City of Benicia

Athletic Field Allocation and Use Manual

updated 1/4/2021

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INTRODUCTION

The Benicia Parks and Community Services Department (PCS) maintains a wide variety of sports and recreation facilities for the sports organizations in Benicia. Staff will work hard to ensure the best facilities possible. Our goal is to make this season the best it can be and with your help and cooperation these goals can become a reality.

The Athletic Field Allocation and Use Manual has been provided as a guide and a resource for questions you may have regarding Benicia's recreational sports facilities. As you might guess, your cooperation and input into this process will be very important for a successful season. By closely following the guidelines outlined herein, you will be helping to make your program more enjoyable and rewarding for all involved.

The Parks and Community Services Department is responsible for guiding the appropriate and safe use of facilities, overseeing the maintenance and operations of athletic fields, indoor facilities, and park, and offering recreation and leisure programs for all ages.

The City of Benicia is dedicated to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields remain safe and of high quality. The permitting/allocation process provides an organization the exclusive use of a field to the exclusion of all others. Our goal is to provide access to our facilities by the greatest number of organizations and community users as possible. The objective of this policy is to create clear and written procedures and allocation policies that:

- Fairly distribute available fields
- Maximize playing time
- Incorporate "turf recovery periods" to maintain safe, quality fields
- Outline field use regulations

The responsibility of the Sports Board is to convene twice each year to review policies and protocols for facility use, request and discuss field allocations for a variety of user groups, and ensure that the use of the facilities by coaches, athletes, and spectators adheres to the rules and regulations of the City of Benicia.

PARKS AND COMMUNITY SERVICES CONTACT

During the season, comments, requests and questions may arise regarding the facilities or scheduling. The Parks and Community Services Department (PCS) wants to make sure that each organization's needs are properly addressed as quickly and efficiently as possible. To achieve this, we ask that:

1. **Only ONE individual from your organization acts as a representative to the Department.** (A second person should be designated in case of emergency.) Coaches, parents, and participants should not contact Parks and Community Services for league related matters. They will be asked to contact their league Presidents to make a formal request. This will reduce the chance for redundancy and miscommunication between the City and your organization. It will be your organization's responsibility to network this information to your membership.

2. If your concern is regarding scheduling, policies, deposits, key / lock box code distribution, field requirements, facility conditions, equipment, maintenance practices or any other recreational or field concerns please contact:

   Dominguez Dickerson
   Recreation Supervisor
   (707) 746-4283
   ddickerson@ci.benicia.ca.us

   Parks and Community Services Department (PCS) (707) 746-4285

Please understand that any concerns or questions will need sufficient time for response. Requests made after hours or with short notice to address a need may not receive the immediate attention requested.

GENERAL GUIDELINES FOR FIELD/FACILITY USE

Requirements for Field Allocations

Authorization to use and fields by regularly scheduled sports recreation organization will not be granted until the following has been received:

1. A $250 DEPOSIT, which may be completely refundable at the end of calendar year
2. The appropriate field request form or facility reservation application (fillable form available online)
3. Field rental fees, if applicable.
4. Facility use agreement (Special Conditions Agreed upon by Sports Board President for Use of Fields) signed by the organization's duly recognized representative.
5. A valid certificate of insurance for $2,000,000 for field use or $3,000,000 for pool use, and an endorsement of liability naming the City of Benicia its council members, officers, agents and employees, as additional insured.
6. Player fees for previous season or year

The $250 deposit covers your use of the facilities and equipment and may be retained if assigned facilities or equipment have been damaged, abused, or stolen, due to negligent behavior. Deposit fees may also be used to restore facilities, which are not properly cleaned or have been abused during usage. Damage costs beyond the deposit fee will be the responsibility of the user group.

Normal wear and tear shall not be charged to the deposit. If it is determined by the Director of Parks and Community Services, a sports group may be asked to deposit more money during the season if the group has demonstrated a consistent negligent behavior.

Sports groups who have knowingly violated the terms and conditions of the Facility Use Agreement or have acted in a belligerent or unsportsmanlike manner will be subject to suspension of facility usage and/or forfeiture of their deposit.

Insurance

A valid certificate of insurance for $2,000,000 for field use or $3,000,000 for pool use should name the certificate holder as City of Benicia, 250 East L Street, Benicia, CA 94510; **AND** an endorsement of liability naming the **City of Benicia, its council members, officers, agents and employees at 250 East L Street, Benicia, CA 94510**, as additional insured.

An original certificate of insurance (COI) must be submitted as per the Facility Use Agreement. The certificate will be forwarded to the City Attorney for approval.

Access to fields will not be permitted unless a current COI is on file with PCS.

Facility Reservations/Allocations

Sports organizations that wish to use City managed facilities **are required** to send a representative to the Sports Board meetings. These meetings are held twice a year: in January for Spring and Summer Sports programs and in May for Fall and Winter Sports programs. Failure to have a representative present at the meeting may result in the organization being placed at the bottom of the priority list for field allocations.

Organizations need to bring their facility use requests to the meetings. Facility requests must include specific days, dates and times for practices, games, opening day, tournaments, camps and other special events and should be as accurate as possible. [There is a field request form available online for download]. Each organization will be given a subsequent deadline by which an accurate schedule of field needs should be submitted so that available field space can be allocated to waitlist organizations.

Facility reservations are not complete until the appropriate application is on file with PCS, all applicable fees have been paid, and the field allocation schedule has been distributed.

Block allocation schedules are not permitted. Due to the demand for field space by PCS for internal programming, and by local organizations and community members, field time not consistently scheduled for use will be reserved by PCS for allocation for other use.

Allocations must reflect the accurate and consistent use of the fields. Requesting allocated time to keep fields available for unscheduled use is prohibited.

Non-use of field for a total of three times may also result in revocation of the allocated field. Adjustments to an organization's allocation may be made during the season when allocated hours are not being used.

Teams and organizations may be required to provide schedules that indicate all allocated field being used. Fields not being utilized by the appropriate organization or team indicated on the scheduled during the season will be reallocated to other organizations or users on the waitlist.

For use out of season, when league demand in any sport exceeds the supply of suitable facilities, each league will be required to limit their registration based on available resources.

After facility use requests are submitted, the Recreation Supervisor will use the following Priority Policy for Use of Multi-Use Sports Facilities to develop the Field Use Schedule. Priority users 1-3 will be allocated field space first and will receive a field use permit via email no later than three weeks after the Sports Board meeting. The permits will also be posted on the Benicia Sports Board webpage www.ci.benicia.ca.us/sportsboard, under a password protected link. Organizations that meet the criteria of priorities 4-6 will be placed on a waitlist. After the 1-3 priority users #1-3 are allocated field space, requests from waitlisted organizations will be considered and permits will be issued for field use, based on availability. There is no guarantee that users having priority status 4-6 will receive field time. The time frame in which permits will be issued to the lower priority organizations is dependent upon when final field schedules are received from priority 1-3 users.

Priority Policy for Scheduling of Multi-Use Sports Facilities:

1. City of Benicia Sponsored or Co-Sponsored Activities
2. Benicia Unified School District
3. Locally Based Leagues (House Leagues) – in season, noted below
4. Local Private Schools
5. Local Leagues/Teams with 75% or more residents (priority given to previous year's use)
6. Non-Resident Leagues/Teams (priority given to previous year's use)

Priority for field allocation will also be given to the recreation house league that is in season.

SPRING (Feb–June): Baseball and Softball FALL(July–Dec): Soccer and Football

A facility use permit, or field allocation is required for any person or organization sponsoring or arranging an organized gathering/activity. Therefore, any field or facilities must be allocated to an organization for any coach or volunteer to use the space to hold a practice, clinic, game, or special event that is affiliated and supported by the organization. Field allocations are not required for an

activity involving less than 5 individuals; recreational use of parks is permitted by the community. However, use of a field that is not allocated does not allow the organization to remove other users from the space to accommodate their needs.

Field use is **not permitted before 4pm at any field, Monday-Friday**. PCS reserves this time for field maintenance. Additionally, the use of Benicia Middle School fields is strictly prohibited before **4:30pm** due to the join use agreement between the City and the School District. Use of the fields prior to 4pm must be requested in writing and is subject to approval by PCS.

Field allocations will be provided for the following times on each field:

BMS Multiuse Field 1 (Benicia Middle School)	M-F: 4pm – 10pm (lighted field) Sat/Sun: 8am – 10pm	Feb - June: Softball July – early Dec: Football
BMS Multiuse Field 2	M-F: 4pm – 10pm (lighted field) Sat/Sun: 8am – 10pm	Feb - June: Baseball July – early Dec: Football
BMS Multiuse Field 3	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - June: Baseball July – Early Dec: Football
BCP Multiuse Field 1 (Benicia Community Park)	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - June: Softball July - Oct: Soccer
BCP Multiuse Field 2	M-F: 4pm – 10pm (lighted field) Sat/Sun: 8am – 10pm	Feb - June: Softball July - Oct: Soccer
BCP Multiuse Field 3	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - June: Softball July - Oct: Soccer
BCP Multiuse Field 4	M-F: 4pm – 10pm (lighted field) Sat/Sun: 8am – 10pm	Feb - June: Softball July - Oct: Soccer
BCP Field 5	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - Oct: Baseball
BCP Field 6	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - Oct: Baseball
Jack London Multiuse Field 1	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - June: Softball/Baseball July - Oct: Soccer
Jack London Multiuse Field 2	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - June: Softball/Baseball July - Oct: Soccer
Maria Field	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - Oct: Baseball
Ribeiro Field	M-F: 4pm – sunset Sat/Sun: 8am – sunset	Feb - Oct: Baseball
Fitzgerald Field	M-F: 4pm – 10pm (lighted field) Sat/Sun: 8am – 10pm	Feb - Oct: Baseball
Duncan Graham Park*	M-F: 4pm – sunset Sat: 8am – sunset	Feb - June: Baseball
Bridgeview Park*	M-F: 4pm – sunset Sat: 8am – sunset	Feb - June: Baseball
Francesca Terrace Park*	M-F: 4pm – sunset Sat: 8am – sunset	Feb - June: Baseball
Bocce Courts	M-F: 9am – sunset Sat/Sun: 9am – sunset	May – Oct

* Only these neighborhood parks are authorized for field allocations. No other neighborhood park may be used for an organized practice. Use of unauthorized parks is prohibited.

Allocated times are for practices and games. Any clinics, tournaments, and/or special events require separate allocation requests and may incur rental charges. Any activity that requires registration outside of the normal league dues, is considered an unauthorized use and requires a separate reservation.

Use begins and ends at the times stated on the allocation schedule, including set up and clean up. Groups are not allowed on the fields prior to the start time on the schedule/permit, and are required to have the fields, cleaned, picked up and be off the fields at the ending time. Field preparation and participant warm up is only allowed within the parameters of the allocated field time.

If schedules change or games are canceled and need to be made up, user groups must first notify the Recreation Supervisor of Parks and Community Services **PRIOR** to rescheduling the facility. Once notified, the Recreation Supervisor will check for available dates and times at the requested facility. A make-up date and time will be assigned based on availability. The Recreation Supervisor will then notify other facility users of this change as needed.

Organizations, or user groups, are ONLY allowed to utilize facilities during the dates and times allocated to them. Allocated field time cannot be shared with any group that does not have permitted use from PCS. Two groups that are on the allocation schedule can work together to share field space, but must notify PCS of the specifics of the agreed use. Shared use is only used as a last resort, and is not guaranteed.

Shared field use:

1. Only soccer and softball/baseball currently are permitted to share use of a field. The ONLY fields available for shared use are **Benicia Community Park Fields 1 – 4.** (Baseball shared use only on BCP 4). ALL the following guidelines may be adhered to in order for the City to allow shared use of the facility.
2. Shared use is allowed on BCP fields 1-4 only with softball taking place on the infield dirt and soccer taking place on the outfield grass.
3. Shared use must be agreed upon in advance by the president of each organization
4. Shared use is limited to practice times only for both users
5. Softball play is limited to the infield area
6. No batting by participants over the age of 10 years old
7. It is understood that shared use will be given equitably during both seasons. This policy is subject to change or cancellation.

No organization may sponsor any other organization for the purpose of altering the allocation schedule. Permits, or allocated times, are not transferable and all users will ensure that no unauthorized third party is granted permission to use the field without PCS approval.

SUBLETTING: At no time may an organization or individual sublet, loan, or rent their assigned fields to other user groups. Organizations not using their fields must notify the PCS to inform the department of any fields not being used. The subletting of any fields by any user/organization may result in automatic revocation of all allocations.

Organizations may give up or exchange their allocation, or any part of it, with an organization of equal or greater allocation priority only when all the parties agree in writing to PCS. An updated allocation schedule will be distributed.

Teams and organizations may be required to provide schedules to show that all of the allocated fields are being utilized. If an allocated field(s) is not utilized by the designated organization/ teams a total of three times during a season or reserved period of use, the field(s) may be reassigned. Teams/organizations will be notified by City staff when it has been determined that a field(s) is (are) not being used (and prior to the reassignment). In addition to the fields being reassigned, lack of use of the field may also result in the revocation of the permit for the allocated fields.

Fields not being utilized by the appropriate organization or team indicated on the scheduled during the season may be reallocated to other organizations or users on the waitlist.

Block allocation schedules are not permitted. Due to the demand for field space by PCS for internal programming, and by local organizations and community members, field time not consistently scheduled for use will be reserved by PCS for allocation for other use. Allocations will reflect the accurate and consistent use of the fields. Requesting allocated time to keep fields available for unscheduled use is prohibited.

The use of City of Benicia facilities by for-profit organizations or for commercial activities is prohibited by Municipal Code12.28.040, which states: *It shall be unlawful for any person, firm, corporation or charitable organization to engage in or to attempt to engage in any business, activity or act for financial compensation including bartering in or on any recreational facility or property owned, operated, or maintained by the city, including, but not limited to, any park, playground, recreational area or parking lot, without a permit issued by the city*

Denials and Terminations

PCS may deny an applicant scheduled use or terminate use if it determines that substantial evidence exists that one or more of the following has occurred:

A. Required documentation is not submitted
B. Fees (including, players fees, field reservation fees, deposits) are not paid within the specified time frame;
C. A history of field damage, regulation violations, or inadequate supervision of attendees is noted;
D. Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;
E. Participants of the requesting organization have demonstrated dangerous or violent behavior towards others or among themselves, and/or participants/organizations whose literature/stated philosophy promotes hatred and/or violence;
F. Progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems are not established and followed;
G. Violates regulations regarding concessions, advertising and profitmaking resulting from the use of public athletic fields
H. Assigned fields are sublet or re-allocated without prior approval from PCS.

Sponsorships, Banners, and Flags

Banners may be hung from the backstop and outfield fencing to acknowledge sponsors.

Banners must be removed at the end of allocated field time for the season.

Banner than remain will be removed by the Park and Community Services staff and organization will be charged for staff time and disposal.
If an organization chooses to fly the American Flag on site, it must be taken down each evening, or lit during dark hours. Violations will be given to organization who do not follow this federal law regarding the display of the flag.

No stakes may be driven into ground to hold tall flags or special equipment.

Tournaments, Camps, Clinics, Special Events

Any event that requires an additional registration fee (i.e. tournament, camp, clinic) outside of the league fees must be requested on a separate form, and may incur rental charges. Special events will also require a separate facility reservation form, and may incur rental charges.

Tournament requests must include information regarding the anticipated number of participants, and the field(s) required. Field requests are subject to approval.

Fees are charged per field per day. Field rental rates are $72/field, per day (resident rate); $136/field, per day (non-resident rate). Rates are subject to change.

Tournaments reservations are due no later than 30 days prior to date of use. No facility is deemed reserved until the rental fees are paid.

PCS staff will be assigned to the requested facilities from 8:30am – 3:30pm (subject to change). PCS staff is responsible to ensure that reservation policies are being followed, and will perform custodial services on the bathrooms and trash receptacles. The organization sponsoring the event is responsible for these services when PCS staff is not present.

Special equipment, including inflatable structures, field flags for advertising, bbqs, tables and chairs, etc. are not permitted in the park without prior approval from PCS. **No stakes may be driven into ground to hold tall flags or special equipment.** Corner flags for soccer fields are permitted.

The presence of any vendor may require a Special Event Permit, which can be submitted to the Parks and Community Services Department a minimum of 30 days prior to the event. Vendors are not allowed on City property without a permit. A permit is required for any sales during a tournament. Vendor/Peddler permits must be requested by the organization from the Finance Department no less than 10 business days prior to the event. The ORGANIZATION must contact Finance to request the vendor permits: 707-746-4225.

Leagues may operate their own concessions, including during tournaments and special events, provided that all appropriate permits are obtained and all health and fire laws are obeyed. Any organization operating concessions must have a staff on site that has a food handler's permit.

Vendors are NOT permitted to park any vehicles inside the park bollards.

Individuals that your organizations designate, may access the Benicia Community Park on Thursday and Friday mornings between the hours of 8:00AM and 12:00PM; to drive in supplies for your designated canteen. These individuals must display a City of Benicia permit, while in the park. Vehicle access will not be allowed at any other time. Please inform canteen workers to use your organization's golf cart, if they wish to bring in supplies or empty trash, at a time other than the designated days and times.

For special requests of vehicle access into Benicia Community Park, permits must be requested from PCS (Recreation Supervisor) a minimum of 3 days prior to the event. The request will be reviewed and you will be informed if the request is approved. If approved the Benicia Police Department will be notified and your organization will receive a letter, to show as proof of your approval by Parks and Community Services.

No vehicles may park for an extended time frame inside bollards. Vehicle access permits for bringing in supplies must be on display in a vehicle at all times.

Canteen Rental/Use

Use of the upper canteen at Benicia Community Park requires a separate contract and fee for use. Organizations can choose to contract use for a full season or for a weekend rental. Additional paperwork and fees must be submitted prior to use in order to receive keys to access the facility. The maintenance of the facility and equipment, to keep all in good working order, is required during use of the facility.

Keys and lock box codes

Facility keys will be placed in a lock box located at the facility site and left there during your season. The lock box will contain all the necessary keys to access City of Benicia supplies facilities and storage area, as well as access points to fields.

Facility keys CAN NOT BE DUPLICATED or removed from the lock box provided.
City keys MAY NOT be kept on personal key rings. All City keys must be returned to PCS once the fields are closed for winter.

PCS will set the code for each lock box. This code may not be changed without PCS permission. Organizations are not permitted to mount their own lock boxes in order to store City keys. The city will keep a list of the lock box codes, and will only provide the code to the President of the organization.

During winter closure, all lock box faces and/or facility keys will be removed from the facilities for safe keeping. Access to facilities during the winter closure, a time when no fields are allocated for use, must be arranged with PCS. A key will be checked out to the President of the organization, or an authorized representative specified by the President, and must be returned to the PCS office by the arranged deadline.

If keys are reported stolen or lost, the locks to the facility will be changed and new keys will be issued. This process will take, at minimum, 2 working days. You are responsible to ensure that the keys assigned to your organization are kept safe and locked in the lock boxes when not in use.

Replacement keys will be produced once per calendar year at no charge to the organization. Any additional replacement keys will be issued for a fee (based on staff time and cost of key). Any fees associated with key replacement will be deducted from the field deposit.

In no case shall anyone enter the grounds by force, or other than through the designated gates until opened by the PCS staff. Access to fields during closed hours is not permitted.

Player fees

At the end of each season, the organization must submit rosters/participant numbers to the Recreation Supervisor. The organization will be invoiced at $10/player for each player.

For organizations using fields for tryouts (one time use during an allocation season), a $10/player fee will be collected based on the roster of players that attend the one-time event.

Payments are due 30 days from receipt of invoice. Unpaid invoices will result in the organization not being allocated fields for the subsequent season.

Field Maintenance and Equipment

All of the fields available for allocation exceed the amount of recommended use, so organizations must take part in helping to reduce wear and tear on fields so that they remain safe for the duration of the year. The Parks and Community Services (PCS) Department will prep the fields after the winter rest and renovation period, and then hand over the fields to the users in a safe and playable condition. The users are responsible to maintain this safe and playable condition throughout the course of the year. Users must prep and maintain infields; PCS will maintain the turf areas.

When league demand in any sport exceeds the supply of suitable facilities, each league may be required to limit their registration based on available resources.

Each sports organization is responsible for providing their own game and field maintenance equipment such as bases, drag cart, drags, rakes, shovels, line chalk, etc.

There will be no construction, modification, or physical changes to any field or facility unless specific written permission is provided by PCS.

Once field allocations have been scheduled, it is up to each organization to make some decisions on actual use, to help achieve the goal of having safe and functional field for the participants.

- Keep practices and drills off high traffic areas, and move them to new locations each time. Reducing the stress on heavily used areas will decrease the amount of compaction and allow for grass to rest and grow.
- Move practice equipment around so the same areas aren't impacted. For practice, games areas should not be used, particularly for repetitive drills.
- Batting practice at Fitzgerald field should be held in the batting cages to reduce destruction of the sod on the mound and to reduce the damage at the plate.
- Each sports organization is responsible for preparing the facility for game play and practice such as: watering the infield, dragging, lining etc.
- Each organization is responsible for leaving the field in usable condition at the end of practice. This may require post game/practice field prep. Any organization that is found to leave facility in an unsafe or unusable state may have field allocations revoked.
- Volunteers/organizational staff that are responsible for prepping fields should be familiar with the videos/information regarding appropriate field prep. All field prep with motorized equipment must be performed at a SLOW AND SAFE SPEED.

Safe and playable conditions of the fields is possible with the proper prep and maintenance of the fields.

Please report any safety or maintenance issues (irrigation leaks, etc) as soon as they arise. It is better for us to be proactive, than reactive. PCS will address safety issues as time permits. Closure of the fields may be required to address any safety issue. The time frame for which repairs can be made is dependent upon the schedule of the Parks Department. Non-emergency issues reported after hours, or on the weekend (starting at 4pm on Friday), will receive attention on the following business day.

Requests or proposals for projects to fields or facilities must be submitted to PCS in writing with one year's notice. Proposals will be reviewed and the organization will be contacted in additional information or discussion is required.

All regular turf maintenance will be a Parks and Community Service responsibility for the City owned fields and select Benicia Unified School District fields. The organizations are NOT to mow, fertilize, water, etc. the turf areas. If you feel the turf on field needs attention, please contact the Parks and Community Services Recreation Supervisor to discuss the situation.

Mowing of fields is typically scheduled for Wednesdays and Thursdays. This schedule is subject to change based on field conditions and park projects.

Caps on base pegs should be replaced and covered with dirt when not in use. Please do not cover base pegs without cap/plug installed

Storage of supplies and equipment MUST be out of the public eye (exception is soccer goals, and football sled). All equipment must be removed from the field put away at the end of practice.

Equipment and supplies left on the field or in view of the public have potential liability implications, and will be removed from the facility.

All groups are responsible for policing the area used. This includes picking up all trash and placing the trash in the appropriate receptacles or dumpsters. Most locations have dumpsters, and all have trash receptacles. Organizations are responsible for picking up after their participants and spectators, and for keeping the parks clean. The field and surrounding public property area should be clean when allocated use is done.

Field Maintenance and Prep Guidelines

INFIELD TREATMENT & DRAGGING

1. Remove the bases and any other debris from the infield like sticks, rocks, or grass clippings.
2. Lightly moisten the infield skin or dirt area in preparation for dragging.
3. Nail/spike drag slowly (once or twice a week, especially after rain).
4. Slowly drag the field with a metal mat drag. This loosens the surface and levels and low spots. Keep the drag at least 6 inches from the grass edge to prevent lip build up. (Cover as much of the area as possible.)
5. After practices if there is no time to drag, rake around each base and put dirt back in low areas. This helps with the areas in front of second and first base where kids tend to slide a lot.

Tips & Hints

- Change the direction and starting location of dragging frequently to prevent buildup at the same places. Dragging in a circular pattern is also helpful in preventing buildups and for distributing the infield mix evenly. In addition, this will also allow you to finish on opposite sides so there is not a huge dirt build up on one side of the field where you stop the drag each time.
- Use a field rake along the grass edge to level it. If dirt gets on the grass area, use a plastic fan rake to get it out.
- Don't just drag before practice or a game: drag afterwards and you will have a better field. If you do not, the overnight moisture or rain will harden foot marks and you will have to work harder the next day.

PITCHER'S MOUND

1. Sweep or rake the loose material from the landing area and top of the mound. This allows the hard ground to be exposed. (The landing area is the place where the pitcher lands with his lead foot.)
2. Lightly moisten the exposed hard ground and the loose material to ensure the dirt will bind when packed back into the holes. Let it set and absorb for a few minutes if you can.
3. Rake the loose, but moistened material back into the holes.
4. *(Use fresh clay whenever possible when tamping: Turface makes a great top dressing for the mound.)
5. Tamp the loose dirt or clay into the ground. It helps to put a towel over the area you are going to tamp so the dirt/clay does not stick to the tamp.
6. Rake down or sweep the newly repaired areas as well as the rest of the mound.

7. Water the entire pitcher's area.
8. Once the pitcher's mound is completely prepared for the game, you can cover it with a tarp to maintain proper moisture level.
9. It is recommended that this process is done the evening before games to allow for the clay or loose dirt to harden overnight.

HOME PLATE AREA

1. Rake the loose material from the batter's box and catcher's box. This allows the hard ground to be exposed.
2. Lightly moisten the exposed hard ground and the loose material to ensure the dirt will bind when packed back into the holes. Let it set and absorb for a few minutes if you can.
3. Use clay whenever possible, especially if the hole gets big, to properly build it back up.
4. Rake the loose, but moistened material back in the holes.
5. Tamp this loose dirt into the ground. Use a tamp or the smooth back of a field rake.
6. Rake down the newly repaired areas as well as the rest of the home plate area.
7. Water the entire area.
8. Once the home plate area is completely prepared for the game, you can cover it with a tarp to maintain a proper moisture level.
9. Using mats over the batter's box area during batting practice will also help greatly in keeping the box level.
10. *(Do not just fill in the foot holes with dry dirt. That does not help. Unless... your sprinklers totally soak the dirt area at night for at least 20 minutes and then you have hot, sunny weather the next day to bake and harden the dirt. Otherwise, just filling the holes with dry dirt is worthless. Nobody wants to use that - it disintegrates after a couple batters and does not provide good footing.)

BASE PATH AREA

1. It is best to maintain as much of the base path by hand as possible
2. It is okay to walk a smaller drag, but make sure that the drag does not overlap the grass area which can damage the grass and cause a lip or ridge at the edge of the grass. Rakes can also be used on the base paths.
3. Rakes can go closer to the grass edge than a drag. When raking, be sure to go up and down the baseline, not across the base path.

Preventative Maintenance and Repairs

As repairs are needed, small sections of the fields may be taken offline to address issues.

- Infield repairs and preventative maintenance may include:
    - Replacing clay or infield mix around pitcher's rubber
    - Replacing and compacting clay in batter's box
    - Removing ruts due to improper dragging of field or weather
- Outfield repairs and preventative maintenance may include:
    - Wear spots
    - Damage from pests/animals
    - Damage to sod resulting from pitching/batting practice in front of mound

Such repairs will require the closure of sections of fields for a short period of time. Please adjust your use of the space to accommodate the closures.

Lighted Fields

Lights must be extinguished by **10pm at all lighted fields**. Players are not permitted on fields after sunset without lights. Therefore, clean up must take place before lights are extinguished and players must have vacated fields before lights out.

It is the responsibility of the coach/organization to extinguish lights after the final practice of the night. If lights are found to be burning when no teams are present, the organization with priority use of the space may be charged for excessive use.

Field Closures

The Parks and Community Services Department will be responsible for determining if a sports field is in playable or unplayable condition and is the final authority as to the playability of a City facility or facilities under it's jurisdiction.

In the event of rain/wet conditions the Parks and Community Services Department staff will send a field status email to the president of each sports organization by 3:00pm. It will then be the president's responsibility to notify coaches and officials of the scheduling changes.

Fields closed for the day by PCS may not be opened by an organization for any reason**. Field use when closed may result in the loss of field privileges.**

Referees, coaches, or organization representatives do not supersede decisions made by PCS.

The sports organization representative (not coaches or players) should contact the Parks and Community Service Department if they have any questions as to the playability of a facility. On the weekends, it is the responsibility of the president of each organization to determine the playability of the field. Presidents should use their best judgment in making these decisions and consider safety and functionality of each field.

Assessment of Sports Fields

The City of Benicia manages 19 sports fields over 9 sites. These facilities are under enormous pressure from continual use. To ensure their playability and condition over the long term, some may be closed from time to time.

- Why are fields sometimes closed?
  Fields may be closed because of wet weather, to undertake maintenance (e.g. end of season turfing), to undertake urgent repairs (e.g. repair broken irrigation or field damage from unauthorized use when fields are closed) or other works, including special events.
- Why close fields when it rains?
  Playing on fields that are wet causes major damage that can force fields to be closed for long periods of time. Closing wet fields prevents this damage and ensures that fields can be used more over the long term. Wet and damaged fields also present safety issues for participants. Safety is our #1 concern for users.
- Why do some fields remain closed when it STOPS raining – even if the sun is out?
  Some fields require many days of continuous fine weather to completely dry out. All fields have different characteristics, such as soil type and drainage capacity and recover from rain at different

speeds. Some fields may feel dry but may still be wet underneath. For sports that use the infields and outfields, though the infields may look dry and usable, the outfield may pose safety issues and thus the field will be closed.

- How does the City decide which fields are open and closed?
  Decisions are based on inspections, weather conditions and field characteristics. Our staff members inspect fields to determine which are kept open and which are closed. If fields are closed, follow up inspections continue until all are opened.

- Which fields are inspected?
  Usually only our competition fields (also used for practices) are inspected when it rains. The neighborhood parks used for practices are not always inspected, but if all athletic fields are closed, then the neighborhood parks are closed as well.

- When are field inspections conducted?
  During the week, inspections are conducted in the afternoon, usually by 3pm. We wait until the end of the day to assess fields, to allow for the best possible decision about usability. A field that is closed in the morning, may potentially be open by the afternoon. The earlier a decision is made about field status, the greater the chance that the field will be closed.

- Why can't sports groups decide whether a field is open?
  The City is best placed to inspect fields because it is responsible for managing risks associated with use of open space including ensuring fields are safe. Staff will consider the impact of closures equitably. City staff has the technical expertise to assess wet fields and can communicate in a timely way with all users. On occasion, the Recreation Supervisor will give the President of an organization the opportunity to make a decision regarding playability of the fields.

- As a parent or participant, how can I find out if the fields are open for games/practices?
  The Recreation Supervisor that oversees the allocation of fields for all users will contact the President of each sport user group, or the manager of any Adult Sport League, to let them know the status of the fields. The status is relayed to the President/Manager by 3:00pm Monday-Friday. Please contact your organization President, or your Team Manager to find out if games or practices will be cancelled. Please do not call the Parks and Community Services office.

    - **NOTE:** A wet field is damaged about 5 times the amount of damage from regular use.
    - **TIP:** When ground is soft, but fields are open, reduce or eliminate repetitive drills in one location, as this will do significant damage to the sod.

If a user group fails to follow the City's decision and proceeds to utilize the facility for play or practice, the City may revoke or limit their privilege of using the facility.

Vehicle Access to Fields/Facilities

Individuals that your organizations designate, may access the Benicia Community Park on Thursday and Friday mornings between the hours of 8:00AM and 12:00PM; to drive in supplies for your designated canteen. These individuals must display a City of Benicia permit, while in the park. Vehicle access will not be allowed at any other time. Please inform canteen workers to use your organization's golf cart, if they wish to bring in supplies or empty trash, at a time other than the designated days and times.

For special requests of vehicle access into Benicia Community Park during tournaments or special events, submit the details to the Recreation Supervisor a minimum of 3 days prior to the event. If

approved your organization will receive a letter, to show as proof of your approval by Parks and Community Services.

Annual Rest and Renovation of Fields

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. PCS attempts to accommodate user groups, but ultimately, the health and safety of the user, and the condition and playability of the fields takes priority. This may require the closure of fields or facilities, denial of field use, or alternate sites for use.

Benicia Middle School Fields

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Rest & Reno		Benicia Fastpitch/City of Benicia								BYFC	R&R
2	Rest & Reno		Benicia Little League				Benicia Youth Football and Cheer					R&R
3	Rest & Reno		Benicia Little League				Benicia Youth Football and Cheer					R&R

Downtown Fields (Maria, Ribeiro, Fitzgerald)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
M	Rest & Reno		Benicia Little League								R&R	
R	Rest & Reno		Benicia Little League								R&R	
F	Rest & Reno		Benicia Little League/Old Timers					BLL/Fall baseball			R&R	

Benicia Community Park Fields

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Rest & Reno		Benicia Fastpitch				Benicia Youth Soccer				R&R	
2	Rest & Reno		Benicia Fastpitch/City of Benicia				Benicia Youth Soccer/City of Benicia				R&R	
3	Rest & Reno		Benicia Fastpitch				Benicia Youth Soccer				R&R	
4	Rest & Reno		Benicia Fastpitch/City of Benicia				Benicia Youth Soccer/City of Benicia				R&R	
5	Rest & Reno		Benicia Little League								Rest & Reno	
6	Rest & Reno		Benicia Little League								Rest & Reno	

Jack London Fields

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Rest & Reno		Benicia Fastpitch				Benicia Youth Soccer				R&R	
2	Rest & Reno		Benicia Little League				Benicia Youth Soccer				R&R	

After hours procedure

Please report any maintenance issues as soon as they arise. It is better for us to be proactive, than reactive. Non-emergency issues reported after hours, or on the weekend (starting at 4pm on Friday), will receive attention on the following business day.

If problems or concerns arise that require IMMEDIATE and EMERGENT attention regarding the functioning of a facility on weekdays after 5:00pm (M-Th) or 4pm (F) or on weekends, facility users must do one of the following:

A. Cancel the program until the problem is resolved and attempt to reschedule.
B. Call the Police Department at 745-3412 to contact an on-duty Parks and Community Services Department employee.
C. Call the Police Department to have a Parks and Community Services Department employee contacted for an emergency "call out". **NOTE:** If the Parks and Community Services Department determine that the "call out" was inappropriate or due to negligence on the part of the sports organization making the request, a "call out" fee may be charged. This "call

out" fee will be $90 to $120 and the organization will be billed for the full amount. Emergency "call outs" for circumstances beyond the control of the facility users or as a result of negligence on the part of the City will not be charged to the organizations.

GENERAL PARK RULES

- Vehicles are prohibited in the park and picnic areas. You may not use access roads, sidewalks, or the grassy areas to drive to the picnic areas to unload equipment, supplies, or people.
- Outside BBQs, additional tables and chairs (creation of a new picnic area, or expanding an existing one) are not permitted.
- Banners, posters, plastic sheeting, blankets or other materials cannot be hung from the wood shade arbors or Gazebo.
- Portable radios are permitted, but the volume must remain at a "reasonable" level.
- Carnival games, food machines (i.e. snow cones machines, cotton candy machines, or anything that requires access to electricity), and other party rentals are not permitted in parks/picnic areas.
- Personal generators may not be brought into parks to power any electronic devices. The only generators permitted are those that are rented to provide power to an approved inflatable/jumper.
- Alcohol must stay in the reserved picnic area. Alcohol is not permitted outside of the picnic area.
- Dogs must be on leashes at all times and are not permitted on the playing fields.
- Refunds are not issued due to rain.

PLACEMENT OF SIGNS ON PUBLIC PROPERTY

Often leagues place signs around town to advertise league registration. The following are guidelines regarding the placement of signs on public property and right-of-way areas. Please understand that these guidelines are established for public safety and to ensure that public property is not damaged. All types of signs are prohibited in the following areas:

- Public parks and other planted areas
- Public landscaped or non-landscaped medians
- Signs that block access or traffic views in the right-of-way
- East 2nd Street bank adjacent to Interstate 780
- Improved public areas and structures

Signs that are reported at any of the above locations are removed immediately. There is no notice prior to removal. Signs shall be stored at the City's Corporation Yard, located at 2400 East 2nd Street. The agency that the sign belonged to will be notified by Parks and Community Services staff.

We thank you in advance for your cooperation in following these guidelines. If there are any questions, please do not hesitate to contact PCS at 746-4285.