

2027 Tournament Expectations Sign-Off Page

Please review, sign-off, and submit one Tournament Expectation Sign-Off Page for each user group requesting tournament(s). For more information, refer to the [Tournaments](#) webpage.

1. **Tournament Requests** – Tournaments requesting multiple basepaths may submit a single request form for all divisions/ages. Submit a request form for each tournament that is separate from the regular season request. The **Tournament Season is May-Sept**. Bannerwood won't be available for non-school tournaments until Memorial Day Weekend. Please contact the Parks Scheduling Office for feasibility during a different month. Regular league play has priority over tournaments except for Memorial Day Weekend and the month of July.
2. **Tournament Initial Payment** – The initial payment is \$1,000 per tournament when requesting Bannerwood, a full turf soccer field, or more than 2 fields or \$500 for all other tournament requests. The initial payment is due with the field request, either via check or Credit Card Authorization Form. If the tournament request isn't approved, the initial payment will be refunded. If the initial payment is higher than the final amount owed, a refund for the difference will be processed after the tournament.
3. **Cancellation Policy** - Submit an Add/Update Field Reservations Spreadsheet to cancel field time.
 - a. **At Least Two Months Prior** - If all the tournament field time reserved is cancelled with at least two months' notice, full credit will be issued.
 - b. **Less than Two Months' Notice** - The credit amount will be based upon the [General Cancellation Policy](#), reduced by the initial payment amount. At least 10 days' notice is needed for partial credit. The only exception is for time previously listed as Hold for Makeup or If Needed games on the Game Schedule.
4. **Reservation Adjustments** – Submit an Add/Update Field Reservations Spreadsheet to add, change, or cancel field time. Add requests must be received with at least 8 days' notice. Adjustments must be received with at least 3 days' notice.
5. **Remaining Tournament Fees** – The remaining tournament fees are due by the 15th of the month prior to the first game. **Tournaments not paid in full on time will be cancelled.** Additional fees incurred with less notice are due immediately.
6. **Game Schedules** – Game Schedules are needed at least 2 weeks prior to the first game. The game schedules should include: 1) On-Field Warm-up Time, 2) Game Start time for each game, 3) Midday Game Prep Times preferred, 4) Ending Time for each Day, 5) any Hold for Make-up Reservations, 6) any If Needed Reservations, and 7) Basepath & Pitching distances.
7. **Poor Weather Adjustments** – If based on predicted weather, the cancellation policy will apply. If field time is closed by the crew, credit for field and light fees will be applied automatically. If the user group cancels use same day due to weather, they should request credit for the closure. For light fee credit, leave a message at our FieldLights number (425-452-2864). For field credit, submit an Add/Update Field Reservations Spreadsheet by the 1st of the following month or within 5 days of the closure for end-of-the-month weather impacts.
8. **After the Tournament** – The reservations and fees will be reviewed afterwards. If additional fees are owed, they will be due immediately. If credit remains, it will be refunded or applied to future field use in the same year.

I have reviewed the tournaments webpage and 2027 Tournament Expectations and agree to abide by the City of Bellevue guidelines.

Signed Name: _____

Printed Name: _____

Organization Represented: _____