

Sarasota County Parks, Recreation and Natural Resources



Tournament Packet



IT STARTS IN
PARKS

Tables of Contents

Staff Contact Information	pg. 3
Field Permit Tournament / Event Application (1).....	pg. 4
Resource Availability/Staffing	
Cooperative Use (Tournaments)	
Entry and Parking Fees	
Application Submittal	
Tournament / Event Payment Schedule (2).....	pg. 5
Deposit	
Failure to Pay	
Balance	
Final Field Schedule	
Add on Fields	
Tournament / Event – Security Deposit and Cancellations (3).....	pgs. 5
Security Deposit	
Cancellations	
Economic Impact Forms	
Damages	
Prior Condition	
Security Deposit Refund	
Volunteers (4).....	pgs. 6
Direct Volunteers	
Indirect Volunteer Hour Reporting	
Volunteer Hours Reporting	
Volunteer Hours Reporting (tournaments)	
Pets (5).....	pgs. 6
Visit Sarasota Grant Application Process (6).....	pgs. 6
Sarasota County Baseball/Softball Field Matrix (7)	pgs. 6
Matrix/Forms/Exhibits	pgs. 7 - 13

STAFF CONTACT INFORMATION

Name	Title	Area	Phone	Email
Steve Rauh	Sports Development and Athletics Manager	Sports Development and Athletics	941-861-5466	srauh@scgov.net
Lois Belle	Athletics Supervisor	Athletic Programming & Facility Agreements	941-861-9882	lbelle@scgov.net
Ed Exner	Parks Maintenance Manager	Athletics Maintenance	941-380-2612	eexner@scgov.net
<i>Vacant</i>	North County Parks Supervisor	Athletics Maintenance	<i>TBD</i>	<i>TBD</i>
Jon Loschin	Central County Parks Supervisor	Athletics Maintenance	941-650-1555	jloschin@scgov.net
Al Mosher	South County Parks Supervisor	Athletics Maintenance	941-451-0542	amosher@scgov.net
Manny Lopez	Supervisor	Renovations, IPM, Irrigation, Repairs	941-518-8788	mlopez@scgov.net
Kim Lance	Business Professional II	Grants, SANCA Agreement, Special Events	941-861-5469	klance@scgov.net

1. Field Permit Tournament / Event Application

- a. **Resource Availability/Staffing:** Advance notice of tournament/event needs is essential to ensuring Parks, Recreation, and Natural Resource’s (PRNR) commitment to over 100+ local leagues, organizations, and other stakeholders while balancing available resources with additional weekend field usage. Additionally, reasonable notification is required for shifting from a normal schedule. Furthermore, PRNR has a commitment to ensure that the ongoing maintenance and operational requirements are met within available fiscal year. Sarasota County Parks, Recreation and Natural resources certified volunteers may be required during a reservation based on staffing capabilities. Staff is on-site at tournament events to reline diamonds after two games and prior to championship playoffs.
- b. **Cooperative Use:** In an effort to support sports tourism initiatives, we ask our athletic users to partner with the County to share the use of athletic fields and facilities. Athletics staff will contact the league, organization or athletic user, which has priority use of athletic fields, with tournament/event requests for use of their respective facilities. Leagues, organizations or athletic users must respond with 15 days of receipt of request. This communication must come directly from the league appointed point of contact for Athletics, and it must be emailed directly from that contact to the Athletics office (no forwarding of emails). If no response is received, then Athletics staff will move forward with scheduling the tournament. Large events that have a significant economic impact on our community will be given higher priority. Typically, these events are statewide or national in nature and may require many months of preplanning to secure venues. In these instances, with *significant advance notice*, users may be required to shift their schedules to accommodate such events.
- c. **Entry and Parking Fees:** Parking and admission entry fees are by donation only and are not mandatory. Event organizers shall not require these fees during events on County property.
- d. **Application Submittal:**
 - i. Tournament/Event requests must be submitted on the *Tournament/Event Request Form (pages 7 & 8)*. It is the responsibility of the tournament organizer to submit the application and secure dates for future events. Dates will not be automatically reserved in the reservation system.
 - ii. Tournament/Event requests must be submitted separately from regular season game or practice request according to the application cycle deadlines detailed below.

Application Cycle Deadline	County Approval By	Tournament/Event Cycles
July 5	August 1	October, November, December
October 5	November 1	January, February, March
January 5	February 1	April, May, June
April 5	May 1	July, August, September

- iii. The applicant completing the Tournament/Event Request Form must prioritize the submitted requests, if requesting more than one usage during any Tournament/Event Cycle.
- iv. Organizers have the ability to apply in any cycle for future Tournament/Event dates.

2. Tournament / Event Payment Schedule

- a. **Deposit** – Upon tournament approval, a tournament deposit of 50% of projected field usage fees is due within seven (7) business days of notification of tournament approval.
- b. **Failure to Pay** – Failure to pay deposit according to guidelines will result in tournament/event date being released and full retention of application fee.
- c. **Balance** – The balance of rental and any other fees are due 10 business days prior to the beginning of tournament start date. It is the tournament organizer’s responsibility to follow-up with the appropriate deposit, payment, and schedule as outlined above.
- d. **Final Field Schedule** – Due 3 business days prior to the beginning of tournament start date.
- e. **Add on Fields** – Up to 10 business days prior organizer may request the addition of up to two (2) fields at existing sites and days at normal tournament rate without penalty. (Note: not the “final” game schedule, but the projected use of specified fields, start and end times for games each day). Existing sites are defined as the original tournament locations submitted on the Tournament/Event Request Form and initially approved by the PRNR Athletics Office.

3. Tournament / Event Security Deposit and Cancellations

- a. **Security Deposit** – At the time of final payment of the rental and permit fees, a \$200.00 refundable security deposit is due and payable per event (Note: This is an additional cost and separate from the initial 50% tournament deposit). Sarasota County Parks, Recreation and Natural Resources reserves the right to waive this fee based on local historical usage.
- b. **Cancellations** – Cancellations received prior to 60 days in advance will receive a full refund minus a \$100 processing fee. Any field usage cancelled after this date will result in no refund. At staff’s discretion, cancellation consideration may be given to organizer in the event of a local, regional, or national issue which may affect the ability to travel to tournament/event destination.
- c. **Economic Impact Forms** – All tournament/event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the post-event economic impact form (page 9). Security deposits will be held, until all such forms are submitted to the PRNR Athletics Office. Forms must be submitted with fourteen (14) days after the conclusion of the tournament/event in order to process/refund your security deposit. Security deposits will be processed no later than 14 business days from the time required forms are submitted.
- d. **Damages** – The user shall be responsible for all costs associated with damages to park facilities, equipment, furnishings, and grounds. This deposit shall be refunded upon verification by staff that the facility or grounds or other rental area has been returned to a condition similar to that prior to the rental and that there has been full compliance with the agreement/permit authorizing the event.
- e. **Prior Condition** – Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the deposit.
- f. **Security Deposit Refund** – Security deposits will be processed no later than 14 business days following usage.

4. Volunteers

- a. **Direct Volunteers – Athletic Maintenance/Field Steward:** The County has invested significant time and resources in providing quality athletic turf and playing surfaces. In an effort to keep the fields and surfaces in a safe and optimum playing condition, the County has developed a specialized volunteer program for interested individuals to become trained and certified to perform volunteer athletic maintenance duties. Once certified, under staff supervision, volunteers perform specified duties to assist with athletic maintenance which primarily consists of field preparation. In order to augment County services, we welcome your participation. To find out more about volunteer opportunities, please contact our Athletics office at 861-9882 or parksonline@scgov.net.
- b. **Indirect/3rd Party Volunteers** – Currently, the Sports Development and Athletics Division partners with over 100 athletic leagues and organizations for the provision of recreational and competitive sport programs within our community. Many of these relationships are through Board adopted agreements or through reservation permits. The County provides the maintenance of the grounds and facilities and relies on the partners to provide the direct programming. We encourage leagues and organizations to report volunteer hours quarterly by December 31, March 31, June 30, and September 30. This information is critical to show the value of sports and partnerships within our community.
- c. **Volunteer Hours Reporting** – We encourage leagues and organizations to report volunteer hours quarterly by December 31, March 31, June 30, and September 30. This information is critical to show the value of sports and partnerships within our community. Currently, the Sports Development and Athletics Division partners with over 100 athletic leagues and organizations for provision of recreational and competitive sport programs within our community. The County provides the maintenance of the grounds and facilities and rely on the partners to provide the direct programming.
- d. **Volunteer Hours Reporting (tournaments)** – If Sarasota County Parks, Recreation and Natural Resources certified volunteers are going to be at a tournament, the tournament director is required to provide the names of those volunteers to the Athletics office before the tournament begins. The tournament director is also required to provide the hours volunteered for each previously submitted name to the Athletics office with their post event economic impact form after the tournament.

5. Pets

- a. Pets are not allowed on any of our athletic fields. It is crucial that all park visitors adhere to pet-friendly policies for the safety of park patrons. Visit scgov.net/Parks for more information on dog parks and dog-friendly parks.

6. Visit Sarasota Grant Application Process

To apply for a Sport Event Grant through Visit Sarasota, click on link below to fill out an application: <https://www.visitsarasota.com/sports-event-grant-application>

7. Sarasota County Baseball/Softball Fields Matrix

- a. Listing of Baseball and Softball field locations, dimensions, league organizations in charge of bathrooms/concession/lighting (as applicable) and contact details. The last column also notes which parks are dog-friendly within designated areas of the park.

Tournament/Event Reservation Request Form

Sarasota County Parks, Recreation and Natural Resources
Tournament/Event Reservation Request Form
 Please complete form and return via email to: parksonline@scgov.net

Date Received: _____ Date Entered: _____ Initials: _____

Organization Name: _____ Contact Name: _____
 Organization Type (Non-Profit, For-Profit, Other): _____
 Contact Email and Phone: _____
 Name of Tournament: _____ Type of Tournament: _____
 Facility Request: _____ Entry Fee per Team/Participant: _____

Date (s)	Start Time	End Time	Park Name	# of Fields	If you want specific field numbers, please indicate below

Field specs will be requested as part of required game grid as tournament gets closer

Are you requesting use of the following additional amenities?

Concessions _____ Batting Cages _____ Portable Fencing _____

The availability of these amenities for tournaments is not guaranteed. Additional charges may apply.

Team / Participant Projections:		# Local	# Florida Non-Local	# Out of State	# International
Teams	Adult				
	Youth				
Participants (Athletes, coaches, etc.)	Adult				
	Youth				
Spectators (Fans, friends, family, etc.)	Adult				
	Youth				

Local=Residing within 60 mile radius of Sarasota County Florida Non-Local=residing outside of 60 mile radius

Youth=17&under Adult=18&up

Are you applying for a Visit Sarasota – Sports Commission Grant?

Hotel Rooms Per Night x Number of Nights = Total Expected Room Nights

Signature: _____ Date: _____

Over for tournament/event information

Continued - Tournament/Event Reservation Request Form

Resource Availability/Staffing: Advance notice of tournament/event needs is essential to ensuring our commitment to over 100+ local leagues, organizations, and other stakeholders while balancing available resources with additional weekend field usage. **Sarasota County Parks, Recreation and Natural resources certified volunteers may be required during a reservation based on staffing capabilities.**

Application Submittal:

<u>Application Cycle Deadline</u>	<u>Approval By</u>	<u>Tournament/Event Cycles</u>
July 5th	August 1	October, November, December
October 5th	November 1	January, February, March
January 5th	February 1	April, May, June
April 5th	May 1	July, August, September

- a. The applicant completing the Tournament/Event Request Form must prioritize the submitted requests, if requesting more than one usage during any Tournament/Event Cycle.
- b. Organizers have the ability to apply in any cycle for future Tournament/Event dates.
- c. Concession stands and batting cages must be requested in advance. Availability is based on league and County approval. It is the responsibility of the organizer to notify on site tournament staff with status of use of amenities.

Tournament/Event Payment Schedule

- a. **Deposit** - a tournament deposit of 50% is due within seven (7) business days of notification of tournament approval.
- b. **Failure to Pay** - Failure to pay deposit according to guidelines will result in tournament/event date being released and full retention of application fee.
- c. **Balance** - The balance of rental and any other fees are due ten (10) business days prior to the beginning of tournament start date.
- d. **Final Field Schedule** - Is due **three (3)** business days prior to the beginning of tournament start date.

Tournament/Event Security Deposit and Cancellations

- a. **Security Deposit** - At the time of final payment of the rental and permit fees, a \$200.00 refundable security deposit is due and payable per event (Note: This is an additional cost and separate from the initial 50% tournament deposit). **Sarasota County Parks, Recreation and Natural Resources reserves the right to waive this fee based on local historical usage.**
- b. **Cancellations** - Cancellations received prior to sixty (60) days in advance will receive a full refund minus a \$100 processing fee. Any field usage cancelled after this date will result in no refund. At staff's discretion, cancellation consideration may be given to organizer in the event of a local, regional, or national issue which may affect the ability to travel to tournament/event destination.
- c. **Economic Impact Forms** - All tournament/event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the post event economic impact forms. Security deposits will be held, until all such forms are submitted to the Athletics Office. Forms must be submitted within (14) days after the conclusion of the tournament/event in order to process/refund your security deposit. Security deposits will be processed no later than fourteen (14) business days from the time required forms are submitted.
- d. **Damages** - The user shall be responsible for all costs associated with damages to park facilities, equipment, furnishings, and grounds.
- e. **Prior Condition** - Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the deposit.
- f. **Security Deposit Refund** - Security deposits will be processed no later than fourteen (14) business days following usage.

Revised February 2019

Visit Sarasota Post Event Report



Name of Event: _____

Date of Event: _____ Contact: _____

Event Location: _____ Event Type/Sport: _____

ATTENDANCE

Insert number of event attendees in corresponding tables below.

	# Local	# Florida Non-Local	# Out-of-State	# International	TOTAL
Participants	Adults:				
	Youth:				

	# Local	# Florida Non-Local	# Out-of-State	# International	TOTAL
Estimated Spectators (if known)	Adults:				
	Youth:				

Estimated total hotel room nights (# of rooms x nights stayed): _____

Total Event Expenses: \$ _____

Term Key

- Participants: Registered athletes, coaches, officials, and event staff.
- Spectators: Individuals traveling with athletes, but not participating in event.
- Local: Traveling from Sarasota, Manatee or Charlotte counties.
- Florida Non-Local: Traveling from Florida, outside of Sarasota, Manatee or Charlotte counties.
- Out-of-State: Traveling from outside of Florida.
- International: Traveling from outside the USA.
- Hotel room nights: Estimated number of hotel rooms booked for event multiplied by number of nights stayed.

Certificate of Insurance Example and Requirements

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 06/15/2008
PRODUCER My Insurance Company of Sarasota 1234 Risk Blvd. Sarasota, FL 34239			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Athletic Leagues, Recreational Activities (County sponsored - regardless of how paid, on others premises), Special Events, high risk, examples: battle of the bands, biathlon, bicycle event, boat racing, boxing match, casino, concerts, impersonators, karate, kick boxing, livestock shows, monster truck shows, SCUBA classes, water polo, wrestling matches			INSURERS AFFORDING COVERAGE		NAIC #	
			INSURER A: Company with at least A- rating			
			INSURER B: Different Co. with at least A- rating			
			INSURER C:			
			INSURER D:			
			INSURER E:			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	SRQ123456	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/ AGG \$ REQUIRED
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	MAY NEED if using corporate vehicles to transport materials or people			COMBINED SINGLE LIMIT (Ea accident) \$ may need BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$ EACH OCCURRENCE \$ AGGREGATE \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	MAY NEED if a company with employees			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ may need E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Sarasota County Government is named as an additional insured, as their interests may appear on Commercial General Liability.						
CERTIFICATE HOLDER Sarasota County Government Attention: Athletics Athletics and Sports Development 6700 Clark Rd. Bldg. C Sarasota, FL 34241			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. 10 days OK for non-payment AUTHORIZED REPRESENTATIVE			

Certificate of Insurance Example and Requirements

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Certificate of Insurance Example and Requirements



REQUIREMENTS FOR CERTIFICATES OF INSURANCE

(FOR DISTRIBUTION TO VENDORS OR OTHER ORGANIZATIONS WHOSE ACTIVITY REQUIRES THE COVERAGE TYPE AND LIMITS BELOW AS DETERMINED BY SAFETY & RISK MANAGEMENT)

The following coverage amounts are required for vendors / individuals/ organizations engaging in operations or services with the County, utilizing County facilities, or providing certain products:

- Commercial General Liability** – minimum coverage listed below including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury.
 - \$500,000 each occurrence
 - \$1,000,000 each occurrence
- Business Auto Liability** – minimum \$500,000 combined single limit covering all owned, hired and non-owned vehicles. If there are no owned vehicles, coverage for hired/non owned may be satisfied through endorsement to the General Liability coverage and should be noted on the certificate.
- Workers Compensation** – Statutory limits as required by applicable law; employer’s liability of \$100,000 each accident / \$100,000 per person each disease / \$500,000 aggregate for disease.
- Other Insurance**

Additional Insured Status noted as follows:

- ◆ Sarasota County Government is named as an additional insured, as their interests may appear on Commercial General Liability. **OR**
- ◆ “ADDL INSD” box on applicable Acord forms marked with “X” or “Y”

In the “Certificate Holder” section:

Sarasota County Government
Attention: Athletics
Department: Athletics and Sports Development
Address: 6700 Clark Rd. Bldg. C
City, State, Zip Sarasota, FL 34241

Additional contract insurance requirements may apply and will be communicated separately by County staff if applicable.

A copy of the certificate should be sent electronically to the Sarasota County employee requesting coverage. No hard copy certificate is necessary. For ongoing operations, a hard copy certificate may be sent to the certificate holder address above upon renewal.