Athletics Permits – Spring/Summer
March 21 – May 31 (Spring)
June 1 – August 9 (Summer)

DRAFT DAY RULES/PROCEDURE
Saturday, February 8th

PPA Event Center
2105 Decatur St, Denver, CO 80211

*Check in with staff on site BEFORE you begin this process

YOUTH ORGANIZATIONS must arrive by 10:00am (doors open at 9:45am)
*If you arrive after 10:00am you will not be allowed to participate in Draft Day

ADULT ORGANIZATIONS must arrive by 12:00pm (doors to open at 11:45am)
*If you arrive after 12:00pm you will not be allowed to participate in Draft Day

*Please bring a stack of your own 3x3 post it notes
YOUTH-must be YELLOW
ADULT-must be BLUE
We will have post it notes available for your use as well

*You may complete post it notes in advance (see sample)

*Only 1 post it note per Head of Delegation, Organization, and DBA will be allowed for the same reservation

*You may complete your permit application form in advance; we will have copies on site

*You may have as many assistants from your group present as you wish; however, for any issues/concerns/questions, Parks Permit Staff will work directly with the Head of Delegation of the organization or his/her designee that is present on this day

*Any verbal or physical threats or altercations directed toward Staff or another Draft Day Participant(s) will result in Immediate Dismissal from the Facility and Void All Draft Day Reservations submitted by individuals or parties involved

*Please be aware of the “RESERVED” list (pre-booked by internal groups and historical groups), the “CLOSURE” list and field overlaps (view on park maps at www.denvergov.org/findapark). Not reviewing these documents and therefore requesting fields that are not available is the #1 most common oversight by groups - please review these documents
If you arrive after the stated times above (10:00am for youth, 12:00pm for adult), you will NOT be able to participate in Draft Day.

At 10:00am (YOUTH ORGANIZATIONS ONLY) interested in requesting a field(s) will be allowed to post their request on the board(s) where there is available space remaining. Groups are highly encouraged to work out conflicts as they see them appear between user groups.

The boards will close for YOUTH ORGANIZATIONS at 11:15am. No additional changes/adds/deletions can be made once the boards have closed. Staff will then identify remaining conflicts that need to be resolved. **Conflicts will be resolved park by park by staff with a coin flip (or name drawn from hat if more than one group in conflict).** A representative must be present for a coin flip that involves your group, or you automatically forfeit the opportunity to win the reservation. Coin flip will be for each hour and for each day in conflict*.

*Exception: Youth Summer Soccer/Lacrosse Camps/Clinics will be handled on a case by case basis

At 12:00pm (ADULT ORGANIZATIONS ONLY) interested in requesting a field(s) will be allowed to post their request on the board(s) where there is available space remaining. Groups are highly encouraged to work out conflicts as they see them appear between user groups.

The boards will close for ADULT ORGANIZATIONS at 1:15pm. No additional changes/adds/deletions can be made once the boards have closed. Staff will then identify remaining conflicts that need to be resolved. **Conflicts will be resolved park by park by staff with a coin flip (or name drawn from hat if more than one group in conflict).** A representative must be present for a coin flip that involves your group, or you automatically forfeit the opportunity to win the reservation. Coin flip will be for each hour and for each day in conflict.

Once staff have reviewed a board (per park, where you will place your request on the wall) and resolved all conflicts, they will announce that “xyz” park is now closed, and ask you to complete your application form and give to staff. No additional changes/adds/deletions can be made once a board has been closed, so ensure all your requests are on the board by then.

***We have no idea how long it will take to resolve all the conflicts – but based on past Draft Days, youth organizations should expect to be done by 11:45am; adult organizations should expect to be done by 1:45pm.***

Please visit our website at www.denvergov.org/permits, click on “Athletic Fields” for season timelines, next steps and payment and approval deadlines.