

CITY OF TRACY

# Sports Field Reservation Handbook

2026 Allocation Year

Finalized by the Parks and Community Services Commission  
at its August 7, 2025, regular meeting



Think Inside the Triangle™

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

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## **SPORTS FIELD RESERVATION HANDBOOK**

### **INTRODUCTION**

Thank you for considering the City of Tracy for your next sporting event, game or practice. The City's Parks, Recreation and Community Services 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)

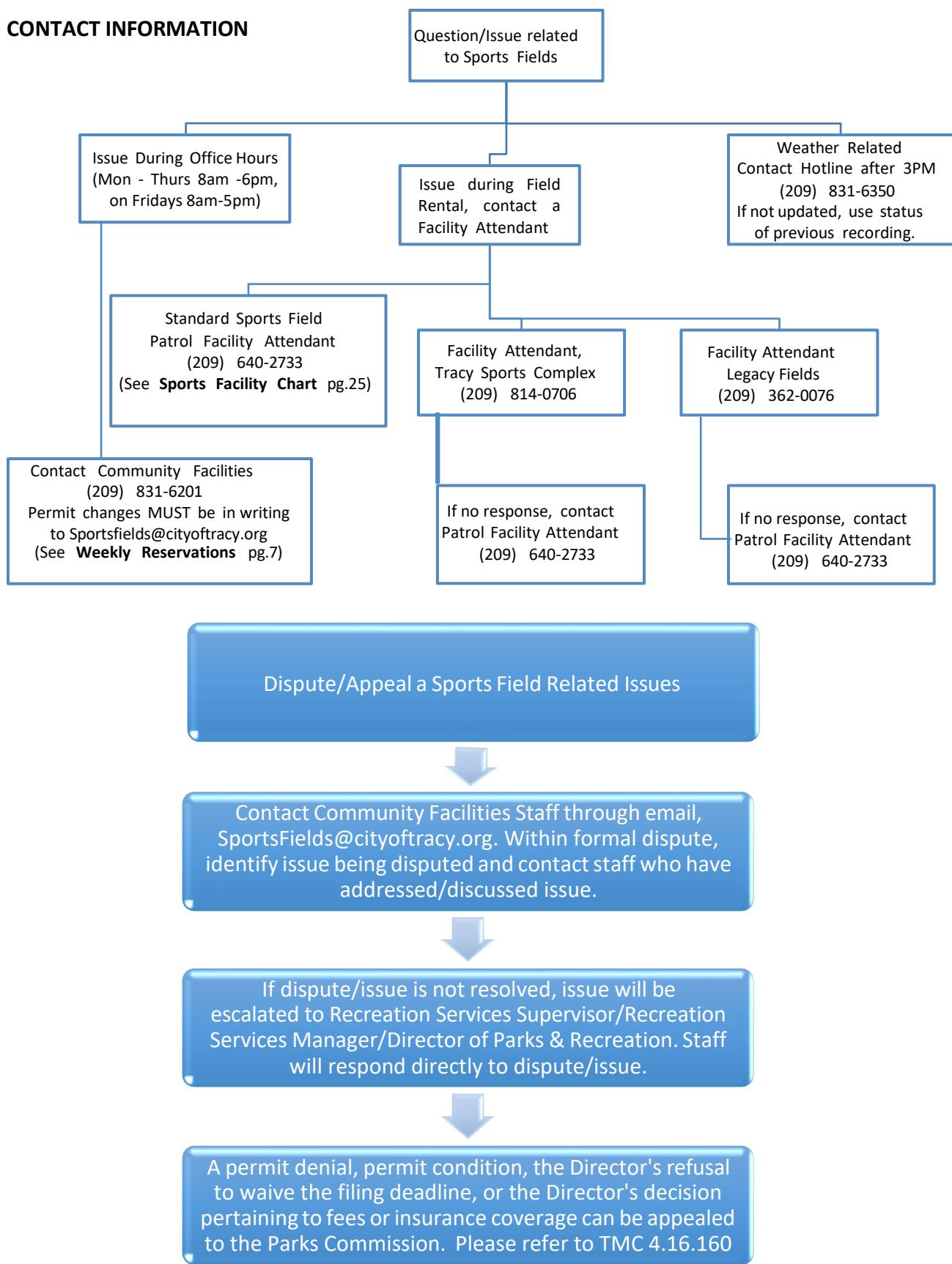
Facility Attendant (Patrol): (209) 640-2733  
Facility Attendant (Tracy Sports Complex): (209) 814-0706  
Facility Attendant (Legacy Fields): (209) 362-0076

Weather/Field Condition Hotline: (209) 831-6350  
\*Weekdays (Monday-Friday) are updated by 3 pm  
\*\*Weekends (Saturday-Sunday) are updated by 7:00 am

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 setup an account to receive a username and code.

Jay's Gourmet (Concessionaire at Tracy Sports Complex & Legacy Fields):  
(209) 399-0888; [jaysgourmet2022@gmail.com](mailto:jaysgourmet2022@gmail.com) (See Concessions & Merchandise sales, pg. 21-22)

## CONTACT INFORMATION



## **GENERAL RULES/SCHEDULING**

### **Hours of Use**

Following the Good Neighbor Policy (pg. 20) and respecting residential spaces and the community surrounding sport fields, the following hours of use have been established for all sport fields:

- **Soccer games/ 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. For tournaments, the last game must begin no later than 9:00 pm and gameplay must end by 10:00 pm.
- **Softball and baseball games/ tournaments** 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. For tournaments, the last game must begin no later than 9:00 pm and gameplay must end by 10:00 pm.
- **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

### **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 the 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**. During the allocation process, local leagues will only be permitted to allocate fields at Legacy Fields during the **Local League Priority** period (March-May & August-October) and will receive priority to reserve weekdays and weekends. Fields available outside the **Local League Priority** period will be available during the initial allocation process following the order of priority classification once tournaments have been allocated. (See **In Season Priority** on pg. 10 for more information).
- 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 pg. 8 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.
- **Submittal of an application or a field request in writing does not guarantee that the rental request has been authorized or approved.**

### Tournament Allocations & Scheduling

- Tournaments or events that have been occurring on a specific date or weekend for three (3) consecutive years are considered historical and will be given priority; the dates and tournament rental request must still be submitted in writing during the allocation period. If the tournament or event is cancelled due to rain, air quality, or inclement weather conditions, an alternative date or location may be provided and will not impact the historical significance. If the organization cancels the tournament or event on their own accord, the organization forfeits the historical significance of that tournament or event. Tournaments considered historical and to remain historical, cannot change age categories (youth or adult) or tournament title from prior years.
- For Legacy Fields, in season priority will be given to local teams on the weekdays and weekends during the **Local League Priority** period, while tournaments will be given priority during the **Tournament Priority** period. For Legacy Fields, baseball and softball tournaments will not be given priority from March through May, and soccer tournaments will not be given priority from August through October. Additionally, one ballfield wagon wheel (5 fields) at Legacy Fields Sports Complex will be designated for weekend tournament usage, August-October.
- Tournament Directors will be required to pay the non-refundable application fee and deposit at time of submittal of application. (See **Field Use Fees**, pg. 14) Tournament payments are due in full 30 days prior to the tournament start date and any previous outstanding balances must be paid in full prior to your next approved tournament. If payment is not made in full 30 days prior, the tournament will be cancelled.
- Tournament organizations cannot submit additional dates to accommodate for rain outs.
- If two (2) or more tournament applications are received requesting the same date(s), the application received first determined by the priority classification then timestamp of submission before the application deadline will be prioritized.
- 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.
- Tournament organizers are required to attend at least one (1) orientation with City Staff on a scheduled date prior to their first tournament to review field preparations, game schedules, and other related details
- Tournament Directors must submit the following items within 30 days prior to their tournament date: a promotional flyer or social media page link and link to register.
- If a tournament application is submitted less than 30 days, all permit fees must be paid at time of application submittal and any previous outstanding balances must be paid in full. Approval is subject to staffing and availability. If the tournament is cancelled less than 14 days prior to the tournament date, tournament directors will be held to the **Cancellation and Refund Policy**.
- Tournament Directors requesting to reserve two (2) wagon wheels (Tracy Sports Complex & Legacy Fields), must submit full payment upon approval. Tournament Directors are not eligible to receive a refund once payment has been submitted, therefore forfeiting the rules outlined in the **Cancellation and Refund Policy, Tournaments & Camps/Clinics, pg. 12**.
- Any issues regarding your tournament must be addressed no later than 30 days after your event. (i.e., permit charge disputes, etc.) Any disputes after the 30 days will remain on the permit and fees will be charged if applicable.

### 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.
- A minimum one-hour rental is required per field.
- Rentals on City Holidays are contingent upon staff availability
- 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.
- Permit holders must have a copy of their Facility Use Permit on hand during each rental (electronic versions are acceptable) and the permit holder must be present onsite during each reservation or designate an Authorized Agent (See **Authorized Agents** pg. 16). Field users without permits may be asked to vacate the field (See **Rules of Conduct** pg.20).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 30 days in advance, and approved activities must be listed on the Facility Use Permit (See **Special Permits & Requests** pg.21).
- Use of 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 and monitor all field closure impacts.
- 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)

Weekly Reservation Change Type Deadlines	DAY	TIME
Field Prep Requests – two weeks prior to games/tournaments	Monday	Noon
Request for Permit Changes (excluding cancellations, see pg. 7)	Monday	6:00 PM
New Field Requests that are Approved are Published	Wednesday	Noon
Field Prep Schedule Published	Wednesday	Noon

## 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 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 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 Allocation Process – Local League/ Private Individuals (practices & games)

1. Organizations will be prioritized using applications that were submitted by the application deadline (See **Allocation & Scheduling**, pg. 5).
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. New or existing organizations requesting premium fields will be given a minimum of 20 hours to allocate if their prior year’s usage is less than the minimum or have never previously reserved premium fields. 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. Individuals renting fields under the umbrella of another organization (I.e., utilizing the organizations insurance and/or non-profit status) and share the same player rosters, are not eligible to participate in the live draft process. Individuals will be able to reserve fields once they become available during “first come, first serve”.
7. 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).

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Date	Process
June 10, 2025	<p><b>Field User Group Allocation Meetings</b></p> <ul style="list-style-type: none"> <li>• Field user groups. Tournament Directors 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>
August 7, 2025	<ul style="list-style-type: none"> <li>• Final review and approval of Handbook by Parks and Community Services Commission.</li> </ul>
<b>January-June Allocations</b>	
September 30, 2025	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2026. (Late submittals forfeit priority.)
October 2025	<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 2025	<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 31, 2026	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2026	<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 2026	<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 2026	<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>

*\*Dates are subject to change*

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## Field Allocation Priority Classification

Field allocations will be established based on the following priority classification groups.

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

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

## 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.

## In-Season Priority Schedule

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

<b>Allocation Period</b>	<b>January-June</b>	<b>July-December</b>
<b>Local League Priority</b>	<b>*March-May</b>	<b>*August-October</b>
<b>Tournament Priority</b>	<b>February &amp; June</b>	<b>July &amp; November</b>
Primary User	Baseball/Softball/Cricket	Soccer/Football
Secondary User	Football/Soccer	Baseball/Softball/Cricket

\*During in-season priority, weekends will be prioritized for local league usage at Legacy Fields.

## 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”

## City of Tracy Sports Field Reservation Handbook: 2026 Allocation Year

- 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

Additional Insurance Requirements if applicable: If a renter is requesting to utilize a golf cart and/or mule-type vehicles onsite at any sport complex for a tournament/game/practice or one day event, a separate additional motorcycle/LSV policy will be required. The following items are required on the insurance certificate:

- General auto liability of \$15,000 per person/ \$30,000 per accident for bodily injury
- \$5,000 for property damages
- Said policy or policies of insurance, shall include an endorsement naming the City of Tracy and its officers, elected officials, agents, volunteers, and employees as additionally insured.
- Organization agrees to not operate the golf cart/ mule type vehicle on City property prior to the effective date of insurance coverage.
- Acknowledge and sign City of Tracy Release and Waiver of Liability Golf-Cart Use on City Property Form

### **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 Non-Profit Verification Fee will be charged to each organization during the allocation process (See **Sports Fields User Fees**, pg. 14):

#### **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**

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

### **Cancellation & Refund Policy**

Any requested cancellations or changes made to the Facility Use Permit must be submitted in writing to the Community Facilities Division.

	<b>NUMBER OF DAYS PRIOR TO TOURNAMENT</b>			
	<b>31 Days or More</b>	<b>30-15 Days</b>	<b>14-7 Days</b>	<b>7 Days or Less</b>
<b>Practice/Games</b>	No penalty	No penalty	No penalty	100% of fees held
<b>Tournaments/Camps /Clinics</b>	No penalty	50% of fees held	100% of fees held	100% of fees held

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.

Any issues regarding your reservation must be addressed no later than 30 days after your event. (i.e., permit charge disputes, etc.) Any disputes after the 30 days will remain on the permit and fees will be charged if applicable.

### **Grounds for Denial or Cancellation of Permit**

- **Submittal of an application does not guarantee that the rental request has been authorized.**
- The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Sports Field Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code (TMC 4.16.090).
- Applicants have the right to appeal a permit denial or cancellation (See **Measures to Ensure Adherence to Policy** pg. 24).

### **Payments (See Sports Field User Fees, pg.14)**

- 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.

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- 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.**

### 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. Plasencia, Baseball Outfields, Legacy Soccer Fields) and will align with the turf management policy (See **Turf Management**, pg.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.

### 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.

**SPORTS FIELD USER FEES (Adopted May 6, 2025)**

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**

<b>Fee</b>	<b>Practice/Game Fees</b>	<b>Tournament Fees</b>
Permit Application Fee	\$42 per application	\$42 per application
Damage Deposit*	\$124 per field	\$124 per field
Non-Profit Verification Fee	\$16 per verification	\$16 per verification
Deposit for Baseball/Softball Bases*	\$295 per application	\$295 per application
Fencing Fee	\$146 per field/per day	\$146 per field/per day
Gate Fee (if charging admission)	\$125 per season	\$150 per tournament
On-site Staffing Fee***	\$34/hour	\$34/hour
Vehicle Access Pass	\$11 per vehicle	\$11 per vehicle
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

**Measures to Ensure Adherence Policy**

<b>Fee</b>	<b>First Offence</b>	<b>Second Offence</b>	<b>Third Offence</b>
No Show Penalty Fee	Verbal Warning	\$50 per occurrence/field	\$100 per occurrence/field
Unauthorized Permit Use Fee	Verbal Warning	\$50 per occurrence/field	\$100 per occurrence/field

**Field Use Fees**

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

<b>User Group</b>	<b>Practice/Game Fees</b>	<b>*Light Fee</b>	<b>Tournament Fees</b>	<b>Tournament *Light Fee</b>
Non-Profit Youth	\$13/hour	\$11/hour	\$112 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$20/hour	\$14/hour	\$148 per field/per day	\$14 per field/per hour
Private	\$35/hour	\$18/hour	\$288 per field/per day	\$19 per field/per hour
Commercial	\$47/hour	\$25/hour	\$396 per field/per day	\$26 per field/per hour

\*Field Chalking is not included in initial fees. See Field Prep Fees, pg. 15.

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

<b>User Group</b>	<b>Practice/Game Fees</b>	<b>*Light Fee</b>	<b>Tournament Fees</b>	<b>Tournament *Light Fee</b>
Non-Profit Youth	\$11/hour	\$11/hour	\$83 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$16/hour	\$14/hour	\$134 per field/per day	\$14 per field/per hour
Private	\$29/hour	\$18/hour	\$167 per field/per day	\$19 per field/per hour
Commercial	\$40/hour	\$25/hour	\$200 per field/per day	\$26 per field/per hour

\*Field Chalking is not included in initial fees. See Field Prep Fees, pg. 15.

**Field Prep Fees**

<b>Light Watering</b>	<b>Chalking</b>	<b>Light Field Prep</b>	<b>Full Field Prep</b>
\$14 per field • Light watering* of the infield between the lines	\$16 per field • Full field chalk** (batter's boxes and pitching circles included)	\$20 per field • Dragging infield between lines only • Light Watering* • Touch up lines as needed	\$51 per field • Dragging entire field • Heavier watering* for dust and to soften the surface • Re-line entire field • Re-pack holes at batters' boxes and pitchers plate as needed (time permitting) • Changing pitchers plate distances
8 minutes per field, approx.	10 minutes per field, approx.	20 minutes per field	45 minutes per field

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

*\*\*Organizations requesting an initial chalk of the fields for their first game, will be charged a Chalking Fee*

*Only authorized city staff may perform field preps for any practice/ game/ tournament.*

**Food and Vendor Services**

**Sports Field Vendor Fees**

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

<b>User Group</b>	<b>Rental Amount</b>
Non-Profit	\$6/daily
Private	\$9/daily
Commercial	\$13/daily

**Mobile Food Truck Vendor Fees**

**(Location must be approved by City Staff)**

<b>Type of Fee</b>	<b>Rental Amount</b>
Daily Fee	\$6/daily

## **GENERAL FIELD & FACILITY USE POLICIES**

### **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.

### **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 pg. 4).

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**, pg. 14 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. Nets, goals, or posts may not be staked into the grass without prior written approval from City staff.

### **Equipment Storage**

Items are not permitted to be left at or locked to any 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 in writing with the Community Facilities Division. 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 (9V9) fields shall be marked in BLUE paint
  - Modified (7V7) fields shall be marked in ORANGE paint
  - Modified fields shall be contained fully within a standard full-size field and shall be marked in the appropriate color 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 Park 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**, pg.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.**

### **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

### **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 two-weeks prior to the reservation. 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. Only authorized city staff may perform field preps for any practice/ game/ tournament. Failure to comply with the established guidelines may result in permit violation fee charges and organizations will be held to the **Measures to Ensure Adherence Policy**, pg. 24.

### **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 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** pg. 3)
- Use of Legacy Fields and Tracy Sports Complex is **by permit only**. No drop-in use is allowed.

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

- Daily field inspections by maintenance staff to ensure safe play and fields are prepared routinely when in high use
- Bases are available for rentals at Ritter Family Ballpark and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases (See **Sports Field User Fees** pg. 14).
- 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** pg. 3)
- At Clyde Bland, Galli, Tiago, and Veterans the infields cannot be watered.

### **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, Plasencia 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.

### **Field Closure During Inclement Weather:**

During inclement weather, a trained sports field City Staff member will conduct a daily inspection of game fields to assess conditions and ensure user safety. The Sports Field Condition Hotline will be updated by 3:00 p.m. on weekdays daily and by 7:00 a.m. on weekends and can be reached at (209) 831-6350. Once updated, the status will remain in effect until the next reassessment the following day. On days with scheduled games or tournaments, maintenance crews will make every effort to prepare the field for safe play. Consideration will be given to all groups to ensure fair and balanced field access. For updates on field closures, please call the **Weather/Field Condition Hotline: (209) 831-6350**. If a field is closed due to weather, credit for field closures will be applied to the organizations account.

### **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 20 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: goals, ladders, cones, pitching practice, etc. Additionally, users shall not use fences, bleachers or other amenities as targets for practicing or warming up.

## City of Tracy Sports Field Reservation Handbook: 2026 Allocation Year

### **Pilot Programs**

The City of Tracy may pilot various programs at alternative locations (i.e. Plasencia, Baseball Outfields, Legacy Soccer Fields) and will align with the turf management policy (See **Turf Management**, pg.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.

### **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. Additionally, exclusions apply to teams to provide snacks for players only following activity. Items that are **not** permitted including: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells.

### **Foot Protection**

Metal cleats are not allowed during softball, baseball, or soccer play at the Tracy Sports Complex and Legacy Fields, 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. 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, Legacy Fields). The applicant shall forfeit their deposit for any damages or excessive cleanup required.

### **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 penalty charges and/or 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.

### **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.

## **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 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 Enforcement & Overnight Parking**

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 the 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.

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 or in City-only parking spots 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.

## City of Tracy Sports Field Reservation Handbook: 2026 Allocation Year

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

### **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 including but not limited to sidewalk chalk. Any special decorations, activities, or amenities must have written approval of the Parks, Recreation and Community Services 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.

### **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.

### **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. For Tracy Sports Complex and Legacy Fields only, barbecues can only be requested and permitted when there is not an active concessionaire onsite during the tournament/game. Please contact the Community Facilities Division 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 reviewed on a case-by-case basis at Premium Sports Fields (i.e Legacy Fields, Tracy Sports Complex) and 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. ONE ice chest filled with water may be brought into the facility per team. No other ice chests, coolers, or containers permitted.

## City of Tracy Sports Field Reservation Handbook: 2026 Allocation Year

At our Premium Sports Fields (i.e Legacy Fields, Tracy Sports Complex) the City of Tracy is currently in contract with a permanent concessionaire, Jay's Gourmet. For questions about menu choices and scheduling, please contact Jay's Gourmet for additional information: (209) 399-0888; [jaysgourmet2022@gmail.com](mailto:jaysgourmet2022@gmail.com). Jay's Gourmet will be onsite for all games and tournaments.

At Legacy Fields and Tracy Sports Complex, a sign will be provided at each entry gate listing these rules:

- NO Alcoholic beverages
- NO Glass containers
- NO Gum
- NO Nuts with shells
- NO Outside Food/Drinks
- NO Smoking
- NO Sunflower seeds
- NO Tabacco products
- NO Vaping

### 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 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.).

### 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 which includes an

## City of Tracy Sports Field Reservation Handbook: 2026 Allocation Year

additional insurance policy (motorcycle/LSV policy) to drive a golf cart and/or mule-type vehicle onsite. (See **Insurance**, pg. 10-11) 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)).

### **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 Plasencia 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 games/tournaments at Tracy Sports Complex, Legacy Fields, and Plasencia 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. Permit holders at Tracy Sports Complex and Legacy ball fields are required to enforce the rules and regulations by posting an organization representative at each entry gate.

### **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.

### **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 games/ tournaments, it can be rented separately to be used for purposes such as official's headquarters, or other games/ tournament functions. Parking is not permitted on the sidewalk adjacent to the Meeting Room for any reason, including loading and unloading equipment and supplies.

### **Picnic Area, Tracy Sports Complex/Legacy Fields**

Tournament hosts are required to patrol and maintain cleanliness at the picnic area at Tracy Sports Complex and 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. If an organization has permits for youth and adults, the specific permit in violation of the policies would be in jeopardy and would not affect other permits within the organization.

**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 organization's permit. Staff will issue the No Show Penalty Fee and/or Permit Violation Fee (See **Sport Field User Fees**, pg. 14).

**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

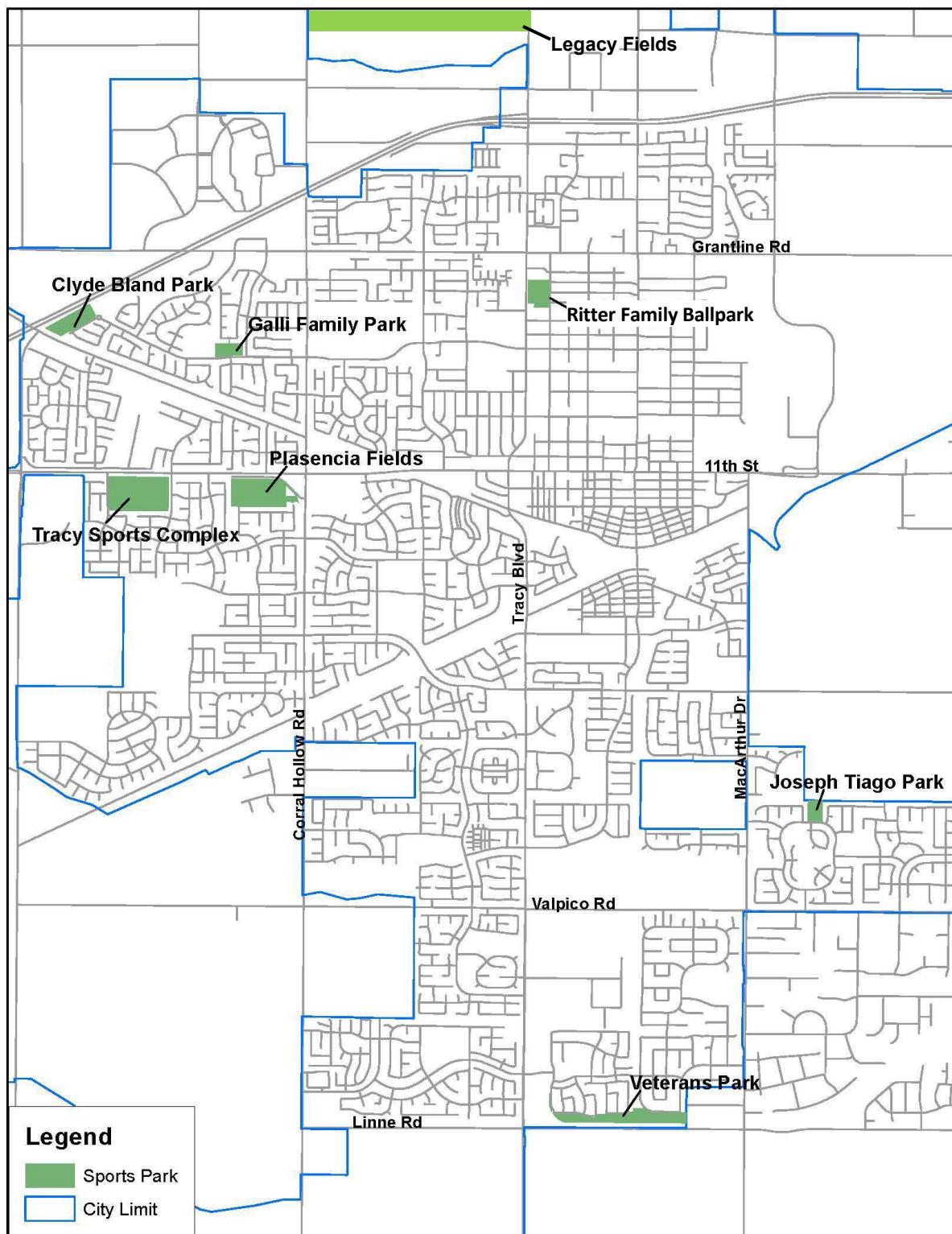
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating 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>CRICKET</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	Yes	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	Yes	60', 65'
<b>Tiago Park</b> 1355 Eastlake Cir.	<ul style="list-style-type: none"> <li>• 2 baseball/ softball diamonds</li> <li>• No lighting available</li> <li>• No restrooms</li> </ul>	Yes	Yes	No	Yes	60'
<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 outfields</li> <li>• Lighting available for ball diamonds</li> </ul>	Yes	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	Yes	60', 65'
<b>Plasencia Fields</b> 2040 Krohn Road (11 <sup>th</sup> St./Corral Hallow Rd.)	<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> <li>• No restrooms</li> </ul>	No	Yes	Yes	Yes	Not Applicable
<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 all fields</li> </ul>	Yes	Yes	Yes	No	60', 65', 70'
<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	No	60', 65', 70'

## MAP OF CITY SPORTS FACILITIES



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**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).

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Printed name of facility user

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Signature of facility user

Date

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Name of organization