

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

**2020 POLICY COMMITTEE
AGENDA**

**THURSDAY, MARCH 26, 2020
2:30 P.M.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. TOURNAMENT POLICY DISCUSSION**
- 5. 2020 COMMITTEE GOALS**
- 6. ORAL COMMUNICATIONS**
- 7. 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: February 27, 2020

SUBJECT: TOURNAMENT POLICY DISCUSSION AND GUIDANCE

SUMMARY

Since 2013, the Pleasant Valley Recreation & Park District (“District”) and its approved Community Service Organizations (“CSOs”) have hosted an average of 22 tournaments (combined) per year.

District staff began noticing an inconsistency in process related to reserving and use of District fields and facilities, an increase in vendors participating in these tournaments, and increased District expense and effort regarding CSO post-tournament cleanup. The CSOs have been charged for these cleanup efforts.

District staff have identified a need for a standardized process to ensure all tournaments are treated fairly and consistently. This Tournament Policy (“Policy”) may ensure that tournament and guests expectations are met, may reduce overall staff time and effort related to the planning and coordinating of tournaments, and may help the CSOs with annual planning and budgeting.

BACKGROUND

The District recognizes eight (8) CSOs who use various fields and facilities. These CSOs and the facilities they use are listed below.

Community Service Organization	Average Number of Tournaments Per Year
Camarillo Girls Softball Association (“CGSA”)	1
AYSO Region 68 (“AYSO”)	4
Eagles Soccer Club (“Eagles”)	4
Camarillo PONY Baseball (“CPBA”)	17
Camarillo Youth Basketball Association (“CYBA”)	0
Camarillo Cougars Football (“Cougars”)	N/A
Camarillo Cosmos Track Club (“Cosmos”)	N/A
Pleasant Valley Swim Team (“PVST”)	N/A

The average number of tournaments includes District fields and facilities only.

District staff have worked with the CSOs to develop a standardized process for inspecting the fields and facilities, including pre- and post-tournament inspections of which the CSOs Tournament Director and/or President/VP is in attendance.

Per Section 401 of District Ordinance 8– use of Recreation Buildings, Athletic Fields, Sports Parks/Complex and Picnic Areas, which in part reads “Applicants shall be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, the Applicants shall be responsible for the reasonable costs to replace, repair, or clean such property.”

Since June 2019, the CSOs have been charged \$2,940.00 for cleanup (13 tournaments, average of \$226.15 per).

ANALYSIS

District staff are working to develop a Tournament Policy (Attachment A) to help standardize processes to ensure all tournaments are treated fairly and consistently with expectations of the CSOs/tournament organizer and the District are understood and met.

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 Fields/Facilities” able to handle tournament-level use.

In 2019, the District created and implemented a Field and Facility Allocation and Use (“FFAU”) process to better manage the requests of CSOs and improving the process.

Areas for discussion and consideration:

Introduction- this describes who the District is and what processes are involved in this Policy.

Purpose- explains the objective of the Policy.

Definition of Terms- commonly used terms and the corresponding definitions of each.

Reservation and Permitting Process- this entails the process from the first conversation through payment and post-tournament reporting. This included the estimate(s), deposit(s), insurance, and refunds process.

Use Regulations- this includes generally accepted practices of the District as it relates to the management and operation of District fields and facilities.

The following items are in progress as staff are developing best practices in these areas. All items will be consistent with Ordinance 8, the General Use Policy, any existing policies or procedures.

Rental Guidelines

Vehicles and Parking

Field and Facility Modifications

Tournament Organization/Tournament Organizer Responsibilities

Pleasant Valley Recreation & Park District Responsibilities

Concessions, Food, and Merchandise

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) Tournament Policy (9 pages)



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 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, Pleasant Valley Fields, and Pleasant Valley Aquatic Center.

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 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

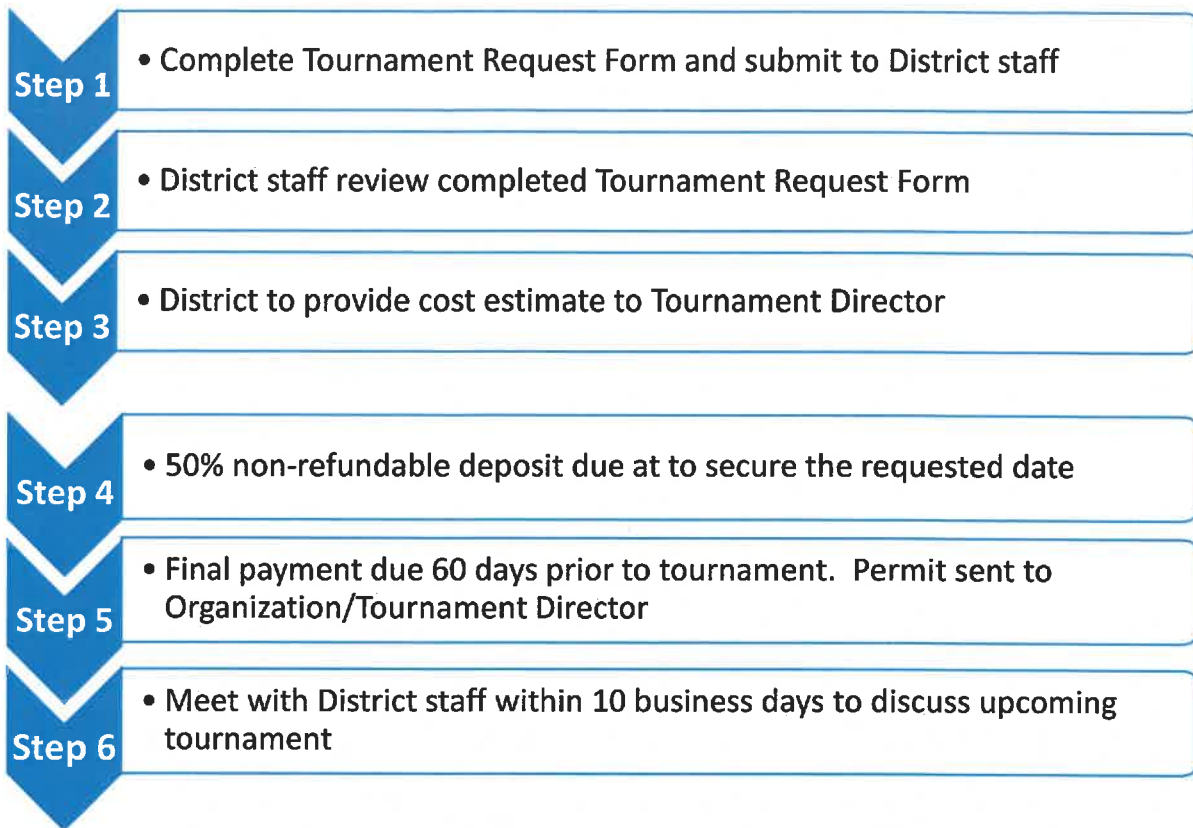
If an organization wishes to host a tournament at one or more of the District's Sports Fields/Facilities the first step is to complete the Tournament Request Form by the Tournament Director/Tournament Organization and submitted to District staff. The District will provide a list of available dates at the time this form is requested.

After receiving the Tournament Request Form, staff will review the information, including: type of tournament, dates, times, fields, how many people will be in attendance, if vendors will be on hand to sell food, merchandise or other services, opening/closing ceremonies, attractions such as bounce houses, snack bar concessions, special parking considerations and other information as needed.

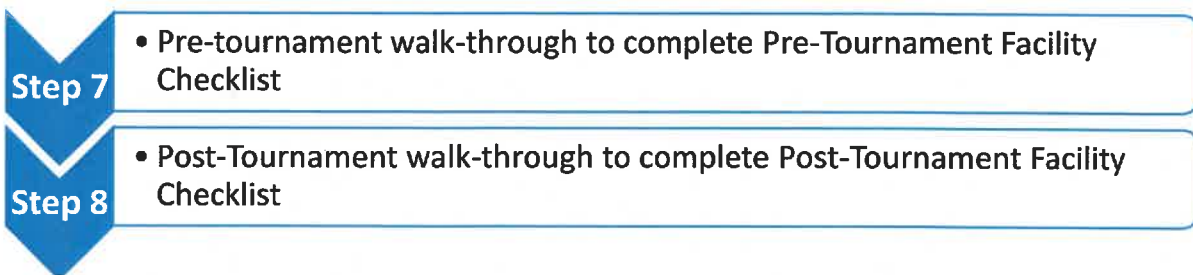
If the fields are available and all information has been obtained from the Tournament Director, District staff will provide the Tournament Director with a cost estimate. District staff will discuss the expenses, level of service provide, and expectations of the tournament and organization with the Tournament Director or Tournament Organization.

The Tournament Request Form shall be completed and turned in with a 50% non-refundable deposit to hold the field/facility and date(s). The balance of the payment is due a minimum of 30 days prior to the tournament start date. When full payment is received, a permit will be issued to the Organization/Tournament Director.

The following steps will provide guidance on the process for receiving a permit from the District.



A meeting will be set between the Tournament Director and District Staff within ten (10) business days of the tournament to re-review all policies, guidelines, and practices between the District and the Tournament Director. This includes all documentation of vendors who must provide the District with Vendor Application, Certificate of Insurance naming the District as the Certificate of Insurance and endorsement page, Ventura County Health Permits, City of Camarillo Business License.



No permit shall be issued for more than one year from the date of issue. A permit may be renewed upon application and payment of another application fee unless it has been found that the permittee has failed to comply with this section or to the terms and conditions under which it was issued, or it is found that such permit is inconsistent with the public safety or public use of such park or District property.

- 1. Availability** – Fields and facilities are available to organizations or organizers by providing information to the District, reviewing the Cost Estimate and completing the

Tournament Request Form. After all Field and Facility Allocations have been administered, if there is an open date(s) for a tournament and the field is not being renovated or rested, then an application may be completed at a minimum of 30 days prior to the event.

2. **Application for Permit** – All tournaments must have a completed application and be approved by the District at least 30 days prior to the event. Deposits must be made at the time of the reservation and final payments are due 30 days prior to the event. All applicants must sign the waiver on the permit form for the application process to be completed.
3. **Deposit** – The required 50% deposit is due as part of the overall costs associated with the tournament or event. These fees may include lights, field prep, bases, scoreboards, staff time and/or any additional costs as needed.
 - a. A reservation payment must be made upon submittal of the rental application. For applications made more than thirty (30) days in advance, payment consists of 50% of the total rental fees with the remaining 50% due thirty (30) days prior to the reserved date. For applications made thirty (30) days of the reserved date, fees are due in full upon submission of the application. Initial payment will secure the facility for the desired date pending the payment of all remaining applicable fees.
 - b. Total rental fees include the rental rate(s), non-refundable application fee, refundable cleaning/security deposit, and if applicable insurances, vendor and/or security guard charges. The refundable cleaning/security deposit is designed to ensure that the applicant leaves the facility in the same condition it was in at the time of the Pre-Tournament Inspection with District Staff. If it is necessary for District Staff to provide cleaning services following a tournament or extended use, additional fees may be charged.
 - c. If, at the conclusion of the activity the facility is not clean and usable, the District will retain the cleaning deposit.
 - d. Deposits and fees may be paid via cash, debit, check, or credit card. **Personal checks will not be accepted within ten (10) days of the desired reservation date.**
 - e. Deposits are due and payable along with all other fees and charges at the time of the application. No application will be executed for a period greater than six months in advance of the event date without approval by the General Manager or designee. For District policy regarding refunds please refer to Section B of the General Use Policy.
 - f. Any portion of the deposit not used will be refunded. District staff has the sole right to determine whether there has been any damage or misuse of District property. A walk through of the fields, or facility, including the parking lot will be

scheduled prior to the tournament with Tournament Director or Tournament Organization.

- g. The use of the field/facility for a purpose other than the purposes approved on the Tournament Request Form may result in assessment of additional fees and/or damages and may result in cancellation of the remainder of the Tournament or extended use and/or future use of the fields/facilities.
 - h. The application fee is non-refundable. Cancellations must be made through the District office no later than 61 days prior to the use date to qualify for a refund of other paid rental fees minus the non-refundable application fee.
 - i. For the following calendar year, the Tournament Director or Tournament Organization does not receive the first right of refusal of the same date(s). (not consistent with FFAU process)
 - j. If the canceled date can be rented by another Tournament Director or Tournament Organization, the full deposit will be refunded, and the first right of refusal becomes that of the new organization/user.
 - k. If the tournament is cancelled by the District prior to games played, any field/facility preparation fees will be applied. If play is shortened by inclement weather, field/facility preparation fees and games played will be applied.
 - l. Failure to comply with the Tournament Policy and/or Field/Facility Allocation and Use Process/General Use Policy or Ordinance 8 may result in the cancellation of reservation(s), forfeiture of all fees/deposits and forfeiture of the right to use District fields and facilities in the future. Permits are revocable at any time for violation of the Policy or District Ordinances.
4. **Insurance** – Evidence of **General Liability Insurance Coverage** in the amount not less than one million dollars (\$1,000,000) combined single limit bodily and property damage **for each occurrence**. The following items are **REQUIRED** and must be included on the Certificate of Insurance to demonstrate the appropriate insurance coverage.
- a. **List as Certificate Holder**
Pleasant Valley Recreation and Park District, 1605 E. Burnley Street, Camarillo, CA 93010
 - b. **Additional Insured**
5. **Tournament Cost Estimate** - After meeting with the Organization/Tournament Director, the type of services will be determined, District Staff will meet with the Tournament Director to discuss the fees and services for the tournament.
6. **Facility Refunds** - The rental reservation is only complete when the application is accepted and approved by the District and all applicable deposits and fees are paid. The application fee is non-refundable.

- a. Full refund 61 or more days prior to first day of event. The non-refundable application fee and \$100 deposit will not be refunded.
- b. 50% refund of all other fees paid, if the reservation is cancelled between thirty (30) and sixty (60) days prior to event date, customer will receive the refund of any cleaning/security deposit paid.
- c. Refund of cleaning/security deposit only if the reservation is cancelled twenty-nine (29) or less days prior to event.
- d. In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months. (how does this affect the FFAU period?)
- e. If a reservation is paid through a credit card, any refund will be issued to the same credit card within seven (7) business days following the cancellation.
- f. If a reservation is paid check or cash, a refund by check will be processed within fifteen (15) business days following the cancellation.
- g. NSF charges will apply for returned checks.
- h. Please refer to the District Fee Schedule for applicable field/facility rates and additional rental fees on our website at www.pvrpd.org.

Use Regulations

1. The Tournament reservation is for the designated field(s)/facility(ies) only. Use of the facility is limited to the activity specified on the permit. If the facility is utilized for a purpose not designated on the approved permit, charges will be assessed for usage.
2. Unless specifically stated on the permit, it is understood that the Tournament is not a fundraiser, and that no admission/parking/gate fee is to be charged. Groups conducting fundraising events must possess not-for-profit status and submit a Tax Exemption Letter or Letter of Intent to the District. Copies of all documents must be filed with the Tournament Request Form.
3. All tents, awnings, canopies and other temporary structures must have prior approval from the District. The District will dictate where these items will be placed on the property. At the discretion of the District staff, security personnel may be required at the cost of the Tournament Organization/Director.
4. Fences on District property may not be used for hitting/kicking balls into.

5. Golf carts and/or utility carts are not allowed without prior approval in writing to the District staff. Drivers must possess a valid driver's license and insurance.
6. Private or commercial vehicles may not be driven on turf surfaces, sidewalks, service, drives or emergency zones. Only parking lots and/or loading/unloading zones may be used for loading/unloading equipment.
7. Apparatus or equipment may not be located at the facility unless the use and location of such equipment has received prior approval from District staff.
8. Amusement rides, games, booths, bands, D.J.'s, etc... are not allowed without prior approval in writing from District staff.
9. Concessions at sports fields and facility must be coordinated with the Community Service Organizations that operate the snack bars. If Community Service Organizations will not provide concession staff, the Snack Bars may be run by District.
10. Only District staff and contractors can prepare fields/facilities unless approved by District staff in advance in writing. Any modification of this must be approved by District Staff at the time of the reservation.
11. The District may revoke any permit granted if it is determined that the application for the permit contained any misrepresentation or false statement, or that any condition set forth in the policies are not being complied with, or that safety of the participants in the activities of the applicant or other patrons/visitors is endangered by the continuation of the event.
12. Parking lot may not be blocked for volunteers, referee/umpires or other personnel without prior written approval from the District.
13. All tournament and event functions will be canceled without the completion of the application with signed disclaimer, Certificate of Insurance, other permits and payment of the facility. While every effort will be made to accommodate your event, the District has the right to cancel the event at any time based on inclement weather, local emergencies or any other reason that may jeopardize the participants or violate any requirements regarding the event.
 - a) Cancellations made 60 days - General Use Policy
 - b) Cancellations made 30 days - General Use Policy
14. The District Board/Staff reserve the right to modify or waive any policy or fee as it deems necessary and in the best interest of the District.

Rental Guidelines

In progress. These will mirror Ordinance 8 and the General Use Policy. Specific additions by

facility may be included.

Staff are developing tournament-specific best practices to be included.

Vehicles and Parking

In progress. These will mirror Ordinance 8 and the General Use Policy. Specific additions by facility may be included.

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Field and Facility Modifications

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Tournament Organization/Tournament Organizer Responsibilities

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Pleasant Valley Recreation & Park District Responsibilities

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Concessions, Food and Vendor Merchandising

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