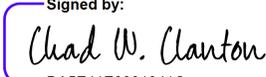


**ADMINISTRATIVE POLICIES AND PROCEDURES
PARKS AND RECREATION DEPARTMENT**

SUBJECT: Field Allocation Procedure

POLICY #: 99.05

APPROVAL: 
Signed by:
Chad W. Clanton
Director

DATE: **October 19, 1999**
April 26, 2011
May 21, 2014
March 9, 2020
May 27, 2025

PURPOSE

This document defines the procedure for the City of Tustin to facilitate the allocation of all available fields within its ownership and/or supervision to support local sports programs.

POLICY

1.0 PURPOSE

It is necessary to formulate this procedure for the following reasons:

- A. User groups need a procedure to secure fields for the planning of games, practices, and other events.
- B. The demand for field usage exceeds the availability of fields and the ability to permit unlimited and unscheduled use by all participants.
- C. Maintenance and renovation procedures must be scheduled and implemented to maintain the community's high standard of aesthetics and sustain the playability level of Tustin facilities.

2.0 PRINCIPLE

It is the policy of the City of Tustin Parks and Recreation Department to allocate field use to requesting and qualified organizations. The allocation of fields shall be done in a way that gives the highest priority to resident youth-serving non-profit organizations that do not exclude participants based on ability. Further, field time will be granted in relation to each organization's enrollment of Tustin Residents in comparison to that of other organizations seeking field time.

3.0 METHOD

Organizations desiring to be allocated field space must attend the bi-annual field allocation meeting and submit the following:

3.1 Complete team rosters from the upcoming season, including full name, date of birth, and home address of each player. (Organizations may temporarily submit the rosters from the previous season if upcoming season registration is not completed.)

3.2 Certificate of Liability Insurance in the amount of one (1) million dollars naming the City of Tustin as “Additional Insured” (see Section 7.3).

3.3 A completed “Sports Field Intended Use Form” by December 1st for the Winter/Spring season and June 1st for the Summer/Fall season.

3.4 An organization that has not received a field allocation will be considered a New User. New Users must submit a “Community Organization Application” by October 1st for Winter/Spring and April 1st for Summer/Fall season in order to be considered for the next allocation period.

4.0 PROCEDURES

4.1 Priority for field allocations is based on the User Group Classifications in Section 5.10 starting with In Season organizations in Group 2. Remaining field time will be allocated to In Season organizations in Group 3, followed by Out of Season organizations in Groups 2 and 3. Any remaining field time will then be available for Groups 4 through 6 (in that order).

Fields will be allocated based upon each organization’s enrollment of Tustin Residents in relation to the Tustin Resident enrollment of other organizations seeking field time. For example, if “Soccer Group A” has 800 Tustin Residents in their program, “Soccer group B” has 150 Tustin Residents and “Soccer Group C” has 50 Tustin Residents, field space will be allocated as follows:

Soccer Group A	80% of available field space
Soccer Group B	15% of available field space
Soccer Group C	5% of available field space

4.2 In the case that more than one organization desires the same field allocation, priority will be given to game play, then practices.

4.3 The only exception to these procedures is for Tustin Sports Park Ball Field #2. The priority for this field is based on the age of the participant. Baseball

Organizations serving youth 12 years of age and older will be given priority for field allocation. After this minimum age requirement, all other allocation procedures from Sections 4.1 and 4.2 will still be used to determine priority.

4.4 Requests for specific fields will be considered, but the Tustin Parks and Recreation Department will make all final decisions on allocation placement.

5.0 DEFINITIONS

5.1 In Season: This designation is given to any Parks and Recreation Department registered and qualified sports organizations that will be playing during the Season for their sport as defined in Section 5.8. These organizations have first priority on field use.

5.2 New User: An organization is considered a New User if they have not received a field allocation in the six-month period preceding the current allocation period.

5.3 Open Enrollment: This term refers to the manner in which an organization registers its participants. To qualify as an open enrollment organization, a league must:

- a) Advertise registration dates and periods to the general public
- b) Accept registration from any individual, regardless of ability
- c) Enforce "minimum play" rules ensuring all participants will have a chance to compete in games.

5.4 Organization: To be formally recognized for field allocation processes, an organization must be registered with the Parks and Recreation Department.

5.5 Out of Season User: This is a Parks and Recreation Department registered and qualified organization that requests the use of fields during their off season time as defined in Section 5.8.

5.6 Participant: Participants shall include only those players up to 18 years of age who are fully registered with the user organizations. Non-players, such as coaches, staff, officials, etc., shall not be included in the total number of organizational participants for the purposes of allocating fields.

5.7 Resident: A participant that resides within the borders of the City of Tustin as defined by the participant's home address.

5.8 Seasons:

	<u>Summer/Fall</u>	<u>Winter/Spring</u>
Opening Date:	July 1	January 1
Closing Date:	December 31	June 30

In Season:	Soccer/Football	Baseball/Softball/Lacrosse
Out of Season:	Baseball/Softball/Lacrosse	Soccer/Football

Allocation Request Due:	May 15	November 15
New User Request Due:	April 15	October 15

5.9 Travel/Club Team: A youth team that meets the criteria for User Group Classification 4.

5.10 User Groups Classifications: Organizations will be given their preference of field location and time of use based on the following priority:

- Group 1 City of Tustin or Tustin Unified School District sponsored or co-sponsored events, leagues, and activities.
- Group 2 Tustin based youth non-profit organizations. The organization must hold open enrollment, allow all participants to register and play, and not exclude participants based on ability.
- Group 3 Tustin based youth non-profit organizations whose participants are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including Independent Travel or Club Teams).
- Group 4 Tustin based adult non-profit organizations. In order to qualify under the Group 4 classification, the head coach or manager must be a Tustin Resident.
- Group 5 Non-resident or competitive sports organizations.
- Group 6 Commercial (for profit) activities.

6.0 FIELD INVENTORY

6.1 Prior to each allocation period, a list indicating all fields to be allocated will be made available to all those requesting fields. At the present time, fields available for allocation are:

Veteran's Sports Park Ball Field #1

Winter/Spring:	Baseball/Softball
Summer/Fall:	Baseball/Softball

Veteran's Sports Park Ball Fields #2 & #3

Winter/Spring: 12U Baseball/Softball
Summer/Fall: 12U Baseball/Softball

Veteran's Sports Park Soccer Fields #1- #4

Winter/Spring: 17U Lacrosse
Summer/Fall: Soccer/Football

Tustin Sports Park Ball Fields #1 & #3

Winter/Spring: 12U Baseball/Softball
Summer/Fall: 12U Baseball/Softball

Tustin Sports Park Ball Field #2

Winter/Spring: Baseball only ages 12 and older
Summer/Fall: Baseball only ages 12 and older

Tustin Sports Park Soccer Fields #1 & #2

Winter/Spring: 17U Lacrosse
Summer/Fall: Soccer/Football

Columbus Tustin Park Ball Fields #1 - #4

Winter/Spring: 12U Baseball/Softball and 17U Lacrosse
Summer/Fall: Soccer/Football

Veteran's Sports Park Sand Volleyball Courts #1 & #2

Volleyball

Peppertree Park

Ball Field #1
8U Baseball/Softball

Cedar Grove Park

Field Space

Citrus Ranch Park

Field Space

* The only exception to Field Allocation Procedures as outlined in Section 4.1 will be for Tustin Sports Park Ball Field #2 (see Section 4.3).

7.0 FIELD REQUEST FORMS

Each organization desiring to use fields will need to provide the following:

7.1 Community Organization Application - This form identifies youth sports groups who wish to use the City of Tustin facilities. This form must be completed to be considered for field allocation purposes.

7.2 Sports Field Intended Use Forms – Game Field Requests, Practice Field Requests, and Tournament/Friendly Applications

7.3 Insurance - The City of Tustin requires a Certificate of Liability Insurance as in the amount of one (1) million dollars. The “Certificate Holder” must precisely read: “The City of Tustin, its Elective & Appointive Boards, Officers, Agents and Employees, 300 Centennial Way, Tustin, CA 92780”

The City of Tustin also requires three (3) endorsements, and each must reference the policy number:

- Additional Insured
- 30-Day Cancellation
- Primary and Non-Contributory

8.0 ALLOCATION SCHEDULE

Facility use allocation procedures shall be based on the following schedule:

A. Field Allocation Meeting

Summer/Fall season	1st Week in June
Winter/Spring season	1st Week in December

B. Allocations confirmed and mailed

Summer/Fall season	3rd Week in June
Winter/Spring season	3rd Week in December

8.1 For all meetings with required attendance, each participating organization’s representative must have the authority to make decisions for the organization that he/she represents.

9.0 FEES AND PAYMENTS

User groups have ten (10) business days to pay for the field permits in full after the month has concluded. All fees must be paid in full from previous allocations before new field permits are allocated.

10.0 NOTICE OF ABANDONED TIME

Any user organization that receives an allocation and does not intend to use it regularly must file a notice with the Parks and Recreation Department so that the field may be reallocated. Failure to provide notice of abandoned time may result in loss of allocation.

11.0 PERMIT CANCELLATION

The Parks and Recreation Department reserves the right to modify or cancel permitted field use to accommodate City events and programs as well as unanticipated maintenance needs, inclement weather, or unforeseen circumstances. The Parks and Recreation department will endeavor to provide user groups written notice thirty (30) days in advance of any modification.

12.0 NOTICE OF EXCHANGE

Any user organization may exchange its allocation, or any part of it, with another organization, only by approval of the Parks and Recreation Department. Any modifications must be verified in writing by all parties and filed with the Parks and Recreation Department.

13.0 APPEAL

An appeal may be submitted in writing to the Recreation Supervisor within ten business days from allocation announcement. All appeals will be reviewed and submitted to the Director of Parks and Recreation for final decision.

14.0 ALLOCATION PROCEDURE ENFORCEMENT

To maintain the integrity of the field allocation process, youth league rosters will be randomly inspected for accuracy. If an organization's submitted rosters are determined to contain false information, penalties, including the loss of allocation privileges, may be assessed.

15.0 STORAGE FACILITIES

- 15.1 The City, at its discretion and upon terms and conditions it imposes, may permit designated areas for storage. No permanent storage containers or shelves are allowed without prior written permission of the City.
- 15.2 The City assumes no liability or responsibility for any equipment kept in the storage areas.
- 15.3 All facilities should be always kept clean with all items properly stored for safety and no equipment shall be left out.
- 15.4 At the conclusion of each seasonal permit, the user should remove all equipment and clean the area. Off-season storage is not permitted.