



WESTPORT CONNECTICUT
PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 SOUTH COMPO ROAD
WESTPORT, CT 06880

LEGAL NOTICE OF MEETING

Notice is hereby given that the Parks and Recreation Commission will hold a public meeting on Wednesday, January 18, 2023 at 7:30pm. It will be held electronically via zoom. Meeting materials will be available on the Meeting List & Calendar page of the Town website at westportct.gov, along with the meeting notice.

Join Zoom Meeting

<https://us02web.zoom.us/j/81533756561?pwd=ZCtJTmEvWkV0NkVlVHZoclk2TIJZZz09>

Meeting ID: 815 3375 6561

Passcode: 171039

MEETING AGENDA

1. Approval of Minutes: December 7, 2022, and Special Meeting January 11, 2023
2. Public Comment
3. Reports of
 - Golf Advisory Committee
 - Parks Advisory Committee
 - Racquets Advisory Committee
4. To take such action as the meeting may determine relative to approval of the 2023 Charity Golf Tournaments at Longshore.
5. To take such action as the meeting may determine relative to a request from Westport P.A.L. to use Compo Beach for the 2023 town fireworks.
6. Commissioner's Comments
7. Administrative Report

Parks and Recreation Commission

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or eflug@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

D R A F T



**Town of Westport
Parks & Recreation**
WESTPORT PARKS AND RECREATION COMMISSION
Longshore Club Park, 260 South Compo Road
Westport, CT 06880

December 9, 2022

The Westport Parks and Recreation Commission held a Meeting on Wednesday, December 7, 2022 @ 7:31 pm. It was held electronically and recorded via Zoom.

Members Present:

David Floyd, Chairman; Elaine Whitney, Alec Stevens, Matthew Haynes

Members Absent:

None

Also Present:

Jennifer Fava, Director of Parks and Recreation; Rick Giunta, Deputy Director; presenters noted in the minutes, along with members of the public.

1. Approval of Minutes

Upon a motion by Elaine Whitney, seconded by Alec Stevens, the minutes of the Parks and Recreation Commission meeting held on October 19, 2022, were approved 4-0

2. Public Comment

None

3. Reports of:**Golf Advisory Committee:**

Jane Dally, Chair of the GAC, reported that there was a successful wrap up over the last month, with associations completing play and events. The golf course recovered well from the summer, the greens drainage project was completed, and Brad has a winter maintenance plan in place. The GAC did not hold their December meeting.

Jennifer Fava stated the rounds for November were 1,893, the contract with Brightview was extended three years, and the course is closing for the season on Sunday, December 11, 2022.

Parks Advisory Committee:

David Floyd, Chair of the Parks and Recreation Commission, reported that the last PAC meeting was cancelled. But highlighted that Riverside Park has reopened.

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

Recordings of this meeting can be found at:

<https://www.westportct.gov/government/appointed-boards-a-z/parks-and-recreation-commission/meeting-agenda-and-minutes>

D R A F T

Racquets Advisory Committee:

Ward Doonan, member of the RAC, reported they had a meeting on November 14, 2022. Tennis has been shut down, overall, the season went great, but reminded the Parks Department the importance of the calcium chloride. Mr. Doonan reminded the Commission that the RAC is hoping for LED lights at the Longshore tennis courts. Paddle is going great but continues to have issues with only two courts and multiple teams utilizing them. Some new heaters have been installed with the help of Mike West, and the project should be complete the week of the 12th. Indoor pickleball is going well.

4. To take such action as the meeting may determine to approve fees for the Longshore Sailing School for the 2023 season.

Jane Pimentel was unable to attend due to an emergency. William Coit, Longshore Sailing School General Manager, filled in for her. He explained the rising costs of running the Sailing school, noting the minimum wage increase, inflation, and shipping costs. The Longshore Sailing School discussed proposed fee changes. There was a brief discussion.

Upon a motion by David Floyd, seconded by Matthew Haynes. And passed unanimously 4-0.

RESOLVED: The Parks and Recreation Commission approves the 2023 Fee Schedule for the Longshore Sailing School as submitted.

5. Review of the Longshore Capital Improvement Plan survey and Open House sessions. (Discussion Only)

Gary Sorge of Stantec provided a review of the Open House sessions as well as the results of the accompanying survey. Gary answered questions from the board and from members of the public. There was discussion of creating a hybrid option for Zone 4, and 5.

6. Commissioner's Comments

David Floyd had no additional comments.

7. Administrative Report.

Jennifer Fava stated that she did not have anything to add, having reported all updated information during discussion of agenda items. She did remind everyone of the special Commission meeting scheduled for January 11, 2023, and that the Commission is still scheduled to meet for the regular business meeting on January 18, 2023.

Upon a motion by Whitney, seconded by David Floyd, the meeting adjourned at 10:46 pm.

Respectfully,
Jamie Boone, Recording Secretary

D R A F T



**Town of Westport
Parks & Recreation**
WESTPORT PARKS AND RECREATION COMMISSION
Longshore Club Park, 260 South Compo Road
Westport, CT 06880

January 12, 2023

The Westport Parks and Recreation Commission held a Meeting on Wednesday, January 11, 2023 @ 7:33 pm. It was held in the Town Hall auditorium, broadcasted on OPTIMUM channel 79 and Livestreamed on the Town's website.

Members Present:

David Floyd, Chairman; Elaine Whitney, Alec Stevens, Matthew Haynes, Christine O'Keeffe

Members Absent:

None

Also Present:

Rick Giunta, Deputy Director; presenters noted in the minutes, along with members of the public.

1. Presentation of Proposed Longshore Capital Improvement Plan. (Discussion only)

Gary Sorge of Stantec was hired to prepare a Capital Improvement Plan for Longshore Club Park. Their presentation is the culmination of multiple public meetings and various forms of public engagement. Gary answered questions from the Commission members and members of the public. He was tasked with creating a hybrid option for the clubhouse that includes a starter shack at the first tee. The commissioners agreed that minor adjustments may be needed in the sequencing, but the forecast was logical.

Upon a motion by Matthew Haynes, seconded by Alec Stevens, the meeting adjourned at 11:53 pm.

Respectfully,
Jamie Boone, Recording Secretary

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

Recordings of this meeting can be found at:

<https://www.westportct.gov/government/appointed-boards-a-z/parks-and-recreation-commission/meeting-agenda-and-minutes>

Parks and Recreation Commission

Meeting Date: January 18, 2023

Agenda Item: # 4

To take such action as the meeting may determine relative to approval of the 2023 Charity Golf Tournaments at Longshore.

Background Information:

The total number of charity events is limited to eight (8). Two of the past events have decided not to request an event this year, opening up the possibility for two (2) new events. The Parks and Recreation Department has received six (6) applications for returning events in 2023 and one (1) application for a new event.

<u>Event</u>	<u>Fee</u>
Golf Outing - Morning Shotgun Start	\$2,500
Golf Outing - Morning and Afternoon Shotgun Start	\$4,250

Back-up Documents:

Copy of current policy
Review of 2022 events and requests for 2023 events from sponsoring organizations

Staff Recommendation:

Staff recommends approval of the events as submitted. Charity Golf Tournament fees will be \$2,500 for a half day event and \$4,250 for a double shotgun event.

Resolution Format:

The Parks and Recreation Commission approves the following charity golf outings at Longshore Club Park for the 2023 season subject to dates approved by the Parks and Recreation Director:

Staples High School Gridiron Club
VFW Post 399
Westport Police Athletic League
Longshore Men's Golf Association
Staples Lacrosse Association
Children's Community Development Center
Staples Rugby Club

The Parks and Recreation Commission approves waiving the golf cart fees and greens fees for the Longshore Men's Golf Association's charity golf tournament (Club House Cup) for 2023.



WESTPORT CONNECTICUT
PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK

Usage of Westport Golf Facilities for Fund Raising Tournaments

1. The number of fund raising golf tournaments is limited to eight (8) annually.
2. A fee to be determined annually by the Parks and Recreation Commission will be charged to the sponsoring organization for each tournament.
3. Tournaments must be held on weekday dates, except Tuesdays. Dates will be available in any month, other than those of July and August.
4. Sponsoring organizations must be non-profit and be located in Westport or substantially benefiting the Westport community.
5. Tournaments should be open to public registration based on availability of space and subject to established entry fees.
6. Requests for tournaments shall be submitted in writing, shall be address to the Parks and Recreation Department and must be received **no later than December 15** in the year preceding the requested tournament date.
7. Requests shall contain the following information:
 - Name of organization and officer responsible for organizing and supervising the tournament.
 - Date and rain date required.
 - Name(s) of beneficiaries of net income derived from tournament receipts.
 - Approximate number of entrants anticipated and fees to be charged.
 - Proposed expense-revenue operating plan.
 - Anticipated total benefits to be disbursed after expenses.
 - Proposed distribution of proceeds.
8. Tournament fee must be paid no later than ten (10) days in advance of tournament play.
9. Written accounting of tournament financial results shall be submitted to the Parks and Recreation Department **no later than December 15** following tournament play. Report format to be supplied by Parks and Recreation Department.
10. The Parks and Recreation Commission and Parks and Recreation Director will evaluate all proposal received. The ones selected will be voted upon no later than the regular January Commission meeting for tournaments to be held in the calendar year. Final approved dates to be determined by the Parks and Recreation Department. Proposals may be judged on one or more of the following merits:
 - Past experience of the Town with respect to the group.
 - Experience and finances of sponsoring organization.
 - Amount of return of proceeds to benefit local Westport needs.



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
 LONGSHORE CLUB PARK
 260 COMPO RD S, WESTPORT, CT 06880
 (203) 341-5090

ACTUAL BENEFIT GOLF OR GOLF/TENNIS TOURNAMENT RESULTS

Today's Date:	DEC 20, 2022
Organization:	STAPLES GRIDIRON CLUB
Address:	606 POST RD EAST STE 619 WESTPORT, CT 06880
Organization Mission:	SUPPORT STUDENT ATHLETES - FOOTBALL
Date of Tournament:	JUN 6, 2022

Number of Participants: 90 Participant Entry Fee: \$ 250

REVENUE REALIZED:

Tournament Fees:	\$ 22,500
Sponsor:	\$ 14,300
Raffles:	\$ 7,500
Other:	
Other:	
Other:	

TOTAL REVENUE REALIZED \$ 44,300

TOTAL EXPENSES (Show Details on back of this form) \$ 13,575

NET REVENUE REALIZED \$ 30,725

DISTRIBUTION OF PROCEEDS:

Organization	Amount
WESTPORT VOLUNTEER EMS	WESTPORT PAL
WESTPORT UNIFORMED FIRE FIGHTERS	STAPLES BOYS LACROSSE
STAPLES TUITION GRANTS	PINK AID
STAPLES GIRLS FIELD HOCKEY	FEES FOR PLAYERS w/ FIN. NEEDS
STAPLES GIRLS BASKETBALL	
STAPLES BOYS BASKETBALL	
GO FUND ME - FAMILIES IN NEED	

TOTAL DISTRIBUTION OF PROCEEDS: \$ 11,600



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 COMPO RD S, WESTPORT, CT 06880
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Actual Benefit Golf or Golf/Tennis Tournament Results

Organization: STAPLES GOLFIRON CLUB

Tournament Date: 6-6-2022

Expense

INSURANCE

Amount

\$ 450

Expense

PRIZES + PROMOTIONAL ITEMS

Amount

\$ 1,750

Expense

FOOD + BEVERAGE EXPENSES

Amount

\$ 5,000

Expense

GOLF CART EXPENSES

Amount

\$ 1,725

Expense

TENTS, TABLES, CHAIR RENTALS

Amount

\$ 1,750

Expense

PARKS + RECREATION FEE

Amount

\$ 2,500

Expense

ADVERTISING + SIGNS

Amount

\$ 400

Expense

Amount

Expense

Amount

TOTAL ALL EXPENSES

\$ 13,575

WESTPORT PARKS AND RECREATION DEPARTMENT

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Organization: Westport Football Association/Staples Gridiron Club

Tournament Year 2023

Address: 606 Post Road East, Suite 619, Westport CT 06880

Date of Tournament June 5, 2023

REVENUE REALIZED:

Tournament Fees	<u>\$15,000</u>
Sponsors	<u>\$19,000</u>
Raffles	<u>\$17,000</u>
Other	<u> </u>
Other	<u> </u>
Other	<u> </u>

Expected Number of Participants 80

Planned Participant Entry Fee \$200

TOTAL REVENUE REALIZED

\$51,000

EXPECTED EXPENSES

\$8,000

NET REVENUE EXPECTED

\$43,000

DISTRIBUTION OF PROCEEDS

Organization

Amount

Net proceeds support program and community needs which include:

Scholarships, Equipment, Technology, Community Benevolence

Coaching Resources, Program Infrastructure and Improvements

TOTAL DISTRIBUTION OF PROCEEDS

\$43,000

(OVER)

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Organization: Westport Football Association/Staples Gridiron Club

Tournament Year 2023

Address: 606 Post Road East, Suite 619, Westport CT 06880

Date of Tournament June 5, 2023

Tournament Expense Detail:

Park Rental - Longshore Golf Club	\$2000
Expense	Amount
Golf Carts	\$1600
Expense	Amount
Food and Drink	\$2000
Expense	Amount
Tents, Tables, Chairs	\$1700
Expense	Amount
Signs	\$200
Expense	Amount
Insurance	\$500
Expense	Amount
Expense	Amount
Expense	Amount
Expense	Amount
TOTAL ALL EXPENSES	<u>\$8000</u>



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
 LONGSHORE CLUB PARK
 260 COMPO RD S, WESTPORT, CT 06880
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ACTUAL BENEFIT GOLF OR GOLF/TENNIS TOURNAMENT RESULTS

Today's Date:	12/19/2022
Organization:	WESTPORT VFW POST 399
Address:	465 RIVERSIDE AVE WESTPORT CT 06880
Organization Mission:	VETERAN & COMMUNITY SUPPORT
Date of Tournament:	JUNE 12, 2023 / RAIN DATE JUNE 19, 2023

Number of Participants: 90

Participant Entry Fee: \$ 150.00

REVENUE REALIZED:

Tournament Fees:	\$13,500
SIGNS Sponsor:	\$ 1,000
Raffles:	
Other:	
Other:	
Other:	

TOTAL REVENUE REALIZED _____

TOTAL EXPENSES (Show Details on back of this form) _____

NET REVENUE REALIZED _____

DISTRIBUTION OF PROCEEDS:

Organization	Amount
VETERAN DAY OPEN HOUSE	\$500.00.00
MEMORIAL DAY OPEN HOUSE	\$500.00.00
WESTPORT SCOUTS	\$4200.00
FLAGS FOR VETERAN (Cemetery)	\$1200.00
BOYS STATE SCHOLARSHIPS (3)	\$1050.00
VFW BUILDING MAINTENANCE	\$6000.00
FOOD CHARITY	\$1000.00

TOTAL DISTRIBUTION OF PROCEEDS: \$14,450.00



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Actual Benefit Golf or Golf/Tennis Tournament Results

Organization: WESTPORT VIEW POST 399

Tournament Date: 2023

Expense

Amount

FOOD GOODIE BAGS, SUPPLIES
Expense

\$1,500.00
Amount

BARTENDER
Expense

\$300.00
Amount

CATERING
Expense

\$3,500.00
Amount

TOWN OF WESTPORT
Expense

\$2,500.00
Amount

CARTS (48)
Expense

\$1,728.00
Amount

PRIZES
Expense

\$1,500.00
Amount

SIGNS (SPONSORS)
Expense

\$300.00
Amount

Expense

Amount

TOTAL ALL EXPENSES

\$11,328.00



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
 LONGSHORE CLUB PARK
 260 COMPO RD S, WESTPORT, CT 06880
 (203) 341-5090

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Today's Date:	11/3/23
Organization:	WESTPORT VFW POST 399
Address:	465 RIVERSIDE AVE WESTPORT CT 06880
Organization Mission:	VETERAN & COMMUNITY SUPPORT
Requested Date of Tournament:	JUNE 12, 2023 / RAIN DATE JUNE 11, 2023
Name of Individual in charge on-site day of event:	ED CRIBARI
Contact Number:	203-451-0644
Email Address:	ECRIBARI71@GMAIL.COM

ANTICIPATED REVENUE:

Tournament Fees: \$150.00 Expected Number of Participants: 90

Sponsors: \$1800.00

Raffles: \$500.00 Planned Participant Entry Fee: \$150.00

Other: _____

EXPECTED EXPENSES: \$11,328.00

NET REVENUE EXPECTED: \$10,500 - \$13,500

HOW WILL PROCEEDS BE DISTRIBUTED:

VETERANS DAY OPEN HOUSE

MEMORIAL DAY OPEN HOUSE

FLAGS FOR VETERAN GRAVES

VFW BUILDING MAINTENANCE



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
 LONGSHORE CLUB PARK
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ACTUAL BENEFIT GOLF OR GOLF/TENNIS TOURNAMENT RESULTS

Today's Date:	12-16-2022
Organization:	Westport Police Athletic League
Address:	50 Jesup Rd Westport CT,06880
Organization Mission:	
Date of Tournament:	September 12th

Number of Participants: 129 **Participant Entry Fee:** \$175

REVENUE REALIZED:

Tournament Fees:	\$4,250 + \$1,728 = \$5,978
Sponsor:	\$23,725
Raffles:	\$2,635
Other:	\$975
Other:	
Other:	

TOTAL REVENUE REALIZED	<u>\$45,360</u>
TOTAL EXPENSES (Show Details on back of this form)	<u>\$15,933.95</u>
NET REVENUE REALIZED	<u>\$29,426.05</u>

DISTRIBUTION OF PROCEEDS:

Organization	Amount
Westport PAL Scholarships	\$29,426.05

TOTAL DISTRIBUTION OF PROCEEDS: \$29,426.05



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 COMPO RD S, WESTPORT, CT 06880
(203) 341-5090

Actual Benefit Golf or Golf/Tennis Tournament Results

Organization: Westport PAL

Tournament Date: 9-12-2022

Expense

Amount

See attached report of expenses

Expense

Amount

Expense

Amount

Expense

Amount

Expense

Amount

Expense

Amount

Expense

Amount

Expense

Amount

Expense

Amount

TOTAL ALL EXPENSES

\$15,933.95



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
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ACTUAL BENEFIT GOLF OR GOLF/TENNIS TOURNAMENT RESULTS

Today's Date:	1/5/23
Organization:	FRIENDS OF WESTPORT PARKS & REC
Address:	260 COMPO RD S, WESTPORT, CT 06880
Organization Mission:	RAISE FUNDS & AWARENESS FOR A NEW CLUBHOUSE @ LONGSHORE
Date of Tournament:	SEPTEMBER 23, 2022

Number of Participants: 76

Participant Entry Fee: \$ 200.00

REVENUE REALIZED:

Tournament Fees:	15,200.00
Sponsor:	N/A
Raffles:	712.81
Other:	
Other:	
Other:	

TOTAL REVENUE REALIZED 15,912.81

TOTAL EXPENSES (Show Details on back of this form) 9,697.58

NET REVENUE REALIZED 6,215.23

DISTRIBUTION OF PROCEEDS:

Organization	Amount
FRIENDS OF WPT PARKS & REC	6,215.23

TOTAL DISTRIBUTION OF PROCEEDS: 6,215.23



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 COMPO RD S, WESTPORT, CT 06880
(203) 341-5090

Actual Benefit Golf or Golf/Tennis Tournament Results

Organization: FRIENDS OF WESTPORT PARKS & REC Tournament Date: 9/23/22

Expense CASTLE WINE Amount 562.84

Expense LA PLAGE Amount 2,245.83

Expense VILLAGE MARKET Amount 346.51

Expense KAITLIN GENOVESE Amount 404.90

Expense JANIK GOLF Amount 6,137.50

Expense _____ Amount _____

Expense _____ Amount _____

Expense _____ Amount _____

Expense _____ Amount _____

TOTAL ALL EXPENSES 9,697.58



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 COMPO RD S, WESTPORT, CT 06880
(203) 341-5090

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Today's Date:	1/5/23
Organization:	FRIENDS OF WESTPORT PARKS & REC
Address:	260 COMPO RD S, WESTPORT, CT 06880
Organization Mission:	RAISE FUNDS & AWARENESS FOR A NEW CLUBHOUSE @ LONGSHORE
Requested Date of Tournament:	SEPTEMBER 22, 2023
Name of Individual in charge on-site day of event:	SKIP LANE
Contact Number:	203-858-4931
Email Address:	SKIP.LANE@CUSHWAKE.COM

ANTICIPATED REVENUE:

Tournament Fees: 16,000.00 **Expected Number of Participants:** 80
Sponsors: 5,000.00
Raffles: 2,000.00 **Planned Participant Entry Fee:** \$200.00
Other: N/A

EXPECTED EXPENSES: 6,000.00

NET REVENUE EXPECTED: 17,000.00

HOW WILL PROCEEDS BE DISTRIBUTED: 100% TO FRIENDS OF WESTPORT PARKS & REC

**WESTPORT PARKS AND RECREATION DEPARTMENT
ACTUAL BENEFIT GOLF OR GOLF/TENNIS TOURNAMENT RESULTS**

Organization: Staples Lacrosse Association Tournament Year 2022

Address: 12 Jennings Ct
Westport, CT 06880

Date of Tournament 10/3/22

Number of Participants 96

REVENUE REALIZED:

Tournament Fees \$ 19,200
Sponsors \$ 8,000
Raffles \$ 4,100
Other _____
Other _____
Other _____

Participant Entry Fee \$ 200

TOTAL REVENUE REALIZED \$ 31,300
EXPENSES (Show Details on back of this form) \$ 12,241.18
NET REVENUE REALIZED \$ 19,058.82

DISTRIBUTION OF PROCEEDS

<u>Organization</u>	<u>Amount</u>
<u>SHA</u>	<u>All</u>
<u>Coaches</u>	<u>55%</u>
<u>Equipment</u>	<u>25%</u>
<u>Scholarships</u>	<u>10%</u>
<u>Charity</u>	<u>10%</u>
TOTAL DISTRIBUTION OF PROCEEDS	<u>100%</u>

(OVER)

Actual Benefit Golf or Golf/Tennis Tournament Results

Organization: Staples Lacrosse Assn Tournament Year 2022

Address: 12 Jennings Ct.
Westport, CT 06880 Date of Tournament: 10/3/22

Expense Parks & Rec Amount \$ 2,500

Expense Norwalk Tent Amount \$2,640

Expense Calise's Catering Amount \$ 2,639

Expense Longshore (golf carts) Amount \$1,728

Expense Insurance / Prizes Amount \$ 2,325

Expense Staples.com Printing Amount \$ 409.18

Expense _____ Amount _____

Expense _____ Amount _____

Expense _____ Amount _____

Expense _____ Amount _____

Expense _____ Amount _____

Expense _____ Amount _____

TOTAL ALL EXPENSES

\$12,246.18

WESTPORT PARKS AND RECREATION DEPARTMENT

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Organization: Staples Lacrosse Association Tournament Year 2023

Address: 12 Jennings Ct.
Westport, CT 06880

Date of Tournament 10/2/23

REVENUE REALIZED:

Tournament Fees \$15,000
Sponsors \$10,000
Raffles \$5,000
Other _____
Other _____
Other _____

Expected Number of Participants 100
Planned Participant Entry Fee \$200

TOTAL REVENUE REALIZED \$30,000

EXPECTED EXPENSES \$10,000

NET REVENUE EXPECTED \$20,000

DISTRIBUTION OF PROCEEDS

Organization	Amount
<u>Staple Lacrosse Association (SLA)</u>	<u>All</u>
<u>Coaches</u>	<u>55%</u>
<u>Equipment</u>	<u>25%</u>
<u>Scholarships</u>	<u>10%</u>
<u>Charity (i.e. sticks for Soldiers)</u>	<u>5%</u>

TOTAL DISTRIBUTION OF PROCEEDS _____

(OVER)

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Organization: Staples Lacrosse Association Tournament Year 2023

Address: 12 Jennings Ct
Westport, CT 06880

Date of Tournament 10/2/23

Tournament Expense Detail:

<u>Westport Parks & Rec</u> Expense	<u>\$2,500</u> Amount
<u>Norwalk Tent</u> Expense	<u>\$2,000</u> Amount
<u>Calise's Catering</u> Expense	<u>\$2,300</u> Amount
<u>Insurance / Prizes</u> Expense	<u>\$1,500</u> Amount
<u>Long shore Golf Club (Golf carts)</u> Expense	<u>\$1,700</u> Amount
Expense	Amount
Expense	Amount
Expense	Amount
Expense	Amount
TOTAL ALL EXPENSES	<u>\$10,000</u>



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
 LONGSHORE CLUB PARK
 260 COMPO RD S, WESTPORT, CT 06880
 (203) 341-5090

ACTUAL BENEFIT GOLF OR GOLF/TENNIS TOURNAMENT RESULTS

Today's Date:	December 22, 2022
Organization:	Children's Community Development Center
Address:	90 Hillspoint Rd Westport CT 06880
Organization Mission:	Shaping the future through nurturing community, protecting childhood, and cultivating respect
Date of Tournament:	September 28, 2022

Number of Participants: 64 **Participant Entry Fee:** \$150 single, \$500 foursome

REVENUE REALIZED:

Tournament Fees:	\$7,379
Sponsor:	\$4,290
Raffles:	
Other:	Auction of golf trip: \$1,199
Other:	
Other:	

TOTAL REVENUE REALIZED \$12,868

TOTAL EXPENSES (Show Details on back of this form) \$7,090

NET REVENUE REALIZED \$5,778

DISTRIBUTION OF PROCEEDS:

Organization	Amount
CCDC	\$5,778

TOTAL DISTRIBUTION OF PROCEEDS: \$5,778



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Actual Benefit Golf or Golf/Tennis Tournament Results

Organization: Children's Community Development Center

Tournament Date: 9/28/2022

Expense	Amount
<u>Tournament Fee</u>	<u>\$2,500</u>
Expense	Amount
<u>Golf Carts</u>	<u>\$1,152</u>
Expense	Amount
<u>Lunch</u>	<u>\$1,320</u>
Expense	Amount
<u>Breakfast</u>	<u>\$390</u>
Expense	Amount
<u>Refreshments, plates, cups, etc.</u>	<u>\$1,018</u>
Expense	Amount
<u>Prizes</u>	<u>\$510</u>
Expense	Amount
<u>Personnel cost</u>	<u>\$200</u>
Expense	Amount
<u> </u>	<u> </u>
Expense	Amount
<u> </u>	<u> </u>
TOTAL ALL EXPENSES	<u>\$7,090</u>



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
 LONGSHORE CLUB PARK
 260 COMPO RD S, WESTPORT, CT 06880
 (203) 341-5090

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Today's Date:	December 22, 2022
Organization:	Children's Community Development Center
Address:	90 Hillspoint Rd Westport CT 06880
Organization Mission:	Shaping the future through nurturing community, protecting childhood, and cultivating respect.
Requested Date of Tournament:	September 27, 2023
Name of Individual in charge on-site day of event:	Eileen Ward
Contact Number:	203-216-1396
Email Address:	director@myccdc.org

ANTICIPATED REVENUE:

Tournament Fees: \$8,400 **Expected Number of Participants:** 72
Sponsors: \$4,500
Raffles: _____ **Planned Participant Entry Fee:** \$150
Other: \$1,200

EXPECTED EXPENSES: \$7,500
NET REVENUE EXPECTED: \$6,600

HOW WILL PROCEEDS BE DISTRIBUTED: Scholarship Fund



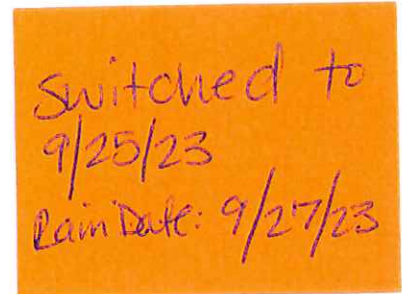
P O Box 264
Greens Farms CT 06838
Staplesrugbyclub@gmail.com



October 25, 2022

Via email and Regular Mail

Jennifer A. Fava
Director of Parks and Recreation
Parks and Recreation Department
Longshore Club Park
260 Compo South Road
Westport, CT 06880



Re: Application to Host Inaugural Charity Golf Event June 5, 2023

Dear Ms. Fava:

Please find attached Tryline Rugby Club, Inc., d/b/a Staples Rugby Club's Proposed Benefit Golf Tournament Operating Plan. As you will see, the Staples Rugby Club respectfully requests permission to conduct an inaugural charity golf outing on Monday June 5, 2023, with a rain date of Wednesday June 7, 2023, to benefit the reigning Connecticut State Rugby Champion Staples Wreckers.

The Staples Wreckers have gained state and national rugby prominence these past few years, winning the State championship last year under Coach Neal Seideman and securing top ten National Rankings the last two years. With success comes travel and expense. The monies raised during the golf event would partially defray those increasing costs.

I am the Club Officer responsible for organizing and supervising the tournament. I have also attached the IRS Department of Treasury's formal letter recognizing the Club's 501(c)(3) charity status and the Town's executed and filed DBA Trade Name Certificate.

Thank you for your consideration.

Very Truly Yours,

Jim Adrian

Staples Rugby Club Chairman

cc: Gareth Cuddy, President Staples Rugby Club

WESTPORT PARKS AND RECREATION DEPARTMENT

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Organization: STAPLES RUGBY CLUB

Tournament Year 2023

Address: PO Box 264

Greens Farms, CT 06838

Date of Tournament June 5, 2023

RAIN DATE June 7, 2023

REVENUE REALIZED:

Tournament Fees \$ 16,000

Sponsors \$ 4,000

Raffles \$ 2,000

Other \$ 1,000

Other \$ 1,000

Other \$ 1,000

TOTAL REVENUE REALIZED

Expected Number of Participants 80

Planned Participant Entry Fee \$ 200 -

\$ 25,000

EXPECTED EXPENSES

\$ 5,000

NET REVENUE EXPECTED

\$ 20,000

DISTRIBUTION OF PROCEEDS

Organization	Amount
<u>STAPLES RUGBY CLUB</u>	<u>\$ 20,000</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL DISTRIBUTION OF PROCEEDS

\$ 20,000 -

(OVER)

(Sheila/Word/Golf Tournament Plan)

Proposed Benefit Golf or Golf/Tennis Tournament Operating Plan

Organization: Staples RUGBY CLUB

Tournament Year 2023

Address: PO Box 264

Greens Farms, CT 06838

Date of Tournament JUNE 5, 2023

PLAN date JUNE 7, 2023

Tournament Expense Detail:

Tournament Fee \$2500
Expense Amount

Prizes \$500
Expense Amount

Food \$1500
Expense Amount

INSURANCE \$500
Expense Amount

Expense Amount

Expense Amount

Expense Amount

Expense Amount

Expense Amount

TOTAL ALL EXPENSES \$5000



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

TRYLINE RUGBY CLUB INC
6 MERRITT LANE
WESTPORT, CT 06880

Date:
01/25/2022
Employer ID number:
87-3440735
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
November 5, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053712009041

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P



Doc ID: 005241550001 Type: TRD

File **39466**

TRADE NAME CERTIFICATE

The undersigned does hereby certify that he conducts and transacts the business of **Tryline Rugby Club, Inc.** a 501(c)(3) non-profit volunteer High School Rugby Civic Group under the assumed name of **Staples Rugby Club.**

The address of said business is as follows PO Box 264 Greens Farms, CT 06838 United States.

I Certify that I am Chairman of Tryline Rugby Club, Inc. and file this Trade Name Certificate with the approval of the Tryline Rugby Club, Inc. Board of Directors.

IN WITNESS WHEREOF, I have hereunto set my/our hand at New York, New York, this 20th Day of October 2022.

Name:

James M. Adrian

Corporation Address PO Box 264 Greens Farms, CT 06838 United States.

STATE OF NEW YORK } ss:

COUNTY OF NEW YORK } ss:

On this the 20th day of, October 2022, before me, the undersigned officer, personally

appeared James M. Adrian, satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF I HEREUNTO SET MY HAND.

ANNA KARIN F. MANALAYSAY
Notary Public - State of New York
Commission No. 02MA6307121
Qualified in Richmond County

Commission Ends on June 2026

The above and foregoing is a true copy of the original certificate on file in the office of the Town Clerk of the Town of Westport. ATTEST:

Tatiana A. Pasch, ASST. Town Clerk

Received for Record at Westport, CT
On 10/21/2022 At 1:45:42 pm

Parks and Recreation Commission

Meeting Date: January 18, 2023

Agenda Item: #5

To take such action as the meeting may determine relative to a request from Westport P.A.L. to use Compo Beach for the 2023 town fireworks.

Background Information:

Annual request to host fireworks at Compo Beach.

Back-up Documents:

Letter from Craig Bergamo, President, Westport Police Athletic League.

Staff Recommendation:

Staff recommends approval of the request.

Resolution Format:

The Parks and Recreation Commission grants approval to the Westport Police Athletic League to host the 2023 Fireworks at Compo Beach on Thursday, June 29th, rain date Friday, June 30th. Compo Beach parking lots to close at 4PM and reopen to only fireworks ticket holders. Additionally, entry fee per car is approved at \$50.



January 4, 2023

Jennifer Fava, Director
Parks and Recreation Department
Town of Westport
260 Compo Rd South
Westport, CT 06880

Dear Jennifer,

The Westport Police Athletic League has requested that in conjunction with co-sponsorship by the Westport Parks and Recreation Dept., Westport PAL be allowed to conduct the annual Fourth of July Fireworks event at Compo beach on Thursday June 29, 2023 with a rain date of Friday June 30, 2023.

We request approval for the following:

1. That the Commission close Compo Beach at 4:00PM on Thursday June 29, 2023 (rain date Friday June 30, 2023).
2. That PAL be allowed to charge \$50 per car for entry into Compo Beach after 4:00PM on that date, so as to create an escrow account for continuance of the event annually.
3. That additional parking be allowed in the grass area.
4. That sponsor banners be placed at the beach.

In making our request, we are agreeable that the commission Stipulate that tickets be pre-sold prior to the event, and that no tickets will be sold at the beach immediately preceding the event.

Sincerely,

Craig Bergamo
President Westport PAL.