

Fun Park Operations Plan

Updated: February 14, 2013

Fun Park Operations Plan

Purpose

The purpose of this Operations Plan is to ensure the highest quality operation and management of the Fun Park facility (the "Park"), provide comprehensive integrated risk management practices for the City of Lompoc ("City") to maintain and operate a public access fun park used for the benefit of the youth, families and greater community of Lompoc, California. The maintenance and ongoing operation of the Fun Park will be a cooperative effort between City Staff and City Volunteers and Lompoc Valley Parks, Recreation and Pool Foundation ("LVPRPF").

This Plan should be reviewed on an annual basis by City to identify and address any issues related to the successful operation of the Fun Park.

This Plan has been developed based on current best practices and standards used by comparable action sports parks and facilities throughout California and the United States that operate "hazardous recreational activities." "Hazardous recreational activity" means a recreational activity that creates a substantial risk of injury to a participant or spectator.

The best practices in this Plan conform with California Government Code §831.7 and California Civil Code §846, as well as guidelines set forth by the following organizations and agencies: US Forest Service, California State Parks. We also utilized successful examples of risk management practices from public and private sources.

Fun Park Operation Plan Contents:

1. Risk Management Plan
2. Maintenance Plan
3. Maintenance Record Form
4. Fun Park Incident/Accident Report Form
5. Fun Park Volunteer Waivers and Release Forms

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Risk Management Plan

The Fun Park was designed to promote safe, fun and progressive riding experiences for riders under the age of twelve. The design of the Park incorporates risk management strategies including, but not limited to, providing proper signage at Park entrances and progressive riding areas. The following steps shall be employed to ensure a safe environment is maintained, over time, at the Fun Park:

1. (1a) The Fun Park shall maintain clear and visible signage at all Fun Park entrances.
(1b) Entrance signage will clearly inform users of Fun Park rules, riding etiquette, hours of operation, and required use of basic safety equipment (helmets), and **emergency contact information**.
(1c) Signage will be routinely inspected and maintained in compliance with the Fun Park Maintenance Plan.
2. (2a) The Fun Park boundary fencing, gates, riding area and site furnishings shall be routinely inspected and maintained.
2b) Fun Park inspections and maintenance activities shall be documented.
(2c) An annual analysis of Fun Park maintenance activities shall be performed to identify and address any issues related to the inspection and maintenance of the Fun Park.
3. (3a) Fun Park-related accidents and incidents that occur in or immediately adjacent to the Fun Park shall be documented.
(3b) Immediately after each incident or accident an analysis of the Fun Park accident documentation will be performed to identify and address including hazardous conditions, use patterns, etc.
(3c) An annual analysis of accident documentation shall also be performed.
4. (4a) The lead operator must be trained in basic first aid and CPR.
(4b) In the event of an emergency, **call 911**.
(4c) The lead operator must have a working cellular phone available during operating hours.
(4d) Fire extinguishers of the type determined by the fire department must be available and in the areas designated by the Fire Marshal, during operating hours!
5. (5a) All Fun Park volunteers will be required to wear basic safety equipment (high visibility vest) during maintenance operations and activities and shall be required to sign a liability waiver.
(5b) All volunteers will be required to wear sturdy closed toed shoes or boots, sturdy pants or shorts, and a sturdy shirt during maintenance operations.

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(5c) All volunteers will be encouraged to use additional protective equipment including gloves, protective eyewear, and ear protection, sun protection, knee pads, hard hats, etc.

(5d) All volunteers will be informed of risk and hazards related to the activities they are participating in.

(5e) An annual analysis of volunteer operations will be performed to identify and address any issues related to volunteer safety and risk management.

Fun Park Maintenance Plan

The Fun Park Maintenance Plan provides a schedule for the routine general maintenance activities to be performed by a City volunteer program and outside contractors paid for by LVPRPF. These activities include, but are not limited to, opening and closing of access gates, general inspection of Fun Park signage, boundary fencing and access gates, emptying of trash, emptying and cleaning of the portable restroom, general landscape maintenance, and periodic seasonal closure of the Fun Park due to weather conditions etc.

The Fun Park will also require specific maintenance activities including, but not limited to, routine inspection and maintenance of park signage, inspection and maintenance of riding areas and site furnishings.

General Maintenance Activities to be performed by City Staff:

Daily maintenance activities include:

1. Opening and closing of Fun Park access.

Seasonal maintenance activities include:

2. Periodic closure of the Fun Park due to weather conditions.

General Maintenance Activities to be performed by Outside Contractor (paid for by LVPRPF):

Weekly maintenance activities include:

1. Emptying and cleaning of portable restrooms.
2. Emptying and cleaning of trash receptacles.

Fun Park Specific Maintenance Activities to be performed by City Volunteers:

Daily maintenance activities (when open) include:

1. Inspection and maintenance of all signage at Fun Park entrance.
2. Inspection and maintenance of all riding area.

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3. Closure of riding area that requires additional maintenance.
4. Removal of all hazardous debris, trash, rocks, etc. throughout the Fun Park.
5. Irrigation of soil to reduce erosion and dust and to maintain proper soil compaction.
6. Inspection and securing of the Fun Park boundary fence, gates, site furnishings, etc.
7. Inspection for vandalism and non-approved Fun Park modifications.

Weekly maintenance activities include:

1. Inspection and maintenance: Resurfacing of all riding area by filling, packing and smoothing pits, holes and gouges, brake bumps, erosion, etc.

Monthly maintenance activities include:

1. General landscape maintenance and weed control within the site.

Seasonal maintenance activities include:

1. Inspection, maintenance and improvement of site drainage.
2. Periodic closure of the Fun Park due to weather conditions.

Volunteer Management Policy

Fun Park

Park Management Volunteer Policy

The construction, maintenance and ongoing operation of the fun park will be a cooperative effort between City Staff, City Volunteers and Contractors paid for by the Lompoc Valley Park, Recreation and Pool Foundation (“LVPRPF”).

Maintenance of the park will consist of daily, weekly, monthly and annual activities outlined in the Fun Park Operations Plan.

The following volunteer policies provide further clarification of the expectations of the City as to the operation of the park and the management of the volunteer effort.

City Volunteer Program Structure

Volunteer Fun Park Committee- The volunteer fun park committee shall be required to maintain a minimum of (5) registered volunteers that are responsible for the maintenance and operation of the park.

Volunteer Fun Park Project Director- The volunteer project director shall serve as the main point of contact between the City, City Volunteers, the LVPRPF and all Outside Contractors. The project director shall coordinate with all parties to ensure that the park is being constructed and maintained according to the Fun Park Operations Plan.

Volunteer Fun Park Crew Leaders- Volunteer crew leaders shall provide support for the volunteer project director and assist with project management, volunteer coordination, training, construction and maintenance oversight.

Volunteer Fun Park Builder Training Program- All volunteers will be required to go through a training and certification program to ensure that they understand the concept, design and layout of the fun park, and its site amenities. Training will ensure that all volunteers understand the proper methods and techniques for the construction and routine maintenance of the fun park. Training will also ensure that all volunteers understand and how to safely and cooperatively work together as a volunteer group in order to build and maintain the park.

Volunteer Fun Park Builder Certification- A certificate of completion will be provided to all volunteers who successfully complete the training program.

Volunteer Management Policy

Fun Park

Fun Park Hotline

An official fun park hotline: **(000) 000-0000** will be maintained in order for members of the public to provide feedback on the maintenance and management of the park, find out about volunteering opportunities, and to get information related to park events, park closures, etc.

Fun Park Website

An official fun park website: www.-----.com shall be maintained to provide information on all bike park events and activities and operations.

Maintenance

All maintenance activities in the park shall be performed in accordance with the Fun Park Operations Plan. All maintenance activities shall be performed in a timely manner. All maintenance activities shall be reported to the City using the fun park maintenance record form. If maintenance cannot be completed in a timely manner the park will be closed until the maintenance has been performed.

Vandalism

Routine maintenance activities include repairing any park element that has been damaged through regular use and or due to vandalism (this includes repairs to fencing and gates, signage, site furnishings such as benches and portable toilets, etc.). If the routine maintenance of the park and/or repairs required due to vandalism is not performed, the park will be closed until the maintenance has been performed.

Reporting to City

Per the Fun Park Operations Plan, Monthly reporting to the City on all fun park maintenance activities is required using the provided maintenance record. If the proper reporting is not provided to the City, the park will be closed until the reporting is brought up to date.

Volunteer Management Policy

Fun Park

Portable Toilet

A Portable Chemical Toilet that is emptied and cleaned by an outside contractor will be maintained at the park. The LVPRPF will be responsible for paying the fees associated with this toilet and reporting to the City that they are being maintained properly. If the toilet is not being maintained properly by the outside contractor, or if the LVPRPF fails to pay the outside contractor to provide the toilet themselves or for the required maintenance, the park will be closed until the maintenance has been brought up to date.

Failure to Comply

If for any reason the City Volunteers are unable to properly operate and/or maintain the park per the Fun Park Operations Plan and or otherwise fulfill its obligations according to the specific policies outlined above, the park will be temporarily closed. If after 60 days of park closure, the City Volunteers are unable to continue the maintenance and operation of the park, and otherwise fulfill their obligations, the park will be demolished. Demolition will include the grading of all dirt, removal of all fencing, site amenities, etc. The LVPRPF shall be responsible for all cost related to the demolition of park.

Fun Park - Monthly Maintenance Record Form

Maintenance Record For The Month Of _____

This form is to be used to track routine maintenance operations and activities at the park that are to be performed by The City Of Lompoc Parks and Recreation Department (CITY), City Volunteers and outside contractors paid for by the Lompoc Valley Park, Recreation and Pool Foundation ("LVPRPF"). This form should be posted onsite and filled in as activities are performed. The completed monthly record should be jointly reviewed and signed by a representative for the CITY and from the City Volunteer Program to ensure all that activities are being performed.

	Week 1: (Initial as completed)	Week 2 (Initial as completed)	Week 3 (Initial as completed)	Week 4 (Initial as completed)
General Maintenance Activities to be provided by City Staff:				
<i>Daily maintenance activities:</i>				
1. Opening and closing of park access gates.				
<i>Monthly maintenance activities:</i>				
<i>Seasonal maintenance activities:</i>				
2. Periodic closure of the park due to weather conditions.				
General Maintenance Activities to be provided by an Outside Contractor paid for by the LVPRPF:				
<i>Weekly maintenance activities:</i>				
1. Emptying and cleaning of portable restrooms and refuse container.				

Fun Park - Monthly Maintenance Record Form	Maintenance Record For The Month Of _____			
	Week 1: (Initial as completed)	Week 2 (Initial as completed)	Week 3 (Initial as completed)	Week 4 (Initial as completed)
Fun Park Specific Maintenance Activities to be provided by City Volunteers:				
<i>Daily maintenance activities(when open):</i>				
1. Inspection and maintenance of all signage at fun park entrance.				
2. Inspection and maintenance of all riding area.				
3. Closure of riding area that requires additional maintenance.				
4. Removal of all hazardous debris, trash, rocks, etc. throughout the park and on riding surfaces.				
5. Irrigation of soil to reduce erosion and dust and to maintain proper soil compaction.				
6. Inspection and securing of the fun park boundary fence, gates, site furnishings, etc.				
7. Inspection for vandalism and/or non-approved park modifications.				
<i>Weekly maintenance activities:</i>				
1. Inspection and maintenance: resurfacing of all dirt features by filling, packing and smoothing pits, holes and gouges, brake bumps, erosion, etc. in all riding surfaces.				
<i>Monthly maintenance activities:</i>				
1. General landscape maintenance and weed control within the site.				
<i>Seasonal maintenance activities:</i>				
1. Inspection, maintenance and improvement of site drainage.				
2. Periodic closure of the park due to weather conditions.				

This report has been reviewed and signed by (A copy of this report will be maintained by CITY and the LVPRPF and be reviewed annually);

City of Lompoc Parks and Recreation Representative

Date

Lompoc Valley Park, Recreation and Pool Foundation Representative

Date

Fun Park Incident/Accident Record Form

In the case of an emergency the operator shall call 911.

Date: _____

Time: _____

Incident/Accident Reported By: _____

Name/Age of Person(s) Involved in Incident/Accident: _____

Description of Incident: _____

Type of Injury (if any): _____

Actions Taken (if any) (ie. additional signage posted, maintenance or repair of feature, calling 911):

Location in Fun Park: _____

(Circle area where incident occurred)

ADD FUN PARK MAP HERE

Fun Park Volunteer Waiver and Release Form

I, _____, have agreed to volunteer my services to the Park Operator ("Operator") for the Fun Park Project ("Activity"), located within the City of Lompoc's *River Park*.

I specifically acknowledge that I am engaging in this Activity as a volunteer and not as an employee, agent, official, officer or representative of the Operator. I agree to only perform those tasks assigned, observe all safety rules, and use care in the performance of my assignments.

I further understand that the Operator will not provide any compensation or reimbursement for my services and that I am not entitled to any benefits from the Operator, including but not limited to workers' compensation benefits.

Assumption of Risk

I understand that there are risks associated with the Activity including, but not limited to, injury, death and damage to property. I attest and verify that I possess the physical fitness and ability to perform the work that I have volunteered to perform and that I have no physical limitations that would affect my participation. If I do not feel that I am capable of performing the work, I assume the responsibility of informing whoever is designated as the Manager or Director of the Activity.

In consideration for being allowed to provide volunteer services, I hereby assume the risk of, and responsibility for, any such injury, death or damage which I may sustain arising out of or in any way connected with performance of the volunteer services, including injury, death or damage resulting from any acts or omissions, whether negligent or not, or any property or equipment owned or supplied by or on behalf of the Operator, their officials, officers, employees, agents, volunteers, and any other promoters, operators or co-operators of the Activity. I also understand that any equipment that I provide or may borrow from the Operator or any other provider, I use at my own risk and that any such equipment is provided without any warranty about its condition or suitability.

Release and Indemnification

In consideration for being allowed to provide volunteer services, I hereby release, waive and discharge the Operator, their officials, officers, employees, agents, volunteers, and any other promoters, operators or co-operators of the Activity, from any and all liability, claims, or causes of action arising out of or in any way connected with my performance of volunteer services, or upon their acts or omissions, whether negligent or not ("Waiver"). I agree to this Waiver on behalf of myself or my minor child/children/ward, my heirs, executors, administrators and assigns.

As further consideration for being allowed to provide volunteer services, I hereby agree, on behalf of myself or my minor child/children/ward, my heirs, executors, administrators and assigns, to indemnify and hold harmless the Operator, their officials, officers, employees, agents, volunteers, and any other promoters, operators or co-operators of the Activity, from any and all claims for compensation, personal injury, property damage or wrongful death caused by my negligence or willful misconduct, in the performance of volunteer services.

Medical Treatment

In the event of any emergency, I authorize the Operator to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered.

Code of Conduct

As further consideration for being allowed to provide volunteer services, I hereby agree, on behalf of myself or my minor child/children/ward, to construct and maintain the fun park in adherence with the fun park master plan and design guidelines. It is my responsibility to request and review these documents. I hereby agree, on behalf of myself or my minor child/children/ward, to conduct myself in a courteous manner and be respectful of other builders, park users as well as neighbors.

Fun Park Volunteer Waiver and Release Form (con't)

Fun Park Operations Plan

River Park

Use of My and/or My Minor Child/Children/Ward Likeness

I understand that during the program/activity I may be photographed or videotaped. To the fullest extent allowed by law, I waive all rights of publicity or privacy or pre-approval that I have for any such likeness of me and/or my minor child/children/ward or use of my and/or my minor child/children/ward's name in connection with such likeness, and I grant to the Operator, its officers, contractors, agents, servants and employees permission to copyright, and publish (including by electronic means) such likeness of me and/or my minor child/children/ward, whether in whole or part, in any form, without restrictions, and for any purpose.

Knowing and Voluntary Execution

I have carefully read this Waiver and Release Form and fully understand its contents. I understand that I am giving up valuable legal rights. I knowingly and voluntarily give up these rights of my own free will.

Print Name

Date

Signature

Address

Daytime Phone Number

Evening Phone Number

If volunteer is under the age of 18 (a minor), this Waiver and Release Form must also be signed by a parent or legal guardian.

Print Name of Parent/Legal Guardian

Date

Signature of Parent/Legal Guardian:

PERSON TO CONTACT IN CASE OF EMERGENCY:

Name

Relation

Address

Daytime Phone Number

Evening Phone Number