



Softball Tournament Permit

Sports Coordinator: Bruce Edwards 541-917-7773

Keys to Success - Softball Tournaments in Albany

Please make sure the following things are taken care of before your event:

- **Liability insurance is required.** Often your insurance company can write up a weekend-specific policy. It is important that you, as the tournament promoter, take all the appropriate steps to protect yourself.
- **Alcohol** is a big problem. If you serve it, you can end up taking on responsibility for injuries, car accidents or worse. City policy prohibits players from consuming alcoholic beverages.
- **Get the right keys.** Often tournament organizers need access to lights or gated areas. The keys are available at the Parks and Recreation office.
- **Read our policies and procedures** (Exhibit A). It may save a lot of headaches.

Please read carefully and initial the following agreements

____ 1. Consumption of alcohol during a softball tournament is strictly prohibited on the fields, in the dugouts and bleachers. Promoter will make every effort to ensure that people participating in the event are not consuming or in possession of alcohol at the park. Participants include players, coaches and spectators.

____ 2. Albany Parks and Recreation hours are 8:00 a.m. - 5:00 p.m., Monday -Friday. A refundable deposit is required for night-time lighting or field gate keys. Keys must be picked up the last business day before the event and returned the first working day after a tournament.

____ 3. The tournament promoter is responsible for providing a minimum of one 3-yard Dumpster. An additional or larger Dumpster may be required. The promoter is responsible for providing any clean-up necessary to return fields to the original condition. Failure to remove all garbage from fields, dugouts, stands, common areas and parking lots will result in the immediate forfeiture of deposit and refusal to rent to promoter in the future. The tournament promoter can obtain a list from the Parks and Recreation office of students who are willing to pick up garbage for a nominal fee. Severe damage to fields and facilities will result in forfeiture of deposit and refusal to rent to promoter in the future.

____ 4. The City will perform all maintenance at a \$12 per field charge which includes a one-time, pre-tournament dragging and chalking only. Tournament directors will be required to coordinate with the Sports Coordinator and the City's field maintenance personnel to arrange the appropriate time to ensure all maintenance meets the needs of the tournament director and the City. Any other maintenance requests such as special needs and/or the promoter performing maintenance will require Sports Coordinator approval. Failure to meet field maintenance expectations as outlined by the Sports Coordinator will result in forfeiture of deposit and refusal to rent to promoter in the future.

____ 5. Tournament promoter must obtain a Certificate of Insurance in the amount of \$2,000,000 naming Albany Parks and Recreation as additional insured. This must be received by Albany Parks and Recreation two (2) weeks before the event (see Exhibit A).

____ 6. Vehicles are NOT allowed on the grass and restricted areas. If it is necessary to drive onto the turf to unload, the vehicle must be removed to the designated areas immediately after. Failure to remove vehicles may result in forfeiture of deposit.

____ 8. Cancellation of tournament, except for inclement weather or by order of the Parks and Recreation Department, will result in a 100% forfeiture of rental fees.

Signature: _____ Date: _____

Policy and Procedures for Softball Tournaments

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Exhibit A

1. The following is the priority order in which complexes may be reserved for weekend usage between April 15 and September 30:
 - a. Beginning the first business day in January, Tournament directors may begin requesting their tournament dates.
 - b. Albany Parks and Recreation reserves the right to block out dates, limit tournaments and make other necessary changes.
2. Tournament directors may reserve both complexes on the same weekend only under the following conditions:
 - a. When past successful tournament response has indicated the need for a second complex and with the approval of the Sports Program Coordinator.
 - b. When tournament format dictates the need for a second complex and with the approval of the Sports Program Coordinator.
3. The following is required at the time of tournament reservation:
 - a. Full payment of non-refundable application fee and refundable deposit. Rental fees may be invoiced over time. All rental fees must be paid 14 days prior to the start of the tournament.
 - b. Completion of a Softball Tournament Permit and, if being used, a Facility/Park Shelter usage application.
 - c. A \$200 damage deposit, fully refundable if facility is left clean and in good repair. All trash on fields, near bleachers and common areas, and in the parking lot must be picked up and put in the proper receptacles.
 - d. Deposits cannot be collected until the following Monday one week after the tournament, in order to give City staff time to inspect the fields and communicate findings internally.
4. The following refund policy applies to all tournament reservations:
 - a. If a renter decides for any reason to cancel more than 30 days prior to the rental, a full refund of paid rental fees will be made, less the deposit. Cancellations made less than 30 days before the rental will result in a forfeit of the rental fees; however, deposits paid will be returned.
 - b. Permit (alcohol, sound, etc.) fees are non-refundable.
 - c. Rental fees and deposits may not be transferred to another date or facility.
 - d. Refunds will be made within 3 weeks of rental.
5. Private concessions are not allowed at Timber-Linn or Bryant Park softball complex.
6. Consumption of alcoholic beverages by team members participating in softball tournaments is prohibited. No alcohol consumption in Bryant Park except by alcohol permit, obtained at the front counter of City Hall.
7. All weekend tournaments must end by 3:30 pm on Sundays so that coed games may be played.
8. The following are the guidelines for use of softball officials for tournaments at either complex:
 - a. If the applicant chooses to use paid officials, they must be assigned by the Albany Softball Officials Association.
 - b. Volunteer (unpaid) officials may be used.
 - c. State tournaments may assign umpires for their tournament through state official organizations.
9. Camping is prohibited in all City parks.
10. If a tournament is scheduled when the restrooms are not open, the applicant will be required to provide an appropriate number of portable toilets. The State of Oregon has determined that 1 portable toilet will be provided for every 110 persons.
11. Albany Parks and Recreation reserves the right to cancel tournaments for weather conditions, scheduling conflicts and field conditions.
12. Tournament organizers should check fields for hazards before play begins and notify Albany Parks and Recreation staff immediately if there are safety issues. Organizers should also monitor the condition of fields throughout the tournament to insure field conditions remain safe for play.

13. Insurance of \$2,000,000 is required for a tournament. Tournament organizers sometimes have an option of getting insurance through a sanctioned governing body such as USSSA, ASA, NSA, etc. Minimum requirements are:

Commercial General Liability - occurrence

- \$1 million each occurrence
- \$50,000 damage to rented premise
- \$1 million personal and Adv Injury
- \$2 million general aggregate
- \$2 million products

Automobile Liability – any auto, hired autos, non-owned autos

- \$1 million combined single limit

Excess Umbrella Liability – occurrence

- \$1million each occurrence
- \$1million aggregate

Additional insured per CG2033 1.) City of Albany, its officers, agents and employees



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Applicant Name: _____

Organization or Business Name: _____

Email: _____

Applicant Address: _____ City: _____ State: _____ Zip _____

Telephone Numbers – please circle the phone number that we can list on the tournament schedule for interested customers

Home: _____ Work: _____ Cell: _____ Fax: _____

Tournament Dates Requested: (start) _____ (end) _____ Total # of days _____

Field Requested	Timber Linn <input type="checkbox"/> 1 Field <input type="checkbox"/> 2 Fields <input type="checkbox"/> All 3 Fields	Bryant <input type="checkbox"/> 1 Field <input type="checkbox"/> 2 Fields <input type="checkbox"/> All 3 Fields	Lights? <input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Game Begins:	_____	Last Game Ends:	_____
# Of Teams:	_____	# of Players:	_____ # of Spectators _____

Responsible Persons During Event:

Name: _____ Phone During Event: _____

Single Field Per Day:	\$75.00	_____	<input type="checkbox"/> Check # _____
3-Field Complex Per Day:	\$175.00	_____	<input type="checkbox"/> Cash
Infield Maintenance (Refer to #4 of first section)	\$12.00 per field	_____	<input type="checkbox"/> Credit Card
Lighting Cost Per Night:			
1-2 Fields	\$60.00	_____	
Complex	\$100.00	_____	
		<input type="text"/>	TOTAL RENTAL
Refundable Key Deposit	\$50.00	_____	
Refundable Damage Deposit:	\$200.00	_____	
		<input type="text"/>	TOTAL DUE

<input type="checkbox"/> Paid	<input type="checkbox"/> In the Book	<input type="checkbox"/> In the Computer	<input type="checkbox"/> Garbage Resolved
<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Keys/Lights/Gates	<input type="checkbox"/> Insurance Cert On File	<input type="checkbox"/> Deposit Returned
<input type="checkbox"/> Site Supervisor	<input type="checkbox"/> Sports Coordinator Approval		
Comments			

