



## Field Usage Guidelines

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.

### Contact Information

Lynn Wilhelm, Syracuse Parks and Recreation Director, 402-269-2601x1, e-mail [lnwilhelm@windstream.net](mailto:lnwilhelm@windstream.net).

### League Schedules

If your league is not sponsored by the Syracuse Parks and Recreation, the Syracuse teams should elect one representative to communicate with the Director for the initial league schedule. All conflicts to the initial schedule will be communicated through this representative. Please forward all league schedules to the Director as soon as you get them.

### Practice Scheduling

Each team should elect one representative to communicate with the Director for all team scheduling; usually the head coach. Teams are allowed to have **3** practice dates on the schedule at one time. Once they are done with one of them, they can schedule another. Practices are available in 1 ½ hour increments. Prior to scheduling a practice, view the calendar at [http://www.syracusene.com/parksandrec\\_ballfieldschedule.pdf](http://www.syracusene.com/parksandrec_ballfieldschedule.pdf) for a list of available times. When scheduling a practice, request a field and time. For example – If you want a practice at the complex, request complex field or if you want a practice at the elementary, request elementary. Each field will have a minimum of 2 - 1 ½ hour practices available after 5:00. Evening practices will be at 5 and 6:30 or 5:30 and 7:00, depending on the time of the first practice for that evening is scheduled.

### Fields

Ball Complex Field A (northeast) – Legion and Men’s Baseball.

Ball Complex Fields B (northwest), C (southwest), & D (southeast) – All teams except legion and men’s baseball.

Elementary Field - All teams except legion and men’s baseball.

South Park – All teams.

Williams Park – T-ball, 8 & under, 10 & under, and 12 & under.

### Field Conditions

If weather is unsatisfactory for practices, teams will not be allowed on the complex fields; although teams may be allowed in the outfields at the other fields in town. These cancellations will be made as soon as possible. Coaches and the Department will be in contact with each other. Cancellations are also available at 402-269-2601x4. Coaches will not be called on a sudden change in weather.

### Practice Preparation

All fields will be drug prior to the first practice of the day. Teams will be required to return the field to its form when they first started practice. This may require raking or dragging the small cocoa mat around the bases and pitchers rubber. Coaches are allowed to move bases and the pitchers rubber. Equipment available for coaches is located in the closet between the restrooms and will always be unlocked during practices.

### Game Preparation

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. 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. The concession stand will be open ½ hour prior to the first game and 10 minutes after the end of the last game. If other arrangements need to be made, contact the Department during regular business hours.

### Make-Ups

Prior to scheduling a make-up game, view the calendar at [http://www.syracusene.com/parksandrec\\_ballfieldschedule.pdf](http://www.syracusene.com/parksandrec_ballfieldschedule.pdf) for a list of available times. To aid in umpires and concessions, it is encouraged to schedule games back to back or when there are other games at the fields.

### Umpires

Teams not sponsored by the Syracuse Parks & Recreation Department will need to find their own umpires and let them know of any changes. Umpires will be found for teams sponsored by the Department unless it is a make-up game. Coaches may need to help find umpires for these games.

### Facilities

The stand will be opened at least ½ hour prior to game time and remain open until 10 minutes after the final game. Keys to the press box and equipment room are available inside the concession stand. Restrooms will always be unlocked for games and practices.

### Scoreboards

Each scoreboard has a separate remote control. Controllers are located upstairs in the press box. A key to the press box can be obtained through the concession stand. The remotes can be used in the press box or in the stands. They must be returned immediately following the game. Do not leave the remote unattended in the stands! Failure to follow these procedures will result in losing the use of the scoreboard for your games.

### Lights

Lights are not available for practices without a fee (\$10/hour/field). All lights are on a computerized schedule. They will come on 15 minutes before dusk and be set to turn off 3 hours after the start time of the last game. If more time is needed, they will need to be manually turned on and off in the mechanical room inside the concession stand. Security lights will turn on when they turn off.

### Press Box

A key to the press box will be located in the concession stand. Only game officials are allowed in the press box. Please do not allow children to run around in the press box. Return anything moved (i.e. stools, speaker system) to its original place.

### Trash Pickup

Coaches, players, and fans must pick up all trash in the dugouts and around the fields.

### Food & Drink

No outside food and drink can be brought in during any games except water for the players. This will be strictly enforced.

### Team Clean Up Day

Each spring and fall, a clean up day will be scheduled. All teams that play at the field are encouraged to attend. Dates and times will be announced through the Parks & Recreation Department. Items may include picking up trash, raking the fields, emptying trash cans, pulling weeds, picking up rocks in the infield, hosing off the plaza area, putting dugout covers on, cleaning restrooms, cleaning concession area, cleaning press box room, etc. On this date, coaches will also be shown the different procedures at the complex.

### General facility rules as stated on entrance board

- \*No outside food or beverages allowed into complex area. Only teams playing are allowed to bring their own water containers.
- \*For your personal safety and protection please be alert to flying balls and bats that may leave the playing field.
- \*Batting or throwing balls into the fence is prohibited.
- \*No pet, bikes, or skateboards allowed inside complex area.
- \*No alcohol allowed.
- \*Authorized vehicles only.

**YOUR CAREFUL USE OF THESE FACILITIES WILL PROVIDE FOR THE ENJOYMENT OF FUTURE VISITORS!**

Team \_\_\_\_\_

Representative \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Faxes and scanned copies are considered originals.