



## 2019 Athletic Event Logistics Plan Guide

Thank you for working with us to ensure that your athletic event is successful and our parks remain healthy. This plan will be the basis of your discussion with District staff at your pre-event meeting. **Your completed logistics plan is required to be sent to the District 30 days prior to your event date. Athletic event organizers are also required to schedule a pre-event meeting which must take place no later than 30 days prior to your event date (this can be done in person or over the phone).**

### **Part 1: Athletic event timeline**

Please provide a detailed timeline including dates and times for your tournament or event, from set-up through clean-up. This must include a tentative tournament schedule and a list of teams. Please include a schedule of additional tournament or event details such as deliveries, road closures, game times, etc.

### **Part 2: Site map**

This will help us work with you to ensure that things such as irrigation lines and landscaping are not negatively impacted. Please indicate where each of the following will be located:

- Field layouts, locations and equipment
- Tents and pop-up canopies
- Vendor and concessionaire locations
- Vendor loading and unloading areas, and parking areas
- Alcohol sale and/or consumption areas
- Toilets and portable restrooms (required for all tournaments over 100 participants)
- Dumpsters/recycling containers for participants, attendees and vendors
- Electrical needs including light use (light use only available at Skyline Sports Complex)
- Water access needs
- Emergency access to the site
- Parking including ADA parking and access, and road closures (if any)

### **Part 3: Description of event details and management**

In addition to indicating these items on your site map, please describe how you will address the following:

- A. Field layouts, locations and equipment  
Provide a list of all field layouts needed including type, location, number, size(s), measurements, etc. Include locations of goals, benches and other necessary equipment.

B. Tents and Pop-up Canopies

Provide a master list of all tents and pop-up canopies that will be set up including tent size(s).

Considerations and expectations:

- To avoid possible damage to electrical, irrigation and water lines, the District requires that canopy equipment be secured with water or sand weights rather than stakes (unless otherwise approved).
- Pop-up canopies (10' x 10' and smaller) can be secured using 6" tent stakes.

C. Vendors (includes food, sponsors, commercial and other)

Please list all vendors and describe. Include description of vendor loading and unloading areas, and vendor parking (if different than general participant and attendee parking). Vendors are not allowed to camp in any parks overnight.

Considerations and expectations:

- BBQ's, portable gas grills or heat generating equipment or materials shall not be placed near any tree trunk or under the branches of any tree.
- No stakes, rebar, etc. are to be driven into the ground under the tree drip line.
- Vendors are not allowed to camp overnight in any parks.

D. Alcohol and Concessions

Describe how you will manage and create the parameters for the consumption area.

Considerations and expectations:

- In addition to the OLCC permitting and guidelines, the District requires tournaments selling alcohol to be contained in a controlled area.
- If alcohol is not being sold, only consumed, tournament directors are required to get a BPRD alcohol permit to cover all participants. This must be done prior to the start of the tournament.
- Glass containers for food, beverage or the like are not allowed.
- Generators: When a generator is used, it must be UL-approved and in good working condition. Fuel must be kept in an approved safety can and kept in a secure area away from the generator. A fire extinguisher must be available and "kitty litter" or similar fire retardant product should be on hand in case of fuel spills. Fuel may not be refilled on turf areas or during the tournament while the public is present. Generators may not be placed under trees where exhaust may be damaging. It is best to use an exhaust deflector to protect the turf.

E. Toilets and Portable Restrooms

List number of regular and ADA toilets, including any additional portable restrooms.

Considerations and expectations:

- Toilets must be removed within 24 hours post tournament.
- The City of Bend Health Department requires that portable restrooms and portable hand washing facilities be provided by the tournament organizer. ADA accessible restrooms must be provided; be sure to allow space for accessible access to washing stations.
- It is recommended that 1 ADA toilet be provided for every 20 standard toilets.
- Toilets should be placed on hard surfaces or grass with door opening towards accessible surface, and must be accessible from the roadway or a hard surface for servicing.
- Toilet companies are allowed to drive on the turf with District approval.

F. Trash Management

List number and type of dumpsters and recycling containers, and how trash will be managed during and after your tournament.

<u>Dumpster Size:</u>	<u>Attendees (includes participants, officials, spectators, etc.):</u>
6 yard or roll around trash cans	300 - 2000 attendees
10 yard	2000+

G. Electrical Needs

Describe your electrical needs, if any.

Considerations and expectations:

- Electricity is available although limited in parks and facilities.
- Tournament organizers must supply all electrical needs, such as spider boxes, cords, generators, etc. for vendors and suppliers.

H. Water Access Needs and Disposal

Describe water needs, if any. Explain how you will dispose of gray water.

Considerations and expectations:

- Health and storm water codes require all gray water, other wastewater and all cooking grease to be contained and/or properly disposed of in waste and grease disposal barrels. Tournament organizers are responsible for the proper disposal of all liquid wastes from an event, including those of their vendors.
- Wastewater may not be poured on the ground or in any waterway. Clean water, in small amounts may be spread across landscaping.
- Ice may be disposed of by distributing in tree wells, not on turf.

I. Parking Plan

This includes ADA parking and access. For large tournaments, steps need to be taken to ensure that enough parking is provided for participants, attendees, officials, etc.

Considerations and expectations:

- Parking is allowed in designated parking lanes only, one vehicle per space. Vehicles parked in “no parking” areas may be towed at the owner’s risk and expense.
- Tournament organizers are responsible for outlining a parking plan if additional parking is needed, and monitoring and informing tournament staff, vendors, participants and visitors of parking expectations.
- For safety purposes, parking monitors may be required for large tournaments at Big Sky Sports Complex, Pine Nursery Sports Complex or Skyline Sports Complex and a traffic plan may be required.

J. Emergency and Security Plan

In the case of an emergency, describe where police, fire or ambulance vehicles and personnel will access your tournament. Include who will be in charge of the scene and their contact information on tournament day.

Considerations and expectations:

- All roadways are fire lanes and space must be kept open for emergency vehicles to access the park in the event of an emergency.
- The District may require security personnel at tournaments with 21 teams or more.
- Tournament organizers are responsible for providing overnight security if they so choose.