

## 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, April 4, 2024, at 7:00 p.m.**  
(or as soon thereafter as possible)

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

**THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON PARTICIPATION PURSUANT TO GOVERNMENT CODE SECTION 54954.3 WHICH 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 Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, the Commission may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to Commission.
5. Approval of Meeting Minutes
  - a. **REVIEW AND APPROVE THE SPECIAL MEETING MINUTES FROM: February 13, 2024**
  - b. **REVIEW AND APPROVE THE REGULAR MEETING MINUTES FROM: March 7, 2024**
6. New Business
  - a. **HEAR APPEAL OF FACILITY PERMIT SUSPENSION FOR DELTA SOCCER LEAGUE AND APPROVE STAFF'S RECOMMENDATION TO UPHOLD THE SUSPENSION.**
7. Staff items (Verbal Report)
  - a. **RECEIVE THE COMMUNITY EVENTS REPORT**
  - b. **RECEIVE THE SPECIAL INTEREST REPORT**
8. Parks Planning & Development Manager Report
  - a. **BMX PUMP TRACK UPDATE**
9. Items from the Commission
10. Adjournment

### AGENDA POSTED: March 29, 2024

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 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.

Full copy of the agenda can be found at the Tracy Library as well on the City's Website:

<https://www.cityoftracy.org/government/boards-and-commissions/parks-and-community-services-commission>

**COMMUNITY SERVICES COMMISSION  
SPECIAL MEETING MINUTES  
Tuesday, February 13, 2024**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

- a. Present: Chair Lieberg and Commissioners Arbogast and Shrout
- b. Absent: Vice Chair Abercrombie & Commissioner Jimenez
- c. Staff Present: Justin Geibig, Recreation Services Supervisor, Joseph Viorge-Koide, Economic Development Technician, Jorge Barrera, Economic Development Manager, Kimberly Murdaugh, Interim Assistant City Manager
- d. Recorded By: Andrea Pedigo, Executive Assistant and Norma Padilla, Administrative Assistant

**3. PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Chair Lieberg

**4. ITEMS FROM THE AUDIENCE:**

There were no public comments via the audience.

**5. APPROVAL OF MEETING MINUTES**

- a. Reviewed and Approved the Regular Meeting Minutes from **December 7, 2023**

**ACTION:** Commissioner Shrout motioned to approve the December 7, 2023, meeting minutes as written, and Commissioner Arbogast seconded the motion. Roll call found all in favor with a 3,0,0 vote. Passed and so ordered.

**6. NEW BUSINESS:**

- a. **REVIEW AND ACCEPT THE PARKS AND COMMUNITY SERVICES COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) FUNDS FOR FISCAL YEAR 2024-2025 AND RECOMMEND APPROVAL TO CITY COUNCIL.**

Jospeh Viorge-Kiode, Economic Development Technician presented the staff report to the Commission.

Commissioner comments followed.

Marcia Kirk, Tracy resident and part of the Good Shepherd Community Church stated that this was the 1<sup>st</sup> time they submitted for the grant as they provide a tremendous amount of service for the homeless. She also mentioned they partner with Tracy Community Connections Center, Tracy Family Resource Center who also rents space out of their building. Good Shepherd Community Church provides community meals.

Good Shepherd Community Church submitted the grant as they are highly qualified to serve; however, they were not awarded funds.

Marcia Kirk mentioned the grant was going to be used on security as they have a lot of homeless who go through their building, which sits within a neighborhood which has generated safety concerns from the neighbors.

Marcia Kirk would like to know what more they could do to receive funding as they want to continue to be able to serve the community. Marcia mentioned that they provided a warming center when the City of Tracy needed one as well as their emergency shelter when there was a community need. She stated they have very limited financial resources, and they are at a point where they need help and would like to know what they can do to partner with the City so they can receive some type of funding, even if it is revisiting some type of financial support as the security is a huge issue for them.

Marcia Kirk would like the City to help and asked how they can get help.

Comments followed by Chair Lieberg.

Jorge Barrera, Economic Development Manager let Marcia Kirk know that he could meet with her offline to see what help he can offer to help outside of CDBG and the City.

Marcia Kirk thanked staff.

Chair Lieberg encouraged her to continue to apply and hit on the key points that he stated earlier.

**ACTION:** Commissioner ShROUT motioned to accept the Parks and Community Services Commission's subcommittee ranking and funding for the allocation of the CDBG funds for FY 2024-2025 and make a recommendation to City Council. Commissioner Arbogast seconded the motion. Roll call found all in favor with a 3,0,0 vote. Passed and so ordered.

## 7. ITEMS FROM THE COMMISSION:

Chair Lieberg stated that former city council member, Mary Mitracos had sued the Surland Developers regarding the Aquatic Center. Her lawsuit quote on quote won. The 2<sup>nd</sup> DA agreement was told to unwind, which went back to court and the judge stated it was unwound and finalized but there was no money awarded.

Chair Lieberg stated that Surland admitted they owe the city \$8M, however, they threatened to sue the city if they accept the 16 acres. Lieberg mentioned that the city has tried to negotiate with Surland, but it has not led to an agreement.

Surland's lawyer stated they aren't concerned with the city council suing, as they can't get 3 votes.

Chair Lieberg stated he spoke to council on Tuesday and provided his input.

Chair Lieberg mentioned that the Parks Commission is only an advisory commission and do not make decisions, however, he would like to request a 2<sup>nd</sup> from the commission to bring an item back to the commission. He is requesting a staff report on an update of the aquatic center, specifically asking for an action item for us to make a recommendation to City Council.

Commissioner Arbogast seconded the request of Chair Lieberg.

**8. ADJOURNMENT:**

Time of Adjournment: 6:26 pm

**ACTION:** Motion was made by Commissioner Shroul and seconded by Commissioner Arbogast to adjourn the meeting at said time of 6:26 pm. Roll call found all in favor, passed and so ordered with 3,0,0 vote.

The above agenda was posted at Tracy City Hall on February 8, 2024. The above are action minutes. A recording of the meeting is available at the Parks and Recreation Department.

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Jolene Jauregui, Staff Liaison  
Parks, Recreation, and Community Services Director

**COMMUNITY SERVICES COMMISSION  
REGULAR MEETING MINUTES  
Thursday, March 7, 2024**

**1. CALL TO ORDER:**

Vice Chair Abercrombie called the meeting to order at 7:00pm.

**2. ROLL CALL:**

- a. Present: Vice Chair Abercrombie and Commissioners Arbogast, Jimenez, and Shrout
- b. Absent: Chair Lieberg
- c. Staff Present: Nilo Velazquez, Management Analyst; Justin Geibig, Recreation Services Supervisor; Lauren Repetto, Recreation Services Supervisor; Katie Akre, Recreation Coordinator; Kade Lovell, Recreation Coordinator; Caitlin Perkey, Recreation Coordinator; Amanda Jensen, Recreation Coordinator
- d. Recorded By: Andrea Pedigo, Executive Assistant and Norma Padilla, Administrative Assistant

**3. PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Vice Chair Abercrombie

**4. ITEMS FROM THE AUDIENCE:**

Ester Garcia Kelly, Tracy Resident and representative for South Side Community Organization. Ester mentioned that the BBQ pits at McDonald Park have been there for approximately 20 years and they have never been replaced or fixed. There is one by the playground and 1 on the far end left side. Ester is asking for someone to please take a look at them and see what can be done to replace or fix them. Ester also mentioned she would like the basketball courts looked out as there are many cracks in them.

Justin Geibig, Recreation Services Supervisor stated he would submit this request to the Operations Superintendent as well as he mentioned she is welcome to submit a GoRequest online.

**5. APPROVAL OF MEETING MINUTES**

- a. Reviewed and Approved the Regular Meeting Minutes from **February 13, 2024**

**ACTION:** Vice Chair Abercrombie tabled item 5.a to the next meeting as there was not a quorum to approve the minutes from 2.13.2024 as Chair Lieberg was absent. Chair Lieberg and Commissioners Arbogast and Shrout were the only commissioners at the 2.13.2024 meeting.

**6. NEW BUSINESS:**

- a. **HEAR APPEAL OF FACILITY PERMIT SUSPENSION FOR S&H ATHLETICS AND APPROVE STAFF'S RECOMMENDATION TO UPHOLD THE SUSPENSION.**

Justin Geibig, Recreation Services Supervisor presented the staff report to the commission.

Commission questions followed.

Vice Chair Abercrombie mentioned he contacted the Franchise Tax Board to check on the status of S & H Athletics non-profit status and reported back they do not have report of them being a non-profit. Vice Chair Abercrombie stated neither does the Secretary of State.

Jeremy Harrison stated he did send over proof. He stated the “&” symbol that messes people up in finding it. He stated he submitted the paperwork over in his appeals email.

Jeremy Harrison stated he wanted to appeal as he has been working with Premier Girls Fastpitch (PGF) who is a tournament host. He stated that if he doesn't work with a host, he has no way to run a tournament. Therefore, he partnered with PGF 3 years ago and they allow him to host as a regional director, even though it's a PGF tournament, he is the one hosting it and all profits benefit S&H Athletics. Chris Kappmeyer is the director of for Northern California and he has joined the board of S&H Athletics. Chris assigned me to signage.

Jeremy Harrison apologized for not being clear or adding Chris as an authorized user as he (Jeremy) runs all the tournaments in Tracy. S&H is responsible for these tournaments as it goes through the insurance of S&H Athletics and not PGF.

PGF has the teams and the names to draw people, while S&H Athletics have the fields and run the snack shacks. Jeremy stated he did nothing to hide it. It was a claim of ignorance if any wrongdoing by not adding Chris.

Jeremy Harrison stated he hangs banners, forwards emails to the city directly from Chris with our schedule of the teams. He reiterated that there was nothing he did to hide his affiliation with PGF.

Jeremy Harrison stated he is a new non-profit and he just filed for non-profit status and got his EIN number and 501(c)(3) status. Jeremy mentioned that Chris is helping him get started in this business so he can have a tournament director he can rely on to successfully host events.

Jeremy Harrison also mentioned that he has been trying to get their foot in with the city for some time and when they host their events, they are successful, they pay on time, and they bring teams from out of area that stay in our hotels and eat in our restaurants. He stated they host approximately 30 teams which is 4-5 fields. He has been working to host larger events that can accommodate more and bring more people to the city.

Jeremy Harrison stated they have brought the city over \$15k with the (5) five tournaments they held this fall.

Jeremy Harrison stated the biggest reason this was brought up was because a competitor of PGF asked him to rent fields and Jeremy told him he would not rent to him, so he filed the claim with the city against him. Jeremy stated they offered him money and gate fees.

Jeremy Harrison stated he can work on providing the city with his non-profit status paperwork as he is working with Swyft, a 3<sup>rd</sup> party to get all his filing completed.

S&H Athletics provides scholarships to girls of minority and low-income families. They have given over 15 scholarships out along with providing uniforms, helmets, cleats, bats, and gear. This allows the girls to be able to travel to places such as Colorado, LA, Indianapolis and it helps with flights and hotels as it can be very expensive. That is whole reason behind his non-profit.

Jeremy Harrison stated he respects the rules as he has been the President for Tracy Express and has worked with Justin, Thien, and Brian MacDonald for years and always respected the rules. Therefore, this was not an intentional skirt of the rules as that not what he is about. Jeremy stated it was a mistake to not include PGF, but it wasn't a flagrant violation to make money by subleasing the fields.

Commission questions and comments for staff followed.

Justin Geibig, Recreation Services Supervisor answered the questions of the commission.

Commission questions for Jeremy Harrison followed.

Jeremy Harrison answered the questions of the commission.

Commission discussion occurred.

**ACTION:** Commissioner Shroul motioned to approve the staff's recommendation to uphold the suspension for S&H Athletics. Commissioner Arbogast seconded the motion. Roll call found all in favor with a 4,0,0 vote. Passes and so ordered.

**b. REVIEW AND APPROVE SUPPORT OF STAFF'S RECOMMENDATION TO CITY COUNCIL REGARDING THE ADOPTION OF THE FISCAL YEAR 2024-2025 RECREATION PROGRAM AND FACILITY USE FEE SCHEDULE**

Justin Geibig, Recreation Services Supervisor presented the presentation to the commission.

Commission questions and comments followed.

Justin Geibig and Lauren Repetto, Recreation Services Supervisors answered the questions of the commission.

**ACTION:** Commissioner Arbogast motioned to approve the staff's recommendation to City Council regarding the adoption of the FY 2024-2025 recreation program and facility use fee schedule. Commissioner Shroul seconded the motion. Roll call found all in favor with a 4,0,0 vote. Passes and so ordered.

**7. STAFF ITEMS:**

**a. RECEIVE THE SPORTS FIELD QUARTERLY REPORT**

Katie Akre, Recreation Coordinator presented the report to the commission.

Commission questions followed.

Katie Akre, Recreation Coordinator and Justin Geibig, Recreation Services Supervisor answered the questions of the commission.

**b. RECEIVE THE YOUTH & TEENS REPORT**

Amanda Jensen, Recreation Coordinator presented the report to the commission.

Commission comments followed.

**c. RECEIVE THE SENIORS QUARTERLY REPORT ON NEEDS AND CONCERNS**

Caitlin Perkey, Recreation Coordinator presented the report to the commission.

Question of the commission followed.

Caitlin Perkey, Recreation Coordinator and Justin Geibig, Recreation Services Supervisor answered the question of the commission.

## **8. ITEMS FROM THE COMMISSION:**

Commissioner Jimenez reports that Tracy Seniors Association President, Kathy Bergthold was recognized at the March 5, 2024, city council meeting with a certificate for Women's History Month. It was for her dedication and work with the Tracy senior residents.

Commissioner Jimenez mentioned that the Tracy Senior Association is looking for a volunteer to staff their Comfort at Home program. This volunteer will coordinate the request for service with their handyman.

Commissioner Jimenez reported that the Tracy Friends for Parks, Recreation, and Community Services Foundation received funds that they are willing to donate. Commissioner Jimenez reached out to the Tracy Senior Association, Golden Agers, and Bike Life to advise them to reach out with their needs to the Tracy Friends Foundation.

Commissioner Jimenez requested to continue as the liaison for the Tracy Senior Association along with Tracy Friends Foundation.

Commissioner Jimenez asked that an item regarding an update on the BMX Pump Track be brought back to the commission. Commissioner Arbogast seconded the request.

Commissioner Jimenez thanked the council on her re-appointment to the commission and stated it is a privilege to serve with her colleagues who do a fine job as well as working with staff who do a tremendous job.

Commissioner Shroud stated the ribbon cutting was a nice event and asked if there were any future plans to move west at Legacy Fields.

Justin Geibig, Recreation Services Supervisor answered the question.

Vice Chair Abercrombie stated there will be a Tracy clean-up day on Byron Rd. from 9am until 11am. Tracy D.A.R.E has partnered with the United Sikhs. Vice Chair Abercrombie said there will be approximately 50 students helping and it is unfortunate that there is always a need to pick-up trash.

## **9. ADJOURNMENT:**

Time of Adjournment: 7.49pm

**ACTION:** Motion was made by Commissioner Shroud and seconded by Commissioner Abercrombie to adjourn the meeting at said time of 7:49pm. Roll call found all in favor, passed and so ordered with 4,0,0 vote.

The above agenda was posted at Tracy City Hall on March 1, 2024. The above are action minutes. A recording of the meeting is available at the Parks and Recreation Department.

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Jolene Jauregui, Staff Liaison

Interim Parks, Recreation, and Community Services Director



**CITY OF TRACY**  
**PARKS & COMMUNITY SERVICES COMMISSION MEETING**  
**April 4, 2024**

**AGENDA ITEM 6.a**

REQUEST

**HEAR APPEAL OF FACILITY PERMIT SUSPENSION FOR DELTA SOCCER LEAGUE AND APPROVE STAFF'S RECOMMENDATION TO UPHOLD THE SUSPENSION.**

BACKGROUND

Delta Soccer League, a private soccer organization, has violated the City's Sports Field Reservation Handbook and was issued a 3-month suspension with the loss of permit privileges for use of City of Tracy Sports Fields. Delta Soccer League has requested the Parks and Community Services Commission to hear their appeal.

DISCUSSION

The purpose of the City of Tracy's Sports Field Reservation Handbook is to establish 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.

Each year, prior to the Annual Sports Field Allocation Process, City staff presents the current Handbook to all sport user groups, to educate them on the current policies and procedures, and solicits feedback/changes for the upcoming handbook update. During the allocation process, a representative from each organization is required to sign an Acknowledgment Form indicating they will be responsible to ensure their entire organization will abide by the Handbook policies and procedures.

On March 14, 2024, City staff discussed with Delta Soccer League recent violations involving their organization and presented the following information:

- On September 26, 2023, City staff informed Delta Soccer League that the Facility Attendant reported multiple occurrences of Delta Soccer League accessing Plascencia Soccer Fields prior to the permitted reservation time and unauthorized vehicles driving around city gates to access the fields unpermitted.
- On November 24-25, 2023, the Facility Attendant reported several issues with Delta Soccer Leagues reservation of Plascencia Soccer Fields including staff making contact with individuals consuming alcohol, and non-compliance from users of the fields.
- On Sunday, March 10, 2024, the Facility Attendant reported several issues with Delta Soccer League's reservation at Plascencia Soccer Fields including the following permit violations: individuals with Delta Soccer League utilizing the soccer fields past the permitted reservation time, alcohol consumption, and non-

compliance from users of the fields. In addition to these violations, Tracy Police Department was notified to assist in enforcement of the Policy and Procedures.

Delta Soccer League was informed that they failed to follow the City of Tracy's Policies and Procedures listed in the Sports Fields Reservation Handbook due to the following reasons:

- Accessed fields prior to and exceeded their permitted rental time. According to the Sports Fields Reservation Handbook, Facility Use Permits, page 6, "The field(s) must be vacated at the time specified in the Facility Use Permit. Users may not access field(s) prior or exceed their permitted rental time."
- Consumption of Alcohol. According to the Sports Fields Reservation Handbook, Alcohol Consumption/ Public Intoxication, page 19, "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."
- Non-compliance from individuals associated with Delta Soccer League. According to the Sports Fields Reservation Handbook, Cooperation with City Staff and Other Field Users, page 19, "All teams must engage appropriately with staff and with one another, and not interfere with the use of the fields by other user groups. Permit holders are responsible for the conduct of their players, coaches, and guests."

After Delta Soccer League was given an official written notice of suspension of their facility permit due to the violations, Delta Soccer League submitted a request to appeal to the Parks and Community Services Commission.

Per the Parks and Community Services Commission by-laws, the Commission shall hear the appeal of the facility permit suspension at the April 4, 2024, meeting.

### RECOMMENDATION

That the Parks and Community Services Commission hear the appeal of the facility permit suspension for Delta Soccer League and approve staff's recommendation to uphold the suspension.

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Justin Geibig, Recreation Services Supervisor  
Jolene Jauregui, Interim Parks & Recreation Director

### ATTACHMENTS:

Attachment A: Suspension Notice – Delta Soccer League  
Attachment B: Delta Soccer League Request to Appeal  
Attachment C: Delta Soccer League Acknowledgement Form 2024  
Attachment D: Sports Fields Reservation Handbook 2024



City of Tracy  
333 Civic Center Plaza  
Tracy, CA 95376

PARKS & RECREATION DEPARTMENT  
Community Facilities Division

MAIN 209.831.6200

FAX 209.831.6218

[www.ci.tracy.ca.us](http://www.ci.tracy.ca.us)

March 20, 2024

Delta Soccer League  
21 Argillite Avenue  
Lathrop, CA 95330

Re: Sports Field Violation: 3 Month Suspension

Mr. Vicente Lopez,

This letter is an official written reprimand to the Delta Soccer League for failure to follow the City of Tracy's Sports Field Reservation Handbook Policies and Procedures. On Thursday, March 14, 2024, our Recreation Services Supervisor contacted you to discuss recent violations involving your organization from the period September 2023 to March 2024. To recap the conversation, staff highlighted the following information:

- On September 26, 2023, City staff informed Delta Soccer League that our Facility Attendant reported multiple occurrences of Delta Soccer League accessing Plascencia Soccer Fields prior to the permitted reservation time and unauthorized vehicles driving around city gates to access the fields.
- On November 24-25, 2023, our Facility Attendant reported several issues with your reservation of Plascencia Soccer Fields including staff making contact with individuals consuming alcohol, and non-compliance from users of the fields.
- On Sunday, March 10, 2024, our Facility Attendant reported several issues with your reservation at Plascencia Soccer Fields including the following permit violations: individuals with Delta Soccer League utilizing the soccer fields past the permitted reservation time, alcohol consumption, and non-compliance from users of the fields. In addition to these violations, Tracy Police Department was notified to assist in enforcement of the Policy and Procedures.

As the representative(s) of the Delta Soccer League you are responsible for the actions and behavior of the organization. You have received verbal warnings during and after field rentals for failure to follow the rules and comply with the Facility Attendants on several occasions and was notified via phone and in writing by the Recreation Coordinator and Supervisor for conduct

violations in the past. The verbal warnings and written reprimands have not improved your willingness or ability to work together in a positive matter.

Therefore, the following measures shall be applied to your organization:

- **Suspension of your organization (Delta Soccer League) permit privileges for use of City of Tracy Sport fields for three (3) months, starting March 21, 2024 – June 21, 2024**  
The permit suspension includes use of any sport fields facility which require a permit including first come, first served parks for the purpose of soccer practices and games.
- **Loss of scheduling priority for your organizations for the 2024 allocation year**  
Applications for any fields from your organization will be considered as a Priority Classification E, according to the Sports Fields Reservation Handbook Field Allocation Priority Classification if the suspension is lifted.

If participants in your organization are found to be utilizing sports fields for the purpose of soccer practices and games during your suspension period, participants will be asked to vacate the fields, and your organization will be charged with an additional violation. These actions are being taken in accordance with the City of Tracy policies and procedures as detailed in our Sport Field Reservation Handbook – which you have acknowledged reviewing and have signed (Attachment 1)

According to the City's sports field rental policy, fields that were originally issued to you in the 2024 calendar year will be released on a first-come, first-served basis. Rental fees shall be returned to you per the cancellation policy in the Sports Field Reservation Handbook.

Should continuing violations of the City's Sports Field Allocation policies and procedures occur, further disciplinary action shall be taken, up to and including permanent suspension of rental of City of Tracy facilities.


According to the Tracy Municipal Code, section 4.16.160, your organization has the right to appeal the suspension directly to the Parks and Community Services Commission. To submit your appeal, you must complete and submit the Request for Appeal Form (Attachment 2) to the Community Facilities Division no later than Wednesday, March 27, 2024, to be placed on the agenda. The next Commission meeting shall take place on Thursday, April 4, 2024, at 7:00 pm in City Hall Council Chambers.

The City of Tracy takes the violation of policies and procedures seriously and expects your cooperation moving forward.

March 20, 2024

Page 3 of 3

Thank you,



Jolene Jauregui-Correll  
Interim Parks, Recreation and Community Services Director

CC: Brian MacDonald, Interim Public Works Director  
Todd Rocha, Public Works Superintendent  
Justin Geibig, Recreation Supervisor  
Katie Akre, Recreation Coordinator  
Kade Lovell, Recreation Coordinator

Enc: Attachment 1: Delta Soccer League Acknowledgment Form 2024  
Attachment 2: Request for Appeal Form



City of Tracy  
333 Civic Center Plaza  
Tracy, CA 95376

PARKS & RECREATION DEPARTMENT  
Community Facilities Division

03-27-24P01:15 RCVD

MAIN 209.831.6200  
FAX 209.831.6218  
www.ci.tracy.ca.us

### Request for Appeal

Name / Organization: DELTA SOCCER LEAGUE

Address: 21 ARBILITE AVE City LATHROP State CA Zip 95330

Home # \_\_\_\_\_

Cell # 510 258 5733 Contract / Permit # R 6332  
(Required)

Work # \_\_\_\_\_

Please detail the grounds for your appeal below. Additional pages may be used if more space is needed.

- THE GROUNDS FOR THIS APPEAL ARE SIMPLE: INCIDENTS 2HRS AFTER CONTRACT
- WE AS A PRIVATE RESERVATIONS HOLDER OF A FACILITY DO NOT HAVE JURISDICTION TO ENFORCE THE LEAGUE RULES OR THE SPORTS RESERVATION HANDBOOK RULES ON PRIVATE CITIZENS AFTER OUR RESERVATION HOURS, ESPECIALLY WITH AN OPEN GATE AND A NOT GATED FACILITY. ON SUNDAY 10<sup>TH</sup> OF MARCH INCIDENTS OCCURRED AT 8:10 P.M. OUR RESERVATION ENDED A 1:00 P.M. OUR SECURITY WAS GONE AT 1:00 P.M. ALL RULES WERE ENFORCED WHILE OUR CONTRACT WAS ACTIVE 8:10 TO 1:PM. (NEXT PAGE)

I, as an official representative of the organization and/or whose name appears on the contract / permit # stated above, by signing below verify that the information contained in this appeal is true and correct to the best of my knowledge, and that I have read and understand the policies and procedures pertaining to the appeal process.

Signature Vicente Lopez Cruzman Date 3/27/24

Tracy Municipal Code section 4.16.160 provides, in part, as follows: This appeal must be filed with the Parks and Recreation Director and state the grounds for appeal. Regular meetings of the Parks and Recreation Commission are scheduled in accordance with section 2.04.020 of the Tracy Municipal Code (usually the first Thursday of each month). The appeal must be filed no later than noon on Thursday a week preceding the Parks and Recreation Commission meeting to be placed on the next regular meeting's agenda. The decision of the Parks and Recreation Commission may be appealed to the City Council who has final authority. Please be advised that, if there is insufficient time for a timely appeal to be heard by the Parks and Recreation Commission prior to the date on which the event is scheduled, the applicant may, at his or her option, request the Parks and Recreation Director to schedule the appeal to be heard before the City Manager. The City Manager shall attempt to hold a hearing no later than three (3) business days after the filing of the appeal, and shall render his decision no later than two (2) business days after hearing the appeal. If the appeal is heard before the City Manager, the City Manager's decision is final.

(CONTINUE)

FIELDS AND PARKING LOT WERE CLEARED.  
ANY ONE CAN WALK IN OR DRIVE IN PLASENCIA  
AFTER THAT AND OUR ORGANIZATION DOES NOT  
HAVE THE AUTHORITY OF THE HOURS OF THE  
CONTRACT TO ASK A PRIVATE CITIZEN TO  
VACATE THE REBA PREMISES.

ANY VIOLATION WILL FALL UNDER THE  
TMC 4.16.180, 5.08.130  
ESPECIALLY WHEN OUR RESERVATION ENDER MORE  
THAN 2 HOURS AFTER THE INCIDENT.

POLICE WAS CALLED AT 3:25, POLICE ARRIVED  
SHORT AFTER, THE INCIDENT TOOK PLACE AT A  
PUBLIC STREET (LEON RD) A PUBLIC STREET  
WHERE OUR ORGANIZATION HAS NO JURISDICTION  
TO ENFORCE THE CONTRACT OR THE HOURS OF RESERVA-  
TION EXPIRED ALMOS 3 HOURS PRIOR TO  
THE ISSUE.

NO WHERE IN THE RESERVATIONS BOOK CAN BE FOUND  
THAT WARNINGS FROM EXPIRED CONTRACT CAN BE  
USED FOR DISCIPLINARY ACTIONS ON ACTIVE  
CONTRACTS, THAT IS THE CASE WITH THE INCIDENT  
ON SEP 24 / 2023 (CONTRACT # 5977 EXPIRED 12/31/23  
AND INCIDENT ON 11/24 - 11/25 CONTRACT # 6109 TOURNAMENT  
OF TWO DAYS. EXPIRED ON 11/25/23

WE HAVE 3 GROUPS IN OUR LEAGUE

- 1 SUNDAY GROUP IN PLASENCIA 90% TRACY RESIDENT
- 2 FRIDAY NIGHT GROUP AT TSC 90% TRACY RESIDENT
- 3 SOCCER LITTLE LEAGUE - KIDS FROM 5-15 Y/OLD DIDN'T  
HAVE A CHANCE TO START BECAUSE AFFECTED BY  
THIS SUSPENSION 100% TRACY RESIDENTS

THANK YOU

Vicente G. Guzman

City of Tracy Sports Field Reservation Handbook: 2024 Allocation Year

**SPORTS FIELD RESERVATION HANDBOOK  
ACKNOWLEDGEMENT FORM**

**Vicente Lopez**

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.

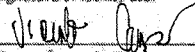
I understand that, as the representative of my organization or league, I am responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property and for enforcing the policies and procedures set forth in this Handbook.

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).

**Vicente Lopez**

Printed name of facility user Vicente Lopez 12/28/2023

Signature of facility user \_\_\_\_\_ Date \_\_\_\_\_

  
Name of organization \_\_\_\_\_

**RECEIVED**  
12/28/23 -KL





CITY OF TRACY

# Sports Field Reservation Handbook

2024 Allocation Year

Finalized by the Parks & Community Services Commission  
at its November 2, 2023 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](mailto:sportsfields@cityoftracy.org)

## TABLE OF CONTENTS

Introduction/Contact Information	Pages 3-4
General Rules & Scheduling	Pages 5-9
Annual Field Allocation Process	Pages 10-12
Sports Field User Fees	Pages 13-14
General Field & Facility Use Policies	Pages 15-18
Rules of Conduct	Page 19
Special Permits & Requests	Pages 20-21
Additional Tournament & Special Event Requirements	Pages 22-23
Measures to Ensure Adherence to Policy	Page 24
City Sports Facilities Chart	Page 25
Map of City Facilities	Page 26
User Acknowledgement Form	Page 27

## 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*

*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](mailto:sportsfields@cityoftracy.org)

City website: [www.cityoftracy.org](http://www.cityoftracy.org)

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

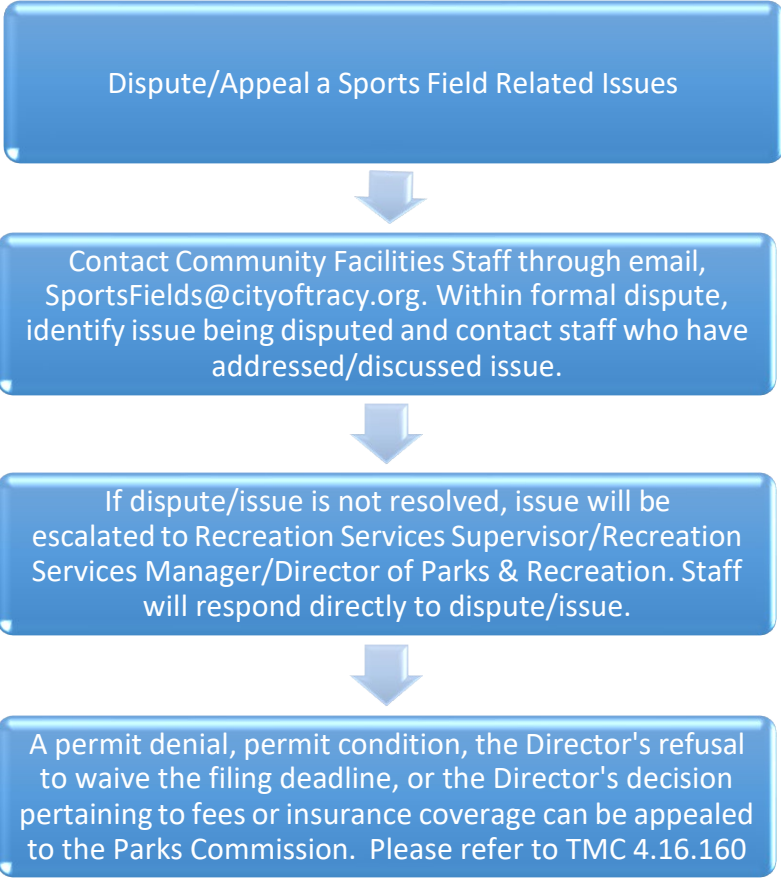
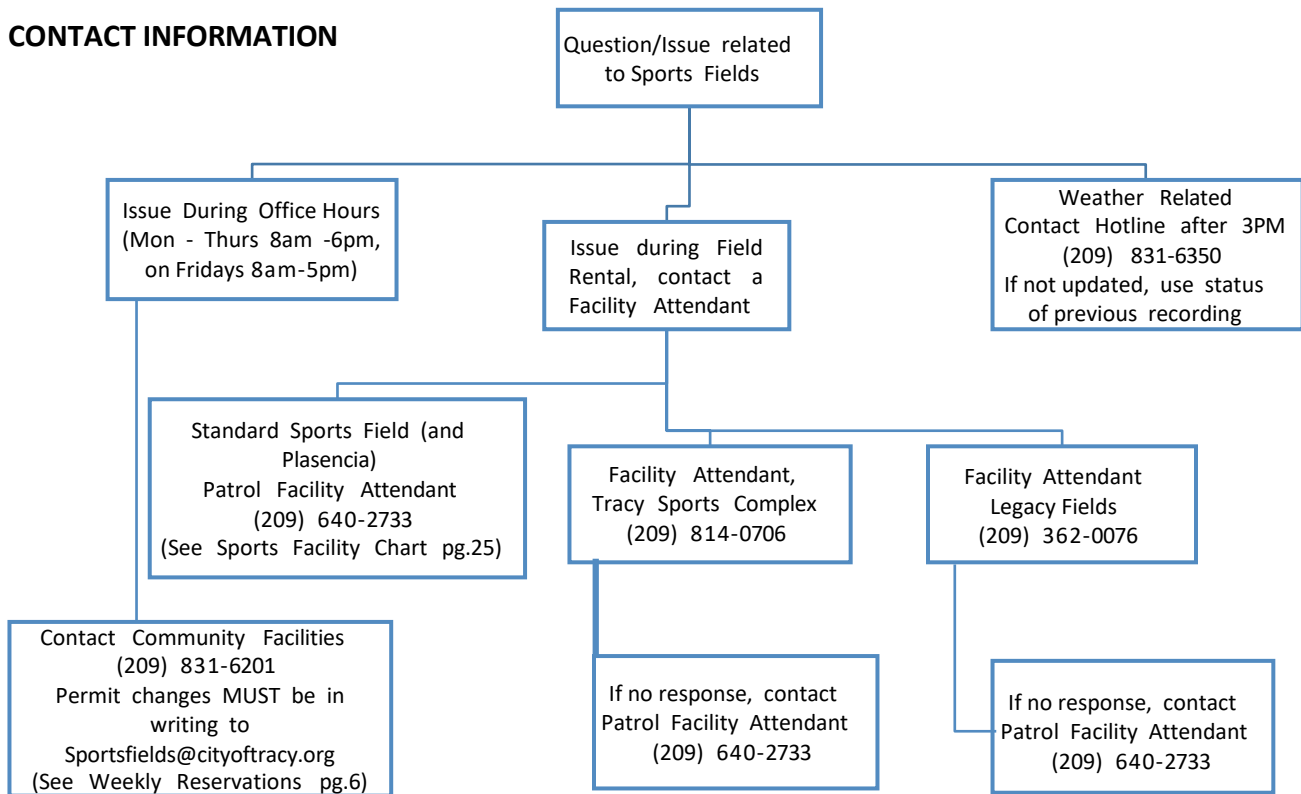
Weather/Field Condition Hotline (*updated by 3 pm with changes*): (209) 831-6350

Musco Light Control (877) 347-3319\*\*

\*\*unique organization login and user code needed to control lights

Email [sportsfields@cityoftracy.org](mailto:sportsfields@cityoftracy.org) to receive username and code.

**CONTACT INFORMATION**



## 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. (See **Live Draft** on p. 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.**

### Tournament 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 teams on the weekends, while tournaments will be given priority for secondary use (i.e. baseball/softball tournaments will have priority July-December and soccer tournaments will have priority January-June). Additionally, one ballfield wagon wheel (5 fields) at Legacy Fields Sports Complex will be designated for weekend tournament usage, July-December.
- Tournament Directors will be required to pay the non-refundable application fee and deposit at time of submittal of application. (See **Field Use Fees**, p. 13) Tournament payments are due 30 days prior to the tournament start date.
- Field Prep request for Tournaments are due on Monday, two weeks prior to tournament.
- All Tournament Directors are required to have a traffic control plan and additional volunteers/staffing for parking. If additional staffing is needed from the City, staffing and parking fees will be charged to the permit.

**Facility Use Permits**

- Permitted hours of use must include set-up and clean-up time. Setup and clean-up time should not exceed 1-hour.
- The field(s) must be vacated at the time specified in the Facility Use Permit. Users may not access field(s) prior or exceed their permitted rental time. Users that violated their permitted rental time, will be subject to disciplinary measures following the **Measures to Ensure Adherence to Policy**, see page 24.
- 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** p.19).
- 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** p.20).
- Use of Placencia 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**

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

<b>Weekly Reservation Change Type Deadlines</b>	<b>DAY</b>	<b>TIME</b>
First Come - First Serve Field Request	Monday	Noon
Field Prep Requests – two weeks prior to games/tournaments	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.

- City-sponsored or co-sponsored events and programs, including City recreational programs or leagues
- Tracy Unified School District, including Tracy High School softball program
- Organizations comprised of at least 80% Tracy residents
  - Youth non-profit
  - Youth commercial
  - Adult non-profit
  - Adult commercial
- Organizations comprised of less than 80% Tracy residents
  - Youth non-profit
  - Youth commercial
  - Adult non-profit
  - Adult commercial
- 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.

<i><b>Usage</b></i>	<i><b>January-June</b></i>	<i><b>July-December</b></i>
Primary User	Baseball/Softball/Cricket	Soccer/Football
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.

### **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.

### **Proof of Non-Profit and Business Status**

An organization's non-profit status must be on file, current, and in good standing 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 non-profit status during each allocation period and a New Non-Profit Verification Fee will be charged to each organization during the allocation process (See Sports Fields User Fees, pg. 13):

#### **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](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**

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



### **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, air quality, 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 Health Pandemics**

In an event of a health pandemic, the City of Tracy may pilot various programs at alternative locations (i.e. Placentia, Baseball Outfields, Legacy Soccer Fields) and will align with the turf management policy (See **Turf Management**, p.18) in order to maintain playable fields. Staff will continue to provide in-season priority to each respective sport 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](mailto: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 field when requesting to paint fields.**

### 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**, p. 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 the prior year’s premium field usage. 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 or in-person 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)

**ANNUAL FIELD ALLOCATION PROCESS, CONT'D**

Date	Process
Baseball/Softball/Football: June 12, 2023  Soccer/Cricket/Ultimeate: June 13, 2023	<b>Field User Group Allocation Meetings</b> <ul style="list-style-type: none"> <li>• Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion.</li> <li>• Meeting topics will also include maintenance updates, policy review, and field issues.</li> </ul>
November 2, 2023	<ul style="list-style-type: none"> <li>• Final review and approval of Handbook by Parks &amp; Community Services Commission.</li> </ul>
<b>January-June Allocations</b>	
September 29, 2023	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2024. (Late submittals forfeit priority.)
October 2023	<ul style="list-style-type: none"> <li>• Staff works with user groups to negotiate and adjust schedules.</li> <li>• Live Draft of fields will be conducted by staff</li> <li>• Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.</li> </ul>
November 2023	<ul style="list-style-type: none"> <li>• Staff issues final schedule for permits January-June.</li> <li>• 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.</li> </ul>
<b>July-December Allocations</b>	
March 29, 2024	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2024	<ul style="list-style-type: none"> <li>• Staff works with user groups to negotiate and adjust schedules.</li> <li>• Live Draft of fields will be conducted by staff</li> <li>• Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.</li> </ul>
May 2024	<ul style="list-style-type: none"> <li>• Staff issues final schedule for permits July-December.</li> <li>• 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.</li> </ul>
June 2024	<ul style="list-style-type: none"> <li>• Deadline for organizations to submit (in writing) handbook feedback/changes/proposals for staff to present to user groups at annual handbook meetings</li> </ul>

## 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** p. 24).

### Payments (See **Sports Field User Fees**, p.13)

- 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.
- 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 15<sup>th</sup> 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 March 7, 2023)

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	\$40 per application	\$40 per application
Damage Deposit*	\$110 per field	\$110 per field
Non-Profit Verification Fee	\$5 per verification	\$5 per verification
No Show Penalty Fee	\$5 per occurrence/field	\$5 per occurrence/field
New Pilot Permit Violation Fee	\$5 per occurrence/field	\$5 per occurrence/field
Deposit for Baseball/Softball Bases*	\$288 per application	\$288 per application
Fencing Fee	\$143 per field/per day	\$143 per field/per day
Gate Fee (if charging admission)	\$125 per day	\$125 per day
On-site Staffing Fee***	\$33/hour	\$33/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.

\*\*\*Staffing Fee subject to availability

**Food and Vendor Services**

**Sports Field Vendor Fees**

(Concession Stand Fee located at Legacy Fields and Tracy Sports Complex)

User Group	Rental Amount
Non-Profit	\$5/daily
Private	\$8/daily
Commercial	\$12/daily

**Mobile Food Truck Vendor Fees**

(Location must be approved by Parks & Recreation Staff)

Type of Fee	Rental Amount
Daily Fee	\$5/daily

**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	\$12/hour	\$10/hour	\$109 per field/per day	\$10 per field/per hour
Non-Profit Adult	\$19/hour	\$13/hour	\$145 per field/per day	\$13 per field/per hour
Private	\$28/hour	\$17/hour	\$281 per field/per day	\$13 per field/per hour
Commercial	\$39/hour	\$24/hour	\$387 per field/per day	\$13 per field/per hour

**Standard Fields (Clyde Bland, Galli, Tiago, Ritter Family Ballpark, Veterans)**

User Group	Practice/Game Fees	*Light Fee	Tournament Fees	Tournament *Light Fee
Non-Profit Youth	\$10/hour	\$10/hour	\$81 per field/per day	\$10 per field/per hour
Non-Profit Adult	\$15/hour	\$13/hour	\$131 per field/per day	\$13 per field/per hour
Private	\$28/hour	\$17/hour	\$163 per field/per day	\$13 per field/per hour
Commercial	\$39/hour	\$24/hour	\$163 per field/per day	\$13 per field/per hour

**Field Prep Fees**

Light Watering	Light Field Prep	Full Field Prep
\$13 per field	\$19 per field	\$50 per field
<ul style="list-style-type: none"> <li>• Light watering* of the infield between the lines</li> </ul>	<ul style="list-style-type: none"> <li>• Dragging infield between lines only</li> <li>• Light Watering*</li> <li>• Touch up lines as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Dragging entire field</li> <li>• Heavier watering* for dust and to soften the surface</li> <li>• Re-line entire field</li> <li>• Re-pack holes at batters’ boxes and pitchers plate as needed (time permitting)</li> </ul>
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.

### **Sports Field Lighting**

Sports Organizations will be given access (individual usernames and passwords) to the City's Musco Lighting system at the following locations Legacy Fields, Tracy Sports Complex and Veterans Park. Organizations will be responsible for scheduling their own field light use by calling Musco's automated phone system. When a user group calls Musco Lighting Support Services, (877) 347-3319, they will be directed to provide their username and password and then asked for a time to turn the lights on and off for a specific location and sports field. If sports organizations have issues, they can call the Facility Attendant at their facility or on patrol to assist (See **Contact Information** on p. 3).

At the end of each month City staff will pull the monthly report usage for lights and will charge the user groups appropriately (See **Field Use Fees**, p. 13 for light fees).

### **Bases**

Bases are included in rentals at the Tracy Sports Complex and Legacy Fields. Bases are available for rentals at 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 **Subdivision of Fields** p. 18)

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 colors must be submitted with field use application 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 (User groups requesting to paint the fields prior to 3:00pm must get written approval from the Community Facilities Division staff and will be approved based on field maintenance schedules.) Organizations shall not contact Parks Operations Staff directly for requests and/or changes to field linings.
- Fields must be restriped at least twice during a regular season to preserve the turf and rotate the high worn areas (See **Turf Management**, p.18).

**Please note, failure to comply with established guidelines may result in permit violation fee charges, 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.

### **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.

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

### **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 (See **Introduction** p. 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



## City of Tracy Sports Field Reservation Handbook: 2024 Allocation Year

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** p. 13).
- 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 (See **Introduction** p. 3)

### Food & Beverages

Besides concession vendors no *outside food and drink* is permitted at Legacy Sports Complex and Tracy Sports Complex unless specifically designated in writing by City staff. Items that are **not** permitted including: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells. For additional food and beverage services onsite sports organizations can rent the concession stand at Legacy Sports Complex and Tracy Sports Complex or can request/coordinate for food vendors to sell on-site (See **Concessions & Merchandise Sales** p. 20). Permit holders must abide by the Rules of Conduct (p. 19-21).

### 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, 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 group 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. Renters may be asked to supply additional dumpsters and trash receptacles based off the number of participants estimated to attend.

### 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. The **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.

### **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 ensure 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.

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 beverages at facilities where no concessions is provided, must request authorization to do so in writing by obtaining a Sports Facility Use Permit for Concession/Vendors from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), obtain a health permit, and obtain a product liability endorsement as part of the insurance certificate. For more information on Concessions and Merchandise Sales, please email [sportsfields@cityoftracy.org](mailto:sportsfields@cityoftracy.org).

Food vendors will be allowed at Premium Sports Fields (i.e Legacy Fields, Tracy Sports Complex, Placentia) and will be reviewed on a case-by-case basis for Standard Fields (i.e Ritter Family Ball Park, Veterans Park, etc). Food Vendors will not be permitted on any site if there are no permitted rentals on a sports field. No selling of food and/or beverages during a rental is permitted without prior written consent of the City.

At Legacy Fields and Tracy Sports Complex, 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 Plasencia 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.

### **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.

### **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.

### **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**

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 (See **Concessions & Merchandise Sales**, p. 20).

## **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. For soccer and baseball tournaments at Tracy Sports Complex, Legacy Fields, and Placencia Fields, tournaments must reserve the entire complex specific to that sport or the entire set of fields (i.e., Legacy soccer fields 1-4 and/or 5-8, Legacy baseball fields Western #1-5 and/or Eastern #1-5) to be approved to charge an admission fee.

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 **Concessions and Merchandise Sales** p. 20).

### **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 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**

Tournament 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.

**First Violation:** Verbal warning by Facility Attendant to the organization violating the policy.

- Facility Attendant will track the interaction with the organization by noting it on the Facility Attendant Log and Tracking Sheet.

**Second Violation:** Written warning by Community Facilities Staff to correct and update the organizations permit. Staff will issue the No Show Penalty Fee and/or Permit Violation Fee.

**Third Violation:** Continual violations will result in and not limited to:

- Additional No Show Penalties and/or Permit Violation Fee issued
- 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.

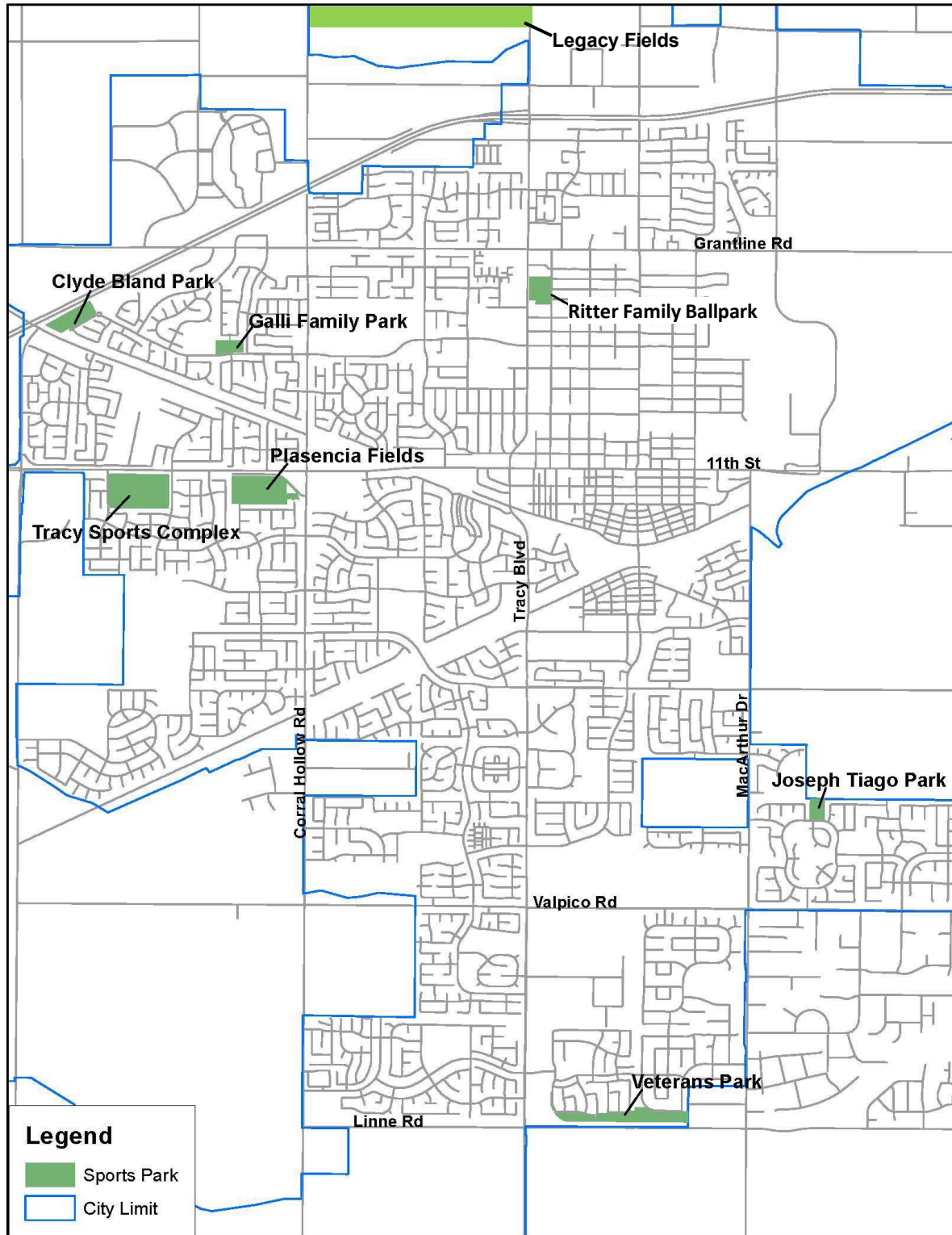
The appeal must be filed no later than noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 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**

<b>FACILITY STANDARD FIELDS</b>	<b>DESCRIPTION</b>	<b>BASEBALL/ SOFTBALL</b>	<b>SOCCER</b>	<b>FOOTBALL</b>	<b>BASE DISTANCES</b>
<b>Clyde Bland Park</b> 1753 Blandford Ln.	<ul style="list-style-type: none"> <li>• 1 baseball/ softball diamond</li> <li>• Soccer turf area</li> <li>• No lighting available</li> </ul>	Yes	Yes	No	60', 65', 70'
<b>Galli Family Park</b> 2341 W. Lowell Ave.	<ul style="list-style-type: none"> <li>• 1 baseball/ softball diamond</li> <li>• No lighting available</li> </ul>	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under
<b>Tiago Park</b> 1355 Eastlake Cir.	<ul style="list-style-type: none"> <li>• 2 baseball/ softball diamonds</li> <li>• No lighting available</li> </ul>	Yes	Yes	No	60' Baseball is limited to ages 12 and under
<b>Ritter Family Ballpark (formerly Tracy Ball Park)</b> 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> <li>• 2 baseball/softball diamonds</li> <li>• 2 large outfield</li> <li>• Lighting available for ball diamonds</li> </ul>	Yes	Yes	Yes	North Diamond: 90' South Diamond: 60'
<b>Veterans Park</b> 238 Glenhaven Dr.	<ul style="list-style-type: none"> <li>• 1 baseball/softball diamond</li> <li>• 2 open turf areas for sport use</li> <li>• Lighting available for ball diamond only</li> </ul>	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under
<b>PREMIUM FIELDS</b>					
<b>Legacy Fields</b> 4901 N. Tracy Blvd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> <li>• 10 baseball/ softball diamonds</li> <li>• 8 soccer fields</li> <li>• Lighting available on Soccer, West and East Ballfields</li> </ul>	Yes	Yes	Yes	60', 65', 70' Baseball is limited to ages 12 and under
<b>Tracy Sports Complex</b> 955 Crossroads Dr. <i>Use by Permit Only</i>	<ul style="list-style-type: none"> <li>• 4 baseball/softball diamonds</li> <li>• 4 soccer fields</li> <li>• Lighting available on all fields</li> </ul>	Yes	Yes	No	60', 65', 70' Baseball is limited to ages 12 and under
<b>Plasencia Fields</b> 2040 Krohn Road (11 <sup>th</sup> St./Corral Hollow Rd) <i>Use by Permit Only</i>	<ul style="list-style-type: none"> <li>• 4 soccer fields</li> <li>• 1 mini soccer field</li> <li>• Cricket pitch</li> <li>• No lighting available</li> </ul>	No	Yes	Yes	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