



Tournament Application Process

Dear Tournament Director:

Thank you for considering the City of Moses Lake for your upcoming event. Please take a few minutes to review all the attached information. For questions and assistance in planning your event please contact:

Felicia Laird (509) 764-3806 flaird@cityofml.com

The Recreation office is located at 610 Yakima Ave. Moses Lake, WA.

Please follow the steps below to allow adequate time for processing and preparation for your event:

1. **Read the “Tournament/Field Usage Information Guide.”** If you have any questions, please contact Felicia at the above listing.
2. **Returning TDs complete the following items** and submit them to the Recreation Office by December 08, 2025. (See 1.4 “Usage Priority” in Tournament Guide). Beginning December 12, 2025, new tournament application packets are accepted for the calendar year.
- 3.

The Application Checklist:

- **Tournament/Field Usage Application**
- **Tournament/Field Usage Application Checklist**
- **Field Rental Guide**
- **Certificate of Liability and Endorsement**
- **The Hold Harmless Agreement signed.**
- **Pay the \$125 application fee (will be deducted from your final bill, if tournament is not cancelled or a no show)**
- **Request a scoreboard/controller if needed**

Please note - The fee(s) charged per game will be due **30 business days** after you have received your bill. All insurance requirements will be due **15 business days** prior to the tournament date.

4. Tournament Directors should schedule your pre-tournament walks through with the Parks Superintendent one week prior to the tournament.
5. Tournament Evaluation Form – Complete the Tournament Evaluation form and return it to Moses Lake Parks and Recreation.

***All changes in this packet are highlighted in yellow.**

City of Moses Lake *Parks, & Recreation* Tournament Information Guide



Policies and Procedures

Includes General Park Information

Tournament Application Procedures

City of Moses Lake Parks, Recreation & Cultural Services
Department

PO Box 1579

Moses Lake, WA 98837

(509) 764-3806

E-mail: flaird@cityofml.com

mlrec.com

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Contact Information

Bill Aukett, Parks Superintendent	(509)764-3816 or (509) 770-5752
Felicia Laird, Recreation Supervisor	(509)764-3806 or (509) 707-9534
Carrie Hoiness, Recreation Superintendent	(509)764-3809 or (509) 793-0613
Parks and Recreation Office, Monday – Friday	(509)764-3812

TOURNAMENT RENTAL INFORMATION FOR BALLFIELDS

Terms and Conditions for Use of Athletic Complexes

The following rules and regulations will be in effect for all City of Moses Lake Athletic Complexes. The reserving party will be responsible for insuring that all rules and regulations are followed.

1.01 Prohibited Activities

Any activity that is prohibited by Federal and/or State Law or the City of Moses Lake.

1.02 Laws, Rules and Regulations

Tournament Directors and users will comply with all Federal and State Laws, City Ordinances, Park Codes and Regulations governing the use of the Moses Lake Park system for public and private special uses. Said laws, rules and regulations as applicable shall be available to tournament director during the application process.

- a. Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost or repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City of Moses Lake shall have the right to deny future applications without any stated cause.

1.03 Condition of Premises

The Tournament Director will accept the premises, to be used for the tournament, in its present condition and at the times designated on the application for use.

1.04 Usage Priority for Tournaments

- 1st Priority City of Moses Lake sponsored events
- 2nd Priority Moses Lake School District
- 3rd Priority Tournaments that are set by bids (Such as State and Regional Tournaments).
- 4th Priority Previous/Established Tournaments must submit paperwork and \$125 application fee by December 8, 2025. Canceled and/or no-show tournaments will lose their priority status.
- 5th Priority New Tournaments can be submitted on Dec. 12, 2025, but will not be confirmed until After the December 13, 2025; established tournaments have priority.

1.05 Reservation: Tournament Packets are required at least 30 days prior to the date requested. Requests made within 30 days and may not be approved.

- Please notify us of how many teams are in the tournament and their facility locations. **Tournament Director may be responsible for renting additional portable bathrooms depending on the time of year, and the size of the tournament.**
- **Game schedule must also be to Parks and Recreation two weeks prior to the start of the tournament.**
- Please include your time limit rule with your schedule. Failure to turn in the game schedule on time or to request additional changes after this time may result in a fee of up to \$25.00.

1.06 Fees (Per Tournament)

The fee is a compensation for use of facilities to help recoup additional operating costs incurred as direct result of the use.

- \$125 application fee payable at time of application. The fee will be deducted from your final bill, if tournament is cancelled or a no show then the \$125 will be forfeited.

- **Per Game Fee**

Below are the costs per game for the use of the fields. See section 1.09 for normal season:

Softball Fields - \$25.00 per game for Youth, \$30.00 per game for Adults, and \$42.00 per game for college, out of town high school games and high school district and regional games.

Baseball Fields - \$30.00 per game for Youth, \$40.00 for Adults, \$53.00 per game for college, out of town high school games and high school district and regional games (\$45 per game outside normal season).

- Youth Baseball/Softball *Normal Spring Season: Mar. – June, Fall Season: Aug – Sep.*
- Adult Softball: *Normal Summer Season: May – Aug.*
- Fields prepared and lined. City staff will prepare fields and remain on site to maintain fields between games.
- 15 minutes after the time limit must be included in the scheduling to accomplish maintenance. If not included, maintenance will be limited to or not provided between games. Please use a staggered start time between softball and baseball fields.
- Outfield fences will be \$82.00 per field.
- Crowd Control Fencing will be \$180.00 per event.
- Lights may be used as needed. Please coordinate light use when you submit your Game Schedule.
 1. Softball - \$16.00 Per Hour
 2. Baseball - \$18.00 Per hour

Payment for field use is due according to the monthly invoice sent out by the billing department. Late fees will be applied if not paid in full within the allotted time.

1.07 Tournament Cancellation

- Tournament cancellation must be made within 15 business days of the tournament date.
Cancellations must be submitted in written form (e-mail, or text, etc.) Cancellation or No Show will result in forfeiture of a \$125 application fee.

In the event of a rainout or city closure, you are responsible for the payment of all field fees and games that were completed.

1.08 Insurance and Hold Harmless

The _____ (Organization) required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations contractual liability and coverage for participant liability. The City of Moses Lake shall be named as an additional insured on (Youth Sports Group) General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Proof of insurance and additional insured endorsement are attached. Insurance is to be placed with insurers with a current A.M. Best Rating of not less than a A: VII and is licensed to do business in the State of Washington.

The (Organization) shall defend, indemnify and hold harmless the City of Moses Lake, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Moses Lake.

1.09 Season and Game Times

Tournament season will run from April – September, anything outside of this timeframe will be subject to weather, staffing availability, and out-of-season game fees. Games shall not start before 8:00 a.m., and all games shall be completed by 11:00 p.m. (weeknights) and 12:00 a.m. (weekends).

1.10 Vehicles in Park/Complex

Tournament Director Vehicles will be allowed in the complex only for the purpose of loading/unloading equipment. The **vehicle then must be removed and parked in the parking lot during the tournament.** Smaller motorized vehicles are prohibited ie.. Atv, golf carts and etc.

1.11 Alcohol

Alcohol is **NOT** allowed in City of Moses Lake Athletic Complexes, Parks or buildings, Ordinance (RCW 66.44.100). **12.36.040 Prohibited Acts States:** however, that consumption of alcoholic beverages in City parks is permitted if consumption is within a designated area in conjunction with a special event as authorized by the Parks Department. Tournament Directors are required to inform all participants to abide by this ordinance and to assist in enforcing this ordinance.

1.12 Smoking or tobacco use

Smoking tobacco, vaping, or E-cigarette's use is prohibited in all City of Moses Lake facilities, city ordinance MLMC Chapter 8.56. It is illegal to consume marijuana in view of the public per Washington State Liquor and Cannabis Board.

1.13 Admissions/Gate Charge

Ticket sales shall not be initiated by the user unless written consent is given by the City of Moses Lake. Groups must write a letter to the City Manager or their designee and receive approval prior to your event. Groups must also be in compliance with City of Moses Lake Municipal Code, Chapter 3.16, Admissions Tax.

1.14 Commercial and Gambling Activity and Vending/Concessions

The City Manager or her designee may approve permits to be issued that authorize merchandise or services to be sold in a park and that authorize concessions to be operated in a park. No person shall sell or attempt to sell merchandise or services or operate concessions in a park without a permit. To obtain a Special Event Vendor permit, groups must apply, pay the non-profit or for profit fee, and provide the appropriate insurance documents. Permits shall only be issued if the merchandise, services, and concessions are reasonable and are in the best interests of the city. All Vendors must submit a portion of their net sales determined by their non-profit or for-profit status and type of vending. The Recreation Specialist will work with the Vendors to ensure they report and submit a sales report. **Rec Specialist: Steven Kinser skinser@cityofml.com or (509)764-3813.**

If a group decides to have a raffle, fundraiser, split the pot or other qualifying gambling activities during the tournament, they must comply with Washington State Gambling Commission's rules, laws and regulations including reporting and submission of gambling taxes. Additionally, the Tournament Director must report and submit 10%-15% of the sales to the City depending on their non-profit or for profit status.

1.15 Banners

Banners, pennants, flags, signs, streamers, inflatable displays, and similar devices are regulated by local ordinance. The number and location for these items must be included in your site map and must receive advanced approval from the City of Moses Lake. In certain areas and under certain conditions these items are prohibited. Please refer to the City of Moses Lake's website at www.cityofml.com. Click on *Government, Sign Placement Standards – City Property*. If you would like to place team banners up at a facility, you will need to have approval from the Parks Superintendent, and pay \$125 for placement of up to 5 banners (banners must be hung at one time).

1.16 Clean-up

- The complex must be free of litter each day prior to leaving the facility. The Tournament Director is responsible for clearing all the dugouts, bleachers/grandstands of litter. (If facilities are not left in adequate condition damage fees could be incurred/assessed for cost of repair, replacement, or clean up).
- The press box must be cleaned before leaving the facility on the last day of the tournament.

1.17 Field Requirements

The City of Moses Lake is responsible for maintaining the fields.

1.18 Pre-Tournament Walk Through – Field Preparations

- All Tournament Directors (or designated individual) are required to conduct a pre-tournament walk through of each complex being used. The Tournament Director is responsible for contacting the Park Superintendent one-week prior (or as agreed upon with city staff) to the rental date to visit the Athletic Complex. Please allow at least one hour of time for the walk through at each complex. This must be done prior to the tournament.

1.19 Emergency Situations

- In the event an emergency occurs during the tournament please contact emergency services at 911 or call the non-emergency number at 762-1160.
- When an injury/incident occurs please notify the ballfield staff immediately.
- Injury/Incident Form must be filled out and turned in for the City of Moses Lake. One copy is provided, please make copies.

1.20 Non-Emergency Situations

If a problem occurs during the activity and is non-emergency in nature, for example, a sprinkler comes on, problems with the fields or backed-up toilets, please contact on-site maintenance personnel.

1.21 Camping

Camping in ballfield complexes and parking lots is prohibited by City Ordinance 9.18.010.

1.22 Pets

Pets will be allowed inside complex areas. Animals must be always under control and on a leash not more than 6' in length. Owner must remove any droppings by the animal on the property. Proof of rabies and vaccinations could be asked for if problems arise. Please refer to Chapter 6.06 of the Moses Lake Municipal Code for additional details on cityofml.com.

ANY VIOLATION OF THESE RULES AND REGULATIONS MAY RESULT IN DENIAL OF FURTHER USE OF CITY OF MOSES LAKE COMPLEXES

SECTION 2

Score Boards – Scoreboards on all fields at Paul Lauzier Athletic Complex and A and B fields at Larson Playfield. Scoreboard controllers are available to rent for free upon request. Please make sure to request this feature on the Tournament/Field Usage Application on page 14.



Larson Playfield – 2501 West Broadway Avenue

- Larson Playfield is located at the intersection of West Broadway Avenue and Yakima Avenue. It is an 18-acre park site with the following amenities:
 - Playgrounds located next to restrooms and behind ‘C’ Field Home Run Fence
 - Batting Cage
 - Basketball Court
 - Picnic Areas
- 3 - Softball/Baseball Fields (B, C & M) used by youth and adult teams
- 1 - Youth Baseball Field (Y)
- 1 - Baseball Field (A)
- Restroom Facility
- Officials Room
- Press Boxes A, B, & Y Fields with scoreboards for A, B and Y field.
- Lights
- Outfields and Base settings

	<u>Outfields</u>	<u>Bases</u>
- ‘A’ Field	335, 360 and 380 center	90’ bases, single 1 st base
- ‘Y’ Field	200, 220 center	60’ bases, single 1 st base
- ‘C’ Field	280 w/portable fence at 225’	60’ or 70’ bases, double 1 st base
- ‘B’ Field	275 w/semi-portable fence at 200’	60’ or 70’ bases, double 1 st base
- ‘M’ Field	300 w/portable fence at 225’	60’ or 70’ bases, double 1 st base



Paul Lauzier Athletic Complex – 933 West Central Drive

- Paul Lauzier Athletic Complex is located at the intersection of Central Drive and Grape Drive across from Home Depot. It is a 34 acre park site with the following amenities.
 - Playground
 - Basketball Court
 - Picnic Areas
- 3 - Softball/Baseball Fields (1, 2 & 3) used by youth and adult teams
- 2 - Baseball fields (4 & 5)
- Restroom Facility
- Officials Room
- Pitching Rubbers
 - 40, 50 and 60' 6"
- Outfields and Bases
- Lights
- Scoreboards on Fields 1, 2, 3, 4 & 5

	<u>Outfields</u>	<u>Bases</u>
- 1, 2 and 3	300' w/portable fence at 200	60' or 70' bases, double 1 st base
- 4 and 5	380'	90' bases, single 1 st base



Knolls Vista Youth Field – 444 Knolls Vista Drive

- Knolls Vista Parks is located on Knolls Vista Drive. It is a 4 acre park site with the following amenities.
 - Playground
 - Basketball Court
 - Picnic Area
- Restroom Facility
- 1 – Youth Baseball Field
- Baseball Field Dimensions
 - Pitching Distance 46'
 - Bases 60'
 - Outfield Fence 200'



Lakeview Youth Field – 802 East Clover Dr

- Lakeview Park is located on Knolls Vista Drive and neighbors Lakeview Elementary School at the intersection of Dahlia Drive and Lark Avenue. It is a 5 acre park site with the following amenities.
 - Playground
 - Picnic Area
- Restroom Facility
- 1 – Youth Baseball Field
- Baseball Field Dimensions
 - Pitching Distance 46'
 - Bases 60'
 - Outfield Fence 225'

GENERAL PARK RULES

- ✓ Parking lots are closed at 11:00 p.m. or as scheduled.
- ✓ No overnight parking or camping
- ✓ Pet leash law enforced, pet waste to be removed from grounds by owner.
- ✓ Destroying, damaging, defacing, or misusing public property is prohibited.
- ✓ No littering. Deposit all waste in trash receptacles.
- ✓ Alcohol is not allowed.
- ✓ Trespass notification citations shall be issued to persons suspected of committing a crime or infraction while in a city park.
- ✓ Playground equipment for children 12 years old and under only. Supervision is recommended.
- ✓ No smoking on park grounds and facilities. This includes E-Cigarettes and Vaping
- ✓ No skateboarding, skating or bike riding on park equipment.
- ✓ No vehicles on grass, pathways, bike trails or in limited access areas, unless authorized by the Parks Department to load and unload materials, supplies and equipment.

SECTION 4

City of Moses Lake Tournament Application Checklist

Please ensure you have completed and enclosed the following items. Incomplete applications will not be accepted and will be returned to the Tournament/Game Director.

Tournament Name _____ Tournament/Game Date _____

Tournament/Game Director _____ Telephone # _____ Cell # _____

(Please initial)

1. I have read the Tournament Guide and understand the requirements for the event _____
2. The Application form is completed fully, signed, and dated _____
3. The Hold Harmless Agreement is signed and dated _____
4. The \$125 application fee is enclosed
(Payment is accepted by cash, check or credit/debit card) _____
5. Application Checklist (this sheet) is signed and dated by the Tournament Director _____
6. Certificate of Liability and Endorsement _____
7. Youth Sports Group Compliance Statement _____
8. I understand I am responsible for scheduling, and meeting with the Parks
Superintendent for a pre-tournament walk-thru, unless waived by Park Superintendent. _____

Tournament/Game Director Signature _____ **Date** _____

Please forward the above items to:

By Mail (check payments only)

Administrative Office
City of Moses Lake
PO Box 1579
Moses Lake, WA 98837

In Person/Phone

(Cash, check, credit card payments)
Administrative Office
City of Moses Lake
610 Yakima Ave.
Moses Lake, WA 98837
(509)764-3804

For Questions Call – (509) 764-3806

CITY OF MOSES LAKE PARKS AND RECREATION

PO BOX 1579 OR 610 YAKIMA AVE, MOSES LAKE, WA 98837

Office (509) 764-3806/Email: flaird@cityofml.com

TOURNAMENT/FIELD USAGE APPLICATION

Tournament/Field Site: ☐ Larson ☐ Paul Lauzier
Specific/Additional Field(s) Listed:

Sponsor:

Name of Tournament:

Date(s):

Entry Fee:

Estimated # of teams participating:

Number of games promised teams:

Estimated # of teams from out of town:

Each Tournament Application must be accompanied by the \$125 application fee.

CLASSIFICATION: Men ☐ Women ☐ Co-Ed ☐ Youth ☐
Slowpitch ☐ Fastpitch ☐ Baseball ☐ Other Sport/Event ☐ _____

High School ☐ College ☐ Other ☐ Lights ☐ Scoreboard ☐ Sound System ☐

Do you require fences for your tournament? Yes _____ No _____

If so, at what distance and for which fields? (See section 1.6) Distance _____

Tournament/Game Director:

Vehicle: Make/Model/License #

Address:

City:

Zip Code:

Home #:

Cell #:

E-mail Address:

Alternate Contact:

Home #:

Cell #:

E-mail Address:

I present the application to the City of Moses Lake for the use of the softball/baseball complex described above and certify the information is correct. I agree to exercise care and safety in the use of the facility and property and to hold harmless the City of Moses Lake from all liability and medical expenses resulting from the use of the facility and or property. I agree to adhere to the General Parks Rules of the City of Moses Lake. I further agree to pay in advance any fees associated with the request. Cancellations are to be received in writing by this office per 1.7 of the "Tournament Information Guide". I understand that alcohol is not permitted in any City building or in any City park including the complexes.

Signature of Responsible Party: _____ Date: _____

Print Name:

Will you have vendors or will merchandise be sold at your tournament? Please list vendors and items to be sold.
(See section 1.13 & 1.14)

Will you charge admissions or have gambling activities at the tournament? (See section 1.13 & 1.14)

Below, for office use only

Approved ☐

Disapproved ☐

Date

Comments:

Post Comments:



CITY OF MOSES LAKE HOLD HARMLESS AGREEMENT

This agreement is made and entered into by and between the City of Moses Lake, a municipal corporation, hereinafter referred to as "City" and _____ hereinafter referred to as "Licensee."

EXHIBIT VI

INSURANCE & INDEMNITY REQUIREMENTS FOR FACILITY USE AGREEMENTS

Indemnification / Hold Harmless

User shall defend, indemnify and hold harmless the Public Entity, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Public Entity.

A. Insurance Term

User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the User and his or her guests, representatives, volunteers and employees.

B. No Limitation

User's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

C. Required Insurance

User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The Public Entity shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the User's insurance and shall not contribute with it.

D. Public Entity Full Availability of User Limits

If the User maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of

whether such limits maintained by the User are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the User.

E. Certificate of Insurance and Acceptability of Insurers

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

EXHIBIT VII

SPECIAL PROVISIONS FOR

FACILITY USE AGREEMENTS

Additional insurance requirements should be added to the Facility Use Agreements for the following:

Alcohol, Available for Consumption on Premises, Whether Sold or Not

The User shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Public Entity is to be named as an additional insured on Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Public Entity.

Athletic Participant Events

General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence

Dated_____

City of Moses Lake By_____ Tournament Representative By_____

**CITY OF MOSES LAKE PARKS & RECREATION
YOUTH SPORTS GROUP COMPLIANCE STATEMENT**

**For RCW 4.24.660 (as amended in 2015)
Youth Sports Head Injury Policies and Sudden Cardiac Arrest Awareness**

_____ requests the use of the _____ (member name & facility) for the following dates:

Date	Activity	Facility

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parents/legal guardians have complied with mandated policies for the management of concussions, head injuries and sudden cardiac arrest awareness as prescribed by [RCW 4.24.660](#), [RCW 28A.600.190](#) and [RCW 28A.600.195](#).

The _____ (Organization) required insurance shall be as follows:
General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations contractual liability and coverage for participant liability. The City of Moses Lake shall be named as an additional insured on (Youth Sports Group) General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Proof of insurance and additional insured endorsement are attached. Insurance is to be placed with insurers with a current A.M. Best Rating of not less than a A:VII and is licensed to do business in the State of Washington

The (Organization) shall defend, indemnify and hold harmless the City of Moses Lake, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Moses Lake.

Signed: _____
Representative of (Organization) (Date)

Note: Access to Moses Lake Parks & Recreation facilities may not be granted until all requirements of this application are complete and approved by the City of Moses Lake.

CITY OF MOSES LAKE PARKS & RECREATION CONCUSSION MANAGEMENT INFORMATION SHEET

A 2009 act requiring the adoption of policies for the management of concussion and head injury in youth sports; amending the Revised Code of Washington 4.24.660 and adding section RCW 28A.600.190 “Zackery Lystedt Law” states, in part, the following:

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/legal guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent/legal guardian prior to the youth athlete's initiating practice or competition.

Although the law generally directs these instructions to school districts and the Washington Interscholastic Activities Association (WIAA), it is best practice that private, nonprofit youth sports associations wanting to use publicly owned playfields also comply with the law. City of Moses Lake requires all youth sports activities using Moses Lake Parks & Recreation property or facilities to comply with this law.

After reading this information on youth head injuries and the awareness information provided on a separate “Sudden Cardiac Arrest Awareness Information Sheet,” please sign the “Youth Sports Group Compliance Statement” The signed Compliance Statement must be returned to Moses Lake Parks & Recreation and is good only for the current sports season.

Concussion Management Information

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain

- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents- legal guardians, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often underreport symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents/legal guardians, and athletes is the key for youth athletes’ safety.

If you think your child has suffered a concussion:

Any athlete suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The “Zackery Lystedt Law” in Washington requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years: “A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time.” “[He or she] may not return to play until the athlete is evaluated by a licensed health-care provider trained in the evaluation and management of concussions and has received written clearance to return to play from that health care provider.” You should also inform your child’s coach if you think that your child may have a concussion. It is better to miss one game than miss the whole season so when in doubt, the athlete should sit out.

RETURN TO PARTICIPATION PROTOCOL

If the youth athlete has been diagnosed with a concussion he/she MUST follow a progressive return to participation protocol (under the supervision of an approved health care provider) before full participation is authorized.

The return to play protocol may not begin until the athlete is no longer showing signs or symptoms of concussion. Once symptom free, the athlete may begin a progressive return to play. This progression begins with light aerobic exercise only to increase the heart rate (5-10 minutes of light jog or exercise bike) and progresses each day as long as the athlete remains symptom free. If at any time symptoms return, the athlete is removed from participation.

Additional information regarding concussion management is available from the Centers for Disease Control and Prevention (CDC) at: <http://www.cdc.gov/ConcussionInYouthSports/>.

CITY OF MOSES LAKE PARKS & RECREATION STUDENT/PARENT/GUARDIAN SUDDEN CARDIAC ARREST AWARENESS INFORMATION SHEET

What is sudden cardiac arrest? Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse. SCA is the leading cause of death in the U.S. afflicting over 300,000 individuals per year.

SCA is also the leading cause of sudden death in young athletes during sports

What causes sudden cardiac arrest? SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called “commotio cordis”).

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise

- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures
- A family member with early onset heart disease or sudden death from a heart condition before the age of 40

How to prevent and treat sudden cardiac arrest? Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gasping). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!



City of Moses Lake – **TOURNAMENT EVALUATION FORM**

Thank you for hosting your tournament/games in the City of Moses Lake. In order to provide excellent customer service, we would appreciate your response to the questions listed below. This will assist us in working towards providing a better service.

Tournament Information

Tournament Name: _____ Sanctioning Organization: _____
Tournament Date(s): _____ Tournament Site: _____
Tournament Contact Person: _____ e-mail: _____
Phone: (home) _____ (work) _____ (cell) _____
Tournament attendance: _____ Local # of teams: _____ Out of town teams: _____
Total # of lodging rooms per night: _____ Target audience for the event: _____
Why did you select this location for your tournament? _____

Is this the first time you have held a tournament in the City of Moses Lake? yes ___ no ___

Customer Service

Were you treated professionally and courteously by our staff? yes ___ no ___ n/a ___
Was the staff helpful and friendly? yes ___ no ___ n/a ___
Was information made readily available to you? yes ___ no ___ n/a ___
Was the application procedure easy to follow? yes ___ no ___ n/a ___
Were the written materials useful to you? yes ___ no ___ n/a ___
Overall satisfaction with customer service? ___very satisfied ___satisfied ___dissatisfied

Location

Did the teams enjoy playing at this facility? yes ___ no ___
Was the walk-through with staff helpful in regard to the layout of your event? yes ___ no ___
Was there adequate space for your tournament at this location? yes ___ no ___
Would you select this location again for your tournament? yes ___ no ___
Please share any comments you have regarding this "complex":

General - If needed, please use the backside of this form or attach additional paper.

What were some of the comments from teams/players at the tournament? _____

Do you have any suggestions for future tournaments at this location? _____

Please describe your overall experience hosting your tournament in the City of Moses Lake:

Please return the form to: Moses Lake Parks and Recreation, PO Box 1579, Moses Lake WA 98837



Pre Event Checklist

The Pre Event Checklist is to be completed by a City of Moses Lake representative and the Tournament Director, or designated individual, prior to the activity.

Tournament Name _____ Tournament Date _____

Tournament Location _____ Start Time _____

Tournament Director _____ Telephone # _____ Cell # _____

Item	Pre-Event Inspection	
	Date _____ ML Rep _____	Date _____ Tourn. Director _____
Services	Yes	No
Power		
Field Outlets		
Scoreboards		
Sound System		
Batting Cages		
Scoreboard equipment (at Rec. office) if yes record Field # & date issued	# date # date	
Restroom(s) Open	Location(s)	
Emergency Contact Number (509)770-5752		
Bases (distance to be set at)		
Double 1 st bases		
Pitching Rubbers		
Infield Outfield Irrigation	List all locations affected	
Turf condition	Please explain	
Misc. (please list)		

Infield		
Infield Condition		

General Condition of the complex area (please describe)	
Additional Requirements	
Comments	

Tournament Directors Please Note:

I have met with the City of Moses Lake staff and understand all policies and procedures and accept the complex as presented.

Tournament Director’s Signature: _____
(or Designated Individual)

Date: _____

Office Use

Comments: _____

Moses Lake Parks and Recreation Department

Injury/Incident Report

Date_____ Time_____

Type of Injury/Incident_____

Individual(s) Involved

1.	_____	_____	_____
	Name	Address	Telephone
2.	_____	_____	_____
	Name	Address	Telephone
3.	_____	_____	_____
	Name	Address	Telephone

Witness(es) to Incident

1.	_____	_____	_____
	Name	Address	Telephone
2.	_____	_____	_____
	Name	Address	Telephone
3.	_____	_____	_____
	Name	Address	Telephone

Description of injuries and how injury occurred_____

First aid treatment required or administered by employees/others:_____

Police Support Required Yes_____ No_____

Ambulance/Fire Support Required Yes_____ No_____

Location of facility where incident occurred: (Be specific)_____

Conditions/Weather_____

Comments (use back if needed)_____

Report Submitted By_____ Report Date_____