

**Town of Huntington
Department of Parks and Recreation
Adult & Youth Tournament Policy 2015**



All requests for tournaments must meet the following deadlines:

**Spring, Summer Tournaments-no later than March 20, 2015
Fall, Winter Tournaments-no later than July 1, 2015**

For special events such as tournaments, shows and athletic events utilizing Town Facilities, a fee may not be legally charged.

However, due to the nature of some events, soliciting donations may be approved. Approval must be secured in writing from the Department of Parks and Recreation Director.

Any donations collected for tournament play on Town fields must have prior approval of the Department of Parks and Recreation and be recorded on the Tournament Donation form. This is to insure uniformity and fair-play for all participants.

Due to budgeting restraints, all services provided by the Department for tournaments and special events must be performed Monday through Friday between the hours of 7:30AM and 3:30PM.

Therefore, no services can be performed for those activities, which will be conducted on weekends or any weekday after 3:30PM.

The Department will provide technical assistance in the general organization of these events. Assistance will also be provided in the form of equipment and supplies, if available.

All tournaments held on Town fields must be open to all Town Resident Teams. If there are any openings still available for the tournament, it may be opened to non-resident teams at a higher donation.

The difference between the donations for resident and non-resident teams must be contributed to a local Huntington Charity.

Tournament donation must be the same for all Town resident teams regardless of officials and organization affiliations.

Open to all teams in the Town on a first come, first serve basis.

All registration deadlines must be advertised and public knowledge at least two weeks in advance of opening registration and be held on a first come basis.

All tournament dates must fit into the priority schedule established for athletics in use of Town fields:

Memorial Day Weekend – May 23, 24, 25, 2015
Fourth of July – July 3, 4, 5, 2015
Labor Day Weekend – September 5, 6, 7, 2015
Columbus Day Weekend – October 10, 11, 12, 2015

Tournament Policy continued.

Before the final approval will be issued for a tournament, the notarized rosters must be on file in the Department of Parks and Recreation at least 2 weeks before the starting date of the tournament.

Tournament Director must provide Comprehensive Liability Insurance (2 Million Dollars minimum) 3 weeks prior to event.

Certificate listing event date(s), time and location and naming the Town of Huntington and the Town of Huntington Board of Trustees as additional insured & certificate holder.

A hold harmless agreement is required to finalize paperwork and a permit to be issued.

Tournaments require the payment of a \$50 application fee and a separate field use fee of:

SYNTHETIC FIELD FEES YOUTH		
Non-Profit Youth Tournament/Fundraiser	9am-11pm	\$750 per field, per day
For-Profit Youth Tournament/Fundraiser	9am-11pm	\$1500 per field, per day
SYNTHETIC FIELD FEES ADULT		
Non-Profit Youth Tournament/Fundraiser	9am-11pm	\$750 per field, per day
For-Profit Youth Tournament/Fundraiser	9am-11pm	\$1500 per field, per day
GRASS FIELD FEES YOUTH		
Non-Profit Youth Tournament/Fundraiser	9am-11pm	\$475 per day, per field
For-Profit Youth Tournament/Fundraiser	9am-11pm	\$750 per field, per day
GRASS FIELD FEES ADULT		
Non-Profit Youth Tournament/Fundraiser	9am-11pm	\$475 per field, per day
For-Profit Youth Tournament/Fundraiser	9am-11pm	\$750 per field, per day
Non-Resident Organization Tournament/Fundraiser Surcharge		Additional \$500 per day

Field use payment is due no later than three weeks prior to tournament.

A FINAL TOURNAMENT REPORT FORM must be completed and returned to the Department of Parks and Recreation the first business day after the conclusion of the tournament.

If the form is not returned, a permit will not be issued the following year.

D & J Refreshments has the first right of refusal to provide your organization food/and or beverages. Please contact D & J with your request. Request that D & J provide you in writing, what they will provide, the hours they will be providing items etc. Copy of document from D & J should be submitted to the Parks and Recreation Department no later than two weeks prior to your event. You can reach D & J at 516-826-4540.

If your organization will not be provided all items needed and you will have a caterer, deli or restaurant a permit for the event must be obtained from SCHSB for off-site catering as well as, organizer (league). Copy of application must be submitted to the Parks and Recreation Department.

Any organization planning to sell food and or beverage at an event must apply to the Suffolk County Health Services Bureau and a copy of the applications submitted to SCHSB are required on file with the Town of Huntington Department of Parks and Recreation before approval will be given to hold an event. See page 4.

This form is to be included with a Sports Facilities Use Application and include the \$50 application fee.

Name of Tournament _____

Sponsor of Tournament _____

Tournament Director _____

Address _____ Phone _____

Tournament Date ('s) _____

Single Elimination _____ Double Elimination _____ Other _____

Maximum number of teams in Tournament: Male _____ Female _____

Entry Donation per Resident Team \$ _____ Non-resident Team \$ _____

Any additional costs per team \$ _____ (Explain) _____

Any other requirements for entry into tournament (explain) _____

Charity to receive contribution _____

Name

Address town zip phone

Copy of Tournament Announcements must be provided with application

Registration Information

Starting Date: _____ Time(s) (EXACT) _____

Contact: _____
Name address town/zip

Phone # of Contact: _____ Registration Deadline: _____

Location Time(s) Day(s)

Tournament Request: (must directly relate to the anticipated number of teams)

The applicant understands and acknowledges that the information provided in the application is true and accurate, and that the Town of Huntington, Huntington Board of Trustees, and the Department of Parks and Recreation are relying on these statements and representations as a basis for the issuance of a permit.

INSURANCE CERTIFICATE MUST BE RECEIVED 3 WEEKS PRIOR TO YOUR EVENT.

No alcoholic beverages are permitted in Town of Huntington Parks, Town Code §159.18.

- ◆ NO METAL CLEATS ON TOWN BALLFIELDS.
- ◆ **Softball** - Ball Specifications: MAXIMUM .44 core and 400 compression. Core and compression must be imprinted on ball.
- ◆ **Softball** - No team may score more than “four” over the fence homeruns per game.

The above listed must be included in all literature regarding tournament (flyer, web-site etc.)

- ◆ No exceeding of time listed on your permit.

FOOD

Copies of applications to Suffolk County Bureau of Public Health Bureau (for serving food) must accompany insurance 3 weeks prior to event (no exceptions). Below is contact information and frequently asked questions of the Suffolk County Bureau of Public Health Protection:

**360 Yaphank Avenue, Suite 2A,
Yaphank, New York 11980**

Do I need a permit to operate at a temporary event such as a feast, fair, festival or carnival, tournament?

Yes. Both organizers and individual vendors must obtain permits. Vendor must be licensed for off-site catering.

How do I obtain information on the requirements to operate at a temporary event?

Contact the Department at the address above or call **(631) 852-5999**.

What is a HACCP inspection?

First, HACCP stands for Hazard Analysis Critical Control Point. This type of inspection focuses on the steps in food preparation that are most likely to cause a food borne illness if not properly handled. It is a nationally recognized inspection and is practiced by regulators and the food industry alike.

Do I need a permit to sell or provide food at a church or fraternal function?

A permit is necessary if a charitable organization wishes to sell any food items at a fair or carnival from a booth or trailer.



2015 Final Tournament Report Form
(Due first business day after completion of Tournament)

Name of Tournament _____

Sponsor of Tournament _____

Date ('s) of Tournament _____

Number of Teams in Tournament:

Resident _____ Non-resident _____ Total Teams _____

Revenue Total for Tournament \$ _____

Expenditures for Tournament: Balls \$ _____

 Trophies \$ _____

 Officials \$ _____

 Administration \$ _____

 misc. (list) \$ _____

 \$ _____

 Payment to Town \$ _____

 Contribution to Charity \$ _____

Charity donated to _____

Name

Email Address _____

Address

town

zip

Contact at charity

phone #

Date: _____

Signed by: _____

IF THIS FORM IS NOT COMPLETE AND RETURNED TO THE DEPARTMENT OF PARKS AND RECREATION AT THE CONCLUSION OF THE TOURNAMENT, A PERMIT WILL NOT BE ISSUED FOR THE NEXT YEAR.