



# ***PARKS AND RECREATION COMMISSION AGENDA REPORT***

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MEETING DATE: JANUARY 28, 2016

ITEM NUMBER: **9b**

**SUBJECT: 2015 FALL FIELD AUDIT REPORT AND AMENDMENTS TO THE EXISTING FIELD USE AND ALLOCATION POLICY**

**DATE: JANUARY 20, 2016**

**FROM: PARKS AND COMMUNITY SERVICE/ RECREATION DIVISION**

**PRESENTATION BY: TRAVIS M. KARLEN, RECREATION MANAGER**

**FOR FURTHER INFORMATION CONTACT: CHRISTIAN HERNANDEZ, RECREATION  
COORDINATOR  
(714) 754-5322**

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## **RECOMMENDATION**

Staff recommends that the Parks and Recreation Commission:

1. Receive and File the 2015 Fall Field Audit Report (Attachment 1), and
2. Review the amendments to the Field Use and Allocation Policy (FUAP) (Attachment 2) and recommend to the City Council approval of the proposed amendments.

## **BACKGROUND**

At the City Council meeting on July 7, 2015, the City Council adopted a new Field Use and Allocation Policy (FUAP). The new document offered staff and user groups a clearer, more concise set of rules and regulations and provided staff with the tools necessary to administer the program and regulate field use.

With the adoption of the new FUAP, the City Council directed staff to assemble a more comprehensive level of documentation regarding communication with user groups and data collection as it relates to group status. In addition, the council requested accurate record keeping for allocations, permitting and actual use of fields.

Two ambassadors were reassigned to conduct audits of all groups using Costa Mesa City and school district fields. Field users were required to abide by rules and regulations established in the new FUAP beginning August 1, 2015. Staff notified groups that the initial deadline for organizations to supply valid residency verification documents was August 31, 2015. Due to the short notice and prior finalization of many registrations, the final deadline was extended to October 30<sup>th</sup>, 2015. No additional verification documents were accepted after the deadline. City staff offered to assist each group in collecting the necessary documents throughout the process.

## ANALYSIS

The verification process and data collection completed by staff has been extensive. Staff organized the data collected from various groups and established an auditing plan. Further, staff created a roster form (Attachment 3) which was filled out onsite in each coach's presence during each audit. Staff took roll call for each team to ensure that participants were documented on rosters. The coach signs the roster form acknowledging the team roster is correct and receives a copy. After each audit is finalized staff then confirms that the participants on the team roster have provided valid verification of local residency.

During the audits, there were occasions where staff approached teams to conduct audits and the coaches did not comply, citing safety concerns in regards to giving child information to a stranger. All City Staff are in uniform and carry appropriate identification while performing audits. Other coaches simply did not want to comply or required the commissioner to be present during the audit. Staff also found multiple discrepancies in the documents, including incorrect documentation submitted and addresses on the verification documents not matching with the addresses provided on the roster.

### Audit Results

Fall 2015 Audits were completed in early December. All groups were mailed a letter the week of December 14<sup>th</sup> to notify them of their Fall 2016 group status based on the results of the audit. The following groups will have a category change due to their verified local residency.

#### Youth Groups:

- Newport Mesa Friday Night Lights (NMFNL) - After reviewing NMFNL local residency numbers, the organization would no longer be in the group 3 category. NMFNL verified local residency for 41% of their participants. The group did not meet the 90% requirement and will now be considered a group 5. The group will have limited access to City and NMUSD fields for the fall 2016.

#### Adult Groups:

- Newport Beach Women's Soccer (NBWS) - After reviewing NBWS local residency numbers, the organization would no longer be in the group 6 category. NBWS verified local residency for 19% of their participants. The group did not meet the minimum requirement of 25% local residency and therefore would not have fields allocated for fall 2016.
- World Athletic Kickball Association (WAKA) - After reviewing WAKA local residency numbers, the organization would no longer be in the group 6 category. WAKA verified local residency for 20% of their participants. The group did not meet the minimum requirement of 25% local residency and therefore would not have fields allocated for fall 2016.
- International Soccer League - After reviewing the group's local residency numbers, the organization would no longer be in the group 4 category. The group did not submit sufficient verification documents and will drop into the group 6 category. The group will have limited access to City and NMUSD fields for the fall 2016.

- Surf and Sun Softball - The commissioner acknowledged that the organization would not be able to meet the 25% resident threshold required in order to continue their league participation within Costa Mesa for the fall 2016 season. Roster documentation was not submitted.

## **DISCUSSION**

After review of the existing FUAP and implementation of the policy during the Fall 2015 season, staff is proposing that the following additions/modifications be made to the FUAP:

### Proposed Amendments (See Attachment 3)

Due to the level of non-compliance from some groups and confusion about what is required during each audit, staff recommends that the requirements of an audit be outlined in the FUAP. This will clearly establish the requirements groups will need to follow for each allocation period.

- III. Definition of Terms (Page 3)  
Audit – The City of Costa Mesa reserves the right to conduct audits of a team or organization at any time. During an audit each organization/coach is to state the name of each participant on their roster, provide verification documents for each participant, and sign off on the roster form. Each group is to cooperate with staff while audits are conducted and during the process of collecting rosters and verification documents. Examples of these documents is listed under Additional Considerations on page 8.

The new 2015 FUAP requirement of 25% minimum local residency for Group 6 Users has eliminated all adult user groups with the exception of International Soccer League for Fall 2016. The Adult organizations that are utilizing Costa Mesa fields are comprised of members from Costa Mesa and surrounding communities. Staff have surveyed the cities of Huntington Beach, Fountain Valley, Irvine and Newport Beach and none of the communities currently have a residency restriction on Adult Groups. Staff recommends lowering the existing minimum local residency requirement for a Group 6 to 10%

- IV. Priority Group Classifications (Page 4)  
Group 6: Adult Programs, organizations or events with less than 75% but more than 10% local residents and/or work within Costa Mesa city limits. Group 6 organizations shall have lowest priority for use of City and School District fields except on Sundays when they shall have third highest priority after City adult programs and Group 4 adult programs.

## **FISCAL REVIEW**

No fiscal review is required for this item.

## **LEGAL REVIEW**

No legal review is required for this item.

## **ALTERNATIVES CONSIDERED**

1. The Commission could choose to select all, some or none of the recommended amendments to the FUAP to forward to City Council for their approval.

## CONCLUSION

Staff recommends that the Parks and Recreation Commission receive and file the Fall 2015 Field Audit Report and make a recommendation to the City Council to approve the proposed amendments to the Field Use and Allocation Policy (FUAP).



**Travis M. Karlen**  
Recreation Manager



**Tamara S. Letourneau**  
Assistant Chief Executive Officer

### Attachments:

1. 2015 Fall Field Audit Report
2. Modified FUAP
3. Organization Roster form

# CITY OF COSTA MESA

## Parks & Community Services Department Fall 2015 Field Use and Audit Report

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### Summary

At the City Council meeting on July 7, 2015, City Council adopted a new Field Use and Allocation Policy (FUAP). The new document offered staff and user groups a clearer, more concise set of rules and regulations and provided staff with the tools necessary to administer the program and regulate field use.

With the adoption of the new FUAP, the City Council and the community set higher expectations of the ambassador staff as it relates to the regulation and auditing of field use on public facilities. The City Council requested a higher level of documentation, communication and data collection to coincide with allocation and permitting of fields to the various user groups.

Two ambassadors were promoted and began working from the Downtown Recreation Center on August 9<sup>th</sup>, 2015. Ambassadors were to conduct audits of all groups using Costa Mesa city and school district fields. Field Users were to abide by the new FUAP beginning August 1st, 2015. Staff set the initial deadline for group users to supply valid residency verification documents by August 31, 2015. However, due to the short notice and prior finalization of many registrations, the final deadline was set for October 30<sup>th</sup>, 2015. No additional documents were to be submitted after the deadline.

The following groups will have a category change due to their verification of local residency (verified for fall season 2015):

### **Youth Groups:**

- **Newport Mesa Friday Night Lights (NMFNL)** - After reviewing NMFNL local residency numbers, the organization would no longer be in the group 3 category. NMFNL verified local residency for 41% of their participants. The group did not meet the 90% requirement and will now be considered a group 5. The group will have limited access to City and NMUSD fields for the fall 2016.

### **Adult Groups:**

- **Newport Beach Women's Soccer (NBWS)** - After reviewing NBWS local residency numbers, the organization would no longer be in the group 6 category. NBWS verified local residency for 19% of their participants. The group did not meet the minimum requirement of 25% local residency and therefore would not have fields allocated for fall 2016.
- **World Athletic Kickball Association (WAKA)** - After reviewing WAKA local residency numbers, the organization would no longer be in the group 6 category. WAKA verified local residency for 20% of their participants. The group did not meet the minimum requirement of 25% local residency and therefore would not have fields allocated for fall 2016.

- **International Soccer League** - After reviewing the group's local residency numbers, the organization would no longer be in the group 4 category. The group did not submit sufficient verification documents and will drop into the group 6 category. The group will have limited access to City and NMUSD fields for the fall 2016.
- **Surf and Sun Softball** - The commissioner acknowledged that the organization would not be able to meet the 25% resident threshold required in order to continue their league participation within Costa Mesa for the fall 2016 season. Roster documentation was not submitted.

### **Analysis**

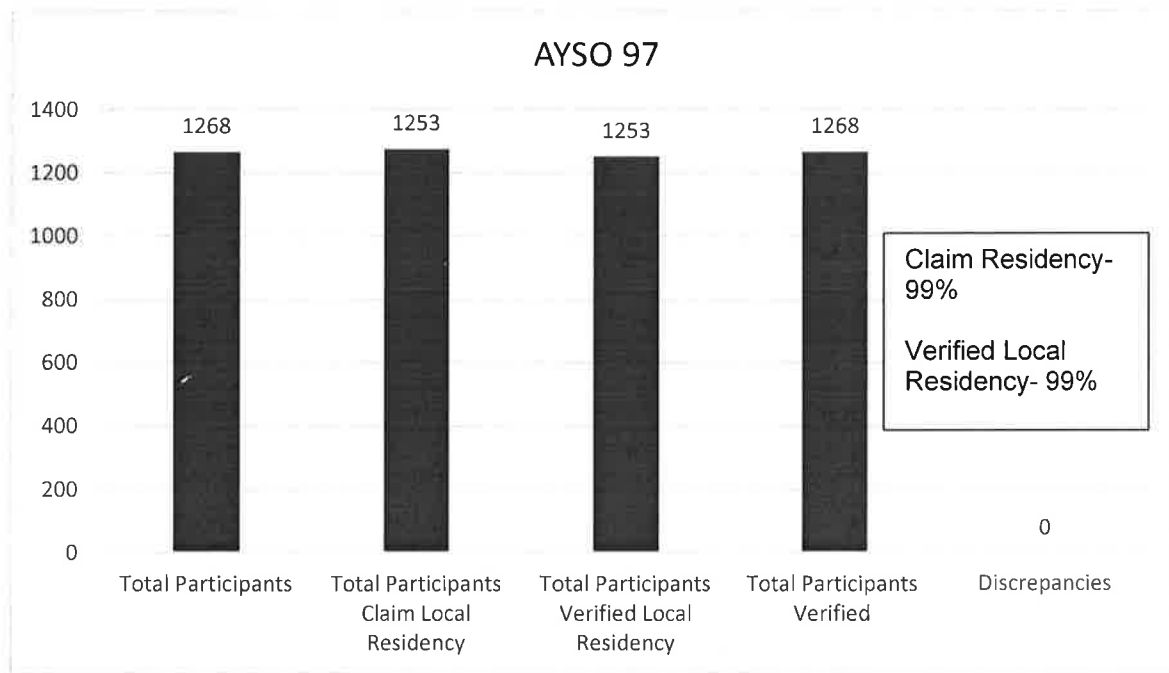
The verification process executed by staff has been extensive. Staff has organized the data collected from groups and established an auditing plan. Staff created an auditing form which was filled out onsite in each coach's presence. The coach signs the audit form acknowledging the team roster is correct and receives a copy. (The coach should also carry a folder with a copy of the verification documentation for each participant on their team, but currently that has not been monitored.) After each audit is finalized staff then confirm that the participants on the team roster have provided valid verification of documents. However, 100% compliance was not met.

During the audits, there have been situations where staff have approached teams to conduct audits and the coaches did not comply, often citing safety concerns in regards to giving child information to a stranger. Other coaches simply did not want to comply. There have also been discrepancies in the verification of documents, which vary from incorrect documentation being submitted to addresses on the verification documents not matching with the addresses provided on the roster.

### **American Youth Soccer Organization Region 97 (AYSO 97) - Group 1**

American Youth Soccer Organization Region 97 (AYSO 97) primarily has fields on the east side of Costa Mesa. The organization has been grandfathered in as a Group 1 per the FUAP. The group conducts open registration which allows participants to register from any city in the surrounding area. AYSO 97 submitted rosters and registration forms in lieu of verification documents.

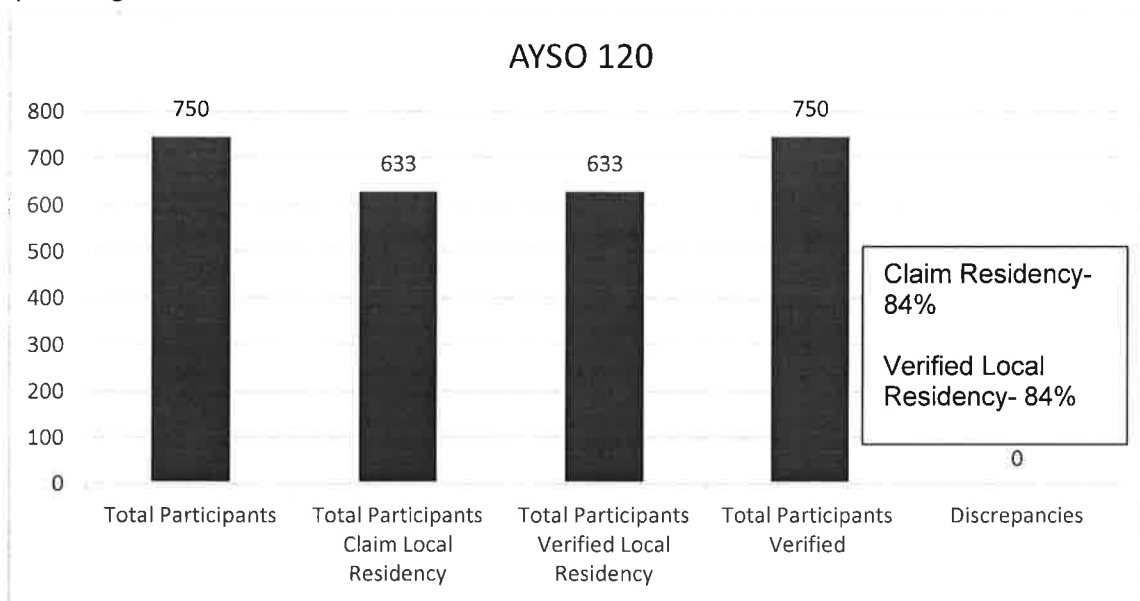
Staff approved the documents but expressed to the organization that verification documents will have to be submitted for the upcoming seasons. Staff met with an AYSO 97 representative and offered assistance in order to successfully retrieve the necessary documentation such as utility bills and school related documents to confirm residency. To date, AYSO 97 has not requested assistance from staff to help with the collection of documents and data.



After reviewing AYSO 97 residency numbers, the organization would remain in the group 1 category per their claimed residency and verified local residency percentages.

### American Youth Soccer Organization Region 120 (AYSO 120) - Group 1

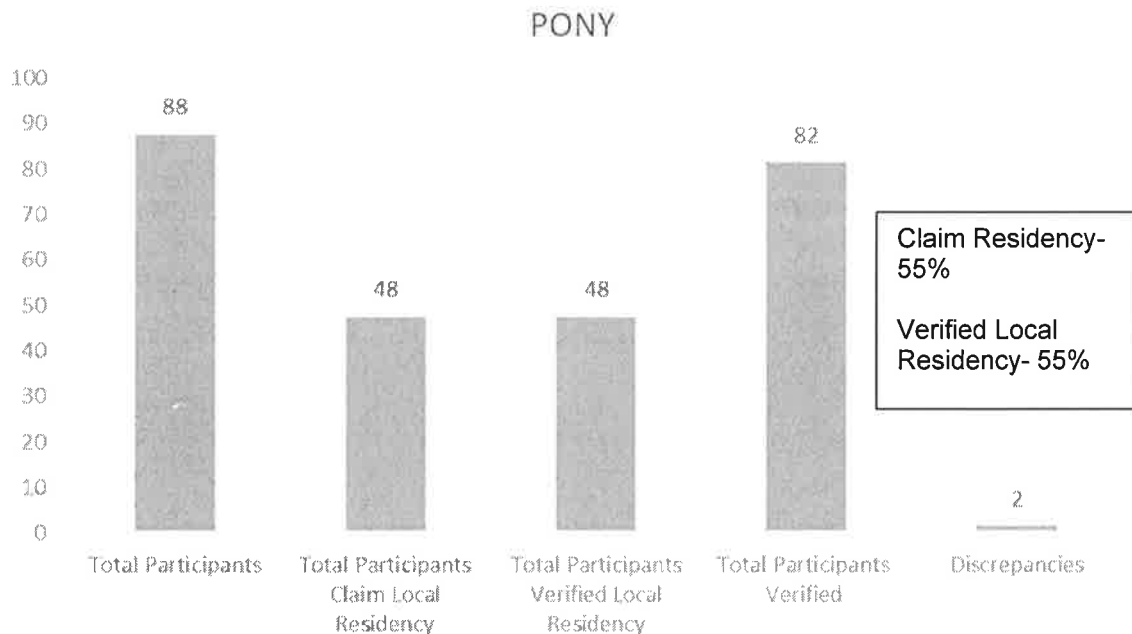
American Youth Soccer Organization Region 120 (AYSO 120) primarily has fields on the west side of Costa Mesa. The group conducts open registration which allows participants to register from any city in the surrounding area. AYSO 120 submitted rosters and registration forms in lieu of verification documents. Staff approved the documents but expressed to the organization that verification documents will have to be submitted for the upcoming seasons.



After reviewing AYSO 120 residency numbers, the organization would remain in the group 1 category per their claimed residency and verified local residency percentages.

### Costa Mesa Pony (Pony) - Group 1

Costa Mesa Pony currently practices at Tewinkle Sports Complex on a nightly basis. The program includes recreational teams as well as teams competing in higher level tournaments than recreational play. Pony has open registration and primarily focuses on local residents for their recreational teams, but have registered participants from different cities for their older aged teams. Within the previous FUAP, Calvary Chapel Middle School and High School students were to be considered as residents from Costa Mesa. In the new FUAP, Calvary Chapel students are not counted towards residency. This change in the FUAP has affected the group's residency numbers.

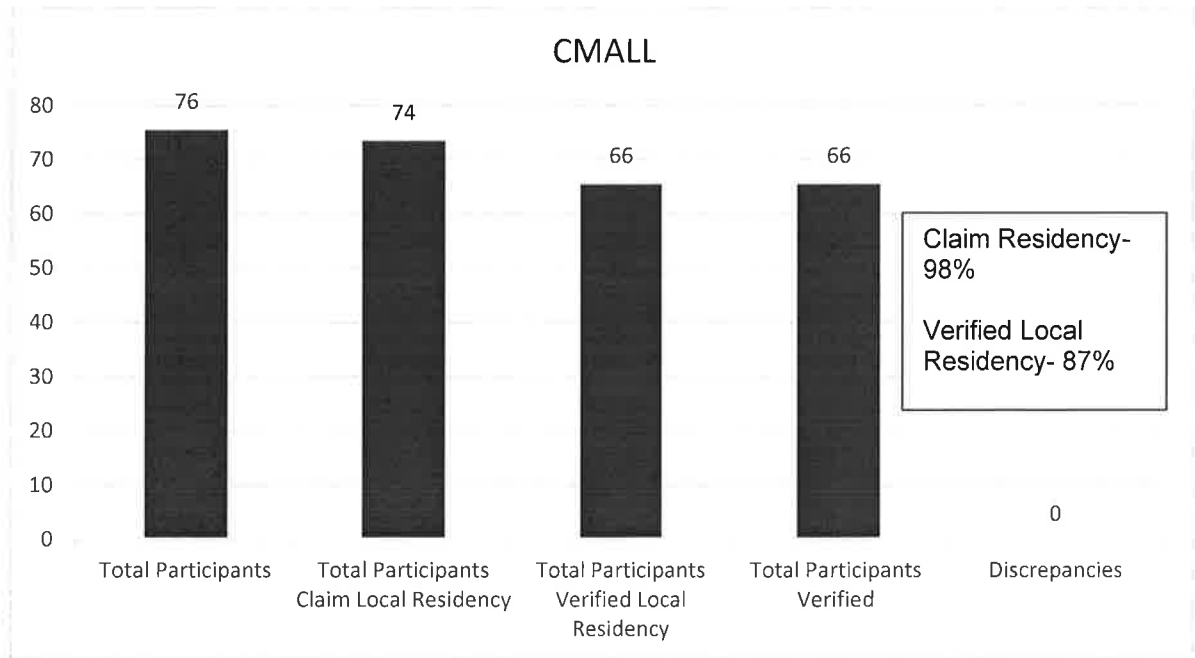


After reviewing Pony residency numbers, the organization would remain a group 1 with priority on NUMSD fields but would need 75% residents to have priority on City fields.

### Costa Mesa American Little League (CMALL) - Group 1

Costa Mesa American Little League has permits for practices and games at Costa Mesa High School and Tewinkle Sports Complex. CMALL can only register participants within their little league district boundaries. When teams were audited all coaches complied and provided identification, utility bills or report card documents for each of their participants as requested.

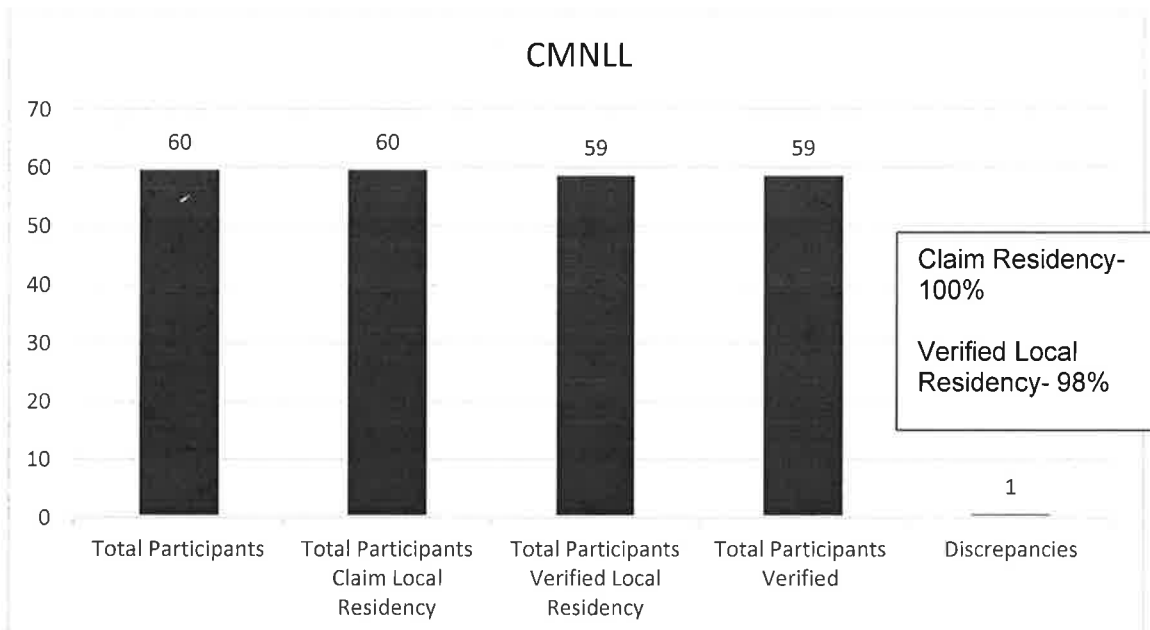




After reviewing CMALL residency numbers, the organization would remain in the group 1 category per their claimed and verified residency percentages.

### Costa Mesa National Little League (CMNLL) - Group 1

Costa Mesa National Little League utilizes Tewinkle Middle School for both practices and games. CMNLL can only register participants within their little league district boundaries. The organization has a very high percentage of local residents participating.

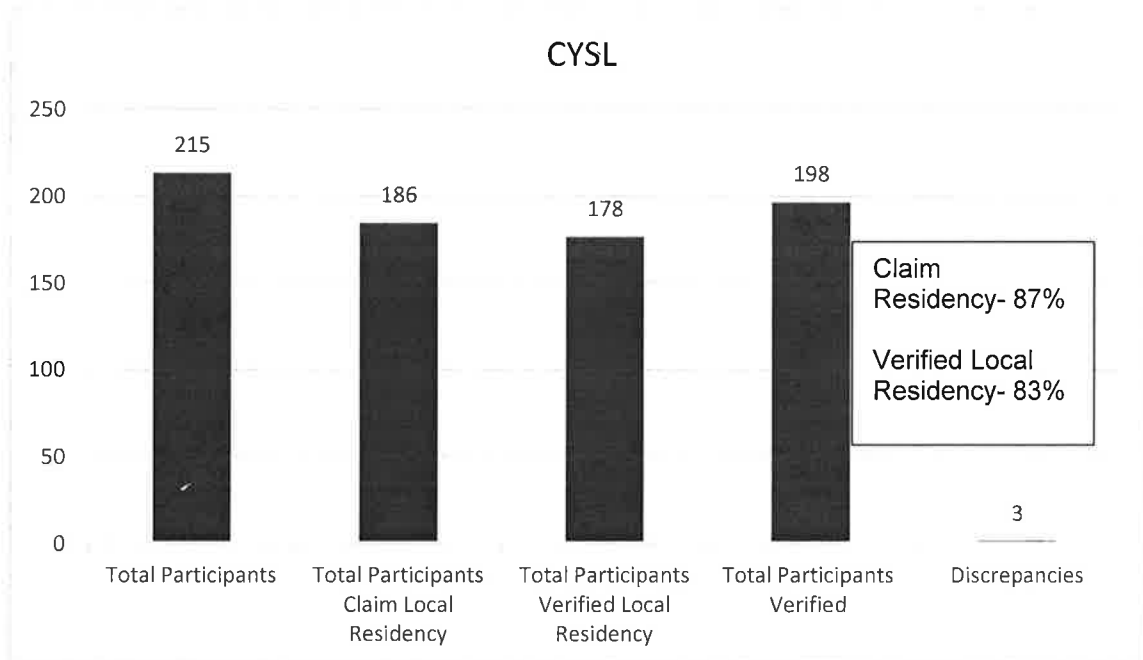


After reviewing CMNLL residency numbers, the organization would remain in the group 1 category per their claimed and verified residency percentages.

### California Youth Soccer League (CYSL) - Group 1

California Youth Soccer League currently has fields on the west side of Costa Mesa at Rea Elementary, Wilson School, and Pomona School. The organization registers participants year-round. The number of participants within this organization fluctuates throughout the season. It has been a challenge to assist CYSL with their submittal of verification documents on a timely manner. Many of the participants/coaches were not informed by the organization of the new policies and were surprised when audited.

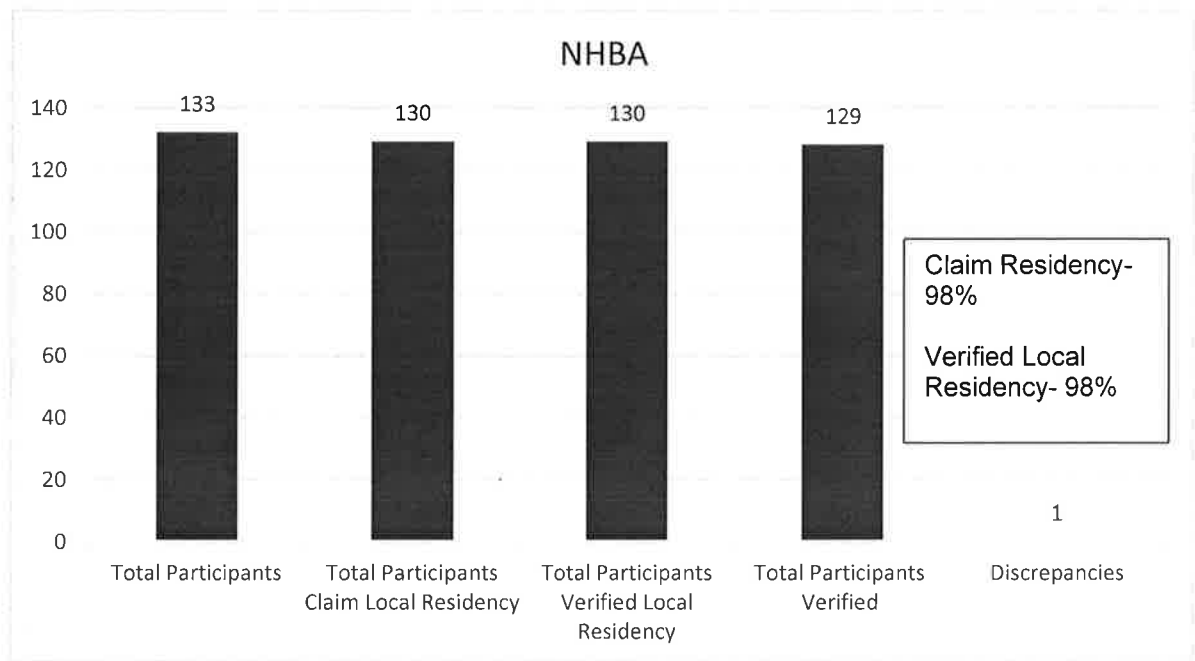
Multiple teams have less than seven participants registered on their teams. There are more participants in the league than stated on their roster. A total of six teams were audited and findings concluded that 28 players were not listed on the roster provided to the City. Staff has offered help in order to retrieve the proper documentation.



After reviewing CYSL residency numbers, the organization would remain in the group 1 category per their claimed and verified residency percentages.

### Newport Harbor Baseball Association (NHBA) - Group 1

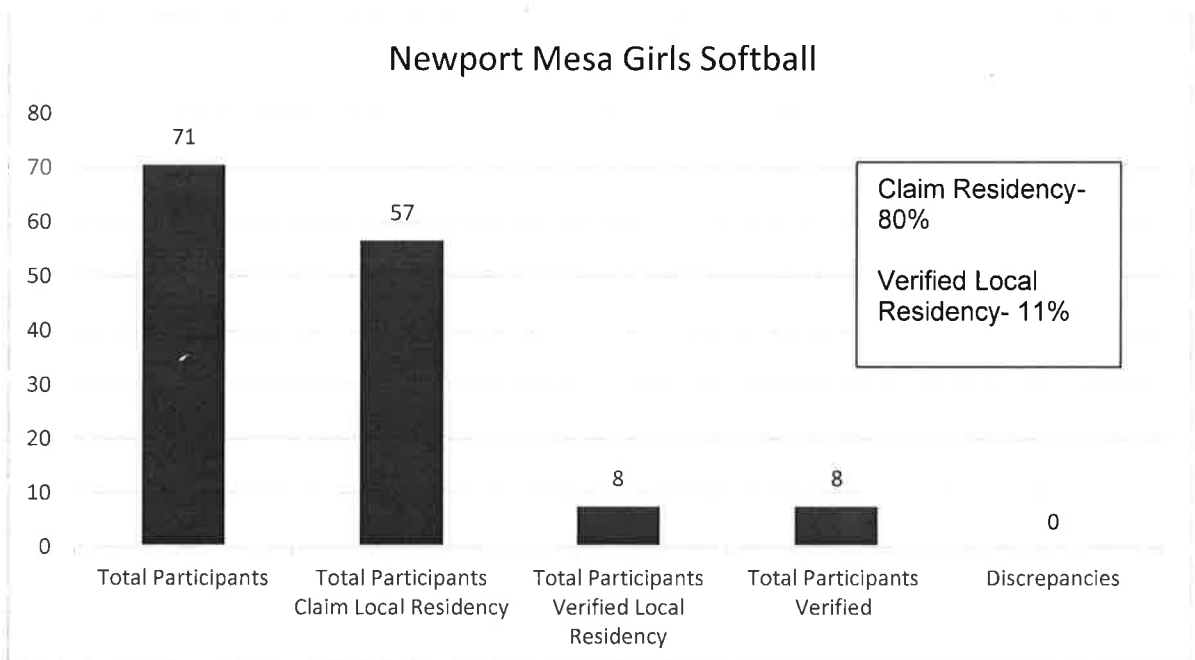
Newport Harbor Baseball Association has permits for games and practices to be held at Kaiser Elementary. The organization has been grandfathered in as a Group 1 per Council authorization. The group conducts open registration which allows for participants to register from any city in the surrounding area. The organization provided the verification documents in a very organized and timely manner. The group also has fields in Newport Beach, where several teams practice and play games.



After reviewing NHBA residency numbers, the organization would remain in the group 1 category per their claimed residency and verified percentages.

### Newport Mesa Girls Softball (NMGS) - Group 1

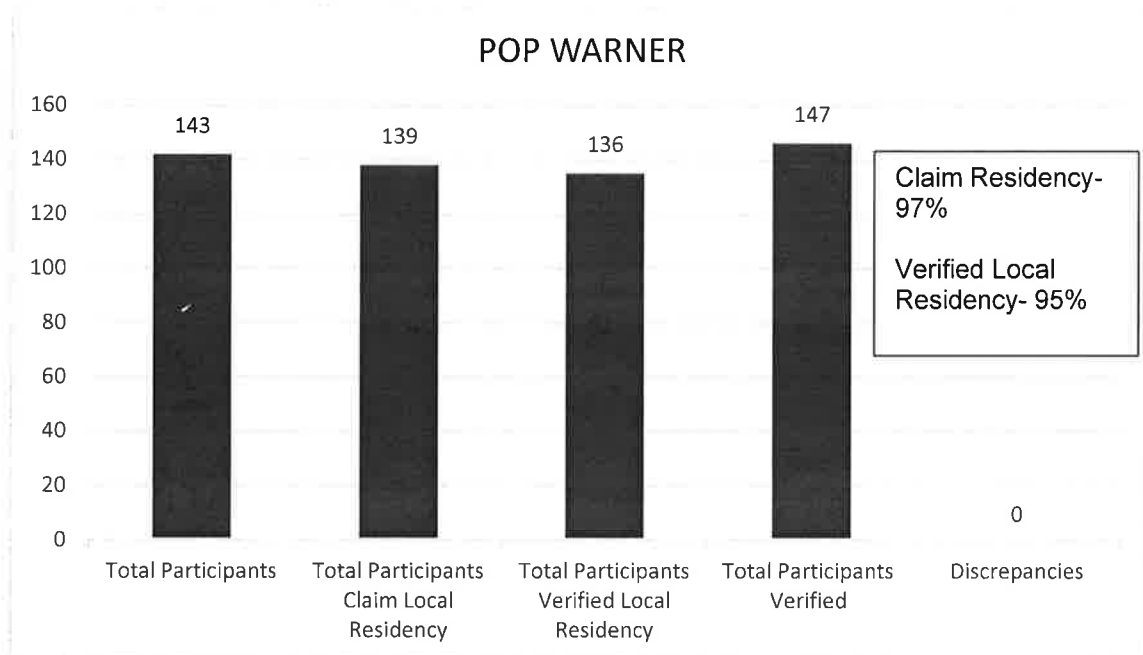
Newport Mesa Girls Softball currently has permits at Tewinkle Sports Complex. The organization has been grandfathered in as a Group 1 per Council authorization. NMGS was able to submit a full roster but did not submit sufficient verification documents. Their organization had a difficult time in retrieving the necessary documents from families. Staff has offered to assist the organization with writing letters and retrieving documents for the future seasons.



NMGS has been grandfathered into the group 1 category per Council authorization.

### Costa Mesa Pop Warner - Group 1

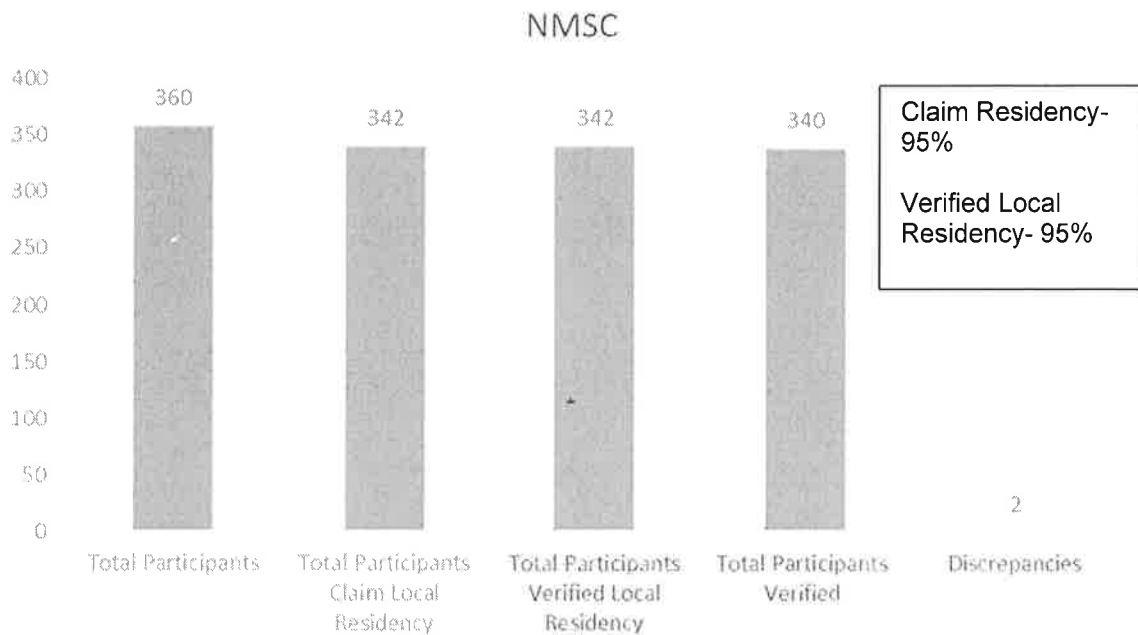
Pop Warner currently has permits at Parsons. The organization turned in all documents in a timely manner and provided verification documents upon each audit. The organization can only register participants within their boundaries.



After reviewing CM Pop Warner residency numbers, the organization would remain in the group 1 category per their claimed residency and verified percentages.

### Newport Mesa Soccer Club (NMSC) - Group 3

Newport Mesa Soccer Club currently has permits for Jack Hammett Sports Complex and Davis Elementary. The registration period for NMSC ended prior to the start of their club season, which began in September. The organization submitted registration documents verified by their national governing body in lieu of verification documents. Staff approved the documents but expressed to the organization that verification documents will have to be submitted for the upcoming seasons.

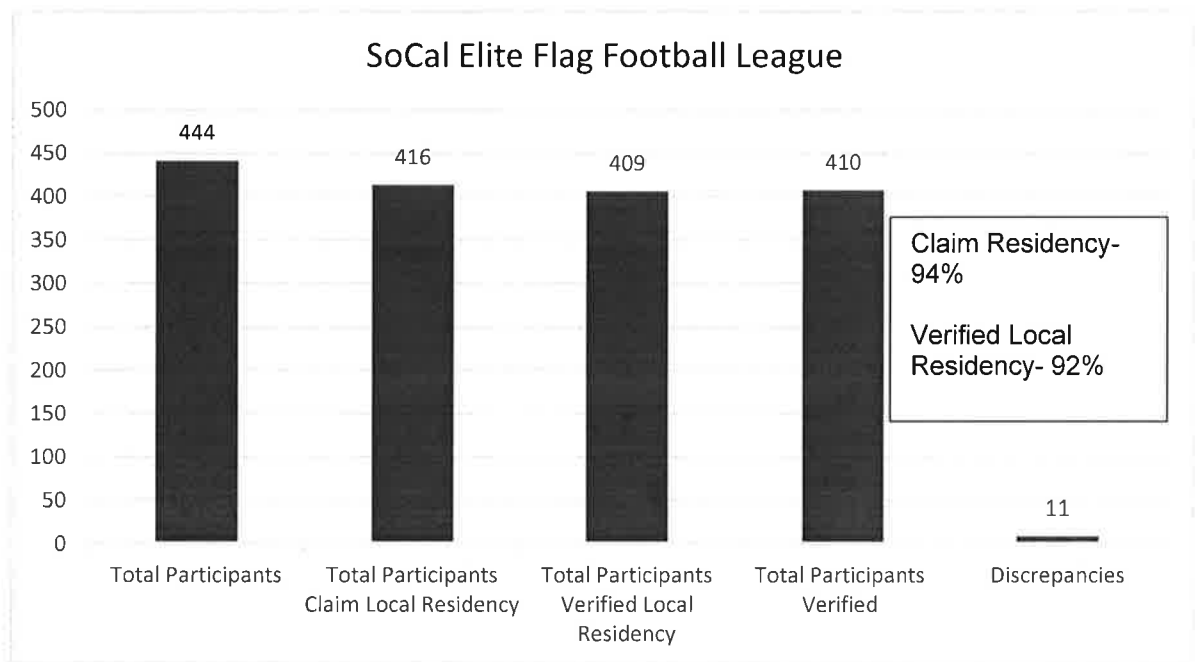


After reviewing NMSC residency numbers, the organization would remain in the group 3 category per their claimed residency and verified percentages.

### SoCal Elite Flag Football League (SoCal Elite) - Group 3

SoCal Elite Flag Football has permits to use three fields at Jack Hammett Sports Complex for games on Friday night and has practice permits at College Park. SoCal Elite was able to provide the verification documents in a timely manner. A total of 32 teams were audited throughout the season. Fifteen players who were audited were not found in the original roster provided by the organization but were accounted for by the registration forms submitted by the organization.

Multiple coaches were concerned about the privacy of their participant's information while audits were being conducted. Staff assured the coaches and organization that the information collected is solely used for our auditing purposes.

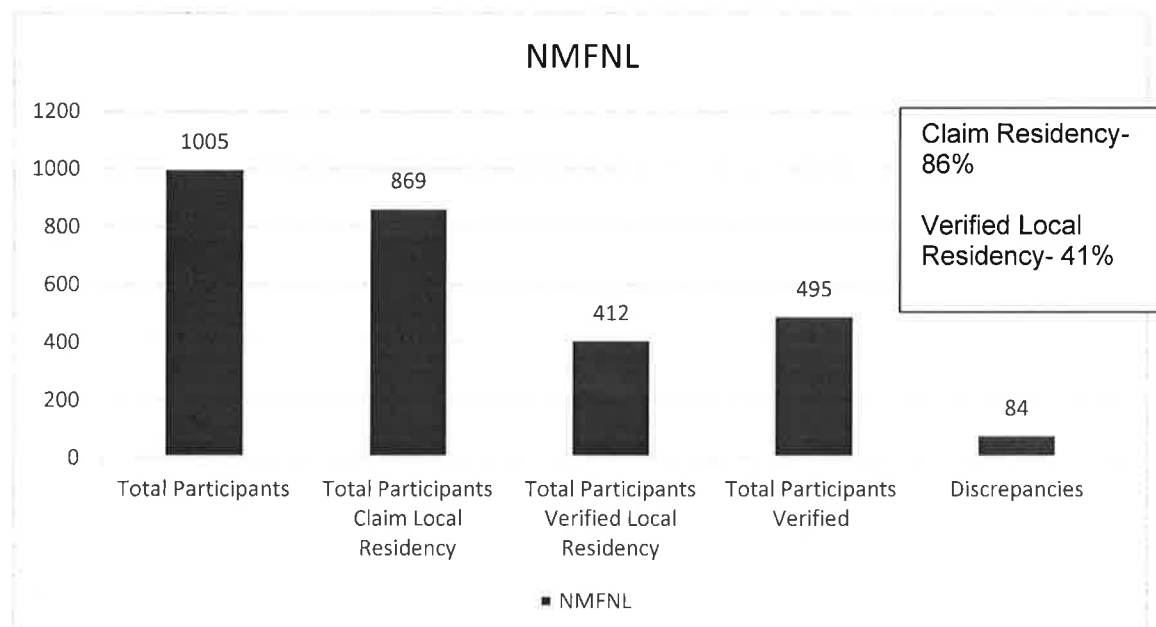


After reviewing SoCal Elite residency numbers, the organization would remain in the group 3 category per their claimed residency and verified percentages.

### **Newport Mesa Friday Night Lights (NMFNL) - Group 3**

Newport Mesa Friday Night Lights currently has permits at Costa Mesa High School and Jack Hammett Sports Complex for games, as well as at Adams and Victoria for practices. The organization had a difficult time retrieving verification documents and submitting them to the City. The registration date for their league was extended multiple times as well as the refund date. Rosters were continually updated and submitted to City staff for review.

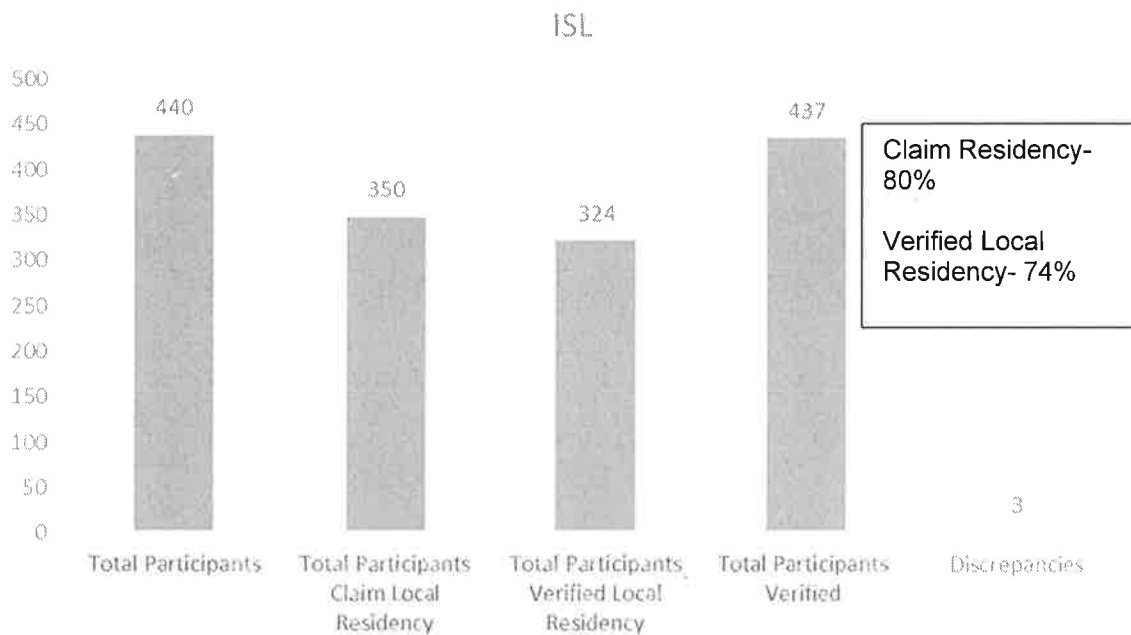
A total of 48 teams were audited and during those audits 63 players were not found on the final roster. There were a total of four teams which did not comply because they did not feel it was necessary to do so. Due to the low number of participants verifying local residency, NMFNL did not meet the required percentage to continue as a Group 3. For the fall 2016 season, NMFNL will be granted a Group 5 status.



After reviewing NMFNL residency numbers, the organization would be considered a group 5 based on their verified local residency. The group would have limited access to City and NMUSD fields for the fall 2016.

#### **International Soccer League (ISL) - Group 4**

International Soccer League currently has permits at Balearic, Wilson School, and Davis Field at Lions Park, Back Bay High School. The organization was still accepting registration after the final deadline. The total participant numbers are not reflected appropriately since the league never submitted a full roster due to their registration window. Their registration will not end until midway through the season and at that point, rosters will be submitted and updated.

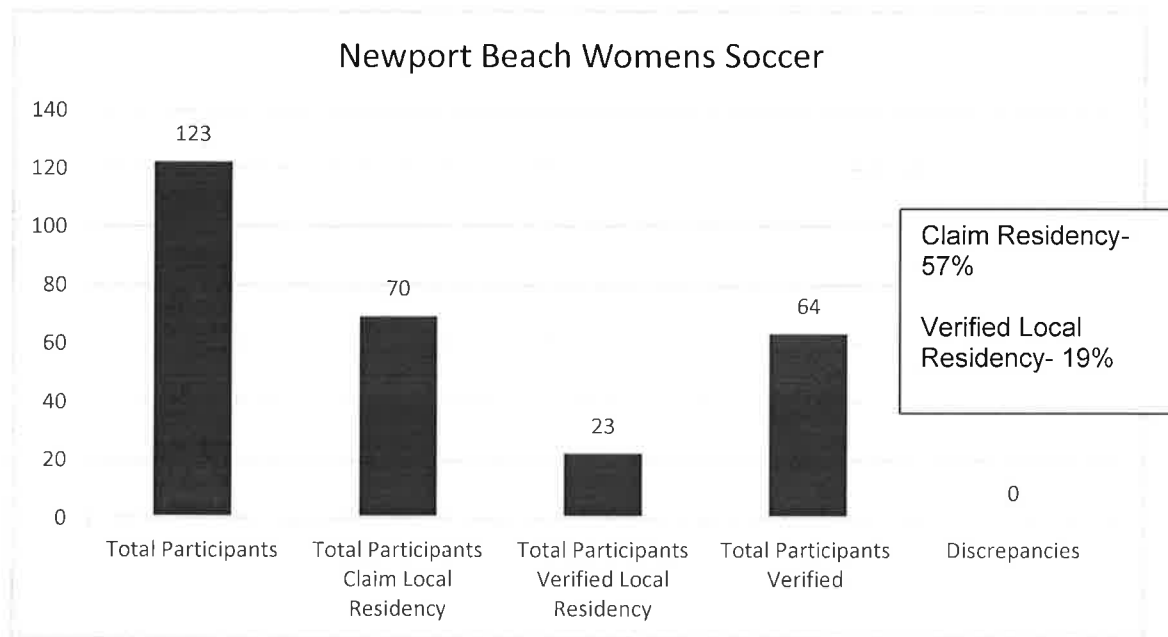


After reviewing ISL residency numbers, the organization would be considered a group 6 per their verified local residency percentage.

### Newport Beach Women's Soccer (NBWS) - Group 6

Newport Beach Women's Soccer currently has permits at Killybrooke Elementary on Sunday for games. The group had a difficult time submitting the proper verification documents. The group initially stated that they would meet the residency requirement of 25%. Unfortunately, the group does not meet the 25 % threshold to be considered a Group 6. The organization would not be eligible to receive fields for the fall 2016 season.

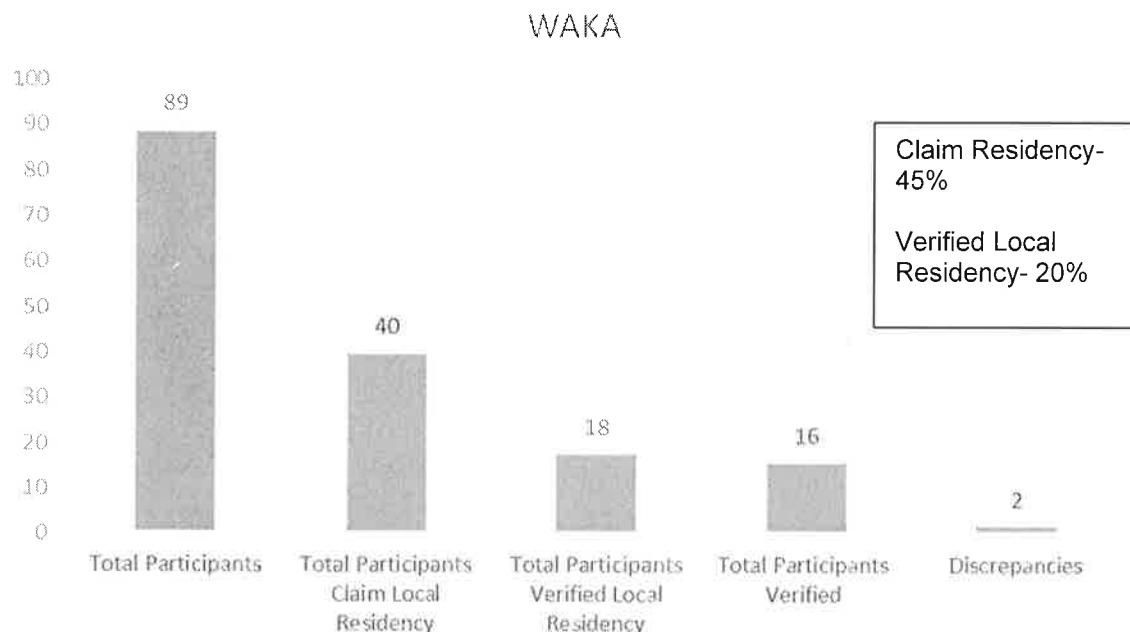




After reviewing NBWS residency numbers, the organization would not have sufficient local residents to meet the 25% residency threshold to continue being a group 6. The group will not have fields allocated for fall 2016.

### World Athletic Kickball Association (WAKA) - Group 6

World Athletic Kickball Association currently has permits at Davis Field - Lions Park on Fridays. The group had a difficult time submitting verification documents. The group initially stated that they would meet the residency requirement of 25%. Unfortunately, the group does not meet the 25% threshold to be considered a group 6. The organization would not be eligible to receive fields for the fall 2016 season.



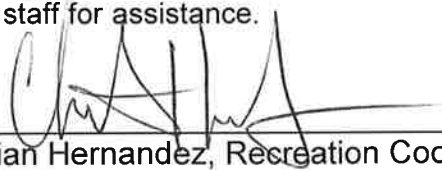
After reviewing WAKA residency numbers, the organization would not have sufficient local residents to meet the 25% residency threshold to continue being a group 6. The group will not have fields allocated for fall 2016.

### **Surf and Sun Softball - Group 6**

Surf and Sun Softball did not turn in verifying documentation in order to retain a Group 6 per FUAP requirements. The commissioner acknowledged that the organization would not be able to meet the 25% resident threshold to continue their league participation within Costa Mesa for the fall 2016 season.

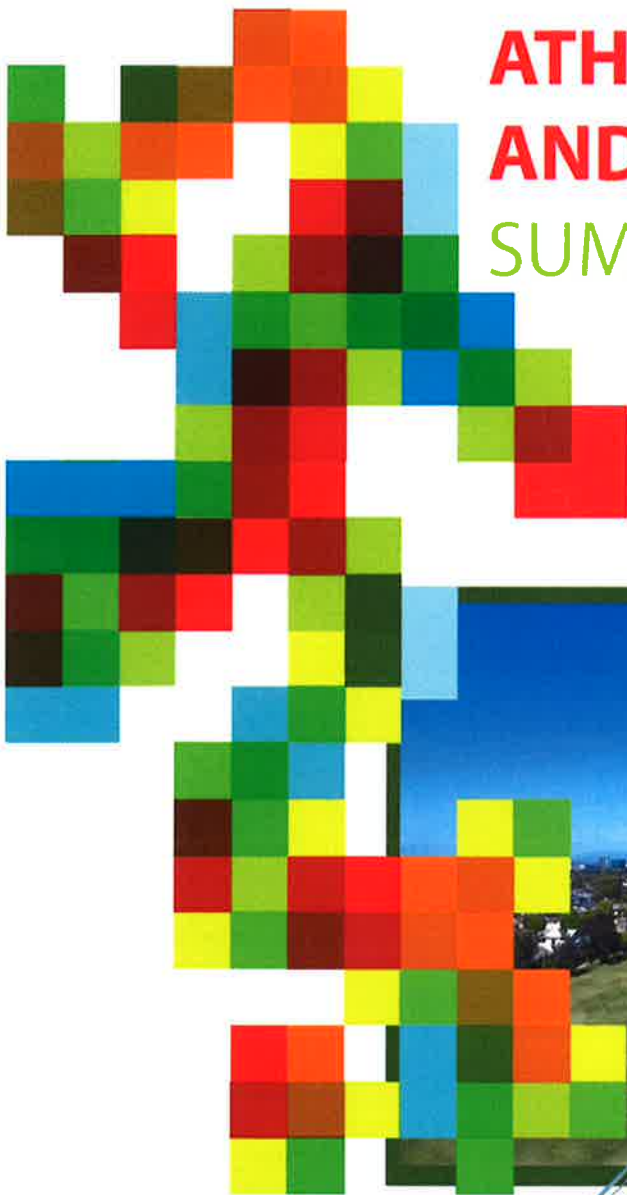
### **Conclusion**

The verification and audit process has been extensive. Staff have worked diligently in assisting each group through the process. Fall 2015 season was the first season where audits and documentation verification have been required. Multiple groups found it tedious and time consuming to have to retrieve verification documents from each participant. Staff informed group users that assistance is available to set systems, educate parents and help in data collection. To date, no organization has reached out to City staff for assistance.

  
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Christian Hernandez, Recreation Coordinator

# ATHLETIC FIELD USE AND ALLOCATION POLICY

## SUMMER 2015



## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

### **Table of Contents**

I.	Introduction	2
II.	Statement of Philosophy	2
III.	Definition of Terms	2
IV.	Priority Group Classifications	3
V.	Process for Obtaining/Maintaining Permits	5
	a. League Splits and New Leagues	5
	b. Permit Cancellation	6
	c. Field Exchange, Sublease, Non-Use	7
	d. Disciplinary Action for Field Policy Violations	7
VI.	Field Allocation Process	9
VII.	Field Allocation Formula	9
VIII.	Fees	10
	a. Fee Payment	10
	b. Fee Waiver	10
IX.	Financial Recovery Policy	11
X.	Tournaments	12
XI.	Maintenance Issues	12
	a. Rest and Renovation	12
	b. Turf Preservation	12
	c. Athletic Field Lining/Marking	13
	d. Field and Facility Closures	13
	e. Field Modifications	13
	f. Inclement Weather Guidelines	13
XII.	Appeals Process	15
XIII.	Other Information	15
	a. Snack Bar and Barbeque Use	15
	b. Vendors/Concessionaries	16
	c. Traffic and Parking	16
	d. Restrooms	16
	e. Banners/Signage/Advertisement	16
	f. Portable Lights	17

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

### **I. Introduction**

The City of Costa Mesa Parks and Community Services Department, Recreation Division, hereinafter referred to as “City,” coordinates and issues permits for the use of athletic fields in the City and at Newport Mesa Unified School District (NMUSD) sites in Costa Mesa when school is not in session to organizations and the general public for cultural, social and recreational activities and programs. The City and the NMUSD work cooperatively in accordance with a Joint Use Agreement.

The purpose of this policy is to outline procedures and allocation priorities for the permitted use of the City and NMUSD athletic fields within the City of Costa Mesa.

Athletic fields are allocated and permitted in two (2), six-month periods from February through June and from July through January as availability allows. The City will monitor proper use of allocations and permits. Priority will be given to Costa Mesa user groups and non-profit organizations. The City may charge to recover public costs to operate, maintain, supervise, and administer the use of schools, parks and athletic facilities. Submission of an Application and Agreement Request does not constitute approval.

Requests for additional use or programs not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the Recreation Manager. The Assistant CEO will interpret the Athletic Field Use and Allocation Policy. An appeal of any Recreation Manager decisions are covered in Section XII, Appeals Process.

### **II. Statement of Philosophy**

The City of Costa Mesa is dedicated to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields remain safe and of high quality. The permitting/allocation process provides an organization the exclusive use of a field to the exclusion of all others. The objective of this policy is to create clear and written procedures and allocation policies that:

- Fairly distribute available fields
- Maximize playing time
- Incorporate “turf recovery periods” to maintain safe, quality fields
- Communicate financial issues and recovery policy
- Outline field use regulations

### **III. Definition of Terms**

#### **Resident Percentage Status**

Resident Percentage Status is important in determining an organization’s Priority Group Classification. Resident Percentage Status will be determined from the group or organization’s prior season’s actual rosters (fall season for fall season, spring season for spring season). Team Rosters, player addresses, picture ID, utility bills, report cards, school ID, etc. may be required by City staff to verify residency status, and City reserves the right to conduct random audits to establish residency. Teams will be required to have proper forms on hand to prove local residency and must be prepared to provide documents to the

## ATHLETIC FIELD USE AND ALLOCATION POLICY

Recreation Department upon request. Special residency status will be reviewed by the Assistant Chief Executive Officer and a recommendation will be forwarded to the Parks and Recreation Commission for approval or denial.

### Local Resident

Local Resident is defined as persons living within the Newport Mesa Unified School District (NMUSD) or attend a public or private school within the NMUSD boundaries.

### Youth Status

Youth status is defined as persons 19 years of age or under at the start date of permit.

### Non-Profit Status 501(c)(3)

To qualify as a non-profit user, the organization must meet all criteria as identified by the Internal Revenue Services (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit 501(c)(3) status and are required to submit 990 forms and other appropriate documentation, including but not limited to, financial records and tax returns demonstrating the non-profit status. Visit [www.irs.gov](http://www.irs.gov) for additional information on non-profit status.

### Audit

**Audit – The City of Costa Mesa reserves the right to conduct audits of a team or organization at any time. During an audit each organization/coach is to state the name of each participant on their roster, provide verification documents for each participant, and sign off on the roster form. Each group is to cooperate with staff while audits are conducted and during the process of collecting rosters and verification documents. Examples of these documents is listed under Additional Considerations on page 8.**

## IV. Priority Group Classifications

An organization's Priority Group Classification determines their priority for field allocations (i.e. Group 1 has first priority for field allocations, Group 2 has second priority for field allocations, and so on). Priority use of fields will be given to traditional primary season sports and by Priority Group Classification. (See Section VII, Sport Season Priority.)

### Group 1

Organizations must meet all of the following:

1. Organizations, or portions of organizations, must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent (not assigned to teams of different talent levels), and
2. Organizations must be recreational in nature and have an "everyone plays, no child is turned away" philosophy requiring that each player suited-up and able to play is entered into games for a significant period of time (i.e. ½ of game or 2 of every 5 innings or 2 of 4 quarters, etc.), and
3. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a non-profit 501(c)(3) status certificate, and

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

4. Organizations must maintain an affiliation with a national, state or local sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions, and
5. Organizations must have 75% or greater local residents, for priority use of City fields; 50% local residents for priority use of NMUSD fields; or organizations that have special residency status per City Council/Parks and Recreation Commission discretion.

NOTE: Organizations that have both recreational and select teams will have Group 1 user status. Groups that compensate local, executive, administrative staff and/or board members shall be excluded from the Group 1 status.

### **Group 2:**

1. Newport Mesa Unified School District related programs
2. NMUSD has priority use at NMUSD elementary and junior high sites prior to 4:00 p.m. and prior to 5:00 p.m. at NMUSD high school sites on weekdays.

### **Group 3**

Organizations that must otherwise meet all Group 1 requirements EXCEPT one of the following:

1. They have 90% or greater local residents for priority use of City and NMUSD fields, or
2. They have at least 90% or greater local residents in which tryouts are held in order to place registrants according to their ability on competitive teams (select, travel, etc.); applicants may be turned away; or not every player suited up and not able to play in every game, or
3. They compensate local executive/administrative staff and/or board members for their service to the league. Organizations that fall under this classification shall be charged field use fees and would receive third priority field allocations.

*All select/travel games must have at least one team from the Group 3 organization on the field, or fee assessed for that field will be at the Group 5 rate.*

### **Group 4**

Adult programs, organizations or events with at least 75% local residents and/or work within Costa Mesa city limits. Group 4 organizations shall have fourth highest priority for use of City and School District fields, except on Sundays when they shall have second highest priority after City adult programs.

### **Group 5**

Youth programs, organizations or events with less than 90% local residents.

### **Group 6**

Adult Programs, organizations or events with less than 75% but more than 25% 10% local residents and/or work within Costa Mesa city limits. Group 6 organizations shall have lowest priority for use of City and School District fields except on Sundays when they shall have third highest priority after City adult programs and Group 4 adult programs.

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

### **Field Allocations at Jack Hammett Sports Complex**

Due to the limited facility and parking capacity at JHSC, the number of participants/spectators may be limited and/or the field request may be reviewed by other City departments for safety and Costa Mesa Municipal Code violations.

### **V. Process for Obtaining/Maintaining Permits**

Requests to use City and/or NMUSD athletic fields located in Costa Mesa are made through the City of Costa Mesa Parks and Community Services Department located on the third floor of City Hall, 77 Fair Drive, Costa Mesa, (714) 754-5300. Any group of ten (10) or more individuals (Costa Mesa Municipal Code, SEC. 12-53) that wishes to utilize an athletic field must complete all applicable forms and documents.

Athletic fields are allocated and permitted in two (2), six-month periods from February through June and from July through January as availability allows. Each organization is required to sign and submit the following documents (available in the Recreation Department) by the first week of August for the February 1 – June 30 use period and by the first week of January for the July 1 – January 31 use period:

1. Application and Agreement Request of Use for City of Costa Mesa and Newport Mesa Unified School District Athletic Field
2. Field User Information Sheet
3. Athletic Field Use Rules and Regulations
4. Public Liability and Property Damage Insurance in an amount no less than \$1,000,000 per occurrence, naming City of Costa Mesa as Additionally Insured
5. Hold Harmless and Indemnity Agreement
6. A current list of board members with current contact information
7. Player rosters identifying local residents
8. Non-profit groups must also supply a IRS 990 or 990EX form

Permits will be issued according to Priority Group Classifications. Submittal of documents does not constitute approval. Every effort will be made to accommodate user groups' requests for use of fields. Deadlines must be met or field permits may be denied.

#### **a. League Splits and New Leagues**

New Leagues or organizations planning to petition for Group 1 status or leagues anticipating a split to form a new league must submit to the Recreation Manager, six months prior to the estimated starting date for such new league, the following:

1. Application and Agreement Request for Use for City of Costa Mesa and Newport Mesa Unified School District Athletic Field
2. Bylaws
3. Player roster identifying local residents
4. Names and addresses of Board of Directors (if applicable) with current contact information
5. Documentation of affiliation with a national, state or local sports governing body
6. Letter of Determination or Letter of Affirmation from the IRS, including a copy of the league's current financial statements on file (IRS Form 990 or 990EX) that demonstrate the organization's nonprofit 501(c)(3) status, if asking for non-profit status



## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

It will take six months to determine if facilities are available and what the impact of a new league will have on facilities. Staff will review application of an organization petitioning as a new league, for a higher priority classification or an organization petitioning for Group 1 status in November and May of each year. The recommendation will be reviewed by the Assistant Chief Executive Officer or his/her designee. Submittal of the Application does not guarantee that an organization will be allocated fields.

The Assistant Chief Executive Officer's decision is final. If approved, new leagues may be given a lower priority than existing leagues or in order to maintain adequate field rest and renovation periods.

If a current Group 1 organization does split up, both organizations must submit required documentation listed above with current official rosters to the Recreation Manager six months prior to anticipated split. These current rosters will be compared to the previous season's rosters in order to accurately allocate fields based on necessity.

A change in the organization's name, parent or affiliated national, state, regional or local organization (provided the former organization's name is not also being used), may not constitute it as a new organization or user and the City must be notified of any such name changes. If the organization provides bona fide materials to the Recreation Manager that demonstrates only a name change and the makeup of the organization stays the same, then the organization shall not be considered new.

An organization choosing to expand its league with a new section with a different name, must submit materials that prove the new section is part of the same non-profit number, has the same insurance carrier, and is governed by the same Board of Directors and Bylaws. Failure to notify the Recreation Manager of changes in an organization could result in forfeitures of fields.

Submittal of documents does not constitute approval. Every effort will be made to accommodate user group's requests for use of fields. The Assistant Chief Executive Officer may at anytime declare a moratorium on league splits or new leagues based on field availability or field conditions.

### **b. Permit Cancellation**

Permits may be cancelled and/or rescheduled. Permits canceled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits cancelled by the user at least 10 working days prior to the event will be refunded all but 25%. No refunds will be issued if permitted use is cancelled with fewer than 10 working days' notice.

The City of Costa Mesa may cancel or re-assign use of City or NMUSD fields for any of the following:

1. City and/or NMUSD begin work involving any of the facilities.
2. When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightening and earthquakes.
3. Non-adherence to Athletic Field Use and Allocation Policy or City ordinance or Athletic Field Use Rules and Regulations.
4. NMUSD cancels use of fields under the direction of their administrative office.
5. Tournaments and special events hosted by the City and/or Group 1 organizations throughout the year.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### c. Field Exchange, Sublease, Non-Use

Users may not exchange or sublease fields under any circumstance. Exchange or sublease of fields will result in revocation of permits for all parties. Any organization that has been permitted to use a field and determines that they will not need to use it shall notify the City. Non-use of field for a total of three times may also result in revocation of the permit of the allocated field. All user groups 1 – 6 may be billed for fields that they have reserved and have not used.

### d. Disciplinary Action for Field Policy Violations

The City utilizes a “three-strike” policy for violations of Field Use Allocation Policy that occur within one calendar year of first violation. Violations deemed by City to be of a serious nature may result in immediate termination of permits and field use.

<b>First Offense:</b>	Verbal or written warning to the user group/individual and restitution for damages/costs if applicable.
<b>Second Offense:</b>	Verbal and written notice of three-day suspension and restitution for damages/costs if applicable.
<b>Third Offense:</b>	Verbal and written notice of termination of any existing permits, loss of future rental/allocation privileges and restitution for damages/costs if applicable.

Violation examples include, but are not limited to:

1. *Use of field that has been closed due to inclement weather or for safety or maintenance reasons.*
2. *If an organization has a field permitted at 9:00 a.m. and the teams start to practice or play games prior to 8:30 a.m.*
3. *If permitted User #1 allowed non-permitted User #2 to use their permitted field without City approval, this violation would constitute as a strike against both users.*
4. *After permitted use the organization fails to maintain restrooms and/or leaves trash and litter on the premises.*
5. *Failure to return unscheduled fields to the “inventory of fields” held by the City.*
6. *Driving vehicles on fields without written permission noted on permit.*
7. *Adding additional fields (either adding to outside boundary or splitting a field within boundaries to create more than two additional fields) to site without written permission.*  
*See note on page 9.*
8. *If a field has been permitted and subsequently prepped by City and the permitted user group does not show.*

## VI. Field Allocation Process

Allocation of fields will follow the guidelines of this document. These allocations are not intended to interrupt the field assignments for teams and/or organizations during the course of a season that has already started.

### Sport Season Priority (Exhibit A – Page 17)

- A sport in its traditional season will have priority field use over an out-of-season sport.

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

- Spring sports (baseball, softball) have priority in the spring.
- Fall sports (soccer, football) have priority in the fall.

### **Additional Considerations**

- Fields will be allocated by Priority Group Classification.
- Fields will be allocated to teams/organizations based on percentage of verifiable total local residents in relation to all teams in that Priority Group Classification
- The City will attempt to accommodate emerging sports that fall within the Group 1 category.
- Verification of local residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, report cards, school ID etc. City reserves the right to conduct random audits to establish residency. Teams will be required to have proper forms on hand to prove local residency and must be prepared to provide documents to the Recreation Department upon request.
- With regards to sports that play year-round (with a primary and off-season play), the primary season of each sport will determine whether the field is considered a baseball/softball or a soccer/football field on multiple use sites.
- In an effort to provide balanced sports opportunities on athletic fields, the Recreation Manager has the authority to limit exclusive use at athletic facilities and to make minor changes to group priorities if deemed necessary.
- Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports. Fees may be charged for allocations granted for off-season play.
- Teams and organizations may be required to provide schedules to show that all of the allocated fields are being utilized. If an allocated field(s) is not utilized by the designated organization/teams a total of three times during a season or reserved period of use, the field(s) will be reassigned. Teams/organizations will be notified by City staff when it has been determined that a field(s) is (are) not being used (and prior to the reassignment).

In addition to the fields being reassigned, lack of use of the field may also result in the revocation of the permit for the allocated fields. The team or organization will be billed and the fields will be reassigned.
- The City reserves the right to cancel an allocation to accommodate the needs any City sponsored/co-sponsored tournaments and/or special events.
- A field use permit (authorizing use of City or NMUSD fields) will be issued after all requirements have been met. A request for field use does not constitute approval.
- All field users must have a copy of their permit available for inspection by City staff and/or Park Rangers.
- Requests for additional use, programs or facilities not covered by Athletic Field Use and Allocation policy should be addressed in writing to the Recreation Manager.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### VII. Field Allocation Formula

In order to resolve a discrepancy between organizations in the same Priority Group Classification, the following allocation formula will be used to determine the amount of field use that will be allocated to each organization. This formula shall be applied to all requests for lighted fields.

Fields will be allocated within each Priority Group Classification to organizations based on the percentage of verifiable local residents registered with that organization in relation to the total number all registered local residents in all organizations in that Priority Group Classification combined.

Verification of local residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, report cards, school ID etc. City reserves the right to conduct random audits to verify residency.

The total number of all local residents registered in all organizations within that Priority Group Classification will then be determined. Each organization's local resident number will be divided by the total of all local residents registered to determine the percentage of use to be allocated to each group.

An example of this would be:

*Baseball Group A has 750 local residents Baseball Group B has 900 local residents*

*Total local residents registered in both organizations is 1,650*

*750 divided by 1,650 equals 45%. Group A would receive 45% of the field time available. 900 divided by 1,650 equals 55%. Group B would receive 55% of the field time available.*

### VIII. Fees

All fees are per hour, per field unless otherwise noted. Fees may be waived at the discretion of City Council.

#### Utility and Ball Field Fees:

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Fees Waived Per City Council	Fees Waived Joint User Agreement	Youth, Non-Profit \$25	Adult, Non-Profit \$25	Youth, Non-Profit \$35	Adult Non-Profit \$35
		N/A	Adult, Private \$77	Youth, Private, \$239	Adult, Private \$239

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### Tournaments and Large Event Deposits: (Refundable)

One (1) field with 20 or more participants	\$100
Two (2) fields	\$100
Three (3) – six (6) fields	\$300
Seven (7) or more fields	\$500

### Extra Fees:

Softball/Baseball Field Prep	\$40 per Field
Permanent Lights	\$15 per Hour per Field
Portable Lights (2 Unit Minimum)	\$10 per Unit per Hour

**NOTE:** Fields may not be split into more than two without written permission from the Assistant Chief Executive Officer and noted on permit. Should the Assistant Chief Executive Officer deem it necessary due to extenuating circumstances, fields may be temporarily split more than twice.

#### a. Fee Payment

Groups assessed a fee will submit 50% payment at least 10 working days prior to the requested use. Continuous monthly usage will be invoiced at the end of each month of usage and payment must be received prior to due date. A maintenance fee may be required by the City to maintain and/or repair athletic fields. Full payment is required at least 10 working days prior to one-day use or special events.

#### b. Fee Waiver (Group 1 and Group 2 only)

Only organizations that meet the requirements for Group 1 status may apply for waiver of field and/or light use fees. Requests for fee waiver for use of athletic fields must be submitted in writing to the Recreation Manager. Requests will be presented to the Parks and Recreation Commission for a recommendation to City Council. The fee waiver process takes a minimum of 6 – 8 weeks. Group 1 user organizations receiving fee waivers shall be considered to be co-sponsored by the City of Costa Mesa.

Group 2 user organizations (NMUSD affiliated groups) must provide notice of affiliation from District Deputy Superintendent before fee waiver shall be granted under provisions of the City – School Joint Use Agreement.

User groups with fee waivers may be billed for fields that they have reserved and have not used for a total of three times.

## IX. Financial Recovery Policy

As the city continues to grow and facilities age, City must develop a financial system to support our community investment while maintaining the high level of service currently provided. The City will continue to provide basic services funded entirely by general taxpayers; however, those benefitting from special services (which create additional City expenses) must contribute financially. The City acknowledges that the community benefits when youth are engaged in sports activities. The recovery policy is intended for the participants to supplement, rather than supplant the investment of the general taxpayers.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

The recovery policy strives to:

- Amortize the capital investment and cover maintenance operational costs of a field.
- Pay for and augment operation/maintenance costs for a field where tax appropriations support the basic service.
- Control use of the field.
- Assess a portion of the costs of the field to users who may not be tax supporters.
- Enable Parks and Community Services to provide fields for which funds might not otherwise be available.

The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by City.

### X. Tournaments

All general rules and reservation procedures as specified in the Field Use and Allocation Policy are applicable during tournaments. Additional provisions for tournaments are stated in this section.

Tournament applicants must complete an Application and Agreement Request, sign the Athletic Field Use Rules and Regulations and review the Tournament Orientation Checklist with City staff at least 30 days prior to the tournament date. The Application and Agreement Request form, Athletic Field Use Rules and Regulations and Tournament Orientation Checklist are available in the Parks and Community Services Department. Submission of these forms does not constitute approval. Approval is given according to this policy, after deposits and fees are paid and when a permit is issued. Tournament applicants must receive City approval to sell food, use food trucks or use a snack bar and/or barbeque. This approval must be noted on the use permit prior to use.

Tournaments canceled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Tournament permits canceled by the user at least 10 working days prior to the event will be refunded all but 25%. No refunds will be issued if the tournament is canceled with fewer than 10 working days' notice.

Game times and field use must follow all policies outlined in the Athletic Field Use and Allocation Policy and all Athletic Field Use Rules and Regulations.

For Inclement Weather closures during Group 1 or Group 3 organizations' tournaments, playoffs and other large scale events, please see Inclement Weather Policy under Section XI.

For deposits related to tournaments, please see Fees under Section VIII.

City reserves the right to have a tournament reviewed by other City departments to minimize the impact on neighbors, fields, parking, traffic, etc. City also reserves the right to deny a tournament based on field availability, rest and renovation schedules and staffing levels.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### **XI. Maintenance Issues**

The City requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible, i.e., goal areas, pitching areas, etc. Any user failing to comply with this policy, established guidelines and notification to refrain from use requests for field closures are subject to pay for all damages or costs occurring to the facility and the termination of field use permit.

#### **a. Rest and Renovation (Exhibit A – Page 17)**

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. In addition, City may close fields one day per month to perform maintenance activities. The City attempts to be flexible in accommodating user groups but ultimately, the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for athletic use. The Rest and Renovation period shall be consistent with the number of days agreed upon by Maintenance Services and Recreation. No organization/team shall play on fields closed for renovation or repair.

#### **b. Turf Preservation**

Cooperation from user groups is needed for the preservation of the turf on City and NMUSD fields by following these guidelines:

- Field use, especially practices, should be conducted in such a way that the action takes place on different selections of turf, thus reducing excessive turf damage in one area. Organizations should rotate use of areas and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Turf divots should be replaced at end of each day to help re-root grass.
- No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- Do not use fields during or after a heavy rain, or when fields are wet or muddy (see Inclement Weather Policy that follows)
- Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow distance between fields for safe passage of spectators and participants.
- Report hazards to the Parks Maintenance Division at 714-327-5123.
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Park Maintenance Division at 714-327-5123. When calling, be prepared to fully identify yourself, your location (park/school), and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
- No vehicles are allowed on City or NMUSD fields or property, other than parking lots, without written permission noted on the use permit issued by City.

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

### **c. Athletic Field Lining/Marking**

- Lining of City or NMUSD fields is prohibited without it being approved by City and noted on field permit. Line colors must be approved by City.
- Burning lines on the City or NMUSD fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and termination of field use permit.

### **d. Field and Facility Closures**

Fields and facilities may be closed at the discretion of the Recreation Manager and/or Maintenance Services Manager or their designated representatives. Closures are kept to a minimum when fields and facilities remain in a playable condition. Priority is given to maintenance needs, rest and renovation periods and sustainability for all fields, for both City and NMUSD fields. The City may close fields or facilities when the City engages in work involving any of the fields or facilities or when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightening and earthquakes.

### **e. Field Modifications**

Any permanent modifications or improvements shall become the property of the City of NMUSD.

#### **NMUSD Fields:**

Once reviewed by City staff, requests to modify or improve any NMUSD facility will be submitted for review to the NMUSD. Please see NMUSD Site Modification Request Form (available in the Parks and Community Services Department). The field modification process will take a minimum of 6 to 8 weeks. No temporary or permanent structures or equipment shall be erected on City or NMUSD field or facility unless approved by the City and NMUSD. All projects, once completed, must be dedicated for public/community use. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to City and/or NMUSD policy. Approval will be provided in the form of a written document and will outline the scope of the project as approved.

#### **City Fields:**

Requests to modify, resize or add multiple-use fields, or make improvements to a City field shall be submitted with conceptual drawings to the City (Parks and Community Services Department) and may be reviewed by the Parks Maintenance Division and/or Planning Division, then presented to the Parks and Recreation Commission for a recommendation to City Council. City Council decision is final. Users may not modify a field that is being used by more than two organizations/teams without approval noted on request from each group president or without provision being made for use of another field(s) through the City. Fields modified for multiple use will be billed appropriate to use.

### **f. Inclement Weather Guidelines**

City and NMUSD athletic fields have been designed and are maintained for the enjoyment and use of Costa Mesa residents. The purpose of this section is to guide the use of athletic fields, to prevent injuries



## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use the athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

The City of Costa Mesa reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be canceled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightening and earthquakes.

### **Procedure:**

During inclement weather, the City's maintenance staff will assess the playability of all City-owned and NMUSD fields to determine if use will occur. The Recreation Manager or designated representative shall have the authority to close any/all fields within the City of Costa Mesa.

### **Criteria for Establishing Field Playability:**

The following information is the City's and NMUSD's policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

#### Baseball and Softball In fields – Brick Dust

Infield will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the base paths.
- Your feet slip as you walk through the infield.
- The depth of your footprint is greater than one inch.
- Any of the above conditions are present within the pitching area.

#### Soccer, Utility, Baseball and Softball Out Fields – Turf

Outfields and turf areas will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the majority of a single playing position (playing positions will be determined based on the user group).
- Your feet suction to the ground as you walk within the majority of a single playing position (playing positions will be determined based on the user group).
- Your footprints fill with water in the majority of a single playing position.
- The depth of your footprint is greater than two inches in the majority of a single playing position.
- Grass can be easily dislodged from the fields during play.

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other serious conditions:

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

- If it has rained within the preceding 24 hours, groups scheduled to use public fields must call the Mudline at 714-754-5041. The Mudline is designed to relay same-day information regarding field closures and playability, except in the case of extreme conditions or scheduled maintenance. The Mudline message will be updated by 3:00 p.m. Monday – Friday and by 7:30 a.m. Saturday and Sunday. City personnel will make determination of field conditions/closures, and the decisions are not negotiable.
- The City may declare a field subject to “re-inspect.” Re-inspect fields should be evaluated by the user group at practice/game time for playability. The user group must employ the playability criteria used by City staff and outlined above.
- In the event that the Mudline has not been updated or is unavailable, user groups are expected to make educated, responsible decisions regarding field condition playability. The groups should employ the playability criteria used by City staff (as outlined above) and take into consideration the current and future quality of the turf.
- Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Costa Mesa Police Department at 714-754-5252.

**Failure to follow these guidelines will result in cancellation of existing permit(s) and/or loss of rental/allocation privileges and/or a strike against the organization. NOTE: Fields will be inspected by City staff for misuse during inclement weather.**

## **XII. Appeals Process**

An appeal to the Assistant CEO of a Recreation Manager or staff decision must be submitted in writing with justification within ten (10) working days from the decision. The decision of the Assistant CEO is final.

## **XIII. Other Information**

### **a. Snack Bar and Barbeque Use**

All organizations using fields or hosting an event utilizing a snack bar and/or barbeque must receive City approval and have same noted on use permit. Only Groups 1 and 2 will be granted approval for snack bar use; however, staff has discretion over approval of Groups 3-6 for snack bar use. Portable barbeques utilizing charcoal briquettes, or a similar type heat source may only be used at those City parks that have “hot coal” receptacles for disposal of used hot coals. These “hot coal” receptacles are clearly marked and are normally located near picnic shelters or picnic areas. Portable barbeques using hot coals should only be used in close proximity to “hot coal” receptacles for ease of disposal.

Personal, portable BBQs utilizing propane or similar type gas canisters for the fuel source are allowed in all developed, passive areas of all City parks, with the following exceptions:

1. Within one hundred feet (100') of undeveloped or brush areas
2. Within fifty feet (50') of residential properties
3. On or within ten feet (10') of any walkways or travel ways
4. Within parking lots
5. Within public rights-of-way
6. On or within twenty-five feet (25') of any fields, courts, or other facilities designated and/or intended for competitive sporting games.

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

7. Within fifty feet (50') of tot lot/children play areas, except where City-provided BBQs may be located.
8. Within twenty feet (20') of any tree trunk
9. Within twenty feet (20') of any tree branch/foliage that is less than ten (10') feet from the ground.

### **b. Vendors and Concessions**

User groups operating concessions are considered first party vendors. A business license is NOT required for first party vendors; however food sales must meet Orange County Health Department codes and requirements. Insurance requirements are met as a condition of field use. First party vendors must receive City approval for concession operations and have permission noted on their field use permit. First party vendors are highly encouraged to attend a Food Handling class conducted by the City of Costa Mesa twice per year.

Outside companies (other than the user groups i.e. concessionaires or food truck vendors) are considered second party vendors and are allowed at tournaments and special occasions only. Second party vendors are obligated to obtain a City of Costa Mesa business license and are required to furnish a certificate of Commercial General Liability Insurance with coverage no less than \$1,000,000 per occurrence. "Product Liability" coverage should be included and the City of Costa Mesa must be listed as "Additionally Insured."

All second party vendor food preparations and sales have to meet Orange County Health Department codes and requirements. Vendor information, business license, and certificate of insurance must be submitted to the City no later than two weeks prior to the event.

### **c. Traffic and Parking**

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue, or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users' responsibility to alleviate traffic and parking issues. No vehicles are allowed on City or NMUSD fields or property, other than parking lots, without written permission noted on the use permit issued by the City.

### **d. Restrooms at NMUSD Sites**

NMUSD will provide restroom access at all school facilities during permitted use at no additional cost to the organization. No portable toilets are allowed on school property without the written consent from NMUSD. Please use NMUSD Site Modification Request Form when proposing the use of portable restrooms. (Form is available in the Parks and Community Services Department.)

### **e. Banners/Signage/Advertisement**

A separate and specific Banner Policy is available in the Parks and Community Services Department. Banner Permit Request Forms are also available in the Parks and Community Services Department.

## **ATHLETIC FIELD USE AND ALLOCATION POLICY**

### **f. Portable Lights**

A separate and specific Portable Light Policy is available in the Parks and Community Services Department.

# ATHLETIC FIELD USE AND ALLOCATION POLICY

## Exhibit A: Sports Season Priority and Rest and Renovation

### Jack Hammett Sports Complex

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest and Renovation		Spring Sport Priority Use		Rest and Renovation (End of May- Beg. of Aug.)				Fall Sport Priority Use			Rest and Renovation (End of Dec. - Mid Feb.)

### Tewinkle Sports Complex – Softball

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest and Renovation	Spring Sport Priority Use Softball						Rest and Renovation (Mid Aug. - Mid Sep.)		Fall Sport Priority Use Softball		Rest and Renovation (Mid Dec. - End of Jan.)

### Tewinkle Sports Complex – Baseball

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest and Renovation	Spring Sport Priority Use Baseball					Rest and Renovation (End of Jul. - Mid Sep.)			Fall Sport Priority Use Soccer		Rest and Renovation (End Dec. - End Jan.)

### Lions Park – Davis Field

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest and Renovation (Beg. of Jan. - Beg. of Feb.)		Spring Sport Priority Use Baseball				Rest and Renovation (Beg. of Jul. - Mid Aug.)		Fall Sport Priority Use Soccer			

### Fairview Development Center

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Spring Sport Priority Use Soccer					Rest and Renovation (Beg. of Jun. - Mid Jul.)		Fall Sport Priority Use Soccer				

### Newport Mesa Unified School Districts

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Spring Sport Priority Use Baseball/Softball					Rest and Renovation (Beg. of Jun. - Mid Aug.)			Fall Sport Priority Use Football/Soccer			

### Balearic

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Spring Sport Priority Use Soccer							Rest and Renovation (Beg. of Aug. - Mid Sep.)		Fall Sport Priority Use	Rest and Renovation (Mid Nov. - Mid Dec.)	

\*The City reserves the right to set aside additional time during the year for turf recovery, improvement and maintenance.

\*Schedules are subject to change

# Roster Form

Organization: \_\_\_\_\_

[illegible]

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White – Recreation    Yellow – Ambassadors    Pink – Organization