

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **PARKS AND COMMUNITY SERVICES COMMISSION** is hereby called for:

Date/Time: **Thursday, September 2, 2021 7:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Council Chambers**
333 Civic Center Plaza, Tracy

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Commission on any item, before or during consideration of the item, however, no action shall be taken on any item not on the agenda.

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Items From The Audience - *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2015-052, any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
5. Approval of Meeting Minutes
 - a. Review and Approve the Special Meeting Minutes from May 6, 2021
 - b. Review and Approve the Special Meeting Minutes from July 22, 2021
6. New Business
 - a. **REVIEW AND ACCEPT CHANGES TO THE 2022 CITY OF TRACY SPORTS FIELD RESERVATION HANDBOOK**
 - b. **REVIEW AND APPROVE THE HILLVIEW LINEAR PARK CONCEPTUAL MASTER PLAN**
7. Items from the Parks and Recreation Director
 - a. Update on Aquatics Center
8. Items from the Commission
9. Items from the Audience
10. Adjournment

AGENDA POSTED: August 30, 2021

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Parks and Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

PARKS & COMMUNITY SERVICES COMMISSION REGULAR MEETING MINUTES May 6, 2021
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1. CALL TO ORDER:

Vice Chair Krogh called the meeting to order at 7:06 p.m.

2. ROLL CALL:

- a. Present: Vice Chair Krogh, Commissioners Jimenez and Souza
- b. Absent: Chair Lieberg, Commission Singh
- c. Staff Present: Richard Joaquin, Parks Planning & Development Manager; Jolene Jauregui, Recreation Program Manager
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Vice Chair Krogh

4. ITEMS FROM THE AUDIENCE:

There were no public comments via, phone, Webex, or email.

5. APPROVAL OF MINUTES FROM

- a. Review and Approve the Regular Meeting Minutes from **April 1, 2021**

ACTION: A motion was made by Commissioner Souza to approve the Parks and Commission meeting minutes from April 1, 2021 and seconded by Commissioner Jimenez. Roll found Vice Chair Krogh, and Commissioners Jimenez and Souza all in favor. Passed and so ordered.

6. OLD BUSINESS:

- a. None

7. NEW BUSINESS:

- a. Review and Provide Feedback on the Proposed Disc Golf Course at Dr. Powers Park

Richard Joaquin, Parks Planning & Development Manager presented the staff report and presentation.

Vice Chair Krogh opened item 7a for public comment.

There was no public comments via phone or email and 1 public comment via Webex.

Sarah Bai, Tracy Resident stated she is in full support of the proposed disc golf course at Dr. Power's park for 3 reason: 1) after resonating with what was discussed in regards

to quality of life, she knows a lot of residents in town, like myself, really want more recreation opportunities and thinks this would be great for people to learn a new sport or to play something different with their family and be outdoors while social distancing. 2) The multigenerational appeal that it is a sport that kids can play with parents and grandparents. She feels this is great for the youth in our community while creating more opportunities for the youth to learn a new sport in a non-school, non-competitive setting. Kids can just have fun and not be on a competitive team. They can go out on Saturday or Sunday, or even after school. 3) The popularity of the sport is great, as she knows people in town really enjoy it and maybe Webex is a little tricky and not everyone's here, so she wanted to speak in support of the disc golf course as she hopes this can go through and be approved by the commission.

Ms. Bai also had two quick notes in regards to the course design. 1) She was very delighted to hear that you throw towards that park so the disc golf won't interfere with cars, traffic, or pedestrians. She felt that was great on Delta Windjammers part. 2) Ms. Bai knows that there will be a course map placed in the park, but thinks it is a great idea to have it online as well for those who like to prepare ahead of time.

This concluded her report and again stated she is in full support.

Commission questions and comments followed.

Richard Joaquin, Parks Planning & Development Manager answered the questions of the commission.

ACTION: A motion was made by Commissioner Jimenez that the Parks and Community Services Commission to accept the proposed conceptual course design plan for the beginner and intermediate courses with the understanding that the City will continue a dialogue of an Memorandum of Understanding (MOU) with the Tracy Friends for Parks, Recreation, and Community Services Foundation as well as accept the funding offered by the Parks Foundation for this Project. Commissioner Souza seconded the motion. Roll call found all in favor, passed and so ordered.

b. Review and Approve the Gretchen Talley Park Phase III Expansion CIP 78170 Conceptual Master Plan

Richard Joaquin, Parks Planning and Development Manger presented the staff report and presentation.

Vice Chair Krogh opened item 7b for public comment.

There was no public comments via email or Webex and 1 public comment via phone.

Jerry, longtime Tracy resident, had two questions. 1) Area 5 where the new lawn is going and knowing if it is just lawn, questions why the large dog park wouldn't go there versus area 17. Jerry stated that it seemed like a long way to get your dog to the dog park. 2) Jerry mentioned he has been a Tracy resident for 25 years and is the original owner and that his house back up to area 17. He mentioned that his family uses this area and will lose that if the dog park goes there.

Richard Joaquin followed up Jerry's comment re: the dog park.

Meeting was paused at 8:23pm as we lost a commissioner who was in attendance and we no longer had a quorum.

Vice Chair Krogh opened the meeting as we have a quorum at 8:29pm.

Jolene Jauregui, Recreation Program Manager made request to recess for 5 minutes to try and get Commissioner Souza to come to City Hall to continue meeting. Vice Chair Krogh made the request to recess until said time of 8:50pm.

Vice Chair Krogh called the meeting back to order at 8:50pm.

Commission question and comments followed.

Richard Joaquin, Parks Planning & Development Manager answered the questions of the commission.

ACTION: A motion was made by Vice Chair Krogh to approve the Gretchen Talley Park Phase III Expansion Plan. Commissioner Souza seconded the motion. Roll call found all in favor, passed and so ordered.

8. PARKS AND RECREATION DIRECTOR REPORT:

Richard Joaquin, Parks Planning & Development Manager updated the commission on the ribbon cutting that happened at Larson, Sullivan & Huck Parks as well as an update on Legacy Fields Phase 1E. Richard Joaquin also touched on the Citywide Parks, Recreation and Trails Master Plan.

Comments from the commission followed.

9. ITEMS FROM THE COMMISSION:

Commissioner Jimenez mentioned that there was no report from the Tracy Seniors Association. Commissioner Jimenez report that the Tracy Friends for Parks, Recreation, and Community Services Foundation met on March 22nd. Mary Mitracos was a speaker and informed the board that the Nature Park group met and re recognizing and reviewing the plans for the Nature Park. She also mentioned that there is no funding for this amenity for 9 years. In regards to disc golf, the Parks Foundation board volunteered to have board members visit Dr. Powers Park from time to time once the disc golf amenities are installed, pending approval from City Council. If approved, these board members will visit the park to ensure that everything is in good shape and if there are concerns, they will report this to the City. Commissioner Jimenez stated there was some discussion about insurance. Commissioner Jimenez assumes if approved by City Council that the insurance will be handled through the City.

Commissioner Jimenez thanked the Delta Windjammers for their time and effort in designing the conceptual plan for the disc courses at no cost to the City. This was all on a volunteer basis and she is deeply appreciative to them for what they have done for the City.

Commissioner Souza thanked the Windjammers Club along with the Tracy Friends for Parks, Recreation and Community Foundation and for moving the disc golf course project forward. Commissioner Souza thanked Richard for the update on Gretchen Talley Park and she feels that this park with all the amenities will serve the children in the area very well.

TUSD has no major update regards to TUSD and mentioned we are still in hybrid schedule and will remain like this until the end of the school year. High school graduations are planned for May 29th which will take place outdoors.

Vice Chair Krogh mentioned he has heard good things in regards to Rollin Rec and that there are rave reviews who have attended them. Vice Chair Krogh is looking forward to it being out at Larson Park on the 19th and he hopes to check it out in person.

Vice Chair Krogh thanked the staff for bearing with us during our difficulties tonight and being able to brainstorm and thinking outside the box to keep the meeting going.

Vice Chair Krogh personally thanked Commissioner Souza for coming to City Hall at such short notice.

10. ADJOURNMENT:

Time of Adjournment: 9:14 p.m.

ACTION: Vice Chair Krogh motioned to adjourn at said time of 9:14pm. Commissioner Souza seconded the motion. Roll call found Vice Chair Krogh and Commissioners Jimenez and Souza all in favor; passed and so ordered.

The above agenda was posted at Tracy City Hall on April 26, 2021. The above are action minutes. A recording is available at the Parks and Recreation Department.

Jolene Jauregui, Staff Liaison

PARKS & COMMUNITY SERVICES COMMISSION SPECIAL MEETING MINUTES July 22, 2021
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1. CALL TO ORDER:

Chair Lieberg called the meeting to order at 6:00 p.m.

2. ROLL CALL:

- a. Present: Chair Lieberg, Vice Chair Krogh, and Commissioners Jimenez, and Souza
- b. Absent: Commissioner Singh
- c. Staff Present: Richard, Joaquin, Parks Planning and Development Manager
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Vice Chair Krogh

4. ITEMS FROM THE AUDIENCE:

There were no comments from the public.

5. NEW BUSINESS:

- a. REVIEW AND PROVIDE FEEDBACK ON WAYFINDING AND SIGNAGE FOR LEGACY FIELDS PHASE 1E CONSTRUCTION PROJECT

Richard Joaquin, Parks Planning and Development Manger presented the staff report and presentation.

There were no comments from the public.

Commission comments and questions followed.

Richard Joaquin answered the questions of the commission.

ACTION: No action required at this time.

6. ADJOURNMENT:

Time: 6:53 P.M.

ACTION: Chair Lieberg motioned to adjourn the meeting at the said time of 6:53 pm. Roll call found all in favor; passed and so ordered.

The above agenda was posted at Tracy City Hall on July 21, 2021. The above are action minutes. A recording is available at the Parks and Recreation Department.

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
September 2, 2021

AGENDA ITEM 6.a.

REQUEST

REVIEW AND ACCEPT CHANGES TO THE 2022 CITY OF TRACY SPORTS FIELD RESERVATION HANDBOOK

EXECUTIVE SUMMARY

As part of an ongoing review process, staff has updated the City of Tracy Sports Field Reservation Handbook (Attachment A) for use in the upcoming calendar year and Annual Field Allocation Process. The Parks and Community Services Commission is requested to review, provide feedback to staff, and accept changes on the 2022 Handbook draft.

DISCUSSION

The policy authority provided in the Tracy Municipal Code 7.16.030 (a) states that the Parks and Recreation Commission has the power to “establish rules and regulations governing the conduct of recreation programs, protection of property and activities of persons in all parks.”

The Sports Field Reservation Handbook establishes the guidelines for staff to allocate City-owned and operated sports fields to applicants on an annual allocation basis. The Handbook designates priority classification groups, in-season priority sports, and the Annual Field Allocation process and schedule, in addition to codifying rules and regulations for sports field rentals.

Due to the impacts of the novel Coronavirus (COVID-19) many programs, including sport field users, rentals and usage have been abnormal in 2020 and 2021. The impact of COVID-19 required staff to take additional steps this year in communicating with our sport users and receiving feedback about the Sports Fields Handbook including:

- 1/6– Baseball/Softball COVID Allocation Discussion
- 2/8 – Baseball/Softball COVID Allocation Discussion Part II
- 3/7-3/11 - Hosting Pilot “Live Draft” for Ballfields (for Spring 2021)
- 3/18-3/31 - Soliciting Feedback through online survey about “Live Draft”
- 6/7-6/8 Hosting Pilot “Live Draft” for Ballfields (for Fall 2021)
- 6/21– Annual Handbook Meeting Baseball/Softball/Football
- 6/22– Annual Handbook Meeting Soccer/Cricket/Ultimate
- 7/23-8/9 - Email with “draft” version of Sports Field Handbook, giving sport organizations opportunity to review and respond

Some of the proposed updates to the 2022 Handbook includes diagrams outlining how to contact the Community Facilities Division staff, allocating fields piloted during the COVID pandemic (live draft and capped hours), updates on field scheduling and availability due to Legacy Phase 1E construction, and other operational and procedural updates.

Overall, the user groups continue to respond positively to the Sports Fields Handbook, with changes in this year's handbook coming directly from suggestions gathered from user groups, such as re-prioritizing Tracy Unified School District into a separate classification group. During the upcoming year, City staff will continue to host sports-specific feedback meetings, in addition to the annual pre-allocation meetings, to ensure the Handbook meets the needs of both the City and its sports user groups.

RECOMMENDATION

That the Parks and Community Services Commission review and accept changes to the 2022 City of Tracy Sports Field Reservation Handbook.

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Thien Nguyen, Recreation Services Supervisor
Jolene Jauregui-Correll, Recreation Services Manager
Brian MacDonald, Parks and Recreation Director

ATTACHMENT

Attachment A - Sports Field Reservation Handbook Update: 2022 DRAFT

CITY OF TRACY

Sports Field Reservation Handbook

2022 Allocation Year

Finalized by the Parks & Community Services Commission
at its **September 2, 2021 regular meeting**



Think Inside the Triangle™

Parks & Recreation Department
Community Facilities Division
333 Civic Center Plaza, Tracy, CA 95376
Phone (209) 831-6201
Fax (209) 831-6218
Email sportsfields@cityoftracy.org

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SPORTS FIELD RESERVATION HANDBOOK

INTRODUCTION

Thank you for considering the City of Tracy for your next sporting event, game or practice. The City's Parks & Recreation 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 (During the COVID-19 Pandemic, City Hall may be closed):

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.

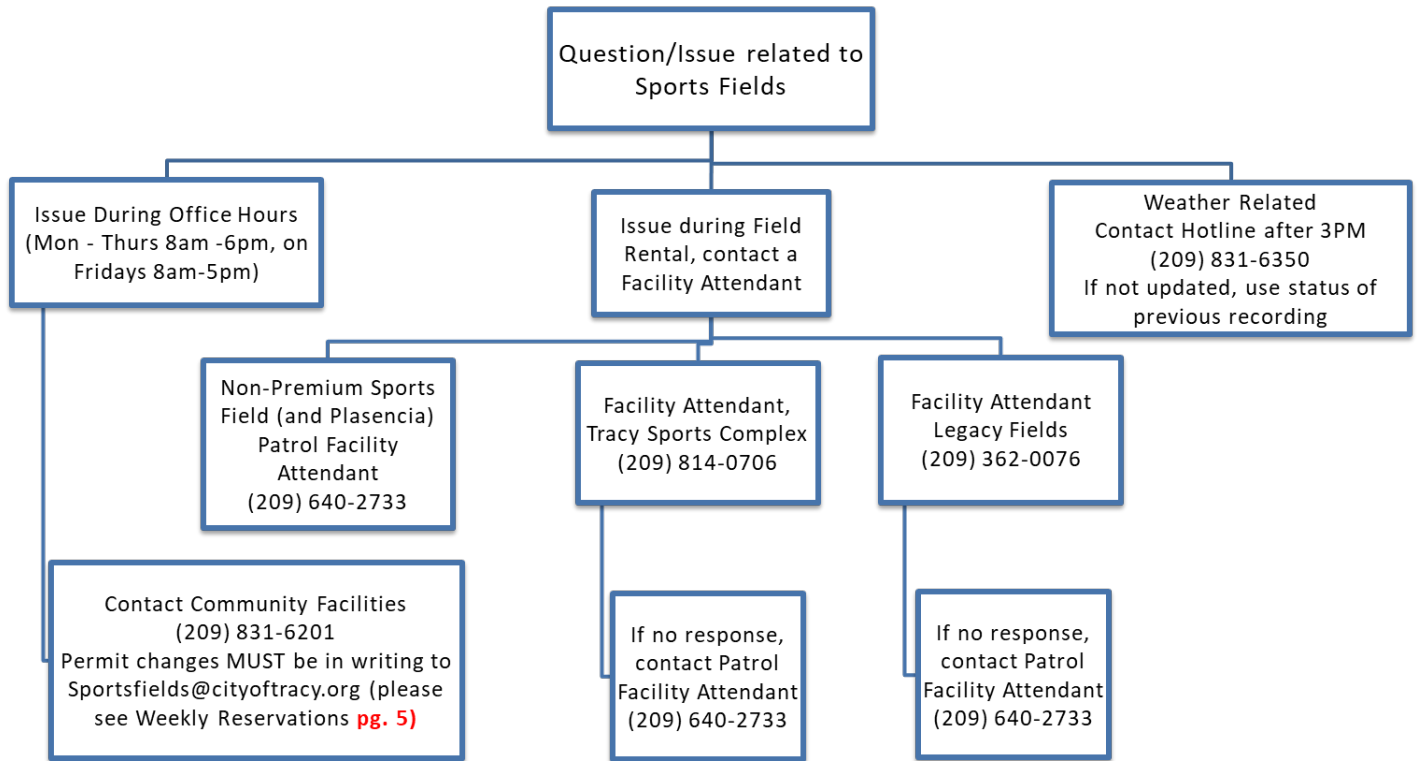
Phone (209) 831-6201
Fax (209) 831-6218
Email sportsfields@cityoftracy.org

City website: www.cityoftracy.org
Reservations website (view schedule only): www.TracyArtsandRec.com

Facility Attendant (Patrol): (209) 640-2733
Facility Attendant (Tracy Sports Complex): (209) 814-0706
Facility Attendant (Legacy Fields): (209) 362-0076

Weather/Field Condition Hotline (*updated by 3 pm with changes*): (209) 831-6350

CONTACT INFORMATION



Dispute/Appeal a Sports Field Related Issues



Contact Community Facilities Staff through email, SportsFields@cityoftracy.org. Within formal dispute, identify issue being disputed and contact staff who have addressed/discussed issue



If dispute/issue is not resolved, issue will be escalated to Recreation Services Supervisor/Recreation Services Manager/Director of Parks & Recreation. Staff will respond directly to dispute/issue.



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 can be appealed to the Parks Commission. Please refer to TMC 4.16.160

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 an Authorized Agent listed on the City's field rental account will be allowed to book fields for their affiliated organization or request changes to organization's permit(s). Organizations are allowed up to five (5) authorized agents. 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. **Please see Live Draft on pg. 10 for more information**
- During initial allocations, fields will be assigned to organizations by size of rosters as a total percentage of all groups within the classification group, of all available hours and/or fields are at a single complex
- 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. Reservations or events that have a history of issues may be required to provide additional security at the expense of the applicant prior to approval.
- All first-come, first-served field reservations requests and all field prep requests must be submitted and paid for a minimum of five (5) business days in advance AND by 12:00 noon on the Monday prior to the rental. Permit changes (different from field requests) must be submitted by 6:00 PM, Monday to be processed by 12:00 noon, Wednesday of the week. 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.**

Tournaments Allocations & Scheduling

- Tournaments or events that have been occurring on a specific date or weekend that are rooted in historical significance (i.e hosted for multiple years) will be given priority; the dates and tournament rental request must still be submitted in writing during the allocation period.
- **For Legacy Fields and Tracy Sports Complex, in season priority will be given to local team's weekend games, while tournaments will be given priority for secondary use (i.e. baseball/softball tournaments will have priority July-Dec)**
- **In 2022 field scheduling (including Tournaments) will be heavily impacted due to Legacy Phase 1E construction. Following completion of construction, staff will work with Tournament Directors/Groups that are rooted in historical significance to re-establish their historical dates**

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.

City of Tracy Sports Field Reservation Handbook: 2022 Allocation Year

- 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 pg.14**).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 30 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests pg.16**).
- Use of Placentia Fields, Legacy Fields, and 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.
- The Facility Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games.
- Reservations may not be transferred, assigned, or sublet.

Weekly Reservation/Field Prep Processing Schedule/Deadlines

*Please note: Requests, Changes, and Field Prep must be submitted at least five (5) business days in advance.

Requests for changes to your permit need to be submitted in writing to SportsFields@cityoftracy.org (phone calls/verbal permit changes will not be accepted)

First Come - First Serve Field Request	Monday	Noon
Field Prep Requests	Monday	Noon
Request for Permit Changes	Monday	6:00 PM
New Field Requests that are Approved are Published	Wednesday	Noon
Field Prep Schedule Published	Wednesday	Noon
Permit Changes that are Approved and sent to requestor		As processed

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, including City recreational programs or leagues
- B. Tracy Unified School District, including Tracy High School softball program**
- C. Organizations comprised of at least 80% Tracy residents
 1. Youth non-profit
 2. Youth commercial
 3. Adult non-profit
 4. Adult commercial
- D. Organizations comprised of less than 80% Tracy residents
 1. Youth non-profit
 2. Youth commercial
 3. Adult non-profit
 4. Adult commercial
- E. General public (private individuals)

“Commercial” use shall be defined as “Any activity conducted in or on a City facility where monies are collected for the specific purpose to financially benefit an individual, business or organization, non-profit corporations excluded.” **Please note, if all things are considered equal, special consideration will be given to organizations with historical significance to the City of Tracy and organizations’ past performance history.**

In-Season Priority Schedule

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

Usage	January-June	July-December
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
 - Attn: 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 and Business 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 also demonstrate its business status. The following websites will be checked to confirm during each allocation period:

Tax Exempt Status – Used to check Non-Profit Status

1. Go to <https://apps.irs.gov/app/eos/>
2. In the "Search By" drop-down menu, select "Organization Name"
3. Enter the organization name in the Search Term box and click the blue "Search" icon
4. Scroll to the list of results, and click on the organization name (blue link)
5. Click "Print" to print the page, and attach document to application packet

Franchise Tax Board: Entity Status

1. Go to https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp
2. Click on the blue "Check Status" icon
3. Select search method "By Name"
4. Enter the Entity Name and click the "Perform Search" icon
5. Click on the Entity ID (blue link)
6. Note "Entity Status" (must be ACTIVE or REVIVED; cannot be REVOKED or SUSPENDED)
7. Click the "Generate Letter" icon, print the letter, and attach to application packet

Secretary of State, State of California

City of Tracy Sports Field Reservation Handbook: 2022 Allocation Year

1. Go to <https://businesssearch.sos.ca.gov/>
2. Select "Search Type"
3. Enter corresponding "Search Criteria" and click on the Search icon
4. Click on organization name (blue link)
5. Note "Status" (must be ACTIVE)
6. Print the page and attach to application packet.

Verification of Tracy Residency

Residency percentages will be established using rosters from the most current or prior applicable season (i.e. **Previous Spring Rosters for current Spring Application**). Rosters must be submitted as sortable spreadsheets, i.e. Microsoft Excel. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group D (they will then be re-prioritized by priority classification). 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, gender, birthdate, 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 30 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 30 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, such as high temperatures or weather that impairs vision, 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.

Temporary Handbook Changes in Response to CORONAVIRUS/COVID-19

During the Coronavirus/Covid-19 pandemic the City of Tracy will be piloting various programs including but not limited to allowing Youth Football at pre-determined fields and having multiple sports allocated to fields that are traditionally "out of season". Staff will continue to provide in-season priority to the sports above, but will also seek to accommodate other sports to alleviate schedule compaction issues.

Staff will align with and follow City, County and State orders and guidelines for use of sports fields which may include but is not limited to mandatory submission of "Safety Plans" and/or Assumption of Risk Waivers to be kept on file with the City during any type of health pandemic.

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) 831-6201, in person at Tracy City Hall, or via email to sportsfields@cityoftracy.org.

Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been authorized. Please remember to include map of planned field lining/subdivisions with dimensions for EACH soccer field requested.

Live Draft Process

1. Organizations will be prioritized using applications that were submitted by the application deadline (see Allocation & Scheduling and Field Allocation Priority Classification, pg. 5-6).
2. Organizations will be “capped” on the initial allocation process, only being able to reserve a maximum number of premium field hours based on each prior year’s Premium Field usage only. Organizations are expected to select fields at locations/facilities they reserved in the past unless they are looking to transition to fields that offer different amenities (i.e selecting fields at a complex that has lights where they were at a complex that did not offer lights). Once the initial allocation process has been completed, any open field availability will be allocated on a first come first serve basis.
3. Each organization will be given a scheduled time and date to meet with staff virtually to discuss/allocate fields. A “One Drive” Excel (or public shareable) document will be used as the initial field scheduler to track all organization’s requests. This Excel document will present “real time” field availability and will aid in the tracking of “capping” field usage. A link to the “One Drive” Excel document will be sent to all organizations prior to each live draft.
4. Virtual/In person meeting/invitations for draft time slots for each organization will be sent 1-week prior to each organizations draft time (based on the contact person/information submitted on their application).
5. **Staff will NOT go beyond the allocated time for each organization.** Organizations that do not finalize allocating fields during their scheduled time, will forfeit their priority during allocations.
6. After the Live Draft process, staff will send all organizations a “Draft” permit based on the fields allocated during the live draft for review. Organizations are responsible for reviewing and ensuring their permits are accurate (following the draft, but also throughout the season)

Date	Process
Baseball/Softball/Football: June 21, 2021	Field User Group Allocation Meetings • Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion.
Soccer/Cricket/Ultimeate: June 22, 2021	• Meetings topics will also include maintenance updates, policy review, and field issues.
September 2, 2021	• Final review and approval of Handbook by Parks & Community Services Commission.
January-June Allocations	

City of Tracy Sports Field Reservation Handbook: 2022 Allocation Year

September 30, 2021	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2021. (Late submittals forfeit priority.)
October 2021	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • Live Draft of fields will be conducted by staff • Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.
November 2021	<ul style="list-style-type: none"> • Staff issues final schedule for permits January-June. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and all field deposits, plus proof of insurance.
July-December Allocations	
March 30, 2022	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2022	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • Live Draft of fields will be conducted by staff • Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.
May 2022	<ul style="list-style-type: none"> • Staff issues final schedule for permits July-December. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and field deposits, plus proof of insurance.
June, 2022	<ul style="list-style-type: none"> • Deadline for organizations to submit (in writing) handbook feedback/changes/proposals for staff to present to user groups at annual handbook meetings

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 Reservation 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 pg 20.**).

Payments (see Sports Field User Fees)

- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- 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.
- Tournament payments are due 30 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.
- 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.
- Organizations approved for a monthly payment plan will find payment plan due dates and monthly totals at the bottom of their facility use permit. Organizations are responsible for ensuring monthly payments are made by the 15th of each month.
- **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.**

SPORTS FIELD USER FEES (Adopted January 1, 2021)

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

Application & Special Fees

Fee	Practice/Game Fees	Tournament Fees
Permit Application Fee	\$38 per application	\$38 per application
Damage Deposit*	\$110 per field	\$110 per field
Deposit for Baseball/Softball Bases*	\$275 per application	\$275 per application
Fencing Fee	\$124 per field/per day	\$124 per field/per day
Gate Fee (if charging admission)	\$114 per day	\$114 per day
On-site Staffing Fee	\$31/hour	\$31/hour
Vehicle Access Pass	\$11/per vehicle/per season	\$11 per vehicle/per event
Portapotty Fee**	As billed by vendor	As billed by vendor
Dumpster Rental/Disposal Fees**	As billed by vendor	As billed by vendor
Traffic & Parking Control	Actual costs (to be determined by Director)	Actual costs (to be determined by Director)

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

** May be pro-rated and shared by facility user groups.

Field Use Fees

Premium Fields (Legacy Fields, Placencia Fields, Tracy Sports Complex)

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$11/hour	\$9/hour	\$99 per field/per day	\$9 per field/per hour
Non-Profit Adult	\$17/hour	\$12/hour	\$132 per field/per day	\$12 per field/per hour
Private	\$25/hour	\$15/hour	\$255 per field/per day	\$12 per field/per hour
Commercial	\$35/hour	\$22/hour	\$352 per field/per day	\$12 per field/per hour

Standard Fields (Clyde Bland, Galli, Tiago, Tracy Ball Park, Veterans, Legacy East Ballfields during Phase 1E)

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$9/hour	\$9/hour	\$74 per field/per day	\$9 per field/per hour
Non-Profit Adult	\$14/hour	\$12/hour	\$119 per field/per day	\$12 per field/per hour
Private	\$25/hour	\$15/hour	\$148 per field/per day	\$12 per field/per hour
Commercial	\$35/hour	\$22/hour	\$148 per field/per day	\$12 per field/per hour

Field Prep Fees

Light Watering	Light Field Prep	Full Field Prep
\$6 per field	\$18 per field	\$48 per field
<ul style="list-style-type: none"> Light watering* of the infield between the lines 	<ul style="list-style-type: none"> Dragging infield between lines only Light Watering* Touch up lines as needed 	<ul style="list-style-type: none"> Dragging entire field Heavier watering* for dust and to soften the surface Re-line entire field Re-pack holes at batters boxes and pitchers plate as needed (time permitting)
8 minutes per field, approx.	15 minutes per field	45 minutes per field

*Watering may not be available depending on mandated water restrictions in effect at the time.

GENERAL FIELD & FACILITY USE POLICIES

Authorized Agent/League Contact

An applicant representing an organization renting a City facility, an authorized agent also known as a league contact, is required to provide a letter on letterhead from the agency or organization specifically authorizing the individual to conduct business with the City of Tracy to reserve a facility on the organization's behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory. The Authorized Agent shall be the single point of contact for City staff. Organizations are allowed up to five (5) authorized agents per organization.

Bases

Bases are included in rentals at the Tracy Sports Complex and Legacy Fields. Bases are available for rentals at ~~Tracy Ball Park~~ Ritter Family Ballpark 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. Clean up of shells from seeds and nuts on fields or in dugouts shall be charged at the Maintenance Worker hourly rate. Reimbursement for such expenses may be deducted from the security deposit.

Equipment Storage

Items are not permitted to be left at 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 – Soccer

Access to facilities to line fields must be scheduled in advance with the Community Services Division. *See also: **Subdivision of Fields pg. 13***

The following conditions have been agreed upon by current soccer user groups for the lining of soccer fields and shall be enforced unless an alternative has been specifically approved in writing by the Director:

- **Prior to painting, field diagrams and paint must be submitted and approved by City Staff**
- Fields must be lined with approved athletic marking paint only.
 - Full-size (11v11) fields shall be marked in WHITE paint
- Modified fields shall be contained fully within a standard full-size field and shall be marked in BLUE or another color with the written approval from City Staff
- 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 3:00 pm on weekdays or when other teams are playing on fields.

Please note: failure to comply with established guidelines may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use

Field Preparation Requests – Baseball/Softball

Requests to have City staff line and/or prep baseball/softball fields for games or tournaments must be received by 12:00 noon on the Monday prior to the reservation with a minimum of five (5) business days' notice. 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 for games 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.

Premium Fields vs. Standard Fields for Baseball/Softball Rentals

Fields are classified as Premium or Standard Fields depending on the level of service and amenities offered at the facility. Premium baseball/softball fields are located at Legacy Fields and the Tracy Sports Complex. The following Field Preparations are available at Premium Fields:

- Initial field preparation (prep) including a dragging and watering are performed daily for each field
- Bases are included and set-up for each reservation (if requested)
- City Staff (Facility Attendant) is on site and can be reached through phone please see **Introduction pg. 3**
- Use of Legacy Fields and Tracy Sports Complex is **by permit only**. No drop-in use is allowed.

Standard Field Rentals for fields such as Clyde Bland, Galli, Tiago, Veterans Park and Ritter Family Ballpark do not include the same level of service as above. Standard fields do include:

- Daily field inspections by maintenance staff to ensure safe play and fields are prepared routinely when in high use
- Bases are available for rentals at Ritter Family Ballpark and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases (See: **Sports Field User Fees Pg. 10**).
- City Staff (Facility Attendant - Patrol) is available to assist with issues or questions regarding ballfields or reservations. Renters are encouraged to call the phone number listed on their permit for the Patrol Facility Attendant on **Introduction pg. 3**

Food & Beverages

Please limit food and beverages that are brought in from outside at sports facilities. Items that are **not** permitted include: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells. A concessionaire provides food and beverage service at the Tracy Sports Complex and at Legacy Fields, and *no outside food and drink* is permitted at these facilities unless specifically designated in writing by City staff.

Field Maintenance/Closure

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, and Legacy 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

Following Good Neighbor Policy and respecting residential spaces and the community surrounding sport fields, the following hours of use have been established for all sport fields:

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 at Tracy Sports Complex and 8:00 AM until 10:00 PM at Legacy Fields Sports Complex. Fields may be accessed upon completion of field preparations and approval of City staff. Teams and players may not be on the field at any time during field preparations or maintenance.

Other sports, games and practices 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

Notice of Non-Use of Field/Releasing Fields

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. Animals may not access fields while games are in play. Dogs are subject to regulations of TMC 5.08.130. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas. No farm animals as defined by the Tracy Municipal Code are allowed at any park or sports field as regulated by TMC 4.16.180.

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. Fields may be closed due to frost or other conditions that may damage the turf or playing surface. Play may be suspended due to excessive heat. **Weather/Field Condition Hotline: (209) 831-6350** (*typically updated by 3 pm each day*). If a field is closed due to weather, credit for field closures will be applied the following month to organizations account based on the Field Closure Calendar.

Subdivision of Fields

Soccer fields may be subdivided for players ages 12 and under (U12). All requests to subdivide fields **must** be submitted with 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. See also: **Field Lining – Soccer pg. 11**

City of Tracy Sports Field Reservation Handbook: 2022 Allocation Year

Soccer user groups have collectively agreed on the following guidelines:

- 9v9 fields must run in the same direction as 11v11 fields
- 7v7 and smaller fields may run in the opposite direction as 11v11 fields

Subleasing of Fields

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.

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, or in cases of inclement weather, such as rain or frost. **In preparation for large tournaments, fields will be closed and not scheduled for use the entire week prior to the tournament.**

It is the responsibility of all field users to protect the turf from excessive wear and tear. Users should rotate locations of training and equipment, including but not limited to: ladders, cones, pitching practice, etc. Additionally, users shall not use fences, bleachers or other amenities as targets for practicing or warming up.

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. Permit holders are responsible for the conduct of their player, coaches, and guests. 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 and/or impact future organization allocation or scheduling requests. 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, please call 911. The Tracy Police can also be reached through Tracy Police Department Dispatch, (209) 831-4552.

Parking and Parking Enforcement

It is the renter’s responsibility to communicate directions, traffic control, and parking instructions to City Staff and all users and guest. Parking regulations from the Tracy Municipal Code, TMC 3.08 Article 9 are applicable to all Sport Fields. Failure of renter to communicate and manage site parking may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use.

Decorations and Signage

All decorations and signage must adhere to standards set forth in the Tracy Municipal Code Article 35: Signs. No decorations or signage will be allowed that damage or discolor the facility or grounds. Any special decorations, activities, or amenities must have written approval of the Parks & Recreation Department. Any decorations or signage must be limited to daily reservation times and must be removed each day as noted on the renter’s permit unless written permission is granted from the Parks & Recreation Department.

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. All barbecues and/or cooking on site must be approved by Fire Inspection and/or County Health if vending or serving to the public.

Barbecues must also 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. Use of barbecues at Legacy Fields is only permitted in specific designated areas. Please contact Community Facilities for more information (209) 831-6200.

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 where no concessions is provided, 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 pg. 17**

At the Tracy Sports Complex and Legacy Fields, 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 for Concession/Vending Services. No additional selling of any kind or providing of food and beverages within the Tracy Sports Complex and Legacy Fields Sports Complex perimeters during a rental or event is permitted without prior written consent of the City as well as a valid business license. If no Concession services is provided, organizations still need to contact City Staff and receive written consent prior to offering alternative services. A sign will be provided at each entry gate listing these rules:

- NO outside food or drink permitted inside gates.
- ONE ice chest filled with water may be brought into the facility per team. No other ice chests, coolers, or containers permitted.
- NO alcoholic beverages/intoxication or glass containers on site, including in the parking lot.
- NO shelled nuts or seeds of any kind.
- NO warm-ups permitted on the soccer fields.

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 or Legacy Fields.

Gate Access

Access to the gated areas at Placencia Fields and Legacy Fields will be opened 15 minutes prior to permit start time, as a courtesy. Contact the Community Facilities staff for gate access at other times (storage access, etc.).

Parking & Overnight Policy

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

The south parking lot at the Tracy Sports Complex is for emergency vehicle access and use only. Facility gates close nightly when permitted use of the facility ends. 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. No person shall stop, stand, or park any vehicle over twenty (20) feet in length in any municipal parking lot, either day or night (TMC 3.08.410). City staff will assist tournament hosts to designate approved parking locations for RVs, campers, school buses, etc.

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.

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. Please ensure all Fire and Building Code regulations are followed when used.

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

City of Tracy Sports Field Reservation Handbook: 2022 Allocation Year

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*** **pg. 16**

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.

Tournament permit holders at the Tracy Sports Complex ball fields are required to enforce the rules and regulations by posting an organization representative at each entry gate. Should representatives not be provided, the City shall assign City staff and charge the permit holder accordingly. *See also: **Concessions and Merchandise Sales** pg.16.*

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.**

First Aid/Medical Station

All tournaments are required to have a minimum of one first aid station(s) at each site with first aid supplies and certified medical person(s). The number of first aid staff you need depends on the tournament and the number of participants. If you do not have volunteers for this, you may hire EMS event support.

Garbage

Any event hosting twenty-four (24) or more teams will be required to pay for an additional dumpster to be placed at the sport fields (i.e 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 gameplay must end by 10:00 pm.

Softball and baseball tournaments may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm at Tracy Sports Complex and 8:00am until 10:00 pm at Legacy Fields Sports Complex. Fields may be accessed upon completion of field preparations and approval of City staff. 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 gameplay must end by 10:00 pm.

ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS, cont'd

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 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. Parking is not permitted on the sidewalk adjacent to the Meeting Room for any reason, including loading and unloading equipment and supplies.

Parking and Traffic Control

Tournaments hosts must provide adequate traffic and parking control, according to the size of their event, and adhere to all City parking regulations. Parking is permitted in parking stalls on hard surfaces only. Fees shall be assessed for additional parking setup by City staff.

Picnic Area, Tracy Sports Complex/Legacy Fields

Tournament hosts are required to patrol and maintain cleanliness at the picnic area at the Tracy Sports Complex/Legacy Fields

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 upcoming allocation period(s)
- 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

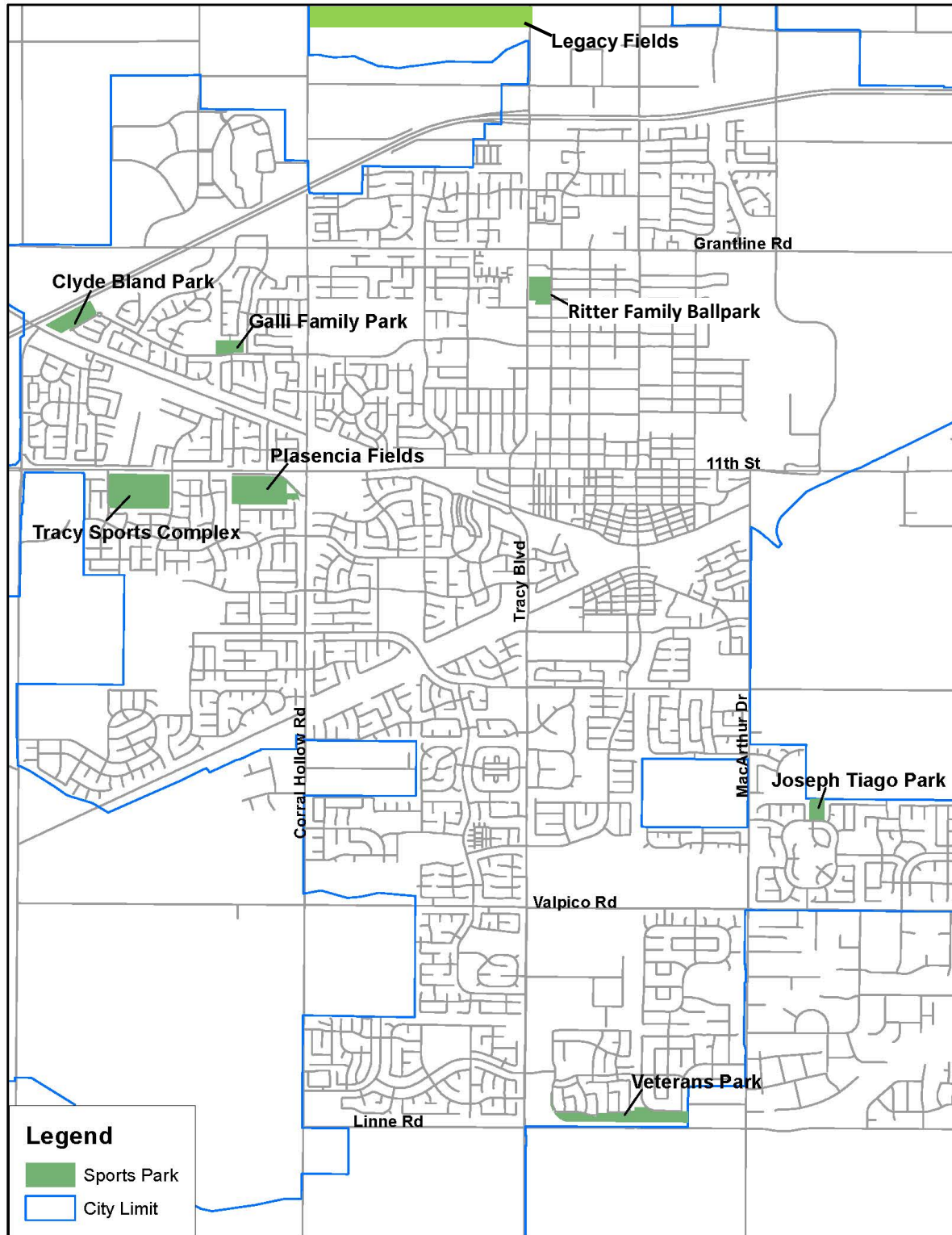
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating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

FACILITY	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	FOOTBALL	BASE DISTANCES
Clyde Bland Park 1753 Blandford Ln.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • Soccer turf area • No lighting available 	Yes	Yes	No	60', 65', 70'
Galli Family Park 2341 W. Lowell Ave.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • No lighting available 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under
Tiago Park 1355 Eastlake Cir.	<ul style="list-style-type: none"> • 2 baseball/ softball diamonds • No lighting available 	Yes	Yes	No	60' Baseball is limited to ages 12 and under
Ritter Family Ballpark (formerly Tracy Ball Park) 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> • 2 baseball/softball diamonds • 2 large outfielders • Lighting available for ball diamonds 	Yes	Yes	Yes	North Diamond: 90' South Diamond: 60'
Veterans Park 238 Glenhaven Dr.	<ul style="list-style-type: none"> • 1 baseball/softball diamond • 2 open turf areas for sport use • Lighting available for ball diamond only 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under
PREMIER FIELDS					
Legacy Fields 4901 N. Tracy Blvd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 9 baseball/ softball diamonds • 8 soccer fields • Lighting available on Soccer, West Ballfields 	Yes	Yes	TBD	60', 65', 70' Baseball is limited to ages 12 and under
Tracy Sports Complex 955 Crossroads Dr. <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 baseball/softball diamonds • 4 soccer fields • Lighting available on all fields 	Yes	Yes	No	60', 65', 70' Baseball is limited to ages 12 and under
Plasencia Fields 2040 Krohn Road (11 th St./Corral Hollow Rd) <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 soccer fields • 1 mini soccer field • Cricket pitch • No lighting available 	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 Reservation Handbook (“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).

Printed name of facility user

Signature of facility user

Date

Name of organization

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CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
September 2, 2021

AGENDA ITEM 6.b.

REQUEST

REVIEW AND APPROVE THE HILLVIEW LINEAR PARK CONCEPTUAL MASTER PLAN

BACKGROUND

Integral Communities (Developer) is proposing to build a new 2.3 acre linear park in the Hillview development. The Hillview development is located in south Tracy immediately across Corral Hollow Road from Tracy Hills Phase 1. Staff is bringing this item to the Commission as per Chapter 7.16 of the City of Tracy Municipal Code, Parks and Community Services Commission, 7.16.030 Powers and Duties (e) *advise the Council on the subject of recreation and facility master planning and development.*

DISCUSSION

The “Linear Park” is a unique park type for Tracy. They are typically built to link parks together, create critical connections between destinations, and/or facilitate movement of wildlife. Typically, linear parks are developed for one or more modes of recreational travel such as walking, jogging, biking, in-line skating, or hiking and often include passive spaces for resting and/or enjoying nature.

Staff have met with the Developer to discuss the 2.3 acre site, programming, amenities, functionality, ongoing maintenance, and overall connectivity of the park to the rest of the Tracy Hills park system. The design of this park provides the community with highly desired amenities such as: an asphalt path/trail for health and wellness, educational kiosks and interpretive signage, artistic sculptures for contemplation and a butterfly garden for immersion in nature. Developer is also constructing a Homeowner’s Association Park (HOA Park) immediately adjacent, and connected to, the proposed linear park. This connectivity will allow for the public to path through the HOA Park improving the circulation system for the entire development and provide additional parkland for community enjoyment. It should be noted that the public will not have access to the pool facility within the HOA Park. Additionally, a 100-foot wide conservation easement parallels the linear park which will provide habitat into perpetuity and enrich the overall experience for park users.

Staff is asking the Commission to review the presentation and accompanying materials for the linear park provided by the developer and provide input as to the layout, amenities, and furnishings as proposed.

FISCAL IMPACT

Development of the linear park will be a part of the development requirements of the Hillview Development. There is no fiscal impact to the General Fund for this item at this time.

RECOMMENDATION

Staff recommends the Commission review and approve the proposed park conceptual master plan including layout, amenities and furnishings.

Prepared by: Richard Joaquin, Parks Planning & Development Manager

Approved by: Brian MacDonald, Parks and Recreation Director

Attachments

Attachment 'A' – Hillview Linear Park Concept Plan



Conservation Easement

California Aqueduct

Hillview Linear Nature Park

Tracy, CA

Overall Park Illustrative

