

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE –ROOM 6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**2020 POLICY COMMITTEE
AGENDA**

**THURSDAY, OCTOBER 22, 2020
5:00 P.M.**

In order to minimize the spread of COVID-19 and keep with social distancing, the meeting room will not be open to the public. To participate in the Board committee meeting from the comfort of your home or other Stay Well at Home compliant location, you may choose one of the following options:

a. Email - If you wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 pm on Thursday, October 22, 2020 to Anthony Miller, Administrative Analyst at amiller@pvrrpd.org. Your email will be printed and distributed to the Policy Committee members prior to the meeting.

b. Phone - You can call in and simply listen to the meeting or you have the opportunity to make a public comment through the open line which can be accessed by dialing the following numbers:

Dial-in: 1-415-655-0001

Access code: 126 920 9317#

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. TOURNAMENT POLICY DISCUSSION**
- 5. ORAL COMMUNICATIONS**
- 6. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION & PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: POLICY COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Eric L. Storrie, Recreation Services Manager

DATE: October 22, 2020

SUBJECT: TOURNAMENT POLICY DISCUSSION AND GUIDANCE

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) encourages the use of facilities and parks by Community Service Organizations (“CSO”), residents, resident organizations, and out-of-District residents and is authorized to charge fees for these services. Currently, the District permits organizations to host tournaments on District fields and facilities.

Since 2013, the Pleasant Valley Recreation & Park District (“District”) and its Board-approved Community Service Organizations (“CSOs”) have hosted, an average, of 26 tournaments per year. Additionally, non-CSO tournaments have also happened at various fields and facilities over the last decade.

District staff began noticing inconsistencies in processes related to reserving and use of District fields and facilities; an increase in vendors requesting to participate in these tournaments; and an increase in District expenses and efforts regarding CSO post-tournament cleanup.

District staff have identified a need for a standardized process to ensure all tournaments are treated fairly and consistently. This Tournament Policy (“Policy”) is designed to ensure:

1. Permitting process is understood by District staff and Tournament Organization
2. The District understands the needs and requests of each tournament
3. District Ordinances, policies, and procedures are followed
4. A reduction in overall District time required in permitting tournaments
5. Appropriate expenses are recovered

It is important to note the following projects are being worked on in Finance Committee: Cost Recovery Policy, Fee Schedule Update, and Community Service Organization Fee Methods.

BACKGROUND

The District is authorized by Ordinance 8 and the General Use Policy to reserve and permit the use of fields, facilities, pavilions, open space, special events, tournaments, etc. (“District Lands”).

The District is authorized to charge the permit holders fees for this use. These fees can be found in the District-approved Fee Schedule.

Priority for reserving of District Lands depends on the classification of the user (Ordinance 8, Section 406). The District has four (4) classifications, with the District receiving priority over all other classifications.

- Class 0 - Pleasant Valley Recreation & Park District (Highest Priority)
- Class I - Community Service Organizations
- Class II - Resident Organization
- Class III - In-District Resident
- Class IV - Out-of-District or Non-Resident

The District recognizes eight (8) CSOs (all related to youth sports) who use various District fields and facilities to host seasonal leagues (practices, games, playoffs), camps, classes, showcases, and tournaments. The District views these CSOs as a vital partner as they provide a service the District may not be able to provide at the same levels of service. Benefits of being a CSO is priority in requesting fields and facilities and reduced rental rates.

The District’s CSOs host, on average, 26 two-day tournaments per year (52 tournament days per year) which bring out-of-town teams to use District fields and facilities. The tournaments listed below do not include end-of-season playoff.

Community Service Organization	Avg Number of Tournaments / Year	Est. Avg Teams / Tournament*
Camarillo Girls Softball Association (“CGSA”)	1	80
AYSO Region 68 (“AYSO”)	4	100
Eagles Soccer Club (“Eagles”)	4	100
Camarillo PONY Baseball (“CPBA”)	17	74

*The District does not currently receive post-tournament information which would include the number of participating teams in the tournaments.

The Camarillo Youth Basketball Association (“CYBA”), Camarillo Cougars Football (“Cougars”), Camarillo Cosmos Track Club (“Cosmos”), and Pleasant Valley Swim Team (“PVST”) do not host tournaments utilizing District fields and/or facilities.

The District has hosted non-CSO tournaments in the past, but those are few and far between and excluded from this analysis due to limited field and facility availability after the semi-annual field and facility allocation periods.

All items in this Policy shall adhere to the District’s Ordinance 8 (and any subsequent Ordinances), the General Use Policy, and any approved processes.

The District considers Bob Kildee Community Park, Mission Oaks Park, Freedom Park, and Pleasant Valley Fields as “Sports Parks” with the capacity to handle tournaments.

ANALYSIS

This analysis will cover the operational and financial aspects for the following topics as it relates to tournaments at the Sports Parks:

1. Permitting process
2. Background on existing tournaments and role players
3. Current tournament model, revenues, and expenses

These topics will provide a comprehensive overview of the interconnected elements that will help in aiding discussion and direction.

1. Permitting Process

District staff consider this the “phone call to thank you card” approach as it is a managed process from the first phone call (requesting information about hosting a tournament) through the thank you card the District sends after a tournament or special event.

The overall tournament permitting process should look like this:

Step 1: Tournament calls/emails asking for availability/details on hosting a tournament.

Step 2: Upon receiving the call/email, the District will provide a “Tournament Packet,” including:

Availability Calendar for each Sports Park- this calendar includes all annual maintenance shutdowns, existing or traditional programming, etc. This document gives the tournament organizer all available dates to select from.

Tournament Request Form (Attachment A)- this form is designed to provide the District as much information as possible as to the size and scope of the tournament.

Tournament Policy- this document provides details and expectations to the organization and ensures the organization and District are working together from the start. This will include any relevant attachments (insurance requirements, forms, etc.).

Tournament Fee Schedule- this provides the organization an overview on fees associated with requests. This will include the hourly rate for the specific field or facility, lights, staffing, or other special requests. It is important to note the Finance Committee will be reviewing and updating the District’s Fee Schedule.

Sports Parks Maps- these maps will include Sports Park address, directions to, individual field dimensions, field names or numbers, number of parking space, and ideal field layouts (if applicable). These will help the organization in completing the Tournament Request Application Form.

In terms of process, no additional action should be taken by District staff until the Tournament Request Application Form has been returned completed with signature.

To ensure the tournament organizer is serious in requesting fields and/or facilities, a refundable security deposit will be submitted as part of the submission. This security deposit is refunded in the event the District cannot support the request. The security deposit shall be applied to the overall tournament security deposit and refunded at the end of the tournament (assuming no extra expenses have been incurred).

Step 3: Once the Tournament Request Application Form has been returned completed with signature, District staff evaluate the request, including:

Applicant Information- information on the organization and individual who is requesting to use District Sports Parks for a tournament.

Tournament Information- information on the date(s), time(s), Sports Parks, estimated number of teams, tournament website, and proposed field layout.

Additional Information- miscellaneous information on the vendors, light requests, admission fees, electrical needs, portable restrooms, etc.

Processing Steps- this will include a condensed version of the “phone call to thank you card” process with deadlines for payment and document submission.

Reviewing the form allows District staff to make an informed decision and/or seek clarification from the organization on the request. If the requested field or facility and corresponding date(s) are available, District still will provide the organization a tournament estimate.

It is important to note District staff will maintain communication with the organizer throughout this process and what the next steps are.

Step 4: Once a decision has been made to proceed with permitting for a tournament, District staff will provide the Tournament Organization with an estimate of fees for the tournament. This will include:

Application Fee(s)- this fee covers the expense of receiving and reviewing the application. This fee is currently \$25.00 per application and applies to all rentals (or change to an existing application/permit). This fee is non-refundable.

Processing Fee(s)- this fee covers the expense of processing the application. This fee is currently \$100.00 per application and applies to all. This fee is non-refundable.

Facility Fees- these are the fees associated with the requested fields and/or facilities. This number changes based various factors (total hours, location, number of fields/facilities, etc.) and any Sports Field lighting expenses.

Staffing Fee(s)- these are the fees associated with any staffing expense.

Miscellaneous Fee(s)- these are the fees associated with any special requests, City of Camarillo fees, County of Ventura fees, etc.

These fees shall be compiled on one document and provided to the Tournament Organization with an associated schedule of payment. No permit shall be issued until 100% of the fees have been paid and required insurance (or other misc. documents) are in place.

Step 5: Once all fees have been paid and documents collected, the District shall issue a permit with the appropriate applicable information. This is the confirmation to the Tournament Organization that the tournament is approved.

As permit issuance may be up to 1-year in advance, it is important to note District staff will maintain communication with the organizer throughout this process to ensure tournament details have not changed. This is also an opportunity for District staff to relay any changes on field conditions or otherwise.

Step 6: District staff and the Tournament Organization will perform a pre-tournament walkthrough of the field or facility. This is completed before the Tournament Organization begins any pre-tournament prep work and allows the organization and the District to note and/or correct any issues found (trash in parking lots, graffiti, field damage, etc.).

Step 7: Tournament day or weekend proceeds.

Step 8: District staff and the Tournament Organization will perform a post-tournament walkthrough of the field or facility. This is completed after the tournament is complete and allows the organization and the District to note and/or correct any issues found (trash in parking lots, graffiti, field damage, etc.).

Step 9: Once the post-tournament walkthrough is complete and no issues have been found, the District will refund any security deposits held and begin the process for re-booking the tournament.

Step 10: District finalizes all paperwork and send a thank you card to the Tournament Organization.

This managed process is important as it keeps all parties informed on processes and next steps.

2. Background on Existing Tournaments and Role Players

The District has not traditionally required organizations that host tournaments provide post-tournament details outlining the number of teams, revenues, expenses, or other high-level information. Staff research indicates that:

- a. On average, anywhere from 75%-90% of the participants (those playing in or watching the tournament) do not reside within the boundaries of the District. These participating teams do not pay property taxes or assessment fees, nor register for programs but utilized taxpayer-funded fields and facilities.
- b. With 2-day tournaments, there is a high potential for teams staying overnight (one night minimum). Local hoteliers, Visit Camarillo, the Camarillo Chamber of Commerce, and the City of Camarillo all receive revenue (Transient Occupancy Tax, Sales Tax, general spending in the community) from this.
- c. The District does not receive any financial compensation aside from the annual CSO annual payment. For non-CSO tournaments, the District has charged the approved Fee Schedule rate, required staff to be present (at the Tournament Organization's expense), and followed the process listed above.

Community Service Organization Annual Payment

Each year, the District's CSOs contribute financially as part of their agreements. The amount has not changed significantly since 2010 and provide the CSO with field and facility space for practices, games, tournaments, camps, clinics, and at times, meeting space(s).

Community Service Organization	Annual Financial Payment
Camarillo Girls Softball Association ("CGSA")	\$ 2,000.00
AYSO Region 68 ("AYSO")	\$43,000.00
Eagles Soccer Club ("Eagles")	\$30,000.00
Camarillo PONY Baseball ("CPBA")	\$ -
Camarillo Youth Basketball Association ("CYBA")	\$ -

Camarillo Cougars Football (“Cougars”)	\$ -
Camarillo Cosmos Track Club (“Cosmos”)	doesn’t use fields or facilities
Pleasant Valley Swim Team (“PVST”)	pays hourly rate

The CPBA provides in-kind maintenance estimated at \$70,000.00. PVST paid \$8,969 in hourly fees in FY18-19. The CYBA utilizes Pleasant Valley School District (“PVSD”) facilities as allowed in the Joint-Use Agreement between the District and PVSD; they also pay the associated fees (estimated at \$8,500.00 per year).

The annual contribution does not include Sports Field lights, which is an additional expense to the Organization.

It is important to note that the CSOs generate significant revenue from tournament registrations which go toward supporting overall league functions. This revenue helps offset league operating expenses and helps keep Camarillo resident’s registration fees low.

3. Current Tournament Model, Revenues, and Expenses

As the District’s expenses to maintain and operate fields and facilities continues to increase. The maintenance agreement for Pleasant Valley Fields alone increased by 17.31% from \$244,974 to \$287,400 between FY18-19 and FY19-20. The current tournament model does not allow the District to recover reasonable expenses or generate significant revenue to meet these increase expenses.

As CSOs are the primary Tournament Organizations who utilize District Sports Parks, special care is taken into consideration in the current process and any proposed changes. Again, this Policy is being developed to guide the permitting process and use of District Sports Park regardless of the Tournament Organization.

The following tournament-related items are included as part of the fees paid to host a tournament:

Field Use - this is the use of fields for the tournament

Facility/Building Use - this the use of any building at the site of the tournament

Tournament Staffing (Contractor) - this is the day-of staffing required to bag & haul trash, maintain restrooms, and address any emergency maintenance items.

For Pleasant Valley Fields specifically, the District contractor provides this service as part of the annual maintenance agreement with an estimated 832 total weekend hours (two personnel, 7:00am-3:30pm (8 hours), 52 tournament days).

Snack Bar - these are owned by the District but operated by CSOs. Tournament Organizations are authorized to request these be open and available during the tournament. 100% of fees are retained by the CSO managing the snack bar. There have been challenges with ensuring snack bars are open and available at every tournament.

Parking Revenue - if requested, Tournament Organizations have traditionally been authorized to collect and retain 100% of parking revenue from tournament participants. This can be as much as \$6,000 in revenue per tournament.

Gate Revenue - if requested, Tournament Organizations have traditionally been authorized to collect and retain 100% of gate revenue from tournament participants.

The following tournament-related items are not included as part of the fees paid to host a tournament:

Lights - this is the Sports Field lighting required to play during the evening hours. This is an hourly fee paid by the Tournament Organization.

Vendors - these are businesses and organizations who participate in the tournament. Traditionally, fees are paid to the Tournament Organization for participation. The District has begun to require vendors to have a permit to vend while on District property, maintain the current City of Camarillo and County of Ventura licenses, and provide applicable insurance.

Staffing Expenses (After Hours and Post-Tournament Cleanup) - as the District's contractor currently works 7:00am-3:30pm on tournament days, there is often additional hours required to maintain restrooms and trash ("after hours"). This is currently met one of two ways:

1. District staff get called to come address an issue
2. Contractor addresses issue the next morning

Over the last 18 months, the District has begun to charge Tournament Organizations for post-tournament cleanup. This equates to nearly \$3,000 in expenses the District has traditionally covered.

Tournament Policy Guidance and Next Steps

As the intent and scope for developing this Tournament Policy is creating a standardized process to ensure all tournaments are treated fairly and consistently, District staff have identified the next steps in this process and guidance needed.

Guidance and Discussion

1. Staffing Expenses

Currently, staffing fees (this would be the contractor in the current model) are included in the fees paid to host a tournament. These expenses are not recovered in the current model. This amount is estimated to be nearly \$35,000 in District expenses annually.

Estimated Contractor Hours	832
District Hourly Rate	\$42.00
Tournament-Specific Expense	\$34,994
Annual Tournaments	26
Staffing Expense/Tournament	\$1,346

It should be noted the District held a 5-day Western Nationals youth softball tournament in 2018 and required the Tournament Organization to pay for staffing to maintain each site (Mission Oaks Park and Pleasant Valley Fields) for each hour of use. This process kept District facilities clean and maintained throughout the entire tournament.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require the Tournament Organization to cover this expense?

Direction and guidance were to continue exploring this. Staff have developed a model in which each tournament is to have a minimum of one (1) District staff (this may be a contractor, identified as "Site Representative") onsite for each hour the tournament organizer is. This staff member would be responsible for opening gates, restrooms,

buildings, bagging and hauling of trash, restocking of restroom product, and any maintenance items that may arise.

It is recommended the staff arrives 30 minutes in advance of when the tournament wants to arrive as well as stay 30 minutes after the tournament is scheduled to end.

For example, if a tournament has a 2-day weekend tournament and wants to arrive at 6:00am both days, staff will arrive at 5:30am to facilitate. This creates coverage for the entire tournament, improves our level of service, and may reduce call out and overtime expenses.

Item	Tournament Day 1	Tournament Day 2
Staff Arrival Time	5:30am	5:30am
Tournament Organization Arrival	6:00am	6:00am
Tournament Guests Arrival	7:00am	7:00am
Tournament Starts	8:00am	8:00am
Tournament Ends	10:00pm	6:00pm
Staff Depart Time	10:30pm	6:30pm
Total Tournament Day Hours	17.00	13.00
Min. Staffing Required by PVRPD	1.00	1.00
Staffing Rate	\$ 42.00	\$ 42.00
Total Tournament Day Expense	\$ 714.00	\$ 546.00
TOTAL STAFFING EXPENSE	\$	1,260.00

The \$42.00 full-time hourly staffing rate is the Board-approved fee schedule rate.

2. Snack Bar

Currently, Community Service Organizations operate District-owned snack bars at Pleasant Valley Fields (Eagles); Mission Oaks Park (CGSA); Freedom Park (CPBA); and Bob Kildee Community Park (CPBA). During tournaments, the snack bars may or may not be open based on who the Tournament Organization is and whether they want the snack bar open. In the latter instance, the Tournament Organization invite and charge a fee to food booths and/or food trucks, keeping the revenue from this.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require the operator of the Snack Bar to provide this service AND require the Tournament Organization to use this service?

Direction and guidance was to continue exploring this and providing the current snack bar operators the right-of-first refusal for tournaments.

The Tournament Request Form includes a section for snack bar request. The Tournament Organization will fill out this section indicating whether they want snack bar services.

If the Tournament Organization does request this service, the District will work with the current snack bar operator in providing the right-of-first refusal with a 30-day deadline to decide. From there, if the snack bar operator wants to provide these services, the District will confirm with the Tournament Organization that these will be provided.

If the snack bar operator does not want to provide these services, staff recommend the responsibility of contract with food providers fall on the Tournament Organization, with the following guidelines:

- The Tournament Organization is responsible for all applicable County of Ventura Health Department applications and fees, which may include the site organizer permit and individual mobile food facility and/or temporary food facility permits
- The Tournament Organization is responsible for all applicable City of Camarillo applications and fees
- Vendors and the Tournament Organization are responsible for providing applicable insurance, naming the District as additionally insured
- The Tournament Organization is responsible for submitting a copy of all approved permits no less than 30 days from the date of tournament
- The Tournament Organization is responsible for the \$125 fee (\$25 application, \$100 permit). This is a one-time fee regardless of the number of food vendors

3. Parking Revenue

Finance Committee is reviewing a project related to Tournament Parking Revenue.

Discussion Topic and Guidance Requested: this item will be brought back at a future Policy Committee meeting.

This project has completed with a recommendation to not pursue further.

4. Gate Admission Revenue

Currently, only one (1) tournament charges for gate admission (“entry fee”) for those entering the Sports Park. Is this practice something the District is comfortable continuing?

Discussion Topic and Guidance Requested: does the District reevaluate this model?

At the last meeting, direction and guidance was to not allow this moving forward.

5. Vendors

Currently, Tournament Organizations invite and charge a fee to vendors (both food and non-food) to participate in the tournament, keeping the revenue from this. This is a common practice across all types of tournaments and special events. The District’s process is not clear whether these vendors are required to get a permit with the District to vendor. Additionally, current process required extra staff time in following up and requesting of documentation (business license, City of Camarillo permits, County of Ventura permits, etc.) from the vendors who participate. Having clearly defined parameters and deadlines as part of this Policy would streamline processes and improve efficiencies.

Discussion Topic and Guidance Requested: does the District reevaluate this model?

Direction and guidance was to continue exploring this with the understanding that tournaments typically have non-food vendors (product and informational).

The Tournament Request Form includes a section for vendor request. The Tournament Organization will fill out this section indicating whether they want to have vendors

Staff recommend approving this, with the following guidelines:

- The Tournament Organization is responsible for all applicable County of Ventura Health Department applications and fees, which may include the site organizer permit and individual mobile food facility and/or temporary food facility permits
- The Tournament Organization is responsible for all applicable City of Camarillo applications and fees
- Vendors and the Tournament Organization are responsible for providing applicable insurance, naming the District as additionally insured
- The Tournament Organization is responsible for submitting a copy of all approved permits no less than 30 days from the date of tournament
- The Tournament Organization is responsible for the \$125 fee (\$25 application, \$100 permit). This is a one-time fee regardless of the number of food vendors

6. Facility and Guest Safety

Currently, District fields and facilities are unlocked and open during normal business hours (dawn until dusk) and by reservation. Sometimes during Tournaments, pedestrian and vehicles gates are closed and/or locked. This can create a public safety issues should something happen.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require pedestrian and vehicle gates to be open and unlocked during tournaments?

Update for the October 22, 2020 Committee Meeting

After consulting with the California Association for Park & Recreation Indemnity ("CAPRI") which promotes risk management techniques, delivering safety and loss prevention services to members (including the District), best-practice and guidance includes:

- Encouraging multiple points of ingress and egress for pedestrians
- Points of ingress and egress kept unlocked and open during times of use

The challenge to current practices (of locking certain gates during tournaments) is contrary to the design and construction of the park. Risk management advises to think of best safety practices and adopt a policy of keeping pedestrian gates unlocked during times of use.

7. Restrooms and Trash Cans

Currently, Tournament Organizations contract with local providers to facilitate additional portable restrooms and trash containers for tournaments. The District's General Use Policy requires the organizations to cover this expense. The General Use Policy does not direct the number of restrooms or trashcans required per number of guests. This is important as

the number of guests at District facilities put a strain on existing restrooms and trashcans (to include the products utilized).

Does the District reevaluate this model and require the Tournament Organization to utilize any existing District agreements and processes, paying the applicable fees for this service?

At the last meeting, direction and guidance was to continue exploring this. Staff have used historical data and experience to provide estimated expenses for consumables (paper towels, toilet paper, and trash bags).

Staff explore this by determining how much product is typically used for a 2-day tournament and what the associated expense is. The numbers below are for an average for all Sports Parks.

Item	Average Quantity Used Per Weekend	Price Per Item
Toilet Paper	40.25	\$.85
Paper Towel	9.66	\$2.25
Trash Bag	36.00	\$.06

In an average 2-day tournament weekend, the District spends \$52.69 in consumable product. This expense is typically included in the rental fees.

Staff are still working through the County's requirements on restroom-to-guest ratio and will bring that back at the next meeting.

8. Medical Services

Currently, the District does not have requirements for medical services for organizations who host tournament on District lands. AYSO has traditionally had medical services on site for tournaments.

Since 2019, the District has contracted with American Medical Response ("AMR") to be onsite for the Easter Eggstravaganza, Camarillo Christmas Parade, and other large-scale (2,000 or greater attendees). This cost is estimated at \$185.00 per hour.

As this may be an additional expense for Tournament Organizations, staff have evaluated the opportunity to authorize the use of volunteer medical services with the requirement of the volunteers to have all applicable and required certifications and licenses to perform in this role and the types of resources (medical tent, signage, etc.) that will be at this event. Staff recommend this be included in the packet due 30-days before the tournament.

Does the District reevaluate this model and require the Tournament Organization to provide certified medical services (paid or volunteer) for tournaments?

Update for the October 22, 2020 Committee Meeting

After review of current practices, it is proposed that the Tournament Organization provide the following at each tournament site:

- First Aid station/tent. This tent should be easily identifiable to tournament participants and guests
- First Aid Kit that is recommended by the American Red Cross and meets both American National Standards Institute (“ANSI”) and Occupational Safety and Health Administration (“OSHA”). This kit can be found as Attachment 1.
- Trained medical personnel (paid or volunteer), with Adult and Pediatric First Aid/CPR/AED training. Medical personnel should have sufficient training to administer appropriate basic first aid and to make decisions regarding appropriate methods of treatment for injuries likely to occur. They should also have the ability and medical supplies to quickly attend to any such injuries if remote fields are in use for the tournament.
- A list of nearby hospitals and urgent care facilities, with addresses and phone numbers. This list is provided by the District and can be found as Attachment 2.

These items will be compiled in a checklist for the Tournament Organization.

9. Neighborhood Notice

Currently, the District does not have requirements for tournaments to provide notice to the neighbors (residential, commercial, etc.) that may be directly impacted by the tournament. As good neighbors to the communities we serve, staff believe this should be a requirement of the District as part of the approval process. This would be a responsibility of the District and provided both a 30-day and a 14-day notice in advance of a tournament.

Does the District reevaluate this model and require the District, on behalf of the Tournament Organization, to provide neighborhood notice for tournaments?

Update for the October 22, 2020 Committee Meeting

After discussion with the City of Camarillo staff regarding Camarillo Municipal Code (“CMC”) Section 19.84 - Public Hearing Notice Procedures, public notice is not required of the District regarding tournaments. This CMC provides notice requirement of 600’ from the property boundary. This distance was increased in 2018 from 300’.

As the District hosts 26 annual tournaments, staff believe the effort involved in providing notice to potentially impacted residents and business is acting as “good neighbors” and the 300’ distance is appropriate.

An example of the Tournament Notice Letter can be found as Attachment 3. This notice would be provided electronically (e-mail), with the District compiling a distribution list of impacted residents and businesses and contains:

- Date of notice
- Date, time, and location of tournament
- Any potential impact to surrounding areas, including available street parking
- Contact information for the District’s Site Representative
- Contact information for the District’s Park Rangers
- A map of the areas that may be impacted
 - o This map also reflects the areas the District will attempt to notify.

This notice is a requirement of the District, not the Tournament Organizations. The Tournament Organization will receive a copy of these notices.

10. Parking Plan

Currently, the District does not have requirements for tournaments to provide a parking plan while utilizing District fields and facilities. As noted in item 3 (Parking Revenue), exclusive of whether parking fees are charged, Tournament Organizations have staff, volunteers, and other personnel (collectively “tournament staff”) who aid in the implementation of tournaments.

These personnel utilize parking spaces at the sports parks that may otherwise be use for guests. Is there a reasonable expectation that these tournament staff park in locations that allow for tournament guests to have the most available parking?

For example, Freedom Park has parking spaces available near Veterans Field (near the restroom/snack bar across from the R/C Track) and on Willis Ave (dirt road). Should the District require tournament staff to park on Willis Ave, freeing the parking lot for tournament guests?

A parking plan would outline who is parking where and any signage requirements of the Tournament Organization and the District.

Does the District reevaluate this model and require Tournament Organization to provide a parking plan for tournaments?

Update for the October 22, 2020 Committee Meeting

Staff are still evaluating this.

11. Accessibility Plan

Currently, the District does not have requirements for tournaments to provide an accessibility plan while utilizing District fields and facilities. The fields and facilities have been built or renovated to meet current Americans with Disabilities (ADA) Act requirements, but tournaments often set temporary structures (tents, tables, etc.) that may impede these guidelines. Additionally, pending guidance on use of portable restrooms, the District and current tournaments have no requirements to provide ADA accessible portable units.

Does the District reevaluate this model and require Tournament Organization to provide an accessibility plan for tournaments?

Update for the October 22, 2020 Committee Meeting

As this topic is complex and highly complicated in scope, staff believe guidance for this should be to follow all Federal, State, County, and local guidelines, laws, ordinances, statutes, standards, and regulations as it relates to the Americans with Disabilities Act (“ADA”) guidelines.

Additionally, there are common themes and practices that staff have identified which should be addressed and corrected.

- Not placing vendor (food or non-food) tents in a pedestrian path-of-travel
- Power cords / extension cords should be covered and protected, especially when in a path-of-travel
- Power cords / extension cords should not be “daisy chained,” connected one-to-another, or range further than 100’ (this is a violation of Occupational Safety & Health Administration (“OSHA”) standards 1910.303(b)(1).)

12. Motorized Vehicles

Currently, the District’s Ordinance 8, Section 310 - Vehicles prohibits vehicles from operating or parking on any open space lands except where specifically permitted unless authorized by the District for such use. As a current practice, the District authorizes the Community Service Organizations to store and utilize motorized vehicles on District property as part of their agreement. The District does not have any standards or requirements for storing this equipment, but more importantly, no standards or requirements for operating.

These groups use the vehicles to transport equipment and personnel across grass and open space. The District has no idea at any given tournament who is operating these vehicles.

Tournaments to provide an accessibility plan while utilizing District fields and facilities while using motorized vehicles (golf cars/utility carts).

Does the District reevaluate this model and require Tournament Organization to provide an accessibility plan for tournaments?

Update for the October 22, 2020 Committee Meeting

As a reference, the District Ordinance 8, Article II, Sections 201/202 state, in part, “[w]ithout written permission of the General Manager vehicles shall be operate on District Lands only on designated roadways” and “[v]ehicles shall not be allowed on any grass areas unless the vehicles owner receives prior written permission from the General Manager.

The District’s Ordinance defines “vehicle” as “vehicle means every device by which any person or property is or may be transported or drawn upon a public street or highway excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks as defined in Section 670 of the California Vehicle Code.”

After consulting with the California Association for Park & Recreation Indemnity (“CAPRI”) which promotes risk management techniques, delivering safety and loss prevention services to members (including the District), best-practice and guidance includes:

- Evaluating applicable insurance requirements, including requiring automobile insurance
- The District can impose additional reasonable limitations on the operation of any golf carts or other vehicles, including:
 - o Requiring those authorized to operate motorized vehicles to have a state issued driver’s license

- Requiring the Tournament Organization to provide to the District a list of authorized drivers who will operate motorized vehicles during the tournament
- Requiring the maximum number of passengers be equal to the number of seats in the motorized vehicle
- Prohibit the use of motorized vehicle(s) during rain/snow/wet conditions to preserve the playing field

13. Post-Tournament Data

New for the October 22, 2020 Committee Meeting

Currently, the District does not require or ask organizations who host tournaments at District Sports Parks to provide post-tournament information after the tournament. Staff believe this information is critically important to future funding opportunities through grants, partnerships, and collaborative efforts with other local government agencies, as well as general internal process improvement. The main goal of this section is to understand and develop economic impact models based on use of District fields and facilities.

As part of this Tournament Policy, staff believe a Post-Tournament Data Form is needed to collect critical tournament data. This 1-page form (Attachment 4) includes:

- Information about the tournament (who, when)
- Tournament sport
- Information on the number of registered teams playing in the tournament
- Information on the number of visiting teams, defined as those teams who are not Camarillo-based
- Information on number of teams per tournament division
- Information on the administrative personnel of the Tournament Organization, including number of officials (paid or unpaid), umpires/referees, coaches, volunteers, and vendors
- Confirmation that the District has received a copy of the final tournament schedule

Staff believe this information is critical to developing those economic impact models and understand that Tournament Organizations may be reluctant to provide this information. The District has the ability to charge fees for various services and requests and currently does so with a "Tournament Code of Conduct" deposit. This deposit is refunded in the event the tournament complies with existing Ordinances, policies, and procedures.

Does the District reevaluate this model and require Tournament Organization to provide the requested post-tournament information and develop an enforcement mechanism to ensure the information is received?

The draft Tournament Policy includes additional items for information and consideration, including Maintenance Operations and Permit Cancellations.

Tournament Expense Models

In the current model, Community Service Organizations pay a flat annual fee for use of District fields and facilities for their primary season, secondary season, tournaments, camps, clinics, and any other programming they may request. Non-CSOs pay the approved fee schedule rate for tournaments.

While trying to create a comparison of the changes to the actual fees and practices against the proposed changes in the tournament policy is a challenge. These challenges include:

- Varying fees based on the Classifications
- Varying fees for tournament-specific rentals
- varying fees based on need/want of the field/facility
- process-related items which are still being worked on (i.e. a requirement for having staffing)

Tournament Expenses Comparison				
	Current CSO Model		Current Non-CSO Model (Class 4)	Proposed Tournament Policy Model
Annual Financial Contribution	Varies by Community Service Group agreement		N/A	N/A
Non-Refundable Processing Fee	Included	\$ 25.00	\$ 25.00	\$ 25.00
Permit Fee	Included	\$ 100.00	\$ 100.00	\$ 100.00
Hourly Field/Facility Expense	Included	\$85-\$115/hr (est. 30 hours/tournament) \$3000	\$223-\$295/hr (est. 30 hours/tournament) \$7800	\$223-\$295/hr (est. 30 hours/tournament) \$7800
Field Preparation	Included	CSO does field prep	Estimated \$150	Estimated \$150
Early Open Before 6am/Late Close	\$ 30.00	\$ 30.00	\$ 30.00	Included
Day-Of Onsite Staffing Expense	N/A - Not Currently Required	\$42/hr	\$1,260	\$1,260
Lights	Not included- Approved Hourly Rate	Estimated \$1500	Approved Hourly Rate (est. \$3000)	Approved Hourly Rate (est. \$2500)
Scoreboard Deposit (Veterans Field)	N/A - Not Current Requested/Used	100	\$100.00 refundable	\$ 100.00
Scoreboard Rental (Veterans Field)	N/A - Not Current Requested/Used	20/day	\$20.00 per day	\$ 20.00
Scoreboard Operator (Veterans Field)	N/A - Not Current Requested/Used	\$15/hr	\$15.00 per hour	\$ 15.00
Equipment Rental (Bases)	N/A - Not Current Requested/Used	20/day/field	Included	Included
Portable Restrooms	CSO rents (TBD based on tournament)	CSO rents (TBD based on tournament)	Tournament Expense (est. \$750)	Tournament Expense (est. \$750)
Portable Trash (30-yd)	District expense	District expense	Tournament Expense (est. \$550)	Tournament Expense (est. \$550)
Post-Tournament Cleanup	Not Included- Approved Hourly Rate	Average \$225 per	Included	Included
TOTAL ESTIMATED TOURNAMENT EXPENSE		\$ 1,695.00	\$ 11,515.00	\$ 13,135.00

The above comparison does not consider the current relationship between the District and the Community Service Organizations nor the annual financial contribution. Although the non-CSO model and estimate tournament expenses may seem excessive, this amount is on par with a non-CSO tournament the District hosted in 2018 (\$11,800) and included field rental, lights, and staffing expenses.

District staff will refine this comparison pending additional direction and guidance from the committee and input from the next steps.

Discussions and input from Community Service Organizations

District staff have coordinated with the CSOs to meet, review, and discuss the impact of this policy on their operations.

Organization

Camarillo Girls Softball Association (“CGSA”)
AYSO Region 68 (“AYSO”)
Eagles Soccer Club (“Eagles”)
Camarillo PONY Baseball (“CPBA”)
Camarillo Youth Basketball Association (“CYBA”)
Camarillo Cougars Football (“Cougars”)
Camarillo Cosmos Track Club (“Cosmos”)
Pleasant Valley Swim Team (“PVST”)

Meeting Date & Time

Thursday, October 29th at 1:00pm
Thursday, October 29th at 8:00am
Thursday, October 29th at 8:00am
Monday, November 9th at 1:00pm
Awaiting a response
Monday, November 2nd at 8:00am
Awaiting a response
Awaiting a response

Next Steps and Topics

Field Preparation
Post-Tournament Field Rest & Repair
Refinement of the Tournament Policy
Inclement Weather Plan
Emergency Action Plan

FISCAL IMPACT

There is no fiscal impact associated with this action at this time.

RECOMMENDATION

It is recommended that the Policy Committee review and provide guidance on the Tournament Policy.

ATTACHMENTS

1. PVRPD Tournament Policy First Aid Supplies (1 page)
2. PVRPD Tournament Policy Nearest Medical Facilities (4 pages)
3. PVRPD Tournament Policy Neighborhood Notice (1 page)
4. PVRPD Tournament Policy Post-Tournament Data Form (1 page)

Tournament First Aid Supplies

The supply list is recommended by the American Red Cross and meets both American National Standards Institute ("ANSI") and Occupational Safety and Health Administration ("OSHA") standards and are sufficient to treat up to 50 people.

- 30 Adhesive Plastic Bandages, 3/4" x 3"
- 35 Adhesive Plastic Bandages, 1" x 3"
- 10 Adhesive Plastic Bandages, 3/8" x 1 1/2"
- 20 Alcohol Wipes
- 8 Antacid Tablets
- 8 Aspirin Tablets
- 1 Burn Dressings, 4" x 4"
- 5 Butterfly Wound Closures
- 10 BZK Antiseptic Towelettes
- 1 Cold Pack, 4" x 5"
- 1 Conforming Gauze Roll, 2"
- 10 Cotton Tipped Applicators, 3"
- 1 CPR Face Shield
- 8 Extra-Strength Non-Aspirin Tablets
- 1 Eyewash, 1oz
- 4 Finger Splint/Tongue Depressor
- 10 First Aid/Burn Cream Packets, 0.9g
- 1 First Aid Guide
- 1 First Aid Tape, 1/2" x 5yd
- 6 Hand Sanitizer Packets
- 4 Nitrile Exam Gloves
- 1 Rubber Tourniquet, 1" x 18"
- 1 Scissors
- 4 Sterile Eye Pads
- 12 Sterile Gauze Pads, 2" x 2"
- 4 Sterile Gauze Pads, 3" x 3"
- 5 Sting Relief Wipes
- 2 Trauma Pads, 5" x 9"
- 1 Triangular Bandage, 40" x 40" x 56"
- 10 Triple Antibiotic Ointment Packets, 0.5g
- 1 Tweezer

If a Tournament Organization needs to purchase these supplies, the American Red Cross offers these supplies individually as well at a kit. Visit [American Red Cross](#) for the individual supplies. Purchase this entire kit for \$50.02 using this link [Large, 50 Person Red Cross First Aid Kit](#)

Nearest Medical Facility for Bob Kildee Community Park

In case of emergency, call 911.

Hospitals

- a. Kaiser Permanente (1.1 miles away)**
2620 Las Posas Rd, Camarillo
833-574-2273
- b. St. John's Pleasant Valley Hospital (2 miles away)**
2309 Antonio Ave, Camarillo,
805-389-5800
- c. St. John's Regional Medical Center (10.2 miles away)**
1600 N Rose Ave, Oxnard
805-988-2500

Urgent Care

- a. Camarillo Urgent Care (1.1 miles away)**
422 Arneill Rd, Camarillo
805-383-4520
- b. Cottage Urgent Care – Camarillo (1.1 miles away)**
2306 Las Posas Rd Suite C, Camarillo
805-914-1211
- c. Channel Islands Urgent Care & Family Practice (1.2 miles away)**
2103 Pickwick Dr, Camarillo
805-484-7448
- d. 1st Stop Urgent Care & Family Practice (1.2 miles away)**
2275 Las Posas Rd, Camarillo
805-388-3732
- e. Identity Medical Group Urgent Care (1.8 miles away)**
3901 Las Posas Rd #10, Camarillo
805-918-4476
- f. Exer Urgent Care (1.9 miles away)**
359 Carmen Dr. Camarillo
805-914-5592
- g. Concentra Urgent Care (2.8 miles away)**
4934 Verdugo Way, Camarillo
805-484-0095

Nearest Medical Facility for Freedom Park

In case of emergency, call 911.

Hospitals

- a. **Kaiser Permanente (5 miles away)**
2620 Las Posas Rd, Camarillo
833-574-2273
- b. **St. John's Regional Medical Center (5.7 miles away)**
1600 N Rose Ave, Oxnard
805-988-2500
- c. **St. John's Pleasant Valley Hospital (6.3 miles away)**
2309 Antonio Ave, Camarillo
805-389-5800

Urgent Care

- a. **Exer Urgent Care (3.7 miles away)**
359 Carmen Dr. Camarillo
805-914-5592
- b. **Channel Islands Urgent Care & Family Practice (4.2 miles away)**
2103 Pickwick Dr, Camarillo
805-484-7448
- c. **Camarillo Urgent Care (4.6 miles away)**
422 Arneill Rd, Camarillo
805-383-4520
- d. **1st Stop Urgent Care & Family Practice (4.8 miles away)**
2275 Las Posas Rd, Camarillo
805-388-3732
- e. **Cottage Urgent Care – Camarillo (4.8 miles away)**
2306 Las Posas Rd Suite C, Camarillo
805-914-1211
- f. **Concentra Urgent Care (5.5 miles away)**
4934 Verdugo Way, Camarillo
805-484-0095
- g. **Identity Medical Group Urgent Care (6 miles away)**
3901 Las Posas Rd #10, Camarillo
805-918-4476

Nearest Medical Facility for Mission Oaks Park

In case of emergency, call 911.

Hospitals

- a. **St. John's Pleasant Valley Hospital (2.7 miles away)**
2309 Antonio Ave, Camarillo
805-389-5800
- b. **Kaiser Permanente (3.7 miles away)**
2620 Las Posas Rd, Camarillo
833-574-2273
- c. **St. John's Regional Medical Center (12.8 miles away)**
1600 N Rose Ave, Oxnard
805-988-2500

Urgent Care

- a. **Concentra Urgent Care (2.1 miles away)**
4934 Verdugo Way, Camarillo
805-484-0095
- b. **Identity Medical Group Urgent Care (2.5 miles away)**
3901 Las Posas Rd #10, Camarillo
805-918-4476
- c. **Cottage Urgent Care – Camarillo (3.7 miles away)**
2306 Las Posas Rd Suite C, Camarillo
805-914-1211
- d. **1st Stop Urgent Care & Family Practice (3.9 miles away)**
2275 Las Posas Rd, Camarillo
805-388-3732
- e. **Channel Islands Urgent Care & Family Practice (4.3 miles away)**
2103 Pickwick Dr, Camarillo
805-484-7448
- f. **Camarillo Urgent Care (4.8 miles away)**
422 Arneill Rd, Camarillo
805-383-4520
- g. **Exer Urgent Care (5.5 miles away)**
359 Carmen Dr. Camarillo
805-914-5592

Nearest Medical Facility for Pleasant Valley Fields

In case of emergency, call 911.

Hospitals

- a. **Kaiser Permanente (3 miles away)**
2620 Las Posas Rd, Camarillo
833-574-2273
- b. **St. John's Pleasant Valley Hospital (3.6 miles away)**
2309 Antonio Ave, Camarillo
805-389-5800
- c. **St. John's Regional Medical Center (9.7 miles away)**
1600 N Rose Ave, Oxnard
805-988-2500

Urgent Care

- a. **Camarillo Urgent Care (1.4 miles away)**
422 Arneill Rd, Camarillo
805-383-4520
- b. **Channel Islands Urgent Care & Family Practice (1.8 miles away)**
2103 Pickwick Dr, Camarillo
805-484-7448
- c. **Exer Urgent Care (2.3 miles away)**
359 Carmen Dr. Camarillo
805-914-5592
- d. **Concentra Urgent Care (2.6 miles away)**
4934 Verdugo Way, Camarillo
805-484-0095
- e. **Cottage Urgent Care – Camarillo (3 miles away)**
2306 Las Posas Rd Suite C, Camarillo
805-914-1211
- f. **Identity Medical Group Urgent Care (3.7 miles away)**
3901 Las Posas Rd #10, Camarillo
805-918-4476
- g. **1st Stop Urgent Care & Family Practice (4 miles away)**
2275 Las Posas Rd, Camarillo
805-388-3732



Pleasant Valley Recreation & Park District

1605 E. Burnley St., Camarillo, CA 93010
Phone: (805) 482-1996 Fax: (805) 482-3468 www.pvrpd.org

BOARD OF DIRECTORS
ELAINE MAGNER
NEAL DIXON
MIKE MISHLER
MARK MALLOY
ROBERT KELLEY

GENERAL MANAGER
MARY OTTEN

(DATE OF NOTICE)

NEIGHBORHOOD NOTICE FOR TOURNAMENT SCHEDULED FOR (DATE) AT PLEASANT VALLEY FIELDS

Dear Residents and Business Community,

The Pleasant Valley Recreation & Park District ("District") is hosting a (SPORT) tournament at Pleasant Valley Fields the weekend of (DATES) from (TIME) to (TIME). This tournament will have approximately (##) teams utilizing the park and surrounding area.

The District anticipates heavy traffic in the area between (TIME) and (TIME) each day as the tournament begins. Although (FACILITY) has (NUMBER OF PARKING STALLS), please be advised the number of expected guests may impact available street parking near the park.

The map below outlines the streets and neighborhoods that may be impacted. These areas are shown below in yellow.

The District has staff onsite to manage the tournament. If you have any questions or feedback, please contact (SPORTS DUTY PHONE) or (EMAIL OF DISTRICT SITE REPRESENTATIVE).

Additionally, Park Rangers will patrol the parking lots and facility periodically throughout the day and can be reached at (805) 432-0708.

We understand this may impact the surrounding neighborhoods and appreciate your continued support of District programs, events, and tournaments.

Thank you.





PLEASANT VALLEY RECREATION & PARK DISTRICT

Post-Tournament Data Form

Tournament Organization _____

Tournament Name _____

Tournament Date(s) _____

The information collected is important to improving our parks and aids the District in potential funding opportunities.

Tournament Sport _____ Soccer _____ Baseball _____ Softball _____ Basketball
 (Check One) _____ Kickball _____ Tennis _____ Pickleball _____ Other: _____

Tournament Information

Number of Registered Teams _____ Total Teams _____ Visiting Teams (Defined as non-Camarillo based)

Number of Divisional Teams _____ 6U _____ 7U _____ 8U _____ 10U _____ 12U
 _____ 14U _____ 16U _____ 18U _____ Adult _____ Senior (60+)

Tournament Organization Administration

The following information pertains only to individuals working or volunteering onsite to produce the tournament

_____ Number of Administration Officials _____ Number of Coaches _____ Number of Vendors
 _____ Number of Umpires/Referees _____ Number of Volunteers _____ Other: _____

Tournament Schedule

Yes _____ No _____ Has the Tournament Organization provided a copy of the final tournament schedule?

This form must be submitted within 5 working days of conclusion of tournament

Organization Name _____

Representative Name _____

Signature & Date _____

Return this signed form to Recreation Supervisor Lanny Binney ldbinney@pvrpd.org