



CITY OF KNOXVILLE

PARKS AND RECREATION

RIDLEY-HELTON

300 Jessamine Street * Knoxville, TN



AMENITIES

- 1 Baseball Field
- Concession Stand
- Restrooms
- Parking
- Playground nearby

RIDLEY-HELTON

300 Jessamine Street * Knoxville, TN

HISTORY

Ridley-Helton Baseball Field resides on the west end of Caswell Park. The field, then known as Ridley Field, was originally part of Bill Meyer's Stadium, the former home of the Knoxville Smokies. Todd Helton, Knoxville native and current first baseman for the Colorado Rockies, donated money for the field's improvements.

DIRECTIONS

To Ridley/Helton Baseball Field: On I-40, take the Hall of Fame Dr exit. Head south on Hall of Fame Dr.; turn left onto Fifth Ave.; turn left onto Jessamine St.; park is at end of road.

PARK RULES & REGULATIONS

1.) For the protection of our park and the safety of its users, the following are prohibited

- No alcoholic beverages
- No knives or explosives
- No open fires
- No hitting golf balls anywhere in the park
- No motorized vehicles in park
- No equestrian activity

2.) Per city ordinance, all animals must be maintained on a leash. (No pets are allowed in the ballfield or in the general vicinity of the bleachers or fence)

3.) Please be respectful of other trail users

4.) Please help to keep our parks beautiful by disposing trash in proper receptacles.

5.) Hours - Open dawn to dusk unless otherwise posted.

RIDLEY-HELTON

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Who do I contact to reserve Caswell Park?

Reserving the fields, course, etc.—Jerry Dills 865-215-1407

Can we use the concession stand?

The concession stand is located in the building next to the field. The room may be cleared out and used during the event. It is not used regularly so nearly all supplies would need to be provided. Inquire for more details.

Can vendors set up (to sell t-shirts, food, merchandise)?

Yes. Please discuss with Jerry before the event. The tournament will be charged \$50 per day for each vendor.

What can I expect with the restrooms?

The restrooms have 3 stalls in each. Paper supplies are filled, but it is always a good idea to bring extra paper towels and toilet paper.

Are there places to plug in to use the electricity?

Yes, there are outlets available.

Can we charge an admission fee?

Yes. During rentals, the host may charge admission to their event.

What happens when it rains?

The Field Supervisor or Field Maintenance Foreman shall have final say on if the field is considered playable or not.

Where may our coaches, parents, and/or parents park if the lot is full?

Patrons may park at the parking lot next to the field or in the parking lot by the YMCA and O'Connor Center. Cars parked illegally on nearby streets or in grassy areas may be ticketed or towed.



CITY OF KNOXVILLE

PARKS AND RECREATION

RIDLEY-HELTON FIELD

POLICY MANUAL

(Updated November 2015)

Ridley-Helton is located in Caswell Park used 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 (KPRD).

INSURANCE REQUIREMENTS:

Any group wishing to rent all or part of this facility, shall have written proof of insurance (minimum of ***\$1,000,000 per incident / \$2,000,000 aggregate coverage***) and have the City of Knoxville specifically named as an additional insured. This written proof must be provided to KPRD before the tournament may begin.

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 Staff shall provide umpires for the event. KPRD reserves the right to approve all umpires used for games played at our facility. The Officials Coordinator will make this decision. We prefer that local, qualified umpires be used to officiate games. Umpires must be registered and in good standing with whatever particular group they are representing. Umpires must be properly attired at all times. An "umpire in charge" or "site manager" shall be designated as the primary contact with the Parks and Recreation "Field Supervisor".

MANDATORY COMMUNICATION:

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 Request by email or fax by 3pm the Wednesday prior to the rental date(s). Issues related to officials, inclement weather policy, insurance, schedule, etc. may be discussed.

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 during the event.

RESTROOMS: Clean restrooms for men and women will be provided. The field supervisor will handle any plumbing problems.

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.

RESPONSIBLE PARTIES:

User groups/individuals of Ridley-Helton Field will be responsible for:

Providing an Onsite Tournament Director

This person is in charge of the tournament at all times & is not to 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
- Collecting gate fees & entry fees
- Adhering to all policies and items discussed in this document

FIELD DRYING AGENT

In case of inclement weather, the cost of field drying agent is \$8.00 per bag. Please know how much you want to spend on this material in advance.

RIDLEY-HELTON FIELD RULES

The Knoxville Parks and Recreation Department has the following rules for Caswell Park & Ridley-Helton Field 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 or explosives
- No profanity or loud threatening language
- No hitting into the fences
- No tobacco products
- 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 POLICY:

Each user group/individual will 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. The "INCLEMENT WEATHER POLICY" must be turned in with written proof of insurance and tentative schedule by Tuesday 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.

FEE SCHEDULE:

The Tournament Director is responsible for the following fees:

Ridley-Helton: \$100 per game. 4 game per day maximum.

This cost includes preparing the field(s) for play each day

Field Drying Agent: \$8.00 per bag

Outside Vendors: \$50 per day per vendor.

The City of Knoxville reserves the right to determine where vendors set up

CONCESSIONS: A room with a concession window is available.

Event organizers may use this area for concessions during the event. Inquire with KPRD Athletics for more information.

RESERVATION REQUEST DEADLINE:

All Reservations Requests must be received by October 31st for dates the following year. 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.

INJURIES & MEDICAL EMERGENCIES

Athletic Trainers or medical staff are not provided by KPRD. Tournaments Directors along with coaches and parents are ultimately responsible for properly handling all injuries and medical emergencies that may occur during the tournament. KPRD strongly encourages all Tournament Directors to have an emergency action plan and provide a trained medical professional or someone with CPR and First Aid training to be on site at all times to oversee all injuries and emergencies.

YOUTH SPORTS COACHES

KPRD strongly encourages all youth sports organizations to require national background screenings on all coaches. It is the responsibility of the organization renting the park to oversee all aspects of approving or denying any coach.

STATE OF TENNESSEE'S YOUTH CONCUSSION & HEAD INJURY LAW

The hosting organization shall be responsible for all requirements related to the State of Tennessee's Youth Sports Concussion & Head Injury legislation.

STATE OF TENNESSEE'S SUDDEN CARDIAC ARREST LAW

The hosting organization shall be responsible for all requirements related to the State of Tennessee's Sudden Cardiac Arrest Law legislation.

LIGHTNING POLICY

If thunder is heard or lightning is seen, a mandatory game delay of 30 minutes will be enforced. All players, coaches, officials, and guests must leave the park and seek shelter in their vehicles. Staying in dugout the dugout, standings under the pavilion, or near the fields is not allowed. The park will be reopened 30 minutes after the last lightning strike. All are strongly encouraged to remain in their vehicles until the "all clear" has been given and the park gates are reopened.

PARKING

Parking is permitted in designated areas only. Parking on or alongside Jessamine Street (or other public streets) or in grassy areas is prohibited. Illegally parked vehicles may be ticketed or towed. The City of Knoxville is not responsible for theft or damage to vehicles or contents

FOOD TRUCKS

Food trucks must have a permit from the City of Knoxville as well as expressed written consent from KRPD to operate on park property.

VENDORS / ON-SITE SALES

Tournament Directors may offer or partner with vendors. The tournament will be charged \$50 per day per vendor. KPRD must approve all vendors and reserves the right to determine the location of the vendor and reserves the right to discontinue vendor sales if necessary.

ADHERANCE TO ALL LOCAL, STATE, & FEDERAL LAWS

The Tournament Organizers shall adhere to all applicable local, state, and federal laws.

RIDLEY-HELTON TOURNAMENT REQUEST APPLICATION

Date of request _____

Name _____

Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone (Daytime): _____ Phone (Evening): _____

Fax Number _____ E-Mail Address _____

Tournament Date(s) _____ (only one request per application)

Daily Game Start Times _____

Number of Teams _____

Tournament Classification _____

State/National Championship _____ Yes _____ No

Association/Affiliation _____

Baseball: _____ H.S. _____ 18u _____ 16u _____ 14u _____ 13u

Metal Bat _____ Wooden Bat _____

SERVICES REQUESTED

Admission (gate) YES _____ NO _____ (If yes, what will be the cost?) _____

Souvenir Sales—YES _____ NO _____

How many vendors? _____

FOR OFFICE USE ONLY

Date request received _____

CERTIFICATE OF LIABILITY INSURANCE

Please submit copy by Wednesday before your tournament

SAMPLE BELOW

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER Premier Insurance - 584-4352 Bradley Insurance - 281-7722 Brooke Agency - 588-9744	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Your Organization	INSURERS AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

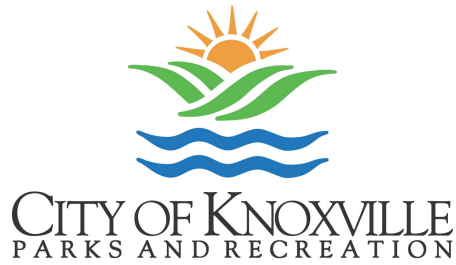
COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	LTR	INSUR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
				GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
				GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
				AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
				GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
				EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
				WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$
				OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER City of Knoxville Parks and Recreation Division 917A E 5th Ave Knoxville, TN 37917	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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Knoxville Parks & Recreation Department Policy Manual Acknowledgment Form

I hereby confirm the reading and full understanding of the KPRD Caswell Park Policy Manual and agree to follow and abide by all guidelines, stipulations, policies, and procedures as set forth in this document. I will also ensure that all individuals acting on behalf of myself or the (organization name) _____ are aware of and are in full understanding and agreement with the terms and conditions of this document.

Location of Event: _____ Date of Event: _____

Tournament Director Name: _____

Tournament Director Signature: _____

Date: _____

Please return completed acknowledgment form to:

Aaron Browning, Athletic Coordinator
Knoxville Parks & Recreation Department
917A East 5th Avenue
Knoxville, TN 37917
abrowning@knoxvilletn.gov