

The “Perfect” Sports Agreement

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Learner Outcomes

- Review Current Agreements in place in many cities
- Outline the most common areas of Sports Faculty Use Agreements
- Discuss ways to encourage everyone getting what works for their needs

Who cares?

Every organization has them...youth and adult sports associations! They use our fields and expect us to pay the price of the maintenance. Establishing the perfect agreement with these organization is a perfect balance act of sports guidelines, fee requirements, insurance requirements, fiscal controls, status of playing field and maintenance agreements.

Who benefits?

- The City
- The Association
- The participants

Who pays the price?

- The Staff

Key elements of a good agreement:

- Sports Guidelines
- Fee Requirements
- Insurance Requirements
- Fiscal Controls
- Concessions
- Status of Playing Fields
- Maintenance Agreement

Sports Guidelines:

- When are schedules due?
- Outline equal access among groups
- Who approves changes to the schedule?
- Outline park rules
- Lighting control?
- Background Checks

Sports Guidelines, cont.:

- Alcoholic Beverages
- CPR/First Aid Requirements
- Concussion Control Training

- Missing Anything?

Fee Requirements:

- Per player/Per team for games
- Lit field vs non lit field expenses
- Concessions? % of GROSS revenues
- Subleasing Fields?

Insurance Requirements:

- Proof of insurance
- Insurance requirements
 - \$1 million each occurrence with \$1 million aggregate
- What about glass breakage in the parking lots
- City indemnification clause

Fiscal Controls:

- When are payments due?
- What is due with the payment?
 - Cash flow report showing income, expenses, fund balances
- Non-profit – 501 (c) (3) status
- Recording Keeping guidelines

Fiscal Controls:

- What do we require:
 - They must have a checking account
 - Keep all cancelled checks for 3 years
 - Submit documentation that verified valid non-profit
 - Payment of official must be on a separate line and included on report
 - We have the right to review books at any time

Concessions:

- Stands must meet health code regulations
- Stands must have health permit
- Stand open while fields are being used
- Associations must pick up litter
- Associations may not sub contract facilities
- Any special sale of goods must be approved
- All vendors are held to concession fee

Status of Playing Fields:

- City sponsored activities have priority
- What are game field/practice fields
- When are fields closed
- Outline when you need schedules
- Who determines when fields are closed due to inclement weather
- When do parks close? When must games be over?

Maintenance Requirements:

- Can associations make improvements?
- Can they do field maintenance?
- Designate field allocations
- Who approves tournaments?
- Can they charge gate fees?
- Different fee for tournaments? Per team?

Maintenance Requirements:

- Who decides when the fields will be closed?
- Who notifies coaches?
- When is the call made?
- What happens when it rains after the call time?

What is parks responsible for?

- Mowing, weed control, fertilization, aerification, herbicide and insecticide treatments
- All field and turf maintenance, clay, top dressing, field marking lines
- Maintain backstops, fences, games, bleachers and dugouts
- Lighting systems
- Electrical power, scoreboards
- Restrooms in safe and sanitary condition

What is the association responsible for?

- Keep coaches and players from hitting into the fence
- Turning on field lights 30 minutes before first game
- Turning off field lights immediately following final game
- In the event of game/practice cancellations – turning off lights
- Ensure fields are operations during periods of use under the contract

Required Documents/Timeline:

- Signed agreement
- Documentation verifying valid non-profit status
- Projected start dates
- Proof of insurance
- Game schedules – 2 weeks prior to start
- Association fees – 30 days after completion

Questions?

