

Welcome To

**SOUTH PARK
SPORTS COMPLEX**

THE FOLLOWING RULES & GUIDELINES ARE IN PLACE FOR YOUR PROTECTION

ALL PATRONS MUST PARTICIPATE IN A FRIENDLY & SPORTSMANLIKE MANNER AT THE SPORTS COMPLEX. THE ELIZABETH CITY/PASQUOTANK COUNTY PARKS AND RECREATION PHYSICAL & VERBAL ALTERCATION POLICY IS ENFORCED AT THIS FACILITY.

THE ELIZABETH CITY/PASQUOTANK COUNTY PARKS AND RECREATION AUTHORIZES TEAMS, INDIVIDUALS, & LEAGUES TO USE THE SPORTS COMPLEX FIELDS. UNAUTHORIZED USE IS STRICTLY PROHIBITED.

THE SPORTS COMPLEX RESERVES THE RIGHT TO POSTPONE, DELAY, OR CANCEL ANY EVENT AT THE FACILITY DUE TO UNSAFE PLAYING CONDITIONS, INCLEMENT WEATHER, LIGHTNING, OR GENERAL PRECAUTIONARY MEASURES TO PRESERVE PLAYING SURFACES & MAINTAIN A SAFE ENVIRONMENT.

IN THE EVENT OF LIGHTNING OR INCLEMENT WEATHER CONDITIONS, PATRONS, PLAYERS, & COACHES MUST SEEK SHELTER IMMEDIATELY IN THEIR VEHICLES.

THE ELIZABETH CITY/PASQUOTANK COUNTY PARKS AND RECREATION DEPARTMENT & THE SPORTS COMPLEX ARE NOT RESPONSIBLE FOR BATTED OR THROWN BALLS OR BATS ON THE FACILITY GROUNDS. PATRONS MUST BE AWARE OF THEIR SURROUNDINGS AT ALL TIMES.

THE SPORTS COMPLEX IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO PERSONAL PROPERTY.

OUTSIDE FOOD & BEVERAGES ARE PROHIBITED INSIDE THE ADMISSION GATES.

SKATEBOARDS, ROLLERBLADES, SCOOTERS, BIKES, OR ANY LIKE ITEMS ARE PROHIBITED INSIDE THE ADMISSION GATES.

ALCOHOL, GUNS, WEAPONS, & GLASS CONTAINERS ARE PROHIBITED.

THE SPORTS COMPLEX IS A TOBACCO-FREE ENVIRONMENT.

ALL PATRONS, PLAYERS, DIRECTORS, & UMPIRES MUST PARK VEHICLES IN DESIGNATED PARKING SPACES. VEHICLES ARE PROHIBITED INSIDE THE CONFINES OF THE FACILITY & ANYONE IN VIOLATION WILL HAVE THEIR VEHICLE TOWED AT THEIR EXPENSE.

SOFT TOSSING OR HITTING INTO FENCING IS PROHIBITED. NO METAL SPIKES ALLOWED.



**THANKS FOR YOUR COOPERATION AND ENJOY YOUR
TIME AT THE FACILITY.**

*South Park Sports Complex is a division of
Elizabeth City/Pasquotank County
Parks and Recreation Department*

TO: South Park Sports Complex Users

FROM: Elizabeth City/Pasquotank County Parks & Recreation Department

RE: South Park Sports Complex Reservations

Thank you for choosing the South Park Sports Complex to host your event(s). The Elizabeth City/Pasquotank County Parks and Recreation Department is proud to have you as our guest and hope to build a lasting relationship with your organization during our first year of operations. Please read the following pages carefully.

The rules, regulations, guidelines and fee structure are in place to make sure you and your organization have a safe, fun, and professionally operated facility while hosting your event.

Once you have read over all attached forms please sign and return one copy and keep the second copy for your records. All forms must be returned to my office no later than 30 days prior to your event.

Once again thank you for choosing the South Park Sports Complex to host your event(s) and we look forward to working with you.

Cordially,

SOUTH PARK SPORTS COMPLEX FACILITY RULES & GUIDELINES

1. All South Park Sports Complex usage must be given authorized permission to host any tournament play on the fields located at the Sports Complex.
2. Tournament organizations hosting events at the South Park Sports Complex must have no less than eight (8) teams participating in that weekends event in order for the Sports Complex to award the weekend to the organization.
3. All tournaments at South Park Sports Complex will be conducted between the operating hours of the complex from 8:00am to 11:00pm. **No new game will be started after 9:00pm.** Factors such as inclement weather, may allow for extended operating hours depending upon individual situations.
4. The South Park Sports Complex staff reserves the right to postpone, delay, or cancel any event at the Sports Complex due to unsafe playing conditions, inclement weather, lightning, or precautionary measures to preserve playing surfaces and maintain a safe environment for all patrons. In the event that any game is delayed due to lightning or deteriorating weather conditions, patrons, staff, players, and coaches will be notified over a public address system and will need to seek shelter immediately in their vehicles. No coaches, players, or staff will be allowed to remain inside the dugouts or on the fields during a delay. Only after the inclement weather situation has passed and our staff has given the go ahead will entrance be given to go back onto the playing fields and dugouts.
5. Any abuse or damage to the South Park Sports Complex that is not normal wear and tear of tournament usage will be the sole responsibility of the tournament organizer and/or the sanctioning organization of the tournament. Documentation of any occurrences will be made and responsible parties will be notified for reimbursement. If the responsible parties do not comply with paying for damages their organization will not be allowed back into the South Park Sports Complex until the situation is resolved and will forfeit any future secured dates at the Sports Complex. Further legal action may result depending upon the severity of the occurrence.
6. Any organization wishing to use the electronic scoreboards at the complex must provide personnel over the age of 14 years old. No children will be allowed to operate the scoreboards. Tournament organizers will be responsible for any broken or missing controllers and will be billed for any damages.
7. Any organization hosting tournaments at the South Park Sports Complex must have and show proof of its organization insurance coverage. A **Certificate of Liability Insurance** in the amount of no less that one million dollars and showing the City of Elizabeth City and Pasquotank County as additionally insured is required prior to each tournament. All teams, players, and coaches participating in any tournament are to be covered under the organizations insurance policy or have their own coverage. The Elizabeth City/Pasquotank County Parks and Recreation Department also requires tournament organizers or organizations to sign a **Hold Harmless Agreement** (attached) stating the City of Elizabeth City and Pasquotank County are not to be held liable for any injuries occurring while at South Park Sports Complex.
8. The South Park Sports Complex is not responsible for any batted or thrown balls or bats inside the confines of the complex. Players and patrons need to be aware of their surroundings at all times. Should medical attention be needed please call 911 and notify the complex supervisor immediately on site.
9. All tournament organizations and their patrons will be expected to participate at the South Park Sports Complex in a friendly and sportsmanlike manner. The Parks and Recreation physical and verbal altercation policy will be enforced while in the confines of the facility. The South Park Sports Complex staff reserves the right to dismiss any persons not acting in a proper manner. Copies of our policies can be picked up at the concessions area of the park.
10. The Sports Complex, City of Elizabeth City, and Pasquotank County are not responsible for any loss or damage to personal property while patrons are at the Sports Complex. Please make sure to lock all cars and do not leave bags or personal items unattended.

11. **No glass containers** will be allowed inside the Sports Complex.
12. No skateboards, rollerblades, scooters, bikes or any like items will be allowed past the gates at the entrance to the playing fields.
13. All patrons bringing pets to the Sports Complex grounds need to keep pets on their leashes and clean up after them accordingly. Patrons may bring pets to the Sports Complex grounds, however they will not be allowed past gates of the complex playing fields.
14. **NO ALCOHOL** is allowed on South Park Sports Complex property.
15. The South Park Sports Complex is a **Tobacco/Vape Free Environment**. Patrons wishing to indulge in tobacco products must do so in the parking lot areas.
16. **No Guns or Weapons** are allowed on Sports Complex property.
17. All patrons, players, directors, and umpires must park in a designated parking space in the general parking lot areas. No vehicles will be allowed inside the confines of the complex and anyone in violation of this rule will be asked to leave or their vehicle will be towed.
18. Tournament Directors must submit their tournament schedules, number of fields needed, field dimensions, and any other requests no later than 4:00pm on the Thursday before that weekend's event. In the event that a tournament starts on a day other than Friday or Saturday the tournament director must submit their tournament form no later than three days prior to the event's first game.
19. No outside vendors of any kind will be allowed to sell, distribute, or provide any sort of services on the grounds of the Sports Complex without first receiving approval from the Elizabeth City/Pasquotank County Parks and Recreation Department.
- 20. Soft tossing or hitting into fencing is prohibited at the Sports Complex. Tournament organizers need to help ensure this rule in order to preserve the grounds.**
21. The Sports Complex reserves the right to deny any signage entering the Sports Complex grounds. Any tournament organization wishing to display signage of their organization or of their sponsors must first get permission to display signage and must display any signage in designated areas only.
22. The Elizabeth City/Pasquotank County Parks and Recreation Department reserves the right to make any changes during the calendar year if we feel changes are needed in order to better service our facility and its patrons.

By signing below, I have read and understand all rules, regulations, and guidelines that have been set forth by the South Park Sports Complex.

Signature of Host: _____ Date: _____

Signature of Sports Complex Manager: _____ Date: _____

SOUTH PARK SPORTS COMPLEX FACILITY FEES, RATES, & GUIDELINES FOR TOURNAMENTS

1. A nonrefundable deposit of \$200.00 is required in order to hold each weekend date for sanctioned tournaments. In the event that an organization's tournament is cancelled for any other reason than inclement weather, the organization will forfeit this fee. This is to ensure that the complex dates will be used to its capacity. The deposit amount will go towards total fees owed for tournament.
2. The South Park Sports Complex charges \$200.00 per field per day. The deposit amount of \$200 will be subtracted from total owed. All fees must be paid prior to start of the tournament. Failure to comply with payment requirements will result in scheduled event(s) by tournament host to be forfeited until all fees have been remedied.
3. Tournament directors can charge gate fee for entry into the event; however if charge gate fee, all staff required to run operation is the responsibility of the tournament director. Elizabeth City/ Pasquotank County Parks and Recreation will not be responsible for any staff or money collected as admission/gate fee.
4. All sponsorships and advertising dollars including, but not limited to, outfield signage, banners, event programs, marketing kiosks or booths, and vendor sponsorships are the property of the Elizabeth City/Pasquotank County Parks and Recreation Department. No organization will be allowed to put up any advertising, marketing or promotional signage at the Sports Complex without receiving approval.
5. Organizations wishing to setup a booth to sell t-shirts or other non-perishable goods pertaining to your organization may do so in one designated location. The vendor fee to sell your organization's items will be \$50.00. Only items pertaining to your organization (t-shirts, hats, or balls) will be allowed to be sold at this booth unless a \$200.00 or 25% of GROSS sales contract is signed.
6. Outside vendors that sell non-perishable goods (i.e.: sports equipment) must apply for a permit, receive approval and pay a fee of 25% sales to the City of Elizabeth City no later than one (1) week after the event. We reserve the right to deny any vendor or sale of any type of item on the property of South Park Sports Complex.
7. All concession operations are the sole responsibility of the Elizabeth City/Pasquotank County Parks and Recreation Department and revenues gathered by the sales of any food and beverage are the property of the Elizabeth City/Pasquotank County Parks and Recreation.
8. Team registration fees will be set, collected, and be the sole responsibility of the sanctioned tournament organizer hosting the event. The Elizabeth City/Pasquotank County Parks and Recreation Department will not be responsible for any direct expenses of operating the tournament. This includes, but is not limited to, the purchase of equipment to operate the tournaments, baseballs, trophies, umpires & fees, hotel accommodations, scoreboard operators, public address announcers, insurance costs or organizational fees.
9. The South Park Sports Complex will be responsible for the prep work of all fields, operation of field lights during evening events, cleaning the facility every evening, and complying with sanctioned organizations standards and playing guidelines for the duration of the tournament. Fields will be drug and lined after every 2 games. Additional work between games from our ground crew staff will be minimal and reworking fields between games will come at an additional cost of \$20 per field per request.

- Is your organization interested in having the service of relining and reworking the fields between games or at certain points during the day at this additional cost?

YES _____ NO _____

Please initial here: _____

10. In the event of inclement weather, our grounds crew staff will do work diligently to get all playing surfaces back in shape for play in a timely manner. We will use up to 15 bags of drying agent per tournament to help bring the fields back up to play. In the event that more than 15 bags of drying agent are needed to repair the fields, the Tournament Organizer will have the option to cancel the tournament or pay the cost of materials needed to continue play. (A bill will be sent once the tournament is complete). The cost of drying agent is \$12.00 per bag.

- Is your organization interested in having the service of using additional bags of drying agent, over the 15 provided, in order to try to ensure playing surfaces will become playable after or during rains at this additional cost?

YES _____ NO _____

Please initial here: _____

By signing below, I have read and understand all rules, regulations, rates, fees and guidelines that have been set forth by the South Park Sports Complex.

Signature of Host: _____ Date: _____

Signature of Sports Complex Manager: _____ Date: _____

**SOUTH PARK SPORTS COMPLEX
2016 AGREEMENT AND DATES AWARDED**

Sanctioning Body:

Tournament Host:

Organization Hosting:

Phone Number:

Tournament Dates Awarded:

- 1.**
- 2.**

By signing below, I have read and understand all rules, regulations, rates, fees and guidelines that have been set forth by the South Park Sports Complex.

Signature of Host: _____ Date: _____

Signature of Sports Complex Manager: _____ Date: _____

SOUTH PARK SPORTS COMPLEX HOLD HARMLESS AGREEMENT

THIS RELEASE AND INDEMNITY AGREEMENT made and given on _____, 20____,
by _____ ("Host Director", Organization Name) to the City of Elizabeth City and
Pasquotank County, North Carolina, its elected officials, agents, and employees;

WHEREAS, "Host Director" has requested permission to use property for the following purpose:

Hosting a Softball/Baseball Tournament Event at the South Park Sports Complex Property
(whether one or more, the "Activity")

WHEREAS, in order to induce the City/County to permit the Host Director to use the Property for the
Activity specified, the Host Director has agreed to release, indemnify, and hold harmless the city to the
extent herein below provided.

NOW, THEREFORE, in consideration of being granted the right to use the Property, the Host Director
hereby agrees to:

- (I) RELEASE, ACQUIT, AND FOREVER DISCHARGE the City/County from any and all claims losses,
damages, or liability (present or future), on account of injury to persons or property,
including injury resulting in death, arising out of or any way connected with the use of the
Property for the Activity specified above, or for any other activity or activities at the
Property by the undersigned Host Director during the term of this Release and Indemnity
Agreement; and
- (II) INDEMNIFY, DEFEND, AND HOLD HARMLESS the City/County from and against any and all
claims, losses, damages, or liability (present or future _ and all costs, charges, and fees,
(including court costs and reasonable attorney's fees) related thereto, arising out of, or in any
way connected with the use of the Property by the undersigned Host Director, or anyone using
the Property under the auspices of the undersigned Host Director, or with the implied or
express consent or the undersigned.

It is understood and agreed that the City/County makes no representation or warranty, express or
implied, that the Property is suitable, safe, or appropriate for the Activity and that the undersigned Host
Director assumes the risk of any loss, damage, or liability resulting from the use of the Property. The
undersigned will not use or authorize anyone to use the Property for any activity except the Activity
specified above except with the consent of the City/County or its duly authorized representative.

It is further understood and agreed that if any term or provision of this Release and Indemnity
Agreement, or the application thereof to any person, firm, corporation, or circumstance shall, to any
extent, be deemed invalid or unenforceable, the remainder of this Release and Indemnity, or the
application of such term or provision to persons, firms, corporations, or circumstances other than those to
which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this
Release and Indemnity Agreement shall be valid and enforceable to the fullest extent permitted by law.

The undersigned has carefully read this Release and Indemnity Agreement and executes it voluntarily
in his or her duly authorized, official capacity on behalf of the Host Director.

Date: _____

Name of Host Director

Sanctioning Body of Tournament Event

South Park Sports Complex Inclement Weather Field Use Guidelines

Sports Complex Weekend Programming

All ball fields needed for use during weekend tournaments will be prepared on either Friday or on Saturday morning between 6:00am-9:00am if the fields are being used on Friday night. In the event of rain Friday night the Sports Complex maintenance staff will attempt to prepare fields up until 9:00am Saturday morning. Field preparation under these circumstances will be in accordance with the above procedures. Due to time constraints the field will be assessed one time. At this point a decision will be made whether or not a field can be made playable.

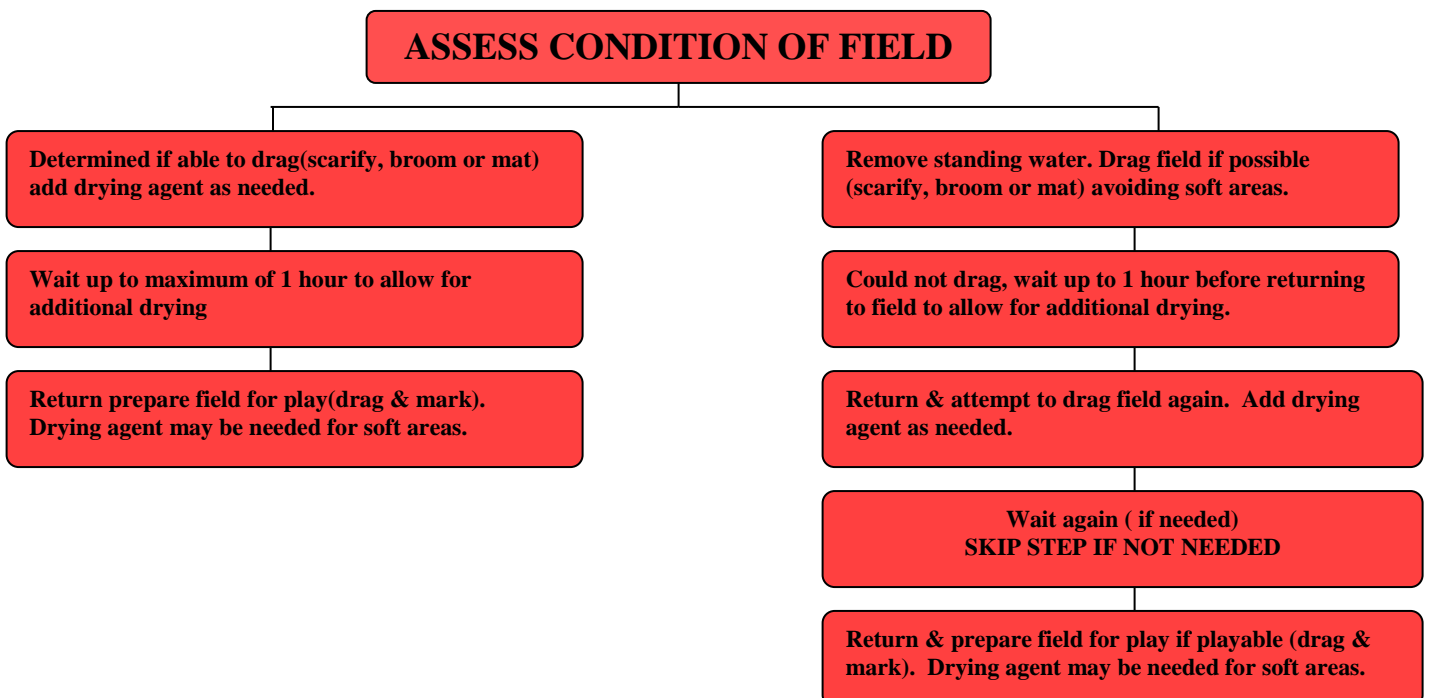
Weekend Tournaments

In the event of rain during a tournament, a field inspection will be completed by the Sports Complex Maintenance Representative, the On-Site Facility Manager, and respective Tournament Director will meet to discuss cancellation of play, delays, and timelines for rescheduling. Rain delays and tournament modifications will be the first alternatives before total cancellation. Some fields may be declared unplayable while others may drain better and can be made playable sooner. The Sports Complex Maintenance Staff will need to keep track of the total amount of field drying material used on getting fields back into playable shape.

Field Preparation Best Management Practices & Processes (all fields):

- Never attempt to remove water from the infield using a broom to push water towards a grass area. This practice has long term effects, to include: depressions in the playing surface, future puddling of water, and inconsistent grade of the skinned surface.
- Water should be removed or distributed through the use of gas powered blowers or manual hand pump.
- The use of a drying agent is permissible if properly applied in accordance with product label and use rates. The use of field drying agent is not to exceed 10 bags per field a day and is not to be applied until the standing water has been removed.
- A 1200-D shall be used to "open up" the field so that wet, compacted areas can be exposed and allowed to dry naturally. Then wait before applying additional drying agent. The excessive use of drying agents adversely effects infield soil composition.
- Drying agents used sparingly can be used in turf situations but only if applied in a thin coat across the affected area.

Inclement Weather Field Preparation Process



South Park Sports Complex

ATTENTION LEAGUE/TOURNAMENT UMPIRES:

Thank you for assisting us at the South Park Sports Complex. Without the help of individuals like you, this league/tournament could not be a success. The following guidelines are in place for the dressing facility.

- ❖ Use refrigerator as needed
- ❖ Use close rack as needed
- ❖ Smoking and spitting on the floor are prohibited
- ❖ Keep door closed and locked at all times
- ❖ Remove dirt from shoes before entering room
- ❖ Do not leave clothes/equipment over night
- ❖ Remove all trash at end of day

We appreciate you helping to keep our facility in top-notch shape and are available if you need further assistance. Once again, thanks for all you do.

Sincerely,

The South Park Sports Complex Staff

South Park Sports Complex Facility Damage Report

Supervisor(s): _____ Date: _____

Location: Field 1 Field 2 Field 3
 Field 4 Field 5

Area	Checked	Problem/Comment
Gates locked at Start/Finish		
Office Locked		
Field Set Up(bases, lines, etc)		
Field Surface		
Gravel/Emergency Access Clear		
Backstop Condition		
Condition of Fence		
All Equipment Properly Stored		
All Biohazard Properly Disposed		
Field Lighting/Scoreboard Lights		
Storage/Umpire Room Condition & Cleanliness		
Concession Facility		
Restrooms		
Parking Lot		
Trash on Grounds		
Other		

Please list any concerns regarding weather or any other issues concerning the Sports Complex.



Elizabeth City/Pasquotank County Parks & Recreation Department Accident/Incident Report

Name of Injured: _____ Age: _____

Address: _____ City/State/Zip _____

Phone Number: _____ Alternate Number: _____

Person Accompanying: _____ Relationship _____

Parents Name(if child injured) _____

Date of Incident _____ Time of Incident _____

Officials Called to Scene (*Police, Fire, Rescue, Supervisor*)

Was Injured Transported to Hospital? Yes/No

Describe Extent of Injury:

Describe Aide Rendered: _____

Rendered By: _____ Whose Authority? _____

Description of Accident/Incident _____

Witnesses:

Name _____

Address _____ Phone _____

Name _____

Address _____ Phone _____