

## **GUIDELINES FOR COUNTYWIDE, STATEWIDE AND MULTI-STATEWIDE TOURNAMENTS**

The Department of Recreation and Parks has a proud history of supporting Recreation and Parks Councils and non-profit organizations conducting recreation activities and events.

Due to the proliferation of large countywide, statewide and multi-state tournaments being conducted on Recreation and Parks facilities, and the demand placed upon our available resources, guidelines have been established to protect participants and our investment in parks and school-recreation centers. Realizing that many of these tournaments have become highly successful fundraisers as well as opportunities to promote sportsmanship and participation in certain sports, the Department will, to the best of its ability, cooperate with each group meeting the following criteria.

### **INSURANCE**

Recreation and Parks Council Tournaments and volunteers sanctioned by the Baltimore County Department of Recreation and Parks will enjoy the same liability protection as they do when performing their duties during the regular program season. Property damage beyond normal wear and tear, will be the responsibility of the sponsoring organization. Under no circumstances will any damages be repaired without authorization from the Department of Recreation and Parks or Baltimore County Schools.

Affiliate organizations (see attached definition) and outside non-profit organizations must provide their own liability insurance and property damage insurance naming Baltimore County as co-insured in the amount of \$1,000,000 as a minimum for liability and \$50,000 as a minimum for property damage.

### **TRASH**

The sponsoring organization will be responsible for the removal of all litter from the site to include playing fields, parking lots, and any other areas that were in use by players, spectators, and vendors. At the conclusion of each tournament day, a representative from the organization and a Recreation and Parks staff member will inspect the grounds ensuring that the facility is free of litter and trash.

Trash barrels will be provided by the Department of Recreation and Parks. In order to assist in this matter, requests for barrels and or liners should be made at least 30 days in advance of the tournament. Accompanying the request should be a layout of the site(s) identifying the requested location of each barrel. Board of Education dumpsters are not to be used without permission of the school's administration.

The maintenance division of Recreation and Parks will make every effort to remove the trash from receptacles the next scheduled workday following the event, unless overtime has been pre-approved. Overtime costs will be the responsibility of the sponsoring organization.

### **PARKING**

Parking will be in designated areas only. Recreation and Parks staff will provide to the organization a listing of available onsite parking spaces. Under no circumstances will vehicles park on grass areas or fire lanes without prior approval by Recreation and Parks and Board of Education. Violators will be reported to the Baltimore County Police. When scheduling games, consideration shall be given to the impact on the surrounding neighborhood as it relates to on street parking.

If deemed necessary by the Department, a paid attendant will be assigned to each site, the cost of which will be borne by the sponsoring organization. It is suggested that the tournament include parking instructions along with other tournament information.

### **CROWD CONTROL**

Each organization will be responsible for the conduct of all players, coaches, spectators, and tournament officials. Under no circumstances will inappropriate behavior be tolerated. Offenders may be asked to leave the facility.

Alcohol is forbidden. Smoking is discouraged.

### **PLAYING CONDITIONS**

Staff and a tournament representative will conduct a pre-tournament and post-tournament site inspection. The playability of fields will be solely determined by the Baltimore County Department of Recreation and Parks



whose decision shall be final. When possible, every effort will be made to notify the sponsoring organization well in advance if fields are to be taken out of play, thereby allowing notification to teams travelling from out of town or a long distance away.

The safety of the participants is paramount in making this decision.

In the event of inclement weather, the organization and Recreation and Parks's staff should provide to each other a phone number and contact person.

Any sign of lightning should be taken seriously. Refer to Recreation and Parks Directive #13 (attached) and Recreation and Parks Directive #14 (attached).

### **SCHEDULING**

Due to the tremendous strain that these tournaments place upon facilities, staff, and communities, no more than one tournament will take place in any community at the same time. Recreation and Parks Councils should work cooperatively with each other to avoid overburdening our resources.

The number of games at regional parks has been determined and identified in a department memorandum dated October 28, 2002 (attached). No games will start before 8:00 a.m.

Games played under lights will be subject to Recreation and Parks Directive #17 (attached).

In determining number of fields to be used at a site, staff should consider the volume of traffic generated within a community and adequate parking.

### **SITE REPRESENTATIVES**

There will be at least one representative of the sponsoring organization at each site for all tournament play. Additionally, as determined by the Department of Recreation and Parks, a paid staff representative from Recreation and Parks may also be assigned. The cost of

this staff assignment shall be the responsibility of the sponsoring organization and paid through the county's gifts and grants account.

Site representatives must have communication equipment (preferably a cell phone) and be accessible to county staff at all times.

It is recommended that site representatives and County staff be easily identified by wearing specific apparel or identification badges.

### **STAFF REQUIREMENTS**

The appropriate Community Supervisor must be available throughout the tournament. At the discretion of the Area Program Coordinator, the Program Coordinator may bring in other community staff to assist.

Program Coordinators must be available by phone or pager during the event. In the event of an emergency, the Community Supervisor should contact 911 and immediately contact the Program Coordinator thereafter. The Program Coordinator will in turn contact the Chief of Recreation Services.

With the approval of the Chief of Recreation, the Program Coordinators will make every effort to adjust the Community Supervisor's work schedule to accommodate the tournament. In the event that this cannot be accomplished, staff will be paid overtime which must be approved in advance and will be charged to the affiliate or outside organization. Full-time and part-time staff will be paid through gifts and grants.

### **RESTROOMS**

As part of the permit process, restrooms will be made available. Costs incurred by supplying and cleaning such facilities will be charged to the sponsoring organization if such organization is not a Recreation and Parks Council Program. Affiliated groups will be charged as well as non-affiliated groups.

When restrooms are not available, the use of "spot a pots" will be allowed provided the units are removed from the site no later than the first business day after the conclusion of the tournament. All costs incurred will be the sole responsibility of the sponsoring organization to include Recreation and Parks Councils. The location of such units must be cleared through the local Community Supervisor. At least one unit must be ADA accessible.



## PERMITS

Recreation Council programs and affiliate programs should first seek the approval of the local Recreation and Parks Council prior to applying for a tournament permit. Each group making application for the use of the facility will be provided a copy of the Tournament Guidelines. Permits for the use of facilities will be issued to groups who agree to the guidelines contained herein. The sponsoring organization is responsible for obtaining all other required permits including, but not limited to, food service, vendors, and tents.

All tournaments require separate facility permits. Outside organizations requesting the use of a School Recreation Center must submit a facility request form directly to the appropriate school administrator for approval. Outside organizations requesting the use of separate Recreation and Parks facilities must contact the local Recreation and Parks Community Supervisor.

Groups will receive written confirmation granting or denying the use of a facility in a timely manner.

For profit groups will not be issued permits for tournaments by the Department of Recreation and Parks.

Any violation of the rules and regulations regarding the use of facilities or grounds could result in permits being revoked at any time.

## EQUIPMENT

The Department of Recreation and Parks provides no equipment or supplies to conduct tournaments. Groups will be responsible to provide on their own any and all materials not previously agreed upon by both parties.

While the Department in most cases has various types of goals and bleachers, any request for additional goals and bleachers will be the responsibility of the sponsoring organization.

No Recreation and Parks Council equipment may be used without prior authorization of the Recreation and Parks Council.

## **FINANCIAL REPORTING**

Each organization will be required to provide a detailed income/expense statement including compensation to individuals for services rendered to the Department of Recreation and Parks within 30 days of the conclusion of the tournament. No individual or group may conduct a tournament for their own personal financial gain. No permits may be issued for future tournaments or will be approved until a proper accounting has been received. All proceeds must revert to the Recreation and Parks Council or a 501C3 organization to support their programming initiatives.

The Department of Recreation and Parks will not be responsible for any debts incurred by the sponsoring organization under any circumstances.



# AFFILIATE ORGANIZATIONS

## HISTORY

When the first Recreation and Parks Councils were formed, there existed many sports organizations. The Department of Recreation and Parks approached those organizations and asked them to affiliate with the Recreation and Parks Councils primarily for the use of facilities. Since many of these organizations had existed for several years, the Department agreed that they could keep their own separate nonprofit checking accounts and would be recognized as an affiliate organization of the Recreation and Parks Council. Over the years, staff was encouraged to approach all community organizations and request that they send a representative to the Recreation and Parks Council meetings. As a result, service organizations such as Lions, Optimist, Kiwanis, etc. could be represented on the Recreation and Parks Council as affiliate members.

The primary difference between a Recreation and Parks Council program and an affiliate member program is the handling of monies. Affiliates are not required to run their receipts and/or expenses through the Recreation and Parks Council Treasury. Affiliate members have a vote and can, in fact, run for and serve on offices of the Recreation and Parks Council.

Each of our Recreation and Parks Council was given the latitude to determine specifically how they would recognize their affiliates. The Board or Department apparently did not establish any specific guidelines dealing with this issue. This proposal was initially discussed by the Board of Recreation and Parks in October of 1999 and was submitted to the Office of Law for review and recommendation. [A final revised copy was formally approved by the Board of Recreation and Parks at the December 12, 2001 Board Meeting.]

## DEFINITION OF AFFILIATE ORGANIZATIONS

Recreation and Parks Councils may encourage all nonprofit organizations within their geographic boundaries to participate in their Recreation and Parks Council as an affiliate member. Affiliate members are allowed to maintain their own separate financial accounts; however, they are required to annually provide the Recreation and Parks Council with a financial statement detailing income and expenses the affiliate has incurred for all programs being conducted through the Recreation and Parks Council.

1. Affiliate organizations must provide open participation for all residents within the Recreation Council boundaries.
2. Affiliated organizations must provide scholarships so that participants are not precluded because of cost.
3. Affiliated organization members are not considered volunteers of Baltimore County and, therefore, shall provide their members with liability insurance.