

Sports Organization Utilization Agreements



PARKS AND RECREATION DEPARTMENT
CITY OF DEER PARK

Background overview

- ▶ What is a sport organization utilization agreement?

An agreement to establish a mutual understanding and working relationship between various organizations and the City.

- ▶ Why do we need an agreement?

This agreement for the use of athletic facilities is designed to ensure that athletic facilities owned and/or operated by the City of Deer Park are utilized efficiently and safely.

Background overview

► History

► Prior to 2009

- Agreements did not allow select teams
- Agreements limited field usage
- Agreements vague and responsibilities not established

► 2011-2013

- Process began to review agreements and provide clarification
- Select teams allowed to utilize fields with restrictions
- In-lieu statement and fee structure established
- Organizations were invited to meet monthly to go line by line through agreement

► 2013-2016

- City Council approves new Sport Organization Utilization Agreement
- Minor revisions made throughout following years

► 2016 – 2018

- Staff asked to review Sport Organization Utilization Agreement due to potential conflicts with structure

► 2018 – Present

- Staff has been working closely with the Sport Organizations, Parks and Recreation Commission and City Council to address new challenges that have occurred due to the various improvements to the athletic facilities.

Background overview

- ▶ The Sports Organization Utilization Agreements have been established and modified over the years utilizing the original agreement in addition to agreements from other Cities to develop an justifiable agreement for all parties involved.
- ▶ Basics of the agreement
 - ▶ Agreement designates usage of tax payer sports facilities outside of general public usage.
 - ▶ Agreement outlines right of general public to use facilities for recreational use.
 - ▶ Agreement designates field usage is primarily for recreational use.
 - ▶ Agreement establishes “first rights of refusal” to contracted organization for field usage.
 - ▶ Agreement recommends guidelines for team creation primarily for the use of Deer Park residents and those attending Deer Park ISD.

Background overview

- ▶ Basics of the agreement (continued)
 - ▶ Agreement addresses organization boards and required paperwork.
 - ▶ Agreement outlines responsibilities of sports organization and City.
 - ▶ Agreement regulates facility usage in the best interest of the tax payers investment in the facility.
 - ▶ Agreement defines requirements for contract renewal and associated time line for renewal.

Agreement

▶ Key Elements - Recognition

▶ What does it mean to be a recognized organization?

A recognized sports organization with the City of Deer Park is an organization that has been formally recognized by City Council as an established sports group within the City. Recognized groups are eligible to use City facilities and Deer Park ISD facilities at discount fee rates or at no cost.

▶ What does it take to be a recognized organization?

- Established structure
- Approval from Parks and Recreation Commission
- Approval from City Council

Agreement

- ▶ Key Elements – Required supporting documentation for agreement
 - ▶ Current Copy of board approved Organization constitution and by-laws.
 - ▶ Proof of Insurance.
 - ▶ List of current officers and Board of Directors.
 - ▶ Proposed annual calendar of events.
 - ▶ Copies of all receipts for any current agreement's contributions must be provided to determine the total funds contributed to the facilities in lieu of payment for current agreement.

Process

- ▶ Sports Organization Utilization Agreement approval process
 - ▶ Term: One (1) calendar year beginning January 1 – December 31.
 - ▶ Request for renewal must be initiated by the signing of a new agreement by the organization's president, with a copy of the annual report and associated supporting documentation prior to October 31st of each year.
 - ▶ Seek recommendation for approval by Parks and Recreation Commission in November of each year.
 - ▶ Approval by the City Council in December of each year.

Staff talking points

Items that staff recommends for consideration.

- ▶ Sport specific agreements
- ▶ Field maintenance turned over to Organizations
 - ▶ Restrooms
 - ▶ Trash
- ▶ Field down time
 - ▶ Rain out policy
 - ▶ Locks
- ▶ Concession stand usage and responsibility
 - ▶ Food trucks
- ▶ Guidelines for 3rd party usage
 - ▶ Tournament request form
 - ▶ Tournament limit
- ▶ No In-Lieu of payment
- ▶ Request for Organization's board meeting minutes
- ▶ Public Usage
- ▶ Fundraising activities

Questions?

