



Athletic Field Workshop Station Host Guidelines and Expectations

Athletic Field Maintenance Workshop

Eldorado Park West - Sports Fields

Long Beach, CA

March 11, 2015

The Development and Operations Section is looking for skilled and knowledgeable partners to be speakers and provide/host educational sessions/stations at the Annual Athletic Field Maintenance Workshop. Vendors, Suppliers and Consultants serving the public park and recreation industry with products or services associated with the athletic field planning, design, construction and maintenance are encouraged to participate as a means to introduce themselves and their products and services to the Section membership.

Workshop Format

Speakers/Station Hosts will be given the opportunity to present themselves, members of their team or organization and introduce the products or services they provide in a subtle manner incorporated into their instructional section used as an educational resource within their instructional talk.

Each 25 minute to 40 minute station should be composed of a presentation which includes experiential learning and audience participation where possible. Included in the 25/40 minute station should be five minutes for discussion and questions/answers. Five minutes will be provided for moving between stations. The topic and content of the workshop must relate to one of the field maintenance topical areas identified or one that you submit for approval by the Development and Operations Workshop Committee. Final stations and timeframes will be determined based upon the number and quality of Learning Station received.

Preliminary Workshop Topic List (Subject to change)

Workshop Stations may include the following topical areas:

- Maintenance Calendar
- Turf Maintenance - Seed Selection, Fertilizers, Weed Abatement, Aeration (Field Aerification Demonstrations Shatter tine, deep tine, traditional coring type)
- Irrigation Maintenance
- Hand Equipment / Field Products Overview
- Large Equipment and Implements
- Sports Field Lighting
- Field Marking and Lining Maintenance
- Infield Maintenance – Mound and First Base (Repairs, Base Anchors, Skinned Area Conditioners for Infields)
- Field Risk Management – Spector and Player Safety and Field Safety Inspection Checklist
- Field Accessibility – Spector and Player Accessibility (ADA) Guidelines Checklist

Workshop Location

This year the Workshop will be held at the Eldorado Park West – Sports Fields in Long Beach, California. The complex consists of two softball (60' basepaths) and two Cal Ripkin Baseball (60' basepaths) fields. Initial plans are to use one baseball and one softball field, but the actual number of fields will depend on the final number of workshop stations and workshop participants enrolled. The workshop will utilize the infield, outfield, dugout, bleacher and commons areas immediately surrounding the fields.

Workshop Logistics

Each Station Host will be given a six (6) foot table and two chairs placed in the Equipment/Product/Services Showcase Area to serve as a location for the placement of product and services materials. Equipment/Product/Services Showcase space is being provided to all Station Hosts and Partners. The space is unsecured. The exhibitor assumes all responsibility for setting up, staffing and dismantling of displays. Development and Operations assumes no liability for any lost, missing or damaged materials pertaining to exhibitor displays, products, samples or materials.

Equipment /table set up will begin at 7:00a on the day of the event unless arrangements are made for earlier arrival.

Proposal Submittal

Proposals should be submitted by Fax or email on the **Athletic Field Maintenance Workshop Program Participant Application**. All required information must be completed for a proposal to be considered. Proposals must be submitted electronically to Raquel Zepeda (626-852-4875) or RZepeda@ci.glendora.ca.us or Westley Schroeder ((530-661-5958) at westley.schroeder@cityofwoodland.org or no later than February 19, 2016.

Proposals will be accepted from any individuals or organizations serving the public parks and recreation industry. If volume of proposals exceeds number of scheduled Stations and event opportunities available, preference will be given to CPRS members.

Proposals must list the lead presenter and any co-presenters. If your proposal is accepted, the lead presenter will receive a free admission to workshop.

Workshops can have more than one presenter. However, the person completing the online application will be considered the “lead presenter” while all others are “co-presenters.” The co-presenter does not need to complete workshop proposal submission form. All Station Hosts will be given two admission tickets to the event. Any additional company representatives must register and participate in the Workshop.

To book your Station Host opportunity, please complete the accompanying forms and submit according to the instructions provided. Station and partnering opportunities are reserved quickly, so please act early.

For more information, please contact Raquel Zepeda at Raquel Zepeda (626-852-4875) or RZepeda@ci.glendora.ca.us or Westley Schroeder ((530-661-5958) at westley.schroeder@cityofwoodland.org