



Athletic Tournament Requirements and Logistics Plan Guide

REQUIREMENTS FOR TOURNAMENTS

These requirements are above and beyond those outlined in the *Athletic Facility Rentals Information and Guidelines*.

Americans with Disabilities Act (ADA)

The City of Bend and the Bend Park and Recreation District abide by ADA guidelines that are intended to ensure equal access for people with disabilities. Tournament organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities which includes maintaining access to sidewalks and curb cuts and the provision of designated parking spaces for people with disabilities. It is the responsibility of the tournament organizer to understand and comply with all federal regulations that pertain to the Americans with Disabilities Act.

Maintaining Public Access to Park Facilities

Public facilities such as restrooms, sidewalks, pathways, trails, drinking fountains and footbridges must remain open to non-tournament users during reserved events. A twenty-foot fire lane must be maintained for access on all roadways.

THE LOGISTICS PLAN

Your completed logistics plan is required to be sent to the district 30 days prior to your event date. Tournament organizers are also required to schedule an on-site pre-event meeting. This plan will be the basis of your discussion with district staff at your pre-event meeting.

PART 1: TOURNAMENT TIMELINE

Please provide a detailed timeline including dates and times for your tournament, from setup through cleanup. 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, vendor/concession setup, 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 the location of each of the following:

- A. Field layouts, locations and equipment
- B. Tents and pop-up canopies
- C. Vendor and concessionaire locations, vendor loading and unloading areas, and vendor parking areas
- D. Alcohol sale and/or consumption areas
- E. Locations of toilets and portable restrooms
- F. Locations of garbage cans, recycling containers and dumpsters
- G. Parking including ADA parking and access, and road closures
- H. Electrical needs including light use (light use only available at Skyline Sports Complex)
- I. Water access needs
- J. Security and traffic plan (if any)
- K. Emergency action plan
- L. Field grooming

PART 3: DESCRIPTION OF TOURNAMENT 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. Field Grooming (for baseball/softball tournaments only)

Field grooming during the tournament is the responsibility of the user. Please describe your grooming schedule and procedures, including equipment and supplies you plan to use.

C. 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.

D. Vendors and Concessionaires (includes food, sponsors, commercial and other vendors)

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.
- Glass containers for food, beverage or the like are not allowed.
- Vendors are not allowed to camp overnight in any parks.
- 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.

Subcontractors:

By written agreement, the tournament organizer must require all subcontractors to agree to be bound by the guidelines, rules and regulations of your reservation. All subcontractors must provide to the tournament organizer proof of insurance meeting or exceeding the requirements of this reservation. The tournament organizer is solely responsible for obtaining and storing proof of subcontractors' insurance.

E. Alcohol Sales and/or Consumption

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.
- Glass containers for food, beverage or the like are not allowed.

F. Toilets and Portable Restrooms

List number of regular and ADA toilets, including any additional portable restrooms. Tournaments over 150 attendees (including players, coaches, officials, staff and spectators) may be required to provide additional portable restrooms (two per field).

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 one 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.

G. Trash Management

List number and type of trash cans, recycling containers and dumpsters, and how trash will be managed during and after your tournament. Tournaments over 150 attendees (including players, coaches, officials, staff and spectators) may be required to provide additional garbage cans (two per field) and dumpsters. See below for details.

Dumpster Size:

Number of Attendees:

Roll-around trash cans only	150 - 300 attendees
6-yard dumpster plus roll-around cans	300 - 2000 attendees
10-yard dumpster plus roll-around cans	2000+ attendees

H. Parking Plan

Steps need to be taken to ensure that enough parking is provided for all attendees (participants, spectators, officials, etc.), this includes ADA parking and access. Depending on the location and size of the tournament, tournament organizers may be required to provide a parking plan including parking monitors. The district may also require additional off-site parking.

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 informing tournament staff, vendors, participants and visitors of parking expectations.
- For safety purposes, parking monitors may be required at Big Sky Sports Complex, Pine Nursery Sports Complex or Skyline Sports Complex as well as a traffic control plan.

I. 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.

J. 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.

K. Security and Traffic Control Plan

Tournament organizers are responsible for providing overnight security if they so choose. If security is provided, the organizer must provide the district with contact names and information.

Considerations and expectations:

- Tournament organizers are responsible for providing overnight security if they so choose.
- Security personnel may not carry firearms.
- For safety purposes, parking monitors may be required at Big Sky Sports Complex, Pine Nursery Sports Complex or Skyline Sports Complex as well as a traffic control plan.

L. Emergency Action Plan (EAP)

In the case of an emergency or disaster, 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 and your communication plan in case of a disaster or emergency.

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.
- All pathways must be left open and clear. No tents, chairs, vendors, etc. may be set up in pathways or on trails.