



Columbia Parks & Recreation Department  
Guidelines for Invitational Softball / Baseball  
Tournaments  
2017

1. These facilities are owned and operated by the City of Columbia Parks & Recreation Department. All groups, individuals, or organizations wishing to use Ridley Park must adhere to all regulations and rules as outlined. Failure to do so may result in the loss of privileges to use the facility.
2. Reservations: Reservations will be made on a first come, first serve basis. There is a **\$200.00** deposit required to reserve your date on the calendar. This deposit will be applied toward the total amount of fees due the Parks & Recreation Department.
3. Proof of liability insurance in the amount of \$2,000,000 naming the City of Columbia as additionally insured must be submitted one week prior to the scheduled tournament date.
4. All tournaments being held at Ridley Park must be sanctioned by either, ASA, USSSA, ISA, NSA, Little League or another sports organization. The tournament director must provide proof that the tournament has been sanctioned and identify the organization.
5. Tournament umpires must be sanctioned and belong to an umpire association which is affiliated with one of the following sports associations. (ASA, ISA, NSA, Little League Baseball, Babe Ruth Baseball)
6. Fees: Fees for the tournament will be as follows:
  - A) \$ 70 per field/per day
  - B) \$ 50 per field/per day additionally for use of portable mound
  - C) \$ 50 per field/per day additionally for use of temporary fencing.
  - D) \$ 25 per additional drag of fields
  - E) \$ 10 per bag of diamond dry
  - F.) \$ 50 per game for games that begin at 1:00 AM or later
7. Payment of fees must be made to the Columbia Parks & Recreation Department on the first business day after the tournament. If the fee is not received within three (3) business days, a penalty of 10% of the total amount due will be assessed.
8. NO ALCHOLIC beverages will be allowed upon the premises, any violators will be dismissed from the park.
9. NO glass containers, bicycles, skateboards or PETS are allowed in the park. Only SERVICE animals will be allowed in the park.
10. The Tournament Director is responsible for notifying the Parks & Recreation Department in the event on cancellation of the tournament.

The Parks & Recreation Department should be notified three (3) days in advance of the tournament upon its cancellation.

11. In the event the tournament cannot be held because of inclement weather, the Parks & Recreation Department will assist in rescheduling the tournament. If a date cannot be worked out, the deposit will be refunded.
12. If the tournament begins and the weather deteriorates, the tournament director along with a representative from the Parks & Recreation Department will make the decision if the tournament can continue on a limited basis or if it must be cancelled. The probability of player injury and what continued play will do to the softball fields will be the determining factor in any decision made.
13. All gate admissions must be recorded, but will belong to the tournament host.
14. The tournament may sell tournament t-shirts with all profits going to the tournament, or the tournament director can contract tee shirt sales with another individual. If another individual sells tournament tee shirts, a vendor permit must be purchased from the city.
15. Other money making activities sponsored by the tournament must be approved by the Parks & Recreation Department prior to the start of the tournament. A portion of these proceeds, negotiated before each tournament, may be payable to the City of Columbia. (Permits must be purchased)
16. Tournaments may be played on Friday nights beginning as early as 5:00 P.M., and ending by 1:00 A.M.; Saturday as early as 7:00 A.M., and ending by 1:00 A.M.; and Sunday as early as 7:00 A.M. and ending by 9:00 P.M. No games may be scheduled to begin after 12:00 A.M. any night. If the tournament must continue beyond the 1:00 A.M. deadline, the tournament director must have the permission from the Director of the Parks and Recreation Department.
17. The concessionaire is the only person who may drive a vehicle up and around to the concession stand for the unloading of supplies needed for the concession stand during the event.
18. The tournament director will be responsible for notifying teams in the tournament that there are no personal coolers allowed in the park. **EXCEPTION:** Each **TEAM** is allowed one (1) cooler for hydration purposes, to only include:
  - A) Water
  - B) Sports Drinks
  - C) Fruit
  - C) Wet Towels
19. The tournament will be responsible for any damages occurring during the tenure of the tournament.

20. It will be the tournament director's responsibility:
- A) To assure that no one will climb over any fence or dugout and to prevent any balls from being batted or thrown against the fences.
  - B) To enforce that no metal cleats will be allowed unless the tournament is leading to a national tournament. If metal cleats must be worn, the Parks & recreation Department must be notified in advance.
  - C) To allow only team members, managers, and coaches inside the playing field or dugouts. No children under the age of 16 will be allowed inside the playing field or dugout during adult tournaments.

**ALL TOURNAMENT INFORMATION SHOULD BE TURNED IN TO THE DIRECTOR'S OFFICE NO LATER THAN FOUR (4) DAYS PRIOR TO THE TOURNAMENT DATE. THIS INCLUDES INSURANCE FORMS & FIELD NEEDS.**