, Syracuse Parks and Recreation will make arrangements for concessions at the tournament. NO outside food or drink is allowed FOR CONSUMPTION OR RE-SALE within Syracuse Parks and Recreation playing areas. The concession stand will be open ½ hour prior to the first game and 10 minutes after the end of the last game. All concessions will be sponsored by the Syracuse Parks and Recreation Department. If other arrangements need to be made, contact the Department during regular business hours.
12. Tournament Directors are responsible for providing security services for their tournament. Syracuse Parks and Recreation and the City of Syracuse are not responsible for any occurrences of theft, vandalism or any other acts of violence against vehicles or other personal property during the course of the tournament. However, such instances should be reported immediately to the Syracuse Parks and Recreation Department.
13. Tournament Directors are responsible for the conduct of players, coaches and spectators. Any behavior that does not conform to acceptable levels of sportsmanship – such as fighting, assaulting players or officials and excessive use of profanity or other abhorrent conduct – will be ground for forfeiture of the tournament deposit and jeopardize re-issuance of tournament application in future years.
14. All excessive trash in the complex and throughout – such as the parking lot and other areas – must be picked up by tournament officials following the completion of the tournament. Failure to do so will result in a \$100 fee assessment.
15. Consumption of alcoholic beverages on Syracuse Parks and Recreation complexes/fields/parking lots is strictly prohibited. This situation will be monitored and any violators will be subject to disciplinary action and/or legal action by Syracuse Parks and Recreation and/or City of Syracuse.
16. The City of Syracuse reserves the right to reduce fees for Syracuse organizations holding a tournament to raise money for Syracuse Community betterment projects.

FEE SCHEDULE

*Outside Tournaments - \$50/field/day, includes one time drag/chalk prior to the first game in the morning.

*Lights - \$30/field/night.

*Additional Field Personnel - # of personnel requested X \$120 per day (8 hours) or \$60 for one half day (4 hours). Services provided will include restroom cleaning and supplies, trash pickup and removal and, as the tournament schedule will allow, maintenance personnel will also “touch up” fields being used between games. Maintenance personnel will be on site one hour prior to the start of the first game until the start of the final game of the day. If necessary, tournament directors may be responsible for insuring that the complex is locked and secured upon departure.

*Extra Drags - \$30/drag.

*Temporary Fence - \$100 per field.

*Lights for non-game situation - \$10/hour/field.

DATES REQUESTED

STARTING TIME AND ENDING TIME OF TOURNAMENT:

1 st Day/Date		First Game Start		Final Game Start	
2 nd Day/Date		First Game Start		Final Game Start	
3 rd Day/Date		First Game Start		Final Game Start	
4 th Day/Date		First Game Start		Final Game Start	
5 th Day/Date		First Game Start		Final Game Start	

FACILITIES REQUESTED

FIELDS BEING USED

- * _____
- * _____
- * _____
- * _____

FIELD DIMENSIONS NEEDED

(Pitching mound & Base Distances)

- _____
- _____
- _____
- _____

Fields B, C, & D at the complex have 300’ fence. Field A is 320’ down the line and 360’ at center.

MISCELLANEOUS

Level of Play: _____

Classification of Play: _____

Minimum number of teams required to run tournament: _____

Number of teams expected to participate: _____

Entry Fee Per Team: _____

Officials Pay: _____

Who will benefit from the proceeds? _____

Are you willing to make a donation from the proceeds to the Syracuse Parks and Recreation? _____

RAINOUT PROCEDURE

- It has to stop raining first. After it does, field typically require at least one hour to dry out before ANY decisions can be made about when play can or cannot resume.
- Field maintenance crew will consult with tourney director about the length of time it will take to get fields ready.
- A 1-2 person field maintenance crew is included in as part of holding a tournament on the City of Syracuse fields. Tourney director will not be charged for their time.
- IF the tournament director authorizes additional help, then the field maintenance crew will try to bring in additional Syracuse Parks and Recreation Staff. The tournament will be charged – at cost only – for extra P&R staff.
- IF the tournament director requests that his/her volunteers be allowed to help with any rainout “situations,” then the volunteers will receive duty direction from the Syracuse Parks and Recreation staff.
- For insurance liability reasons, at NO time will tournament volunteers be granted access to Syracuse Parks and Recreation motorized field maintenance equipment.



Fee Worksheet

PLEASE FILL OUT THE INFORMATION BELOW AND RETURN THIS SHEET WITH YOUR BRACKET INFORMATION ON THE WEDNESDAY BEFORE YOUR TOURNAMENT.

TOURNAMENT DIRECTOR CONTACT INFORMATION

Contact/Organization _____

Address _____ Phone _____ E-mail _____

Signature _____

Faxes and scanned copies are considered originals.

TOURNAMENT FEE SUMMARY

Field Prep Fee = Number of fields being used daily _____ X number of days _____ = _____ X \$50 = _____

Lights = # of nights _____ X # of fields per night _____ X \$30 per field per night = _____

Temporary Fence = # of fields _____ X \$100 per field = _____

Additional Field Personnel = # of personnel requested _____ X \$120/day or \$60/one half day = _____

Extra Drags = # of fields _____ X # of extra drag requests per day _____ X \$30 = _____

Possible "Pre-Prep" services for rainouts = # of field _____ X \$30* = _____

TOTAL = _____

*As stated in the Tournament Fees and Guidelines Agreement - Inclement Weather – If a Syracuse Parks and Recreation maintenance crew comes in on Friday night to prep the fields for Saturday – then subsequently Saturday is rained out – the tournament will be billed for the field preparation. The same applies to specifically weekend events, but also to potential weekday tournaments as well. **IMPORTANT NOTE:** P&R field maintenance crews at our facilities follow the same professional approach used at parks across the country when there is a forecast for adverse weather, i.e. rain. And that approach is to level and prepare the field the previous night for the following day. By doing so – and if rain does indeed happen – then the “pre-prep” allows water to drain off the field faster and allows our customers the highest probability of playing the following day. If we neglect to do so and the forecast is correct, then the probability of playing the next day is almost eliminated. Thus, if this maintenance schedule is followed – and the tournament is STILL cancelled due to rain – then all tournament organizers will be billed \$30 per field for “pre-prep” services.

Additional items from LaVista and MetroOmaha Softball:

Tournament Director must show proof of a minimum of \$1,000,000 General Liability Insurance Policy with the City of Syracuse listed as an additional insured. If the tournament is sanctioned by ASA, USSSA, AFA, NSA, or any other sanctioning body, proof of sanctioning will be accepted for insurance purposes. If the above policies are not fulfilled, your tournament will not be allowed to play on any of the City of Syracuse field.

10% of gross for gate/admission fees.

\$30 per team per tournament – we only charge per field per day.