

Mt. Olive Sports Associations' Tournaments

Policy and procedure for Tournaments/Special Events

As agreed upon at the Sports' Associations and Recreation advisory Committee Meeting held December 5, 2007.

The Special Events Planning procedures and form must be utilized when planning tournaments and other large events.

The written plan for the Tournament Plan (step one of the Special Event planning process) must be reviewed at least 2 - 3 months before the event, (preferably as soon as the event is being considered/scheduled with leagues, etc.) with the Parks, Buildings & Grounds Supervisor and the Recreation Supervisor prior to issuing of any field request permits, etc.

- *During this individual, case by case review of the scope of the event and it's needs, the event coordinator will be apprised of any costs for materials or staff overtime that the organization will need to budget for and be invoiced for at the conclusion of the event. (There is no budget for event supplies or overtime.)*
- *For "out of season" tournaments, there is a greater likelihood of overtime costs if fields that have been out of service or receiving minimal service need special attention in addition to the regularly scheduled maintenance for in-season sports fields.*
- *This meeting will also help identify any concerns that should be considered/addressed in the rest of the Special Event Planning process, when meeting with the other Municipal Departments. The goal is to help each group have a successful event, as well as cover the costs the township incurs for the event.*
- *For tournaments/special events occurring inside school facilities, the BOE has specific forms, procedures and policies for these events, including recovering the cost of custodians' time, facility fees, etc. As part of the tournament planning process, the same steps need to be followed with school personnel.*
- *An invoice will be sent after the event. Payment is due within 30 days of the invoice date.*
- *If an organization does not submit the appropriate paperwork and have an event review, permits will not be issued for the event and future seasonal field permits will be jeopardized. Failure to pay the municipally incurred costs for the event will result in the invoice being sent for collections, which may include a court summons. Permits for the next season will not be issued until all past due invoices are paid.*
- *All forms, policies, and directions can be found on the township's web site: www.mountlivetownship.com, under township recreation.*

Special Event Planning Form must be completed at least 2 weeks prior to the event: (We recommend that the process starts several months prior to event)

- Each department signs off on event needs
- Safety, traffic & parking issues must be reviewed/signed off by MOPD (This should have been developed in the Tournament Plan.)
- Permits obtained from each department as needed (Food Handling, 50/50's, sign permit, etc.)
- Arrange for event day inspections (if needed)
- Completed form with copies of required documents must receive final approval from the Business Administrator.

The Special Event Planning Form & Guidelines will ask for the following information for Tournaments and Special events:

The **Written plan** (brought to the review meeting) should identify

- Date(s), rain date(s), location(s), time (including set-up & clean-up)
(After the review meeting, follow the scheduling procedures through schooldude.com and BOE AD's office/Community School)
- Event Coordinator contact info
- Number of teams/people

Concerns that will be addressed in the review may include:

- Limits based on Township's ability to accommodate
- Ability of the organization to provide adequate supervision for the event (parking, concessions, proper care of the facility, etc.)
- Logistics issues (Bullet points in the Special Events guidelines, such as restrooms, food, sanitation, field prep, insurance, signage, noise, etc.)

- Requests needed for any waivers to township ordinances (should be made at least 2 months before event for item such as noise, park hours/lights, street parking limitations, etc.)
- Traffic, safety & parking plan that is approved by the MOPD, including MOPD Overtime costs that will be covered by the Sports Association, including purchasing NO Parking signs or providing other necessary traffic/safety signage
- Itemized list of what materials, supplies and labor is needed from each Department, especially DPW/Parks, Buildings & Grounds, including extra parking areas/line striping, field prep & clean-up, on-site labor support, etc. (The organization may provide supplies as identified in the review meeting.)
- For indoor tournaments – the BOE will provide an estimate, and then a final invoice for facility use, custodian overtime and any other required BOE charges.
- Township employee overtime costs (Association will be invoiced after event) – Separate invoices from MOPD & DPW/PB&G
- Township supplied materials to be reimbursed (included in invoice)
- Any damages to facilities/fields

Each organization needs to make provisions to clean up after their event. This includes removing any equipment, trash, litter, signage, tarps, etc. that were used for the event. If the locations have not been properly cleaned-up or materials left behind, the organization will be notified. There may be additional overtime charges incurred.

After the Event: A post event evaluation should take place, including input from Parks, Buildings & Grounds/Recreation. This will help in planning for future events.