

- 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.