



## **CASWELL PARK BASEBALL/SOFTBALL COMPLEX 2024 POLICY MANUAL**

The Caswell Park Baseball/Softball Complex is a state of the art, four-field baseball/softball facility built for both the citizens of Knoxville and out of town guests for their recreational use and enjoyment. Below is a list of policies that apply to the use of this facility. Groups and/or individuals who wish to use this facility on a short-term basis must abide by these policies. Any questions regarding these policies should be directed toward the City of Knoxville's Parks and Recreation Department.

### **INSURANCE REQUIREMENTS:**

Any group wishing to rent all or part of this facility, shall have written proof of ***\$1,000,000 in liability and major medical insurance*** and have the City of Knoxville specifically named as an additional insured. A copy of the insurance policy with the City of Knoxville named shall be turned in by Wednesday at 4pm. No tournament will begin until this document is received.

### **DEPOSIT FEE:**

A deposit check of \$250 must be provided once a "Facility Request Form" has been submitted and approved by the Athletic Coordinator. This deposit will be applied toward the final total cost due to the City of Knoxville for use of the complex. Please make checks to "City of Knoxville" and mail to the address at the end of this form. **All deposits are non-refundable, except in the case of a cancellation due to weather where the entire tournament is "washed out"**.

### **UMPIRES:**

Tournament Directors are responsible for providing and paying umpires during their rental at Caswell Park. KPRD reserves the right to approve all umpires used for games played at our facility. Local, qualified umpires are preferred. Umpires should be registered and in good standing with whatever particular group they are representing. Umpires must be in proper attire at all times. An "umpire in charge" will be designated as the primary contact with KPRD staff.

### **MANDATORY PRE-TOURNAMENT PROCEDURE:**

Each Tournament Director is required to contact the Knoxville Parks and Recreation Department by the Tuesday prior to rental date(s) by phone or appointment. The Tournament Director must submit their completed Field Set-Up Form and insurance policy verification by email or fax by 4pm the Wednesday prior to the rental date(s).

## RESPONSIBLE PARTIES:

User groups/individuals of Caswell Park will be responsible for:

- **Providing an Onsite Tournament Director:** This person is in charge of the tournament at all times, and can not be a coach, umpire, scorer, gate worker, etc.
  - Scheduling Games
  - Scheduling and paying gatekeepers
  - Scheduling and paying umpires
  - Providing tournament brackets
  - Scheduling and pay scorekeeper
  - Provide trainers (if required)
  - Providing rain out policy
  - Providing Balls
  - Providing tournament rules
  - Advertising
- **FIELD DRYING AGENT:** In case of inclement weather, the cost of field drying agent is \$12.00 per bag. Please know how much you want to spend on this material in advance.

## The City of Knoxville Parks and Recreation Department will be responsible for:

- **FIELD SUPERVISOR:** 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. This will be done each morning of the rental before play begins. Please note that in case of short-staffing we may not be able to perform some field maintenance.
- **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. KPRD will oversee all aspects of food/drink sales, including staffing, pricing, etc. **OUTSIDE COOLERS ARE NOT PERMITTED INSIDE CASWELL PARK (Exception - 1 cooler per team)**
- **RESTROOMS:** Clean restrooms for men and women will be provided. The field supervisor will handle any plumbing problems and has access to additional restroom supplies.
- **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.
- **SECURITY:** A security individual or "Field Supervisor" will be on site to patrol the parking lots, deal with any disturbances, and generally assist the field supervisor as needed.

## CASWELL PARK RULES

The Knoxville Parks and Recreation Department has the following rules for Caswell Park that are expected to be followed by all users of the facility.

- No alcoholic beverages (including parking lots, surrounding area, etc.)
- No pets
- No knives, firearms, or explosives
- No outside coolers (1 per team allowed)
- No outside food or beverages

- No profanity or loud threatening language
- No hitting into the fences
- No tobacco products
- No individuals under 14 years old to be in the scorer's tower
- All warm ups must be done in the outfield or other designated area(s)
- Games may not begin before 8:00AM and can not start a game after 10:00PM

***VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES.***

#### **INCLEMENT WEATHER:**

Each user group/individual shall have a written "Inclement Weather Policy" on hand for their activity in case of rain or other weather conditions that might delay or postpone 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. Tournament Directors shall turn in their wishes should there be delays (such as "wait it out", "play ASAP", etc.) to allow field crews to prepare staffing and materials along with written proof of insurance and tentative schedule by Wednesday before the tournament. KPRD reserves the right to determine when the field is not 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. When lightning/severe weather is detected within the selected radius, a 15-second horn blast from the Weather Alert System will sound along with a flashing strobe light. This will be followed by verbal instructions from the park supervisor. This will signal a suspension in play and all players, fans, etc. must exit Caswell Park immediately. Play may resume only after three 5-second blasts from the horn and the strobe light stops flashing.

#### **FEE SCHEDULE:**

The Tournament Director is responsible for the following fees:

- **Baseball/Softball Fields:** \$150 per field per day (rental must include 2 or more fields per day)
  - Tournaments beginning Friday evening (after 4pm) will only be charged for a half day rental of \$50 per field.
  - This cost includes preparing the field(s) for play each day.
- **Field Drying Agent:** \$15.00 per bag
- **Additional preparations:** \$25 per field for labor plus the City's cost for the conditioner
- **Outside Vendors:** \$50 per day per vendor (prior approval required if food/drink vendor)
  - The City of Knoxville reserves the right to determine where vendors set up
- **Reserving Caswell Park & Knox Co. Sportspark** – Large tournaments scheduled at Caswell Park & Knox Co. Sportspark on the same weekend agree to pay the full rental amount if low participation results in using 1 or both parks less than anticipated.

**RESERVATION REQUEST DEADLINE:**

All Reservations Requests must be received by October 31, 2023. One day only tournaments are discouraged but will be considered if the schedule allows. Tournament Directors will be notified of the status of their requests when approved, declined, or to discuss a possible change of dates.

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**All questions and correspondence concerning Caswell Park should be directed to:**

**City of Knoxville Parks & Recreation Department  
c/o Athletics  
5930 Lyons View Pike  
Knoxville, TN 37919**

**PHONE: 865-215-1718  
FAX: 865-215-1742  
EMAIL: [nnease@knoxvilletn.gov](mailto:nnease@knoxvilletn.gov)**