

Tinsley Ballpark
4031 Tinsley Park NW, Cleveland, TN

RULES & REGULATIONS

Cleveland Parks & Recreation Department has the following rules for Tinsley Park that are expected to be followed by all users of the facility.

- No alcoholic beverages (including parking lots, surrounding area, etc.)
- Pets must be on leash at all times
- No weapons
- No profanity or loud threatening language/threatening behavior
- No hitting into the fences, no obstructions can be placed on gates or fences.
- No gambling
- No illegal drugs
- All warm ups must be done in the outfield or other designated areas
- Games cannot begin before 8:00 am and special permission from the Parks & Rec Director must be obtained to start a game after 11:59 pm. Lights for tournaments are turned off at 11:59 pm. There will be a \$50 fee for the lights for each game/field needed after 11:59 pm.
- The public will be allowed access to the restrooms.
- Tournament director will stay until the last person is out of ballpark gate

Who do I contact to reserve Tinsley ball field?

Karen Stovall 423-479-4129

Can we use the concession stand?

City of Cleveland Parks and Recreation will operate the concession stand. Please contact us if you are interested in having other food vendors.

Can vendors set up to sell t-shirts, food, merchandise?

Yes. Please discuss with us before the event. The tournament will be charged \$50.00 per day for each vendor and must give that fee to City of Cleveland Parks and Recreation.

Are there places to plug in to use the electricity?

Yes, there are places to utilize electricity.

Can we charge an admission fee?

Yes, the host may charge admission to their event.

Is water available?

Yes, there are water fountains.

Tinsley Park baseball/softball policy manual (updated September 2016)

INSURANCE REQUIREMENTS:

Any group wishing to rent all or part of this facility shall have written proof of insurance (minimum of \$1,000,000 per incident / \$2,000,000 aggregate coverage) and have the City of Cleveland specifically named as an additional insured. This written proof must be provided to City of Cleveland Parks and Recreation before the tournament may begin.

TOURNAMENTS:

All tournaments held at Tinsley Ballpark must be sanctioned ASA, ISA, USSA, NFA, USSSA, Little League, or other sport organization. The tournament director must provide proof that the tournament has been sanctioned and identify the organization.

DEPOSIT FEE:

A deposit fee of \$150.00 must be received at the City of Cleveland Parks and Recreation office located at 160 2nd St NE by 3:00 pm on the Tuesday prior to the weekend tournament. This deposit will be applied toward the total final cost due to the City of Cleveland for use of the complex. All deposits are non-refundable, except in the case of a cancellation due to weather where the entire tournament is "washed out".

UMPIRES:

Tournament staff shall provide umpires for the event. Umpires must be registered and in good standing with the particular group they are representing, sanctioned, and belong to the Umpire Association. Umpires must be properly attired at all times. An "umpire in charge" will be designated as the primary contact with the "Field Supervisor". City of Cleveland reserves the right to approve all umpires used for games played at our facility. The Officials Coordinator will make this decision.

MANDATORY COMMUNICATION:

Each tournament director is required to contact the City of Cleveland Parks and Recreation office by the Tuesday prior to the rental date. The tournament director must submit their completed Field Set-up Form by 3:00 pm the Tuesday prior to their rental date. Issues related to officials, inclement weather policy, insurance, schedule, etc. may be discussed.

Cleveland Parks and Rec will provide the following:

FIELD SUPERVISOR(S): A Field Supervisor will represent the City's interest and make the final decision on such issues as playing conditions of the field, curfews, etc. The Field Supervisor will open the gate one hour before the first game unless requested otherwise.

FIELD PREPARATION: Before the field rental begins, the field will be prepared to play. This includes mowing the grass, striping the lines, dragging the field, placing of bases, etc.

CONCESSIONS: Concessions will be provided during the time that the fields are rented. A variety of food and drinks will be available for players and spectators to purchase. All food and drink concession rights remain with City of Cleveland Parks and Recreation.

RESTROOMS: Clean restrooms will be provided. City of Cleveland Parks and Recreation will handle any plumbing problems.

TRASH PICK UP: City crews will empty trash daily. User groups/individuals are strongly encouraged to remind their participants to use the receptacles provided and not throw trash on the ground.

User groups/individuals of Tinsley ballpark are responsible for the following rules and policies:

TOURNAMENT DETAILS

The tournament organizer shall oversee all aspects related to the tournament, such as:

PROVIDING AN ON-SITE TOURNAMENT DIRECTOR

This person is in charge of the tournament at all times and is not to be a coach, umpire, scorer, gate worker, etc. This person shall be over 18 years old.

- Scheduling games
- Scheduling and paying gatekeepers
- Scheduling and paying umpires
- Providing tournament brackets
- Scheduling and paying scorekeeper
- Provide trainers (encouraged)
- Providing rain out policy
- Providing balls
- Providing tournament rules
- Advertising
- Collecting gate fees or entry fees
- Adhering to items included in this document

PORTABLE MOUNDS

Cleats are not permitted on the portable mound.

FIELD DRYING AGENT

In case of inclement weather, the cost of the field drying agent is \$8.00 per bag. Please know how much you want to spend on this material in advance.

INCLEMENT WEATHER POLICY

Each user group/individual will have a written "Inclement Weather Policy" on hand for their activity, in case of rain or other weather conditions that may postpone or delay games. There must be a plan of action that allows for speeding up play or shortening the total number of games to be played in case there are long delays in scheduled games. The "Inclement Weather Policy" must be turned in with written proof of insurance and tentative schedule by Tuesday at 3:00 pm before the tournament. City of Cleveland Parks and Recreation reserves the right to determine when the field is playable. Under no circumstances is the field to be used for play when the Field Supervisor has determined that the conditions are unsafe for users or possibly harmful to the fields.

FEE SCHEDULE

The tournament director is responsible for the following fees:

Softball fields - \$150.00 remainder – this cost includes preparing the field(s) for play each day. Daily fees are due if play begins on the field.

Field drying agent - \$8.00 per bag

Outside vendors – Percentage of profit. All vendors must be approved by City of Cleveland Parks and Recreation. City of Cleveland Parks and Rec reserves the right to determine where vendors set up.

Concessions – Directors may discuss an umpire food/drink tab with Concessions Manager. Any tab must be paid in full by the end of the event.

RESERVATION REQUEST DEADLINE: October 31 for dates following year

INJURIES AND MEDICAL EMERGENCIES

Athletic trainers or medical staff are not provided by City of Cleveland Parks and Recreation. Tournament directors along with coaches and parents are ultimately responsible for properly handling all injuries and medical emergencies that may occur during the tournament. City of Cleveland Parks and Recreation strongly encourages all tournament directors to have an emergency action plan and provide a trained medical professional or someone with CPR, 1st Aid, and AED training to be on site at all times to oversee all injuries and emergencies.

AED ON SITE An AED will be available in the Field Supervisor room.

YOUTH SPORTS COACHES

City of Cleveland strongly encourages all youth sports organizations to require national background screenings on all coaches. It is the responsibility of the organization renting the park to oversee all aspects of approving or denying any coach.

STATE OF TENNESSEE LAWS RELATED TO YOUTH SPORTS

The hosting organization shall be responsible for all requirements related to the State of Tennessee's Youth Sports Concussion and Head Injury and Sudden Cardiac Arrest legislation.

LIGHTNING POLICY

If thunder is heard or lightning is seen, a mandatory game delay of 30 minutes will be enforced. All players, coaches, officials, and guests must leave the park and seek shelter in their vehicles. Staying in the dugout, standing under the pavilion, or near the fields is not allowed. The park will reopen 30 minutes after the last lightning strike. All are strongly encouraged to remain in their vehicles until the "all clear" has been given and the park gates are reopened.

VENDORS/ON-SITE SALES

Tournament directors may partner with vendors. A percentage of the profit must be paid to the City of Cleveland Parks and Recreation. City of Cleveland Parks and Recreation must approve all vendors and reserves the right to determine the location of the vendor and discontinue vendor sales if necessary.

SUB-LEASING RENTALS STRICTLY PROHIBITED

The rental agreement with an organization/person shall not be sub-leased or awarded to another organization/person.

ADHERANCE TO ALL LOCAL, STATE, & FEDERAL LAWS

Tournament organizers shall adhere to all applicable local, state, and federal laws.

CITY OF CLEVELAND PARKS AND RECREATION

TINSLEY PARK TOURNAMENT REQUEST APPLICATION

Applications due by October 31 for following year dates

Date of request _____

Name _____ Organization _____

Address _____

City _____ State _____ Zip code _____

Phone (daytime) _____ Phone (evening) _____

Fax _____ Email _____

Tournament date(s) _____ (only 1 request per application)

Daily game start times _____ # of teams _____

Tournament classification _____

State/National Championship _____ Yes _____ No

Association/Affiliation _____

SOFTBALL _____ Youth _____ Adult BASEBALL ___12-U ___10-U ___8-U

_____ Slow pitch _____ Fast pitch

SERVICE REQUESTED

Number of fields requested ___1 ___2 ___3 ___4

Admission (gate) _____ Yes _____ No If yes, what will be the cost? _____

Souvenir sales _____ Yes _____ No

How many vendors? _____

**CITY OF CLEVELAND
PARKS AND RECREATION
TINSLEY FIELD SET-UP FORM**

To be completed and returned to Cleveland Parks and Rec with insurance policy by 3:00 pm Tuesday before your rental date

TOURNAMENT NAME _____ DATE OF TOURNAMENT _____

TYPE OF TOURNAMENT YOUTH _____ ADULT _____ FAST PITCH _____ SLOW PITCH _____ BASEBALL _____

TOURNAMENT FIELD PREPARATIONS

	<u>FIELD # 1</u>	<u>FIELD # 2</u>	<u>FIELD # 3</u>	<u>FIELD # 4</u>
BASE DISTANCE	_____	_____	_____	_____
PITCHING DISTANCE	_____	_____	_____	_____
FENCE DISTANCE	_____	_____	_____	_____
ARC'S	_____	_____	_____	_____
CIRCLES	_____	_____	_____	_____

DATE _____ GATES OPEN _____ START TIME _____ ESTIMATED STOP TIME _____

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DATE _____ GATES OPEN _____ START TIME _____ ESTIMATED STOP TIME _____

IN CASE OF INCLEMENT WEATHER, PLEASE PROVIDE YOUR PLAN (Play ASAP, Wait it out, etc.) _____

Will you need field crew present all tournament or on standby (there is an extra fee for all day)? _____

Tournament director signature _____ Date _____ Cell # _____

**CITY OF CLEVELAND
PARKS AND RECREATION**

Policy Manual Acknowledgment Form

I hereby confirm the reading and full understanding of the City of Cleveland Tinsley Park Ballfield/Park policy manual and agree to follow and abide by all guidelines, stipulations, policies, and procedures as set forth in this document. I will ensure that all individuals acting on behalf of myself or the (Organization name) _____ are aware of and are in full understanding and agreement with the terms and conditions of this document.

Date of event _____

Tournament director name _____

Tournament director signature _____

Date _____

Return completed acknowledgment form to:

Karen Stovall, Executive Secretary
City of Cleveland Parks and Recreation
160 2nd St NE
Cleveland, TN 37311
kstovall@clevelandtn.gov