

UNLV

UNIVERSITY OF NEVADA LAS VEGAS

STUDENT UNION & EVENT SERVICES

SPORTS TOURNAMENT POLICY

The following policy outlines the procedures for the scheduling and management of an athletic tournament in the Student Recreation & Wellness Center (SRWC). This policy is in addition to the applicable policies outlined in the *Student Union & Event Services (SUES) General Reservation Policy* and *UNLV Guidelines for Scheduling University Facilities*. Additional policies may apply per the specifics of the event.

General Scheduling

- A. Only one non-university tournament may be held in the facility at one time.
- B. Minimum of two courts open must be available at all times for open recreation (for use by SRWC members only).
- C. Tournaments must reserve an even numbers of courts (two or four).
 1. If two courts are reserved, tournament must use the MAC courts on 1st floor, or courts 3 & 4 on 3rd floor (closest to restrooms, away from glass windows), curtain between court 2 and 3 must be lowered to allow for SRWC member open recreation.
 2. If four courts are reserved, tournament must use 3rd floor courts.
- D. A maximum of two non-university tournaments may be scheduled per month in the SRWC.
- E. Tournament Host Application process:
 1. All inquiries for tournaments will be emailed the applicable tournament information, policies, and application.
 2. Potential tournaments must submit the Tournament Application for approval and to generate a cost estimate and event contract.
- F. Tournament organizers must reserve and host one successful tournament with SUES prior to booking future events.
 1. Any infractions of SRWC, tournament and/or UNLV policies will be documented by facility staff for post-tournament review.
 2. Tournament organizers will receive post-tournament written documentation of policy infractions if a non-returning status is determined.
 3. Tournament organizers not granted a returning status may appeal decision in writing to the Assistant Director of Scheduling & Conferences and SRWC Director's approval, prior to requesting to host future tournaments.
 4. All previous invoices must be paid in full prior to scheduling future events.
- G. All tournaments will be booked with the SUES Full-Service Contract and will include all lodging, parking, and/or food and beverage arrangements booked with the University. A management fee of ten percent of total charges applies to all Full-Service Contracts.

Tournament Policies

- A. SRWC student staff members will be scheduled during tournament hours to assist in monitoring and enforcing policies and to assist with facility operations specific to tournament needs. Two-court tournament packages include one student staff and four-court tournaments include two student staff. Additional staffing can be pre-arranged and provided, for which labor charges will apply.



- B. All University requirements for special events must be met prior to tournament start date. The on-site contact for each non-university tournament is required to meet, in person, with the SUES Conference & Event Coordinator (EC) and SRWC Coordinator.
- C. Tournament organizers are fully responsible for all actions of any individual who enters the SRWC facility for their event.
 - 1. All tournament organizers must complete the *SUES Tournament Attendee Responsibility Form* prior to their event.
 - 2. All UNLV/SRWC policies regarding tournament attendees will be posted at the tournament check-in table and near reserved areas (provided by UNLV).
 - 3. The *SUES Tournament Attendee Responsibility Form* will be provided by UNLV to every tournament organizer for distribution to event attendees prior to event.
 - 4. Spectators and participants are restricted to reserved areas in the SRWC only. Practice, warm-ups and/or loitering in non-reserved areas is not allowed.
 - 5. UNLV reserves the right to remove participants or spectators, or terminate tournament for any reason during the reservation. All efforts of communicating with on-site client contact will be made prior to final decisions unless the safety and security of the SRWC patrons or facility are in jeopardy. Deposits are non-refundable and tournament organizers agree to pay any non-reimbursable expenses incurred by the University in connection with the event/tournament.
 - 6. Youth utilizing locker room facilities must be chaperoned.
- D. Every tournament must have a clearly defined admittance procedure for their event, to include a visible tournament participant indicator. For example: color-coded arm bands, lanyards with IDs, etc.
 - 1. Entrance standards and identification must be submitted to the EC in writing prior to in-person meeting with the SRWC Coordinator.
 - 2. If tournament organizer does not have pre-determined identification system, SUES will provide arm bands, at cost, for participant check-in and facility access.
- E. A table and two chairs in the SRWC lobby will be provided for tournament check-in/information. The table must be manned by an agent of the tournament during all tournament hours to control entry of tournament attendees into the facility.
- F. Daily tournament schedules must be approved by the EC and SRWC Coordinator five working days prior to event start date.
 - 1. A minimum of 20 minutes must be scheduled between games to allow for delays and entrance/exit of teams and spectators from the building.
 - 2. Overtime charges will be billed to tournament organizers if play time or attendee occupancy of the facility exceeds scheduled building hours.
- G. Videos and photography must be taken from within and only of the reserved areas. No spectators or equipment are allowed on the 2nd floor or the 4th floor.
- H. The tournament organizer agrees that all advertising of the event will be honest and true and will include accurate information on event time and prices. No advertising or publicity may state or imply that the University of Nevada, Las Vegas, sponsors the tournament.



- I. Equipment, other than tables, chairs, scoreboard, hoops, nets, or other equipment pre-arranged for rental will not be provided by the SRWC.
- J. Any SRWC equipment or structure of the facility in the area of the reserved space found lost or damaged will be billed at full replacement cost to tournament organizer including, but not limited to, labor, windows, backboards, nets, stands, etc. Tournament organizers are responsible for identifying and reporting any damage prior to tournament start to the SRWC Coordinator or SRWC staff.
- K. All tournament organizers are responsible for the clean-up of their reserved area, including any materials brought into the facility, such as water bottles, jugs, printed materials, advertising, towels, etc. Excessive cleaning charges may be applied to final invoice for extensive cleaning such as, but not limited, to any dried or pooled liquids, gum, chalk, oil, or excessive trash not in proper trash/recycling receptacles.
- L. Security may be required at the discretion of UNLV Police Services. UNLV Police Services has first-right-of-refusal for requested security at tournaments. Any requests for non-UNLV Police Services security presence must be presented to and approved by UNLV Police Services.
- M. Campus parking must be pre-arranged through the EC prior to the tournament. Options are: individual vehicle parking passes or block-parking (upon approval of UNLV Parking Services). Parking is free many weekends, but is subject to change pending events in the Thomas and Mack Center/Cox Pavilion or other special events on campus.
 - 1. All drivers are responsible for parking in designated areas and following instructions of all Parking Services and Police Services representatives.
- N. Fire and emergency access lanes should be kept clear at all times. SRWC staff will notify UNLV Parking Services for ticketing and/or towing of vehicles without warning.
- O. UNLV has contracted with UNLV Dining (ARAMARK) to provide food service, including catering, on the UNLV campus. A food waiver may be granted to groups wishing to have food provided by an alternate vendor. All food waivers must be obtained and approved by UNLV Catering and SUES.
- P. Food and beverages are not allowed beyond the entrance gate of the SRWC.
 - 1. Tournament organizers may use the provided meeting room on the first floor for food and beverage and/or cooler storage, or may reserve a second room if additional space is needed.
 - 2. Personal coolers are not allowed beyond the entrance gate. Pre-approved team trainer coolers will be allowed in reserved areas.
 - 3. Only sealable drink containers are allowed past the front entrance gate.
- Q. Tournament merchandise concessions may be pre-arranged with the EC. The tournament organizer must provide a copy of a business license for each organization selling merchandise. For security and facility traffic flow, approved locations for merchandise sales are in the SRWC 1st floor lobby at pre-designated marketing table locations or in SRWC meeting room 1010 or 1020. Rental fees will apply to space reserved for merchandise sales in addition to meeting room and check-in table provided in package.
- R. Banners or signage may not be hung from fourth floor indoor-track rails.



S. Per National Collegiate Athletic Association (NCAA) bylaw 13.11.1.5, UNLV may not host, sponsor, or conduct a tryout camp, clinic, group workout, or combine (e.g., combination of athletics skill tests or activities) devoted to agility, flexibility, speed, or strength tests for prospective student-athletes at any location. A *Facility Rental Affidavit for NCAA Rules* must be submitted by the tournament organizer for each tournament scheduled regardless of age of participants.

Exceptions to this policy should be presented to the Assistant Director of Scheduling & Conferences, in writing, at least two (2) weeks prior to the event for consideration.

Revised 08/10



UNIVERSITY OF NEVADA LAS VEGAS

Tournament Packages and Pricing

SRWC Hours of Operation (subject to change)

- Mon-Fri: 6 am-midnight
- Sat: 8 am-10 pm
- Sun: noon-midnight

4-Court Tournament

Includes:

- 4 courts
- 4 set-ups (including 100 chairs, 4 scoreboards, 4 scoring tables, nets)
- 4 bleachers
- 1 meeting/general use room
- 1 table in SRWC lobby for tournament participant/spectator check-in
- 2 student staff members (8 hours each), additional hours must be purchased for total reserved time beyond eight (8) hours.
- Custodial services

Per day cost: \$4,500

2-Court Tournament

Includes:

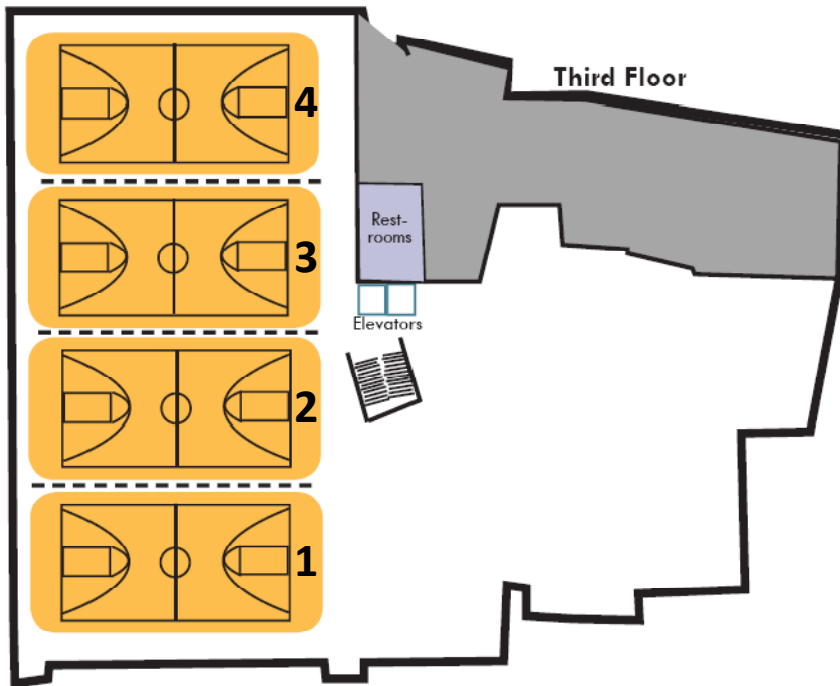
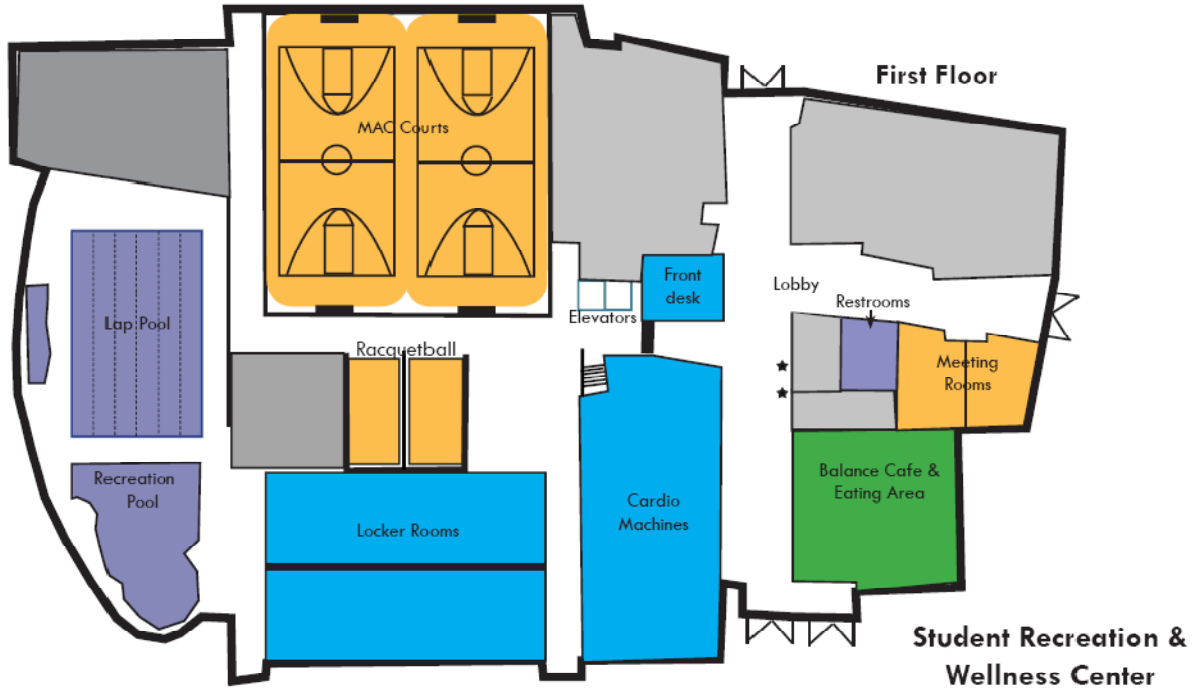
- 2 courts
- 2 set-ups (including 50 chairs, 2 scoreboards, 2 scoring tables)
- 2 bleachers
- 1 meeting/general use room
- 1 table in SRWC lobby for tournament participant/spectator check-in
- 1 student staff member (8 hours), additional hours must be purchased for total reserved time beyond eight (8) hours
- Custodial services

Per day cost: \$2,800

Additional Costs (subject to change)

Event management fee:	10% of total costs
Overtime:	\$150 per hour
Student staff:	\$20 per hour
Additional meeting room:	\$200 per day
	<i>(storage, tournament office, food and/or merchandise sales)</i>
Sound system:	\$100 per day
Additional first floor lobby table:	\$200
	<i>(merchandise sales, etc.)</i>
Staff-assisted copies/printing:	Per use
Laundry service:	Call for estimate
Security:	Call for estimate
Excessive cleaning charge:	Per hour/type of clean-up
Participant armbands:	Call for estimate
Extra chairs/tables	\$1/\$2 each
Crowd/direction control stanchions	\$50 each

University of Nevada, Las Vegas • Student Union & Event Services
 Student Recreation and Wellness Center Facility Diagram



- First Floor:**
 - Lobby
 - Balance Cafe
 - Meeting Rooms (2)
 - Front Desk
 - Fitness Area
 - Locker Rooms
 - MAC Courts
 - Racquetball Courts
 - Pools
 - Marketing Tables★
 - Second Floor:**
 - Multi-Purpose Rooms (3)
 - Fitness Mezzanine
 - Third Floor:**
 - Basketball Courts (4)
 - Fourth Floor:**
 - Indoor Track
 - (above basketball courts)
- Not all spaces are reservable.*

University of Nevada, Las Vegas • Student Union & Event Services

Tournament Organizer Application

Name of hosting organization: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Booking contact name: _____ Title: _____

Email: _____ Phone: _____

On-site contact name: _____ Title: _____

Email: _____ Phone: _____

On-site name & contact information will be required prior to tournament start date.

Name of tournament: _____

Requested dates & times of tournament:

Day 1: _____ (date) _____ to _____ (access time) _____ to _____ (play time)

Day 2: _____ (date) _____ to _____ (access time) _____ to _____ (play time)

Day 3: _____ (date) _____ to _____ (access time) _____ to _____ (play time)

Day 4: _____ (date) _____ to _____ (access time) _____ to _____ (play time)

Day 5: _____ (date) _____ to _____ (access time) _____ to _____ (play time)

Age group of players: Elementary/Middle School High School College Post-College

of teams allowed to register: _____ # of other local venues for tournament: _____

of attendees (spectators, coaches, players, staff, etc.) expected at UNLV venue per day: _____

Be as accurate as possible. A significant increase between provided estimate and actual attendance may result in non-approval for future tournaments in UNLV Student Affairs Facilities.

Number of courts requested: Two Four

Sport: Basketball Volleyball Other: _____

Will any merchandise be sold at your tournament? Yes No
If yes, please provide brief description: _____

Will any food or beverage be sold or distributed at your tournament? Yes No
If yes, please provide brief description: _____

Do you require security at your tournament? Yes No
If yes, please provide brief description: _____

Additional Services Requested: (circle all that apply)

Additional meeting room Merchandise sales table/room Audio equipment on courts
Television & DVD/VHS player Uniform laundry service Other: _____

Overnight Accommodations:

Do you arrange/advertise discounted lodging rates for traveling teams? Yes No

UNLV offers overnight accommodations for groups and individuals visiting campus. See our website at <http://eventservices.unlv.edu/lodging.html> or call (702) 895-4449 for more information and rates.

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How long has your organization been running similar tournaments? _____

Can your organization provide proof of a minimum of \$1,000,000 general liability insurance a minimum of ten working days before your event? Yes No

How does your organization communicate tournament and venue policies and regulations to registered teams, spectators, recruiters or others attending prior to your tournament?

How does your organization enforce tournament and venue policies during your events?

Does your tournament have a pre-designated venue/tournament entrance procedure? Yes No
(i.e. armbands, lanyards, required uniforms, etc.) If yes, please explain.

Please provide two venue references you have worked with in the past for similar tournaments:

Venue name: _____
Contact name & title: _____
Phone: _____ Email: _____
Date(s)/name(s) of event(s): _____

Venue name: _____
Contact name & title: _____
Phone: _____ Email: _____
Date(s)/name(s) of event(s): _____

I have read and understand the policies for tournaments held at the University of Nevada, Las Vegas, Student Recreation and Wellness Center. All other Student Affairs policies are also in effect during tournaments. I understand that submitting this application does not guarantee a reservation in the SRWC. All information listed on this application is accurate to the best of our knowledge.

Signature

Date

Printed Name

Title

University of Nevada, Las Vegas • Student Union & Event Services

Tournament Attendee Responsibility Form

Reserving University of Nevada, Las Vegas, Student Recreation and Wellness Center courts allows entry to the facility and reserved spaces to properly identified attendees of special events. While in the facility, all spectators, participants, coaches, recruiters, staff, etc. who enter the facility as an identified attendee of the special event will be subject to, but not limited to the following policies. The event organizer is responsible for sharing policies with event attendees prior to entrance to the facility.

1. Tournament attendees are encouraged to arrive at the SRWC facility no more than 15 minutes prior to scheduled game time.
 - a. Warm-up areas are not provided in the SRWC facilities unless tournament organizers designate reserved court space for warm-ups.
 - b. Participants and spectators waiting for upcoming games must wait in eaves of reserved court area and/or in first floor lobby.
 - c. Tournament organizers and SRWC staff will monitor and ask non-SRWC members in non-reserved areas to move to designated waiting areas.
2. Tournament attendees or equipment are not allowed on the 2nd or 4th floors of the SRWC facility.
 - a. Access to the first floor of the facility is limited to the lobby, reserved meeting rooms and restrooms/locker rooms.
 - b. Courts not reserved specifically for tournament purposes must remain accessible for play by SRWC members and cannot be used for warm-ups, team meetings, storage, tournament spectators, etc.
3. Videos and photography can be taken only from the reserved areas and must record only the people and events of the tournament.
4. Food is not allowed beyond the entrance gate of the SRWC. Only sealable drink containers are allowed past the front entrance gate.
 - a. Personal coolers are not allowed beyond the entrance gate. Pre-approved team trainer coolers will be allowed in reserved areas.
5. All drivers are responsible for parking in designated areas and following parking regulations.
 - a. Fire and emergency access lanes should be kept clear at all times. SRWC staff will notify UNLV Parking Services for ticketing and/or towing of vehicles without warning.
6. UNLV reserves the right to remove any individual from the SRWC facility or terminate the event for any behavior determined rude, vulgar and/or disruptive of the public nature of the building and/or private events. Deposits are non-refundable and tournament organizers are responsible for any costs for services rendered during event.

I understand that _____ (host organization name), is responsible for the actions of tournament attendees entering the University of Nevada, Las Vegas, Student Recreation and Wellness Center, for the _____ (event name) on _____ (dates). Event attendees failing to follow policies may be removed from the facility and may result in immediate cancellation of event and/or future events.

Signature

Date

Printed Name

Title



2009-2010 Facility Rental Affidavit for NCAA Rules
Bylaw 13.11.1.5 Tryout Events

To Be Filled out by Organization Requesting Facility Rental.

Intercollegiate Athletics

PART I. Per NCAA bylaw 13.11.1.5, UNLV may not host, sponsor or conduct a tryout camp, clinic, group workout or combine (e.g., combination of athletics skill tests or activities) devoted to agility, flexibility, speed or strength tests for prospective student-athletes at any location.

Name of Organization	
Organization CEO/Chair	
Organization Mailing Address	
Organization E-Mail Address	
Organization Telephone No.	
Name of Contact Person	
Contact Person's Telephone No.	
Contact Person's E-Mail Address	

PART II. - Please indicate the type of event this is:

- Tryout Camp
 Clinic
 Group Workout
 Combine
 Showcase
 Tournament Event
 Other: _____

A. In sports other than football, UNLV staff members may only attend such an event if the event occurs off the UNLV campus and is open to all institutions. Is this event open to all colleges? YES NO

B. UNLV is not permitted to host the competition portion of an event that also includes flexibility, speed or strength test for prospective student-athletes that take place at an off-campus location. Is there any portion of this event that includes flexibility, speed or strength test for prospective student-athletes that take place at an on or off-campus location? YES NO

C. In football, it is not permissible for UNLV coaches to attend any portion of a scholastic or nonscholastic event that includes activities devoted to agility, flexibility, speed or strength tests for prospective student-athletes regardless of whether or not the coach observes the portion of the event devoted to such activities. Is this a football event? YES NO

D. Please provide a written detailed description of your event's intent and goals: _____

E. Please attach a copy of the event's itinerary to this document.

D. By affixing your signature, you agree to abide by NCAA rules and UNLV Policy. Failure to do so will forfeit current and or future facility rights.

Organizational Staff Signature: _____ Printed Name: _____ Date: _____

To Be Signed by UNLV Assistant AD for Facilities & Game day Operations

Signature Date

For Athletics Compliance Office Use Only Approved Not Approved Staff _____

PLEASE RETURN THIS FORM TO THE COMPLIANCE OFFICE AFTER ASSISTANT AD SIGNATURE.

cc: Appropriate Athletic Administrator