

**Field Usage Guidelines and Agreement**

The Syracuse Sports Complex is owned by the Syracuse Municipal Facilities Corporation and leased by the City of Syracuse.

Contact Information

Jill Crook, Parks and Recreation Manager, 402-269-2173 M-Th 8-4pm, e-mail [parksandrec@syracusene.com](mailto:parksandrec@syracusene.com);

Tyler Collin Park Maintenance Lead, (402)414-2071 field and complex setup, care, and maintenance. Contact for all field issues.

League Schedules

If your league is not sponsored by the Syracuse Parks and Recreation, the Syracuse teams should elect **one** representative to communicate with the Coordinator for the initial league schedule. All conflicts to the initial schedule will be resolved by this representative. We ask that Legion has their final schedule to the Parks Department by February 1st so outside tournaments can be planned. February 2nd is the first day outside tournaments can be planned. Baseball and softball games and schedules, please forward to the Coordinator as soon as you get them.

Practice Scheduling

Each team should elect one representative to communicate with the Coordinator for all team scheduling; usually the head coach. Teams are allowed to have **4** practice dates in a two week time frame, on the schedule at one time. Once they are done with one of them, they can schedule another.

Practices are available in 1 ½ hour increments. 4:30-6pm; 6-7:30pm; 7:30-9pm Prior to scheduling a practice, view the calendar at http://www.syracusene.com for a list of available times. When scheduling a practice, request a field and time. For example – If you want a practice at the complex, request complex field or if you want a practice at the elementary, request elementary. If your request is unable to be granted, a similar practice time/location will be provided for you. It is recommended that 8U & 10U schedule at least one practice per week at elementary or Williams Park. Practice Scheduled will be updated online on Monday’s/Thursday’s ONLY. One coach per team is to schedule practices.

Fields

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

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

Elementary Field - All teams except legion and men’s baseball. Majority of 8u & 10u teams will be scheduled here.

Williams Park – T-ball. (other teams wishing to work on outfield or base running drills when other times are not available.

Field Conditions

If weather is unsatisfactory for practices, teams will not be allowed on the complex fields; although teams may be allowed in the outfields at the other fields in town. These cancellations will be made as soon as possible. Coaches and the Department will be in contact with each other and then in contact with each coach. Cancellations are also available at on the City of Syracuse Facebook page.

Practice Preparation

All fields will be drug prior to the first practice of the day. Teams will be required to return the field to its form when they first started practice. This may require raking or dragging around the bases and pitchers’ rubber. Coaches are allowed to move bases and the pitchers rubber. Equipment available for coaches is located in the closet in the press box area and will always be unlocked during practices. Last practices for the day and last games of the night need to ensure that the fields are dragged and left in good condition.

Game Preparation

The field will be prepared for the first game of the day by the Parks and Recreation Department. Any maintenance, base moving, chalking, etc. that is needed after the first game will be done by the teams. Teams hosting tournaments should plan on working the field between every 2-3 games and possibly watering the field down. Equipment will be located in the unlocked storage closet in the press box area. The concession stand will be open at game time and remain open under the discretion of the concession workers. If other arrangements need to be made, contact the Department during regular business hours M-F 8-4:30pm (402)269-2173.

Make-Ups

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

Umpires

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

Facilities

The stand will be opened at game time and remain open under the discretion of the concession workers. Restrooms will always be unlocked for games and practices. The coach that has the last practice or game of the night needs to lock the gate when they leave, please make sure there is no one else inside the gated area. Last team to practice or play a game is required to drag the fields. Questions/concerns on field care contact Cody Pester (402)610-3850, he will be in charge of getting field prep and maintenance.

Equipment

Equipment and ball bags will be handed out at the draft. You may keep these bags in coaches closet located between the bathrooms at the complex throughout the season. When the season is over, you **MUST** bring all your equipment back to city hall for check in. You will also be receiving a coach’s key which will get you in the gate, coaches closet and storage closet. Bags and all keys will need to be checked out and returned at the end of the softball season. Failure to do so, in a timely manner may inhibit the coach from being considered for coaching the following year. All keys **MUST** be turned back in at the end of the season.

Scoreboards

Each scoreboard has a separate remote control. Controllers are located in the mechanical room on the south side of the building. The coaches’ key will unlock this room. The remotes can be used in the press box or in the stands. They must be returned immediately following the game. Do not leave the remote unattended in the stands! Failure to follow these procedures will result in losing the use of the scoreboard for your games. Controls will either need to be passed to the following team keeping score or returned to it’s charging station and plugged in.

Lights

If you need the lights for a practice, you must notify the coordinator on the exact time they need to be on. If you happen to cancel practice, you need to make sure to communicate this also. All lights are on a computerized schedule. They will come on 15 minutes before dusk and be set to turn off 3 hours after the start time of the last game. If more time is needed, they will need to be manually turned on and off in the mechanical room inside the concession stand. Security lights will turn on when they turn off.

Press Box

Only game officials and coaches are allowed in the press box. Please do **not** allow children in the press box. Return anything moved (i.e. stools, speaker system) to its original place.

Trash Pickup

Coaches, players, and fans must pick up all trash in the dugouts and around the fields. Please leave the complex the way you found it.

Food & Drink

**No** outside food and drink can be brought in during any games, except water for the players. This will be strictly enforced. Concessions are run by Julie Slafter at the city office M-F 8-4:30pm daytime contact number (402)269-2173. The ‘ONLY’ time this would be subject to change, is in the case that the concession stands are not available for usage of teams.

General facility rules as stated on entrance board

\*No outside food or beverages allowed into complex area. Only teams playing are allowed to bring their own water containers.

\*For your personal safety and protection please be alert to flying balls and bats that may leave the playing field.

\*Batting or throwing balls into the fence is prohibited. All rules on signs posted at batting cages, please follow.

\*No pet, bikes, or skateboards allowed inside complex area.

\*No alcohol allowed.

\*Authorized vehicles only.

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

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Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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