

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

**2020 POLICY COMMITTEE  
AGENDA**

**THURSDAY, MAY 28, 2020  
2:30 P.M.**

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

- a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 11:30 am on Thursday, May 28, 2020 to Anthony Miller, Administrative Analyst at [amiller@pvrpd.org](mailto: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 11:30 am on Thursday, May 28, 2020 and provide your name, your phone number and your item of interest. PVRPD staff will call you at 2:30 pm 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: May 28, 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 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

A draft version of this Policy was previously presented. District staff continue to seek guidance and direction before an updated Policy is presented. This staff report will seek to address those items.

It is important to note that a Cost Recovery Policy, Fee Schedule Update, Community Service Organization Fee Methods, and Tournament Parking Revenue 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.

<b>Community Service Organization</b>	<b>Avg Number of Tournaments / Year</b>	<b>Est. Avg Teams / Tournament*</b>
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 use.

## 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 Application Form (Attachment D)-** 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. A copy of the current Fee Schedule can be found in Attachment \_\_\_\_\_. 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 as 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. This

**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).

<b>Community Service Organization</b>	<b>Annual Financial Payment</b>
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.

It is important to note the Finance Committee is reviewing a project related to Tournament Parking Revenue.

**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
<b>TOTAL STAFFING EXPENSE</b>	<b>\$</b>	<b>1,260.00</b>

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.

**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**