

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

**2020 POLICY COMMITTEE
AGENDA**

**WEDNESDAY, AUGUST 26, 2020
9:00 A.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 8:00 am on Wednesday, August 26, 2020 to Anthony Miller, Administrative Analyst at amiller@pvrpd.org. Your email will be printed and distributed to the Policy Committee members prior to the meeting.**
- b. Phone – You may call the PVRPD office at 805-482-1996, ext. #110 by 8:30 am on Wednesday, August 26, 2020 and provide your name, your phone number and your item of interest. PVRPD staff will provide you with instructions for participating or for making a general public comment.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE 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 AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: POLICY COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER

By: Eric L. Storrie, Recreation Services Manager

DATE: August 26, 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 that a Cost Recovery Policy, Fee Schedule Update, and Community Service Organization Fee Methods, projects are being reviewed in Finance Committee.

BACKGROUND

The District is authorized by Ordinance 8 and the General Use Policy (Attachments A & B, respectively) 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 (Attachment C).

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.

For the purpose of this Policy, the District considers Bob Kildee Community Park, Mission Oaks Park, Freedom Park, and Pleasant Valley Fields as “Sports Parks” able to handle tournament-level

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 Day 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?

At the last meeting, direction and guidance was 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) 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 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?

At the last meeting, 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 they do, the District will work with the current snack bar 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?

At the last meeting, 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 (dusk til dawn) 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?

At the last meeting, direction and guidance was to continue exploring this. Staff are still researching best practices and seeking CAPRI guidance. This will be brought back at the next meeting.

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 roughly \$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?

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 notice would be a responsibility of the District and provided both 30-days and 14-days 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?

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?

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?

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.

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?

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.

Next Steps

1. Refinement of the Tournament Request Application Form
2. Continued refinement of the Tournament Policy
3. Discussions and input from Community Service Organizations

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

- A. Tournament Request Form
- B. Tournament Policy (Draft)



PLEASANT VALLEY RECREATION & PARK DISTRICT

TOURNAMENT POLICY

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center and other facilities, to organizations and the public for sports and recreational activities and programs. The purpose of this policy is to outline the guidelines and procedures for the permitted use of District fields and facilities for tournament use.

The District issues permits through an allocation system with priority given in the following order: District programming, Community Service Organizations, resident organizations or non-profit organizations, in-District residents, and all other requests.

Reserving fields and/or facilities can be reserved at any time based on the availability of the fields or facilities up to six (6) months in advance and a minimum of 30 days prior to the date. The District closes fields and facilities periodically throughout the year for rest and maintenance periods. This document will serve as a guide to help the tournament director or tournament organization go through the process of receiving a permit from the District for the use of a sports field and/or facility. Regulations of use include concessions, rental processes and 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 in 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 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 procedures, policies, and guidelines that will allow the tournament to be a success.

Definition of Terms

Certificate of Insurance - shall mean Coverage shall have general liability for at least \$1,000,000 per occurrence for bodily injury and \$100,000 for property damage, or \$1,000,000 combined single limit and must list Pleasant Valley Recreation & Park District as additionally insured on a separate endorsement and on the certificate. **The District shall determine the amount of liability insurance required.**

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

District - shall mean the Pleasant Valley Recreation & Park District, its officers, staff, and agents of the District.

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

General Use Policy - shall mean the procedures used in application of District policy.

In-District Resident - shall mean any person who resides within the boundaries of the Pleasant Valley Recreation & Park District.

Ordinance 8 - shall mean the provisions and rules governing the District, to include use of parks, recreation areas, and facilities in order that all person 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 events that make up a single unit of competition, between several competitors or teams, who compete for an overall prize. This excludes any end-of-season playoffs/ championship 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.

Tournament Request Form – shall mean the document created by the District to obtain all the information needed to process the tournament permit.

Vendor - a person or company offering food, snacks, merchandise, or services for sale.

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 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.

It is important to note the District reserves the right to deny a request based on the request type and requested field. Proper maintenance and care of District fields and facilities is of the utmost importance.

Tournament Request 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.

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.

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).

Step 1

- Request and submit a completed Tournament Request Form

After District staff have received the completed and signed Tournament Request Form, staff will review the request based on availability and the sport and facility requested.

Step 2

- Review of Tournament Request Form with Tournament Organization

If the 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 Tournament Request Form
2. Review of this policy
3. Discussion on additional considerations, including:
 - a. Use of Buildings
 - b. Personnel Requirements
 - c. Request for Snack Bar and/or Concessions
 - d. Requests for Non-Food Vendors
 - e. Facility and Guest Safety Requirements
 - f. Restrooms and Trash Can Requirements
 - g. Medical Services Requirements
 - h. Neighborhood Notice Requirements
 - i. Parking Plan Requirements
 - j. Accessibility Requirements
 - k. Motorized Vehicles Requirements

Step 3

- Insurance Requirements and Payment of Fees

After discussing the additional considerations and requirements of Tournament Organization in using District Sports Parks,

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

Step 4

- Issuance of Conditional Permit

More discussion as to process and best practice with Policy Committee is needed

Step 5

- Issuance of Permit

More discussion as to process and best practice with Policy Committee is needed

Step 6

- Tournament Weekend

More discussion as to process and best practice with Policy Committee is needed

Step 7

- Post-Tournament

More discussion as to process and best practice with Policy Committee is needed

Classification of User Groups

A User Group's classification determines their priority for field allocation. This classification is determined in the District's General Use Policy.

Class	Class Designation	Additional Class Description
0	Pleasant Valley Recreation & Park District	All District activities
1	Community Service Organization	Community Service Organization as approved by the Board of Directors.

2	Resident Organizations	Local school districts, governmental agencies, and non-profit organization.
3	In-District Residents	
4	Out-of-District or Non-Residents	

The District reserves the right to change and/or modify these classifications.

Sport Priority by Season

For the purposes of the process, the sport in season shall have the priority for any allocation request(s) related to the season in question. The list below is in alphabetical order and does not constitute priority between sports. **The lists below are not inclusive of all requested sports.**

Spring Season Sport Priority
Baseball
Softball

Fall Season Sport Priority
Football
Soccer
Basketball

Sports Parks Hours of Operation

Monday through Friday:	8:00 a.m. – 10:00 p.m.
Saturday:	8:00 a.m. – 10:00 p.m.
Sunday:	8:00 a.m. – 10:00 p.m.

Hours outside of the normal hours of operation may be requested as part of the allocation process.

Field hours are at the discretion of the District and field conditions. All User Groups must have a copy of their permit available upon request by District staff.

Personnel Requirements

Organizations seeking to use District Sports Parks for tournament use are required to have a representative from the District onsite for the duration of the tournament.

This representative is 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.

This representative will be onsite no less than 30 minutes in advance of the Tournament Organization's requested start time and.

The Tournament Organization is responsible for this expense at the Board-approved Fee Schedule Rate. The Pleasant Valley Recreation & Park District approved Fee Schedule can be found at www.PVRPD.org.

(as a note: the current Board-approved Fee Schedule rate for full-time personnel is \$42.00 per hour. This rate is subject to change)

Request for Snack Bar and/or Concessions 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 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 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
- 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 one-time fee regardless of the number of food vendors. (as a note: the current fee charged is \$125 (\$25 application, \$100 permit))

Request for Non-Food Vendors

Tournament Organizations are authorized to contract with and collect fees for non-food vendors present at tournaments conducted on District property, 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
- 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 one-time fee regardless of the number of food vendors. (as a note: the current fee charged is \$125 (\$25 application, \$100 permit))

Facility and Guest Safety Requirements

This section to be completed pending guidance and discussion with Policy Committee and CAPRI/Risk Management.

Restroom and Trash Requirements

This section to be completed pending guidance and discussion with Policy Committee, County of Ventura, and industry best-practice.

Medical Services Requirements

This section to be completed pending guidance and discussion with Policy Committee.

Neighborhood Notice Requirements

This section to be completed pending guidance and discussion with Policy Committee.

Parking Plan Requirements

This section to be completed pending guidance and discussion with Policy Committee.

Tournament Organizations are not authorized to charge parking fees to guests for tournaments.

Accessibility Requirements

This section to be completed pending guidance and discussion with Policy Committee.

Motorized Vehicle Requirements

This section to be completed pending guidance and discussion with Policy Committee.

Insurance Requirements

This section to be completed in accordance with current approved insurance requirements.

Cost Estimates and Fees to be Paid

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

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.

Maintenance Operations

Turf Preservation

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. User Groups should rotate use of areas and when possible, stay off fringe or bare areas to limit erosion and further damage.
- User Group should notify the District of any turf divots found while using fields.
- Tarps may only be placed on the turf with prior written approval and at the direction of District staff. Turf covering must be made of a breathable material.
- Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District.
- Soccer practices may not take place on the infield area of a softball or baseball diamond.
- No vehicles are allowed on District property, other than parking lots, without prior

written permission noted on the permit issued by District.

- For practices scheduled at Pleasant Valley Fields, turf shoes are required for all participants 11 years of age and older

Sports Field Lining/Marking

- Lining of District fields is prohibited without prior written approval on the field use permit.
- Lining must be coordinated with District staff.
- Line colors must be approved by District.
- Burning lines on the District fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs for all damages occurring to the facility and termination of field use permit.

Field and Facility Closures

The District closes fields and facilities annually for scheduled maintenance and rest. Field and facility closure schedules and duration varies dependent on individual field and facility needs. The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

Field and/or Facility Modifications

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks.

Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

Inclement Weather

The Pleasant Valley Recreation and Park District reserves the right to cancel or suspend field or facility use permits when conditions could result in injury or cause damage to the District property. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightening, earthquakes, or other reasons as decided by the District.

During inclement weather District staff will assess the playability of all District-owned and managed fields and facilities. The District's field and facilities condition line will be updated by 2:00pm on inclement weather days. It is the responsibility of the permit holder to obtain status and notify participants. Inclement weather is at the sole discretion of the District.

Permit Cancellation

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 sixty (60) days prior to the permitted use will be refunded in full. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will not be refunded.

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PLEASANT VALLEY RECREATION & PARK DISTRICT

Tournament Request Form

Tournament Name _____

Description of Tournament _____

Tournament Website _____

Yes ___ No ___ Is this an annual tournament? How many years has this event been held? _____

Requested Sports Park ___ Pleasant Valley Fields ___ Freedom Park
(Select one or more) ___ Mission Oaks Park ___ Bob Kildee Community Park

	Setup	Date _____	Time _____
Requested Date(s) / Times(s)	Tournament Starts	Date _____	Time _____
	Tournament Ends	Date _____	Time _____
	Cleanup	Date _____	Time _____

Estimated Attendance Total _____ Per Day _____

Estimated Participants Total _____ Per Day _____

Organization & Contact Information

Yes ___ No ___ Is the Organization a tax exempt, nonprofit entity? If yes, you must attach to this Tournament Request Form a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status

Organization Name _____

Representative Name _____

Organization Address _____

Organization Phone _____

Organization Email _____

Signature & Date _____

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