



PLEASANT VALLEY RECREATION & PARK DISTRICT

TOURNAMENT POLICY

BOARD APPROVED: XX/XX/XXXX

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District property/land to organizations and the public for sports and recreational activities, programs, and personal special events. The purpose of this policy is to outline the guidelines and procedures for the permitted use of District property for tournament use.

The District issues permits through an allocation system with priority given in the following order: First: District programming, Second: Community Service Organizations, Third: on a first come first serve basis: resident organizations or non-profit organizations, in-District residents, out of District residents, and organizations.

Sports fields and facilities can be reserved at any time, based on their availability, up to six months in advance as directed by the District’s General Use Policy. Reservations must be made at least 60 days before the event date. If a permit requires General Manager approval, the application must be submitted at least 90 days prior to the date of use. This policy will serve as a guide to help the tournament director and/or tournament organization go through the process of receiving a permit or contract number from the District for the use of a sports field and/or facility. Regulations of use include concessions, rental processes, policies and ordinances as well District responsibilities.

Purpose

The District is dedicated to creating partnerships with local organizations to ensure ample opportunity to participate in recreation and sports at various ability levels. The primary role of these partnerships is to provide athletic opportunities and to make certain District fields and facilities remain safe and of the highest quality. The permitting process provides an organization the exclusive use of a designated park, field and/or facility at a designated time and date, to the

exclusion of all others. The objective of this policy is to create clear written permitting/reservation procedures, policies, and guidelines that will allow the tournament to be a success.

Definition of Terms

Certificate of Insurance - shall mean Coverage of general liability as required by the District's insurance provider CAPRI per occurrence for bodily injury and for property damage, or combined single limit and must list Pleasant Valley Recreation & Park District as additionally insured on a separate endorsement and on the certificate. **The District through its insurance provider CAPRI shall determine the amount of liability insurance required.** The District may also require proof of Workers' Compensation and Sexual Molestation and Abuse (SAM's) coverage.

Community Service Organization - shall mean a youth organization that performs a service for the benefit of the public, is approved by the District, the Organization resides within the District boundaries, and is a non-profit organization. These activities are not part of the District programs/classes.

District - shall mean the Pleasant Valley Recreation & Park District, and/or all land managed by Pleasant Valley Recreation and Park District as well as, its officers, staff, and agents of the District.

Field and/or Facility Modifications - shall mean changing or altering of fields, facilities, parking lots, snack bars, and storage areas owned or managed by the District.

General Use Policy - shall mean the procedures used in the application of District policy. **In-District Resident** - shall mean any person who resides within the boundaries of the Pleasant Valley Recreation & Park District.

Inclement Weather – weather that is not conducive for play to include, rain, frost, snow, lightning extreme heat (over 95 degrees) or other factors that may put the participants in danger or damage the sports field/facility.

Ordinance 8 - shall mean the provisions, policies and rules governing the District, to include use of parks, recreation areas, and facilities in order that all persons may enjoy and make use of such parks and buildings and to protect the rights of all concerned.

Organization - shall mean any formal association or group of people that have reserved a park space, field, or facility for a single activity or multiple activities at a specific location and time. Organization covers all Classifications designations in this policy.

Other - shall mean any organized series of games ("friendlies"), contests, or invitational events that make up a single unit of competition, between several competitors or teams, for scrimmages or series of games and/or matches.

Out-of-District/Non-Resident - shall mean any person, group, organization, association,

partnership, firm, entity, or corporation that resides or operates outside the District's boundaries.

Resident Organization - shall mean public and private educational, service and civic groups and non-profit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public, with a primary purpose of recreation by that group.

Sports Fields/Facilities - shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields (collectively "Sports Parks").

Tournament - shall mean any organized series of games, contests, or invitational or qualified events that make up a single unit of competition, between several competitors or teams, who compete for an overall prize or qualify for higher competition. This excludes any end-of-season playoffs/championships for primary and/or secondary seasons.

Tournament Director/Tournament Organization – an official or organization who typically performs several key functions and is the direct contact with the District for all communications.

Permit Application – shall mean the document created by the District to obtain all the information needed to process the tournament permit. This may include supplemental forms as part of the permit application process. CSO Groups will request tournaments through their biannual FFAU Submission.

Vendor - Shall mean a permitted entity providing products, services, and/or food/beverage items at a permitted program, event, rental on District Property.

Reservation and Permitting Process

Any organization requesting to utilize one or more of the District's sports fields for a tournament must contact the District. A District representative will provide the following documents as one packet:

Availability Calendar and Turf Closure Calendar for the requested Sports Park - these calendars include all annual maintenance shutdowns and existing or traditional programming, etc. This document gives the tournament organizer all available dates to select from within the 90-day to 6-month time period.

It is important to note the District reserves the right to deny a request based on the request type and requested field/facility. Some facilities have a maximum number of hours available annually for use. Should existing or traditional programming come close to reaching the maximum annual hours, additional requests will be denied. Proper maintenance and care of District fields and facilities is of the utmost importance.

Permit Application Form - this form is designed to provide the District as much information as possible as to the size and scope of the tournament and aids in the permitting process.

Applicable District Policies – any applicable policies the organization may require including but not limited to: Ordinance 8, General Use Policy, Tournament Policy, and Turf Policy.

Additional Attachments – this may include any additional addendums, requirements, checklists, and forms that will aid in the application and permitting process.

District Approved 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.

Sports Park Map - these maps will include Sports Park address, directions to, individual field dimensions, field names or numbers, number of parking spaces, and ideal field layouts (if applicable) and designated vendor areas.

Step 1

- Submit a Permit Application Form or FFAU (CSO Groups)

After District staff have received the completed Permit Application Form, staff will review availability of location including dates and review available turf hours. If the requested tournament is within available turf hours and the facility is available, District Staff and the organization will proceed in the next step of the reservation process.

Step 2

- Review of Permit Application Form with Tournament Organization

If the requested Sports Park is available and the Tournament Organization wishes to proceed, staff will review the request with the Tournament Organizer. This will include:

1. Confirmation of details found on the Permit Application Form and Tournament Request Form (supplemental)
2. Review of this policy
3. Discussion on additional considerations including:
 - a. Use of District Property
 - b. Turf Policy
 - c. Personnel Requirements

- d. Insurance/Indemnification Requirements
- e. Cost Estimates & Fees to be Paid (all fees can be found in the District's Master Fee schedule on the District's website along with the classification list of how an organization is classified and charged)
- f. Request for Snack Bar and/or Concessions and Food Trucks
- g. Requests for Non-Food Vendors
- h. Facility and Guest Safety Requirements including Emergency Action Plan
- i. Restrooms and Trash Requirements
- j. Medical Services Requirements
- k. Neighborhood Notice Requirements
- l. Parking Plan Requirements
- m. Field Preparation

Step 3

- Insurance Requirements and Payment of Fees

After discussing the additional considerations and requirements of Tournament Organization in using District Sports Parks, the following items will be discussed between the District and the applicant.

- a. Insurance Requirements
- b. Cost Estimates & Fees to be Paid
- c. Payment Schedule
- d. Timelines for Required Documents

Step 4

- Issuance of Conditional Permit

Conditional Approval will be issued upon the District staff receiving the following documents from the tournament host/director:

1. Permit Application within 60 days of the requested tournament date(s)
2. Certificate of Insurance naming the District as the Certificate Holder and the additional named insured for limits to be determined when submitted including the appropriate endorsement form.
3. Review of Permit Application by District staff and tournament director

4. Fees include a non-refundable processing fee received at the time of issuing the Conditional Approval and 50% of the permit fees. For non-CSO organizations, a security deposit may be applied. Applicable fees are subject to change based on the District's Master Fee Schedule.
5. Signed Acceptance of the District's Policies.

Step 5

- Issuance of Permit

The Issuance of the Permit will be after the completion of the Conditional Approval process and when full payment is received 30 days prior to the event.

Step 6

- Tournament Weekend/Tournament Dates

A Pre-Tournament Walk Through will be scheduled with the organization and tournament director. The facility will be evaluated for cleanliness and readiness for the tournament. Tournaments may only be held during periods when the fields are not closed for renovation, not already booked for existing use, and not exceeding the 1,100 hours threshold (PV Fields only).

Step 7

- Post-Tournament

A Post Tournament Evaluation will be conducted by District Staff. The facility will be evaluated for cleanliness and damage. Should any damage be identified, the tournament organizer will be responsible and billed for damages or staff remediation hours.

Following the tournament, the District will provide a Post Tournament Data form to be completed by the organization. Completed forms are due 5 business days following the completion of the tournament unless otherwise discussed between the organization and District Staff.

Team Daily Maximum

Organizations seeking to use District Sports Parks for tournament use may not host more than the number of teams per day listed below:

- Bob Kildee
 - Baseball: 60 Teams
 - Tennis/Pickleball: 300 competitors
 - Aquatic Center: 200 competitors
- Freedom Park
 - Baseball: 60 Teams
 - R/C: 200 competitors
 - Hockey/Roller Derby: 20 Teams
 - Futsal: 15 Teams
 - BMX: 450 competitors
- Pleasant Valley Fields
 - Softball: 50 Teams
 - Soccer: 80 Teams (Winter/Spring) or 110 Teams (Summer/Fall)
- Mission Oaks
 - Softball: 50 Teams
 - Tennis: 300 competitors

Should an organization wish to host a tournament with more teams than listed above, a formal request must be made to the District's General Manager outlining the tournament plan to include and address all items listed under additional considerations under Step 2 of this policy.

Insurance Requirements

Evidence of liability insurance will be required, as specified in the District Liability Insurance Requirements. All eligible policies must name Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees as additional insured.

Permit Cancellation

As described in the Districts General Use Policy Section I.K., permits may be cancelled and/or rescheduled at the discretion of the District. Permits cancelled by the District for field closure resulting in loss of use due to inclement weather or emergency maintenance may be rescheduled as availability allows or may be refunded in full.

Permits cancelled by the User Group at least ninety (90) days prior to the permitted use will be refunded in full, minus the non-refundable processing fee. Cancellations between eighty-nine (89) and sixty (60) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than sixty 60 days prior to the permitted use will not be refunded.

If the tournament is cancelled due to weather, the District will try to re-schedule a makeup tournament with the organization based on availability of the fields.

DRAFT



PLEASANT VALLEY RECREATION & PARK DISTRICT

Tournament Additional Considerations

Use of District Property

Organizations seeking to use District Sports Facilities for tournaments will sign they have received and acknowledge the District's Ordinance 8 and General Use Policy.

Sports Turf Policy

Organizations seeking to use District Sports Facilities for tournaments use are required to read and acknowledge and sign agreeing to the District's Sports Turf Policy. This policy provides guidance on the use of District owned and managed sports fields and turf areas to ensure the District is accomplishing our goal of safe and quality sports fields. This includes approved footwear, turf maintenance/closures, and approved field markings.

Personnel Requirements

Organizations seeking to use District Sports Parks for tournament use may be required to have a District representative onsite for a part of or the whole duration of the tournament. Personnel Requirements will be discussed with organizations during the review process and a decision will be made based on tournament size and needs.

This representative may be responsible to ensure any facility-related items and needs of the Tournament Organization are met, including, but not limited to, opening of gates and buildings, inspecting and restocking of restrooms, and removal of trash, bagging trash cans, and any emergency maintenance items that may arise. Should a tournament not require an on-site representative, the District will provide a phone number the organization may use should any needs or facility emergencies arise.

The Tournament Organization is responsible for any staff expenses at the Board-approved Fee Schedule Rate, to include Overtime if outside staff's normal working hours. Fees shall be discussed prior to the permit approval as well as post-tournament should staffing costs be incurred.

Insurance/Indemnification Requirements

1. **Liability Insurance:** Organization shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverages and limits as specified in District Liability Insurance Requirements, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. Such insurance shall name District, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The Organization shall file certificates of such insurance with the District, which shall be endorsed to provide thirty (30) days' notice to the District of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the District may deny access to the facility. All insurance policies shall be

issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the (District's self-insurance pool. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Organization maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Organization. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

2. **Indemnification/Hold Harmless:** Organization shall indemnify, defend, and hold harmless District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the Organization's use or occupancy of a facility or property controlled by the District, unless solely caused by the gross negligence or willful misconduct of District, its officers, employees, or agents.

Cost Estimates & Fees to be Paid

District staff will provide the Tournament Organization with a cost estimate for the services requested. This may include any fields or facilities, personnel, lights, materials, or other services requested.

Payment for fields or facilities reserved for use by Tournament Organizations must be paid prior to issuance of a permit for use.

The Pleasant Valley Recreation & Park District approved Fee Schedule can be found at www.PVRPD.org.

Request for Snack Bar and/or Concessions and Vendors

The snack bar/concession stands at each of the District's Sports Parks is operated by a District-approved Community Service Organization. These organizations have the first rights of refusal in providing snack bar/concession services. Upon notification to the District by Tournament Organization of a want or a need for snack bar/concession services, the Community Service Organization has a 30-day period to respond.

In the event the Community Service Organization does not want to provide these services, the Tournament Organization is authorized to contract with food (vendors) providers, 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 (MFF) and/or temporary food facility (TFF) 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.
- The Tournament Organization is responsible for submitting a copy of all approved permits no less than 30 days from the date of the tournament.
- Each Vendor is subject to a daily vendor fee as approved in the District’s Master Fee Schedule. This fee may be paid by each vendor or the tournament organizer. Collection of fees will be discussed in the application review phase.
- Vendors are only allowed to set up in the designated vendor area, as marked on the facility site-map.

Facility and Guest Safety Requirements

Organizations seeking to use District Sports Parks for tournament use are required to submit an Emergency Action Plan that includes a Heat Illness Prevention Plan. Organizations will also be required to provide signage in regard to safety and directions.

Restrooms and Trash Can Requirements

Organizations seeking to use District Sports Parks for tournament use are required to coordinate and pay for adequate trash receptacles. Additional staffing may be required to handle trash removal. Tournament Organizations will need to place a minimum of One (1) extra 3-yard bin and up to a 40-yard bin based on size of tournament and duration of tournament. Tournaments with more than 60 teams will be required to place a 40-yard bin. If an additional bin is not deemed necessary based on location, the organization may be required to pay for an extra pick up by the District’s waste provider.

Trash Receptacles are to be placed:

- Bob Kildee – Next to the existing receptacles near the Snack Bar
- Freedom Park – Next to the existing receptacles
- Pleasant Valley Fields – Next to existing receptacles or as designated by staff.
- Mission Oaks – Next to the existing receptacles

Organizations may also be required to place temporary restroom facilities based on the size and duration of tournament.

For tournaments at Mission Oaks Park, Bob Kildee Park, or Freedom Park, external organizations will be required to have a District staff onsite for trash and restroom servicing. Staffing will be scheduled and billed at the District’s overtime rate. Community Service Organizations may request additional staffing onsite for trash and restroom servicing. Staffing will be scheduled and billed at the District’s overtime rate, however the CSO may choose to handle trash and restrooms on their own with periodic District staff check-ins.

Community Service Organizations may request Janitorial Services through the District’s contracted janitorial vendor for tournaments held at Pleasant Valley Fields. Request for services must be made 30-days prior to tournament date to ensure adequate scheduling. Fees are subject to change based on current fees incurred by the District. CSO’s may select from any of the options below.

External Organizations must select from option 3 or option 4 below if hosting a tournament at Pleasant Valley Fields, but may be altered based on capacity and volume of facilities/areas used. Certain options may be required based on size of tournament and number of patrons attending.

			CSO Options Available	Non-CSO Options (REQUIRED)
Tournament Option 1 (Restrooms Only)	2 staff 8 hours each with overlapping shifts. 7:00AM - 7:00PM. 16 hours total for the day.	Open restrooms + cleaning periodic checks, restocking of consumables	X	Available for Softball Tournaments Only
Tournament Option 2 (Restrooms Only + Extended hours)	3 staff / (2)-8 hr.(1) - 4 hr. with overlapping shifts. 7:00AM - 10:00PM. - 20 hours total for the day.	Open restrooms + cleaning periodic checks, restocking of consumables and limited trash detail around buildings	X	N/A
Tournament Option 3 (Restrooms & Trash)	4 staff - 8 hours each with overlapping shifts. 6:00AM - 6:00PM. - 32 hours total for the day.	Open restrooms + cleaning periodic checks, restocking of consumables and complete trash detail	X	X
Tournament Option 4 (Restrooms & Trash + Extended hours)	6 staff / (4) - 8 hours (2) - 4 hours all with overlapping shifts. 6:00AM - 9:00PM. - 40 hours total for the day.	Open restrooms + cleaning periodic checks, restocking of consumables and complete trash detail	X	X

NOTE: Consumable products are not included in the price for janitorial services. Direct Cost of consumables used in excess may be billed to the organization post-tournament.

Medical Services Requirements

The District’s four (4) sports parks have an AED available on-site (shown on the facility site map). All Tournaments must have a first aid station and be prepared to provide care or have a procedure to get Emergency Medical Services to a patron quickly. If tournament organizer would like to provide an additional AED, they may do so. Any tournament with more than 60 teams must hire Emergency Medical Services Teams that would be able to provide care in a medical emergency. Any injuries that occur must be reported to the District on the post-tournament data form.

Neighborhood Notice Requirements

If parking needs are going to exceed the amount of parking allowed at the park, the tournament director will be responsible for putting up “No Tournament Parking” signs in the neighborhoods surrounding the park area. Notification to the neighborhoods must be made a minimum of two weeks prior to the tournament. Notifications may be mailed by USPS or may be left on resident doors. NOTIFICATIONS MAY NOT BE PLACED IN RESIDENT MAILBOXES.

Parking Plan Requirements (if over capacity of parking lot)

Tournament organizers may charge for parking. The rate charged may be determined by the market. If the organizer or organization decides to charge for parking or reserve specific spots, the tournament organizer or organization must pay the District a fee as determined by the District Fee Schedule per space per day.

The Tournament Organizer will need to provide a comprehensive parking plan to the District to include location of parking and a contingency plan once the parking lot reaches capacity. The Organizer needs to determine signage and provide information for how neighborhood parking will be mitigated or receive permission from neighboring parking lots.

- Bob Kildee – 198 spots
- Freedom Park – 379 spots
- Pleasant Valley Fields – 591 spots
- Mission Oaks – 326 spots

Field Preparation

Community Service Organizations

Baseball and Softball Tournaments

1. District staff will drag and line all fields prior to the start of the tournament if requested. CSO's will re-drag and line throughout the tournament as necessary. If additional field preparation is requested, District staff will work with the organization on times and staff hours needed. CSO will be responsible for additional staff time needed for field preparation.
2. Fields must be lined with District approved paint and meet the specifications agreed upon between the tournament director and District staff.

Soccer Tournaments

1. Field preparation and lining may be requested, but subject to additional staff fees depending on preparation and demand.
2. Fields must be lined with District approved paint and meet the specifications agreed upon between the tournament director and District staff.

Tennis/Pickleball Tournaments

1. Courts will be blown the evening before or morning of the first day of the tournament depending on the start time of the permitted tournament.

External Organizations

Baseball and Softball Tournaments

1. District staff will prepare all fields. The tournament director will need to identify prior to the tournament how many times the fields shall be dragged and lined for each field and a time frame when the fields shall be prepared.
2. Chalk or paint may be used for base paths, depending on the water usage of the field.
3. Softball bases may be rented for an additional charge. Please refer to the District's Master fee schedule for current fees.

Soccer Tournaments

1. District staff will line the fields prior to the tournament. Field location and specifications are due to the District 10 working days prior to the tournament start time.
2. Additional field prep may be requested, but subject to additional staff fees depending on preparation and demand.
3. The District **DOES NOT** own soccer goals. Organizations must bring their own temporary pop-up nets or work with another agency to provide soccer goals.

Tennis/Pickleball Tournaments

1. Courts will be blown the evening before or morning of the tournament depending on the start time of the permitted tournament.