

CITY OF COSTA MESA

Parks & Community Services Department

Fall 2015 Field Use and Audit Report

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 9th, 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 30th, 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

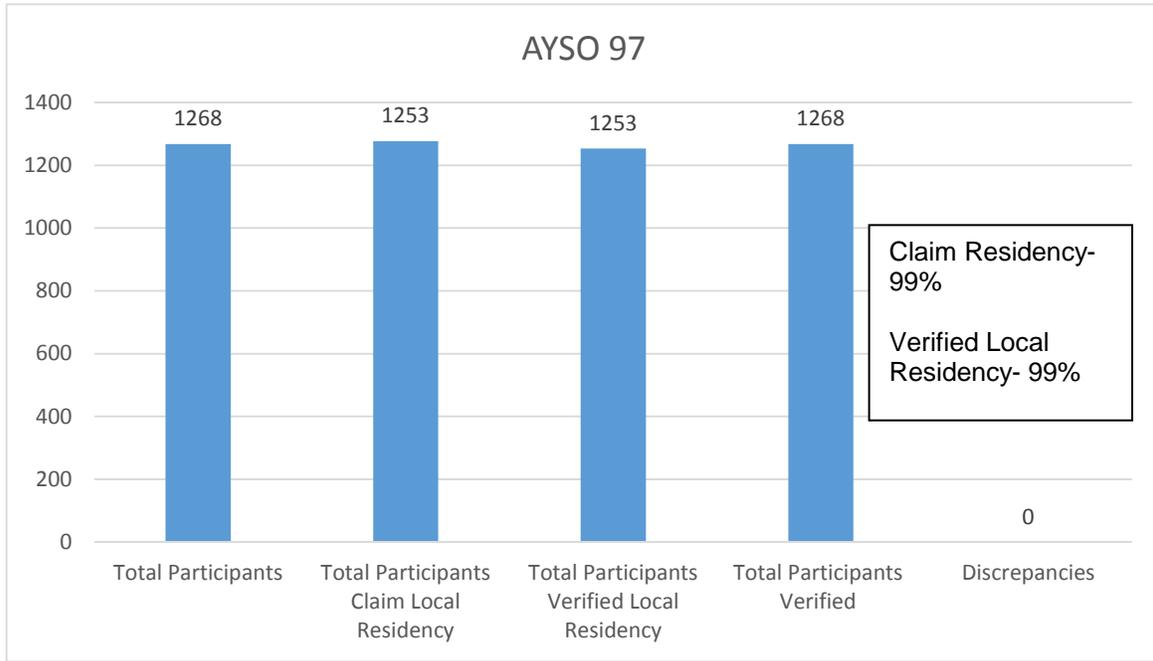
The verification process executed by staff has been extensive. Staff has organized the data collected from groups and established an auditing plan. Staff created an auditing form which was filled out onsite in each coach's presence. The coach signs the audit form acknowledging the team roster is correct 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.

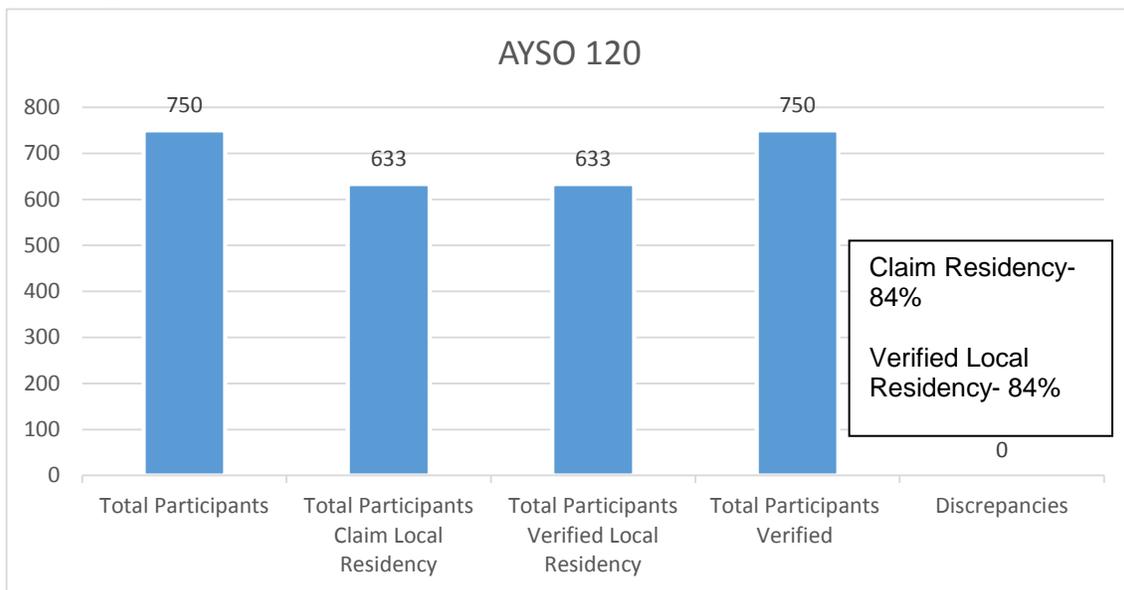
Staff approved the documents but expressed to the organization that verification documents will have to be submitted for the upcoming seasons. Staff met with an AYSO 97 representative and offered assistance in order to successfully retrieve the necessary documentation such as utility bills and school 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

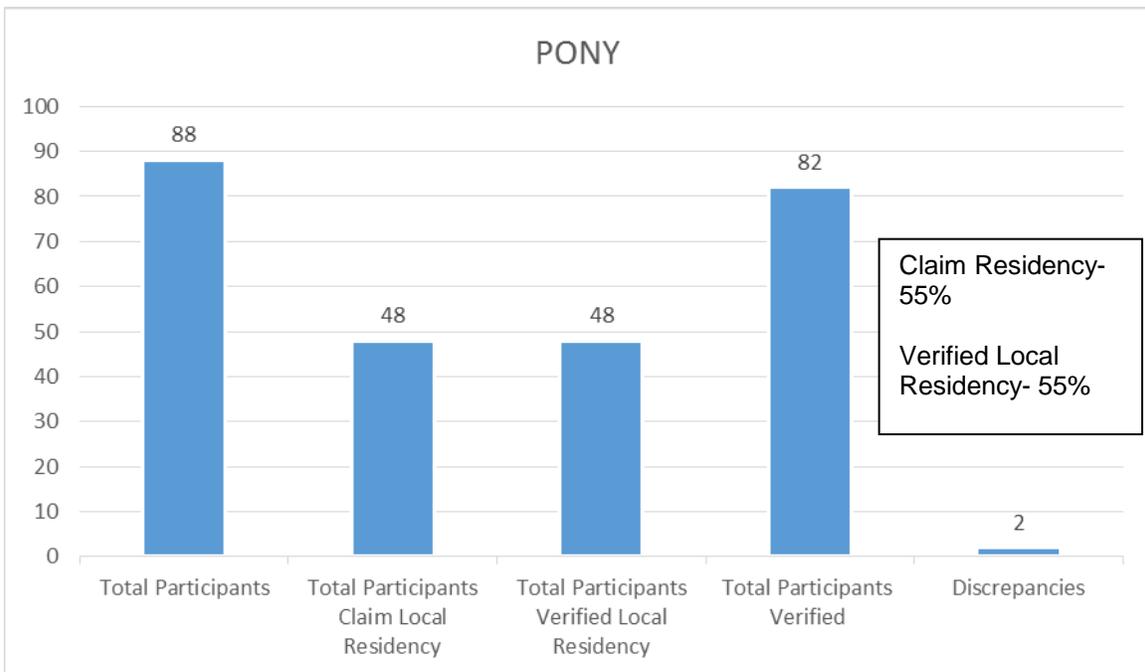
American Youth Soccer Organization Region 120 (AYSO 120) primarily has fields on the west side of Costa Mesa. The group conducts open registration which allows participants to register from any city in the surrounding area. AYSO 120 submitted rosters and registration forms in lieu of verification documents. 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

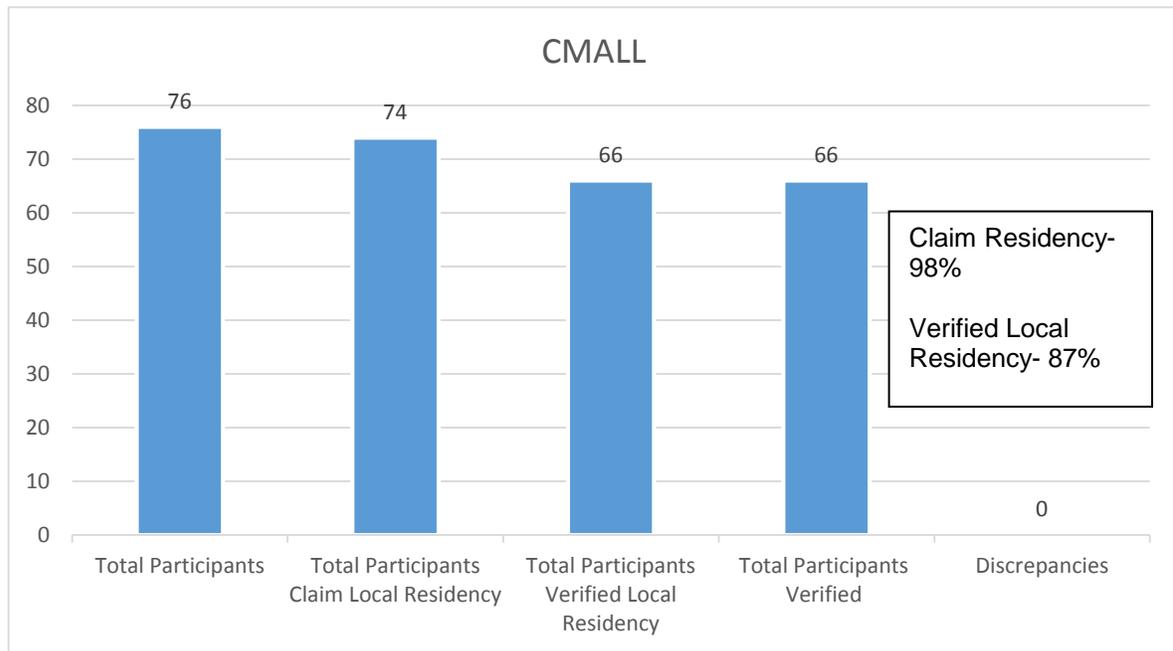
Costa Mesa Pony currently practices at Tewinkle Sports Complex on a nightly basis. The program includes recreational teams as well as teams competing in higher level tournaments than recreational play. Pony has open registration and primarily focuses on local residents for their recreational teams, but 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

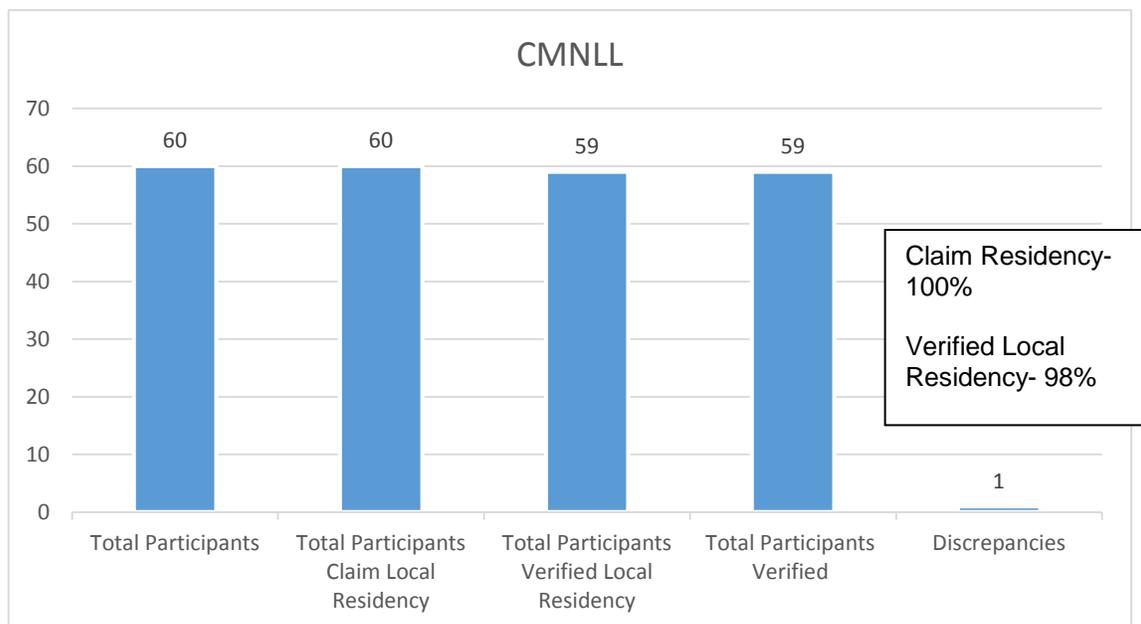
Costa Mesa American Little League has permits for practices and games at Costa Mesa High School and Tewinkle Sports Complex. CMALL can only register participants within their little league district boundaries. When teams were audited all coaches complied and provided identification, utility bills or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

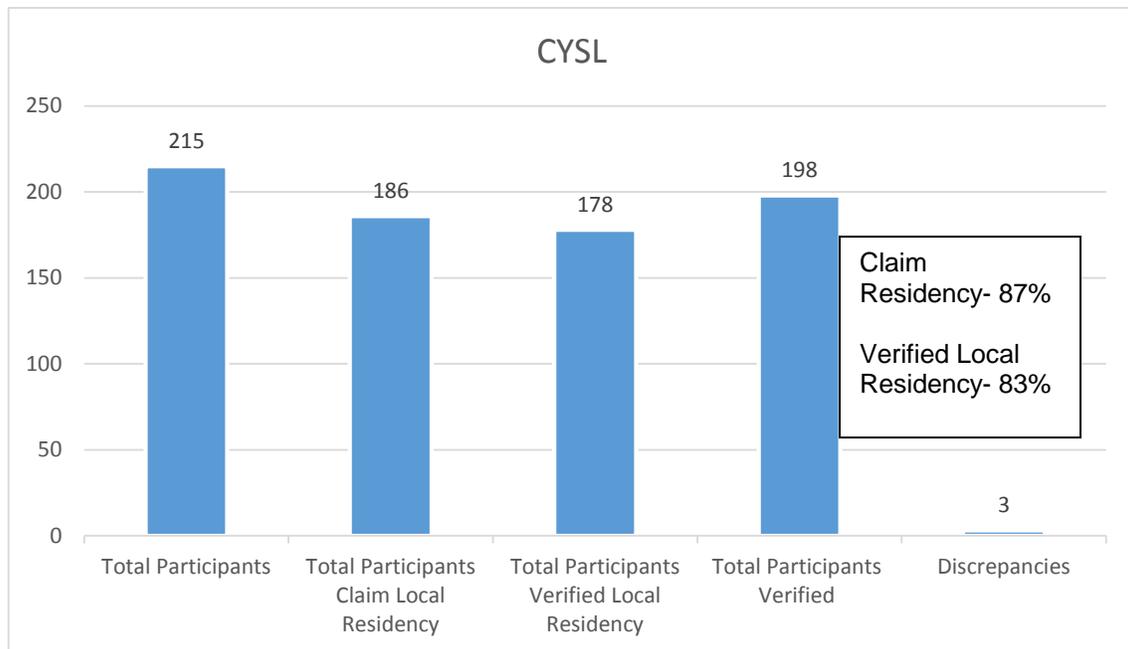


After reviewing CMNLL residency numbers, the organization would remain in the group 1 category per their claimed and verified residency percentages.

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.

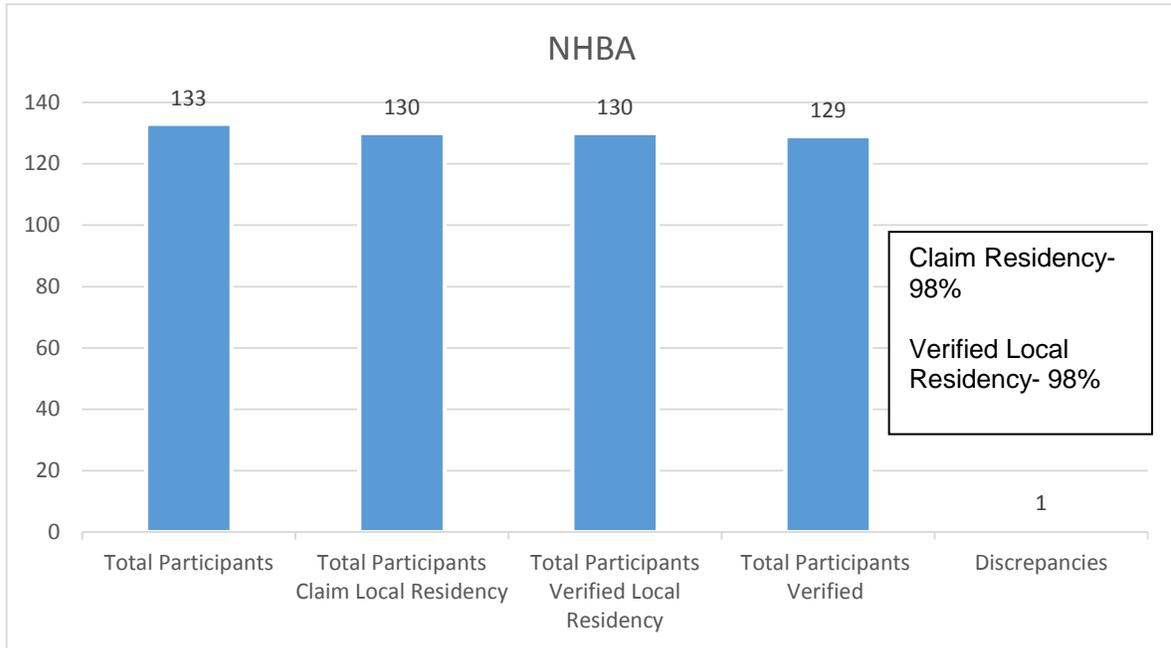
Multiple teams have less than seven participants registered on their teams. There are more participants in the league than stated on their roster. A total of six teams were audited and findings concluded that 28 players were not listed on the roster provided to the City. Staff has offered help in order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

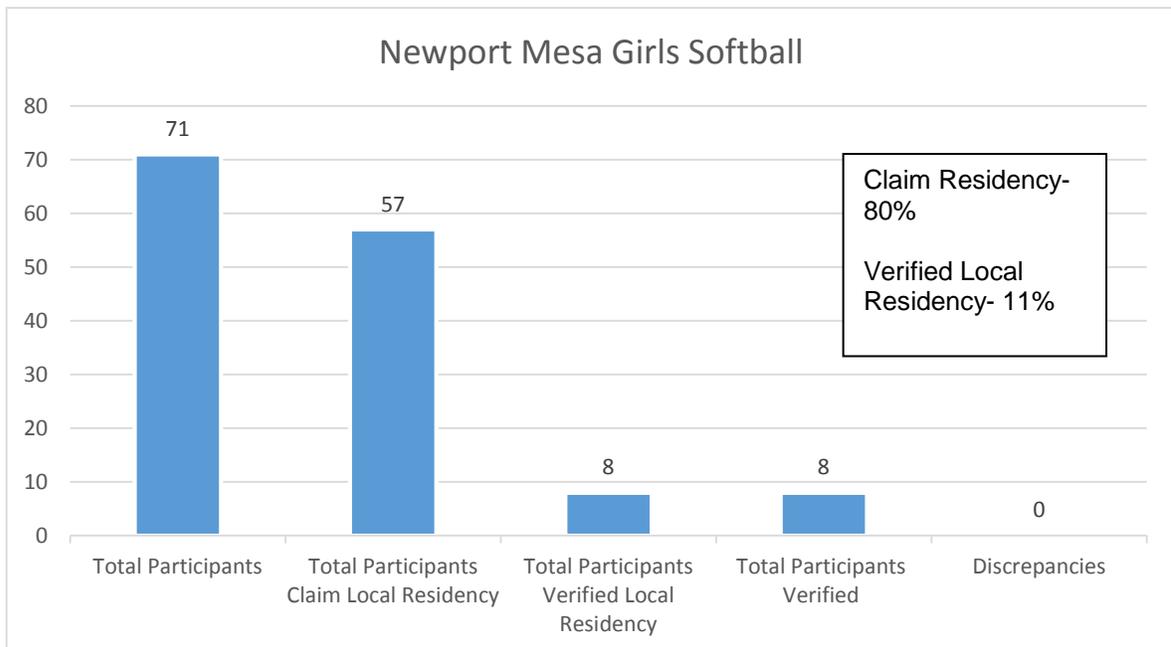
Newport Harbor Baseball Association has permits for games and practices to be held at Kaiser Elementary. The organization has been grandfathered in as a Group 1 per Council authorization. The group conducts open registration which allows for participants to register from any city in the surrounding area. 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

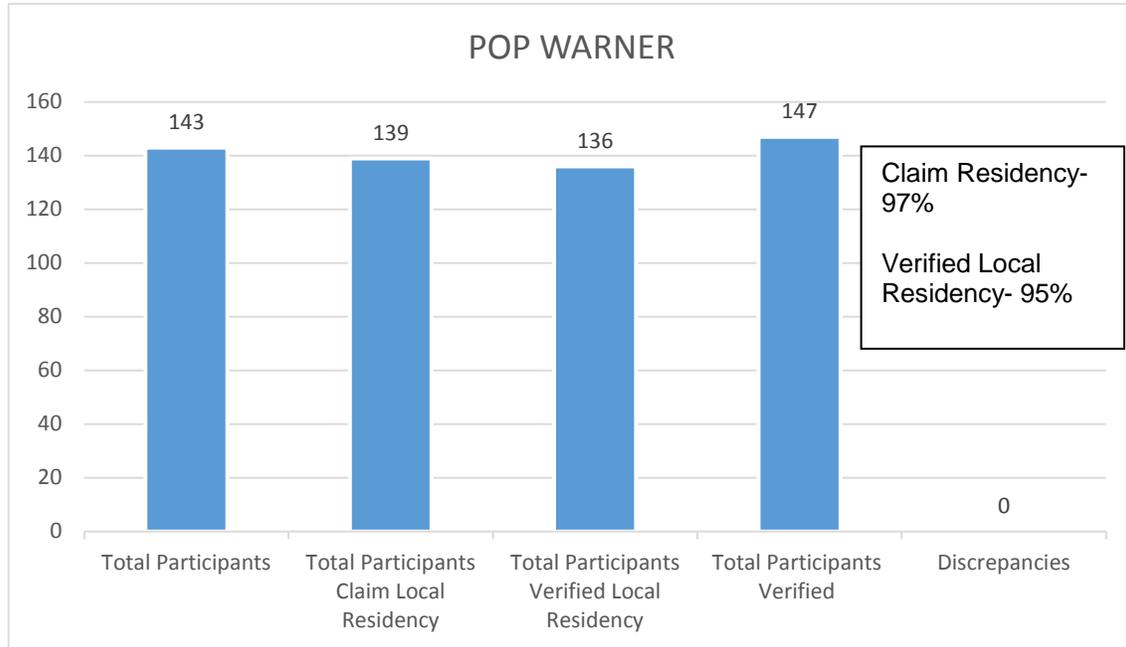
Newport Mesa Girls Softball currently has permits at Tewinkle Sports Complex. The organization has been grandfathered in as a Group 1 per Council authorization. NMGS was able to submit a full roster but did not submit sufficient verification documents. Their organization had a difficult time in retrieving 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

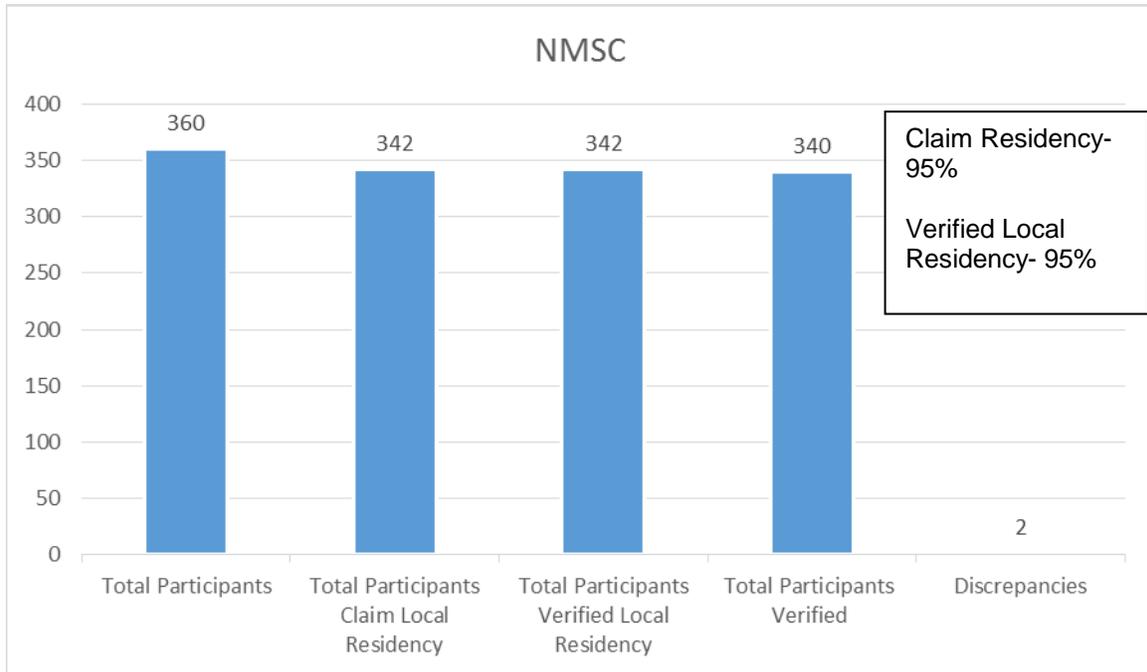
Pop Warner currently has permits at Parsons. The organization turned in all documents in a timely manner and provided verification documents upon each audit. The organization can only register participants within their boundaries.



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.

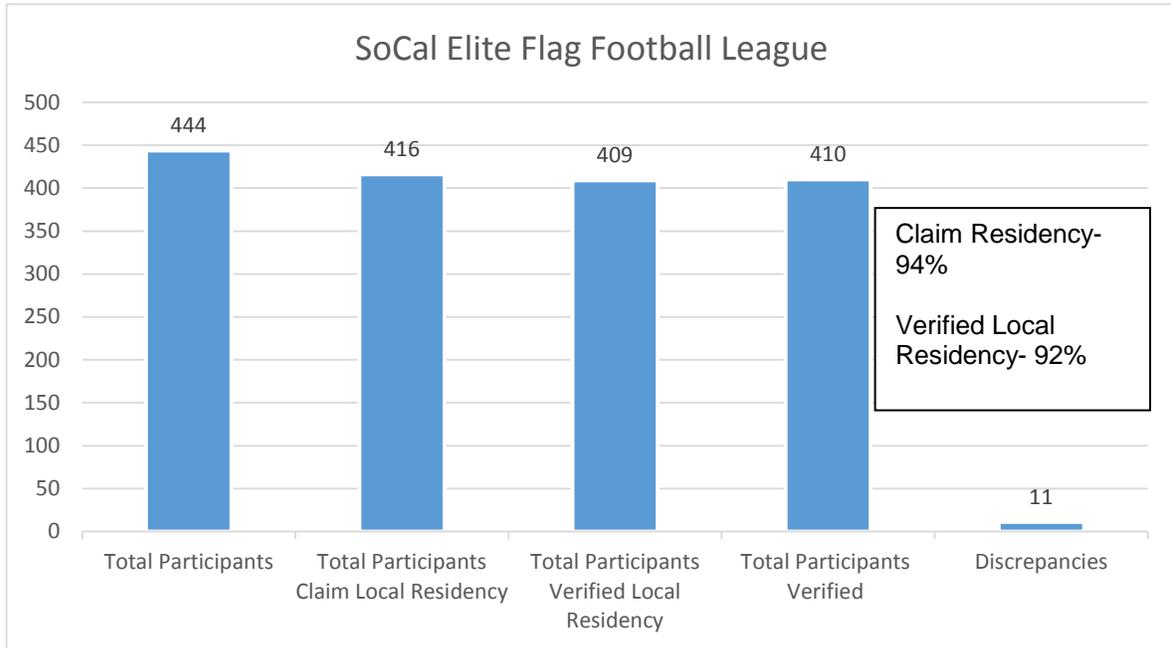


After reviewing NMSC residency numbers, the organization would remain in the group 3 category per their claimed residency and verified percentages.

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.

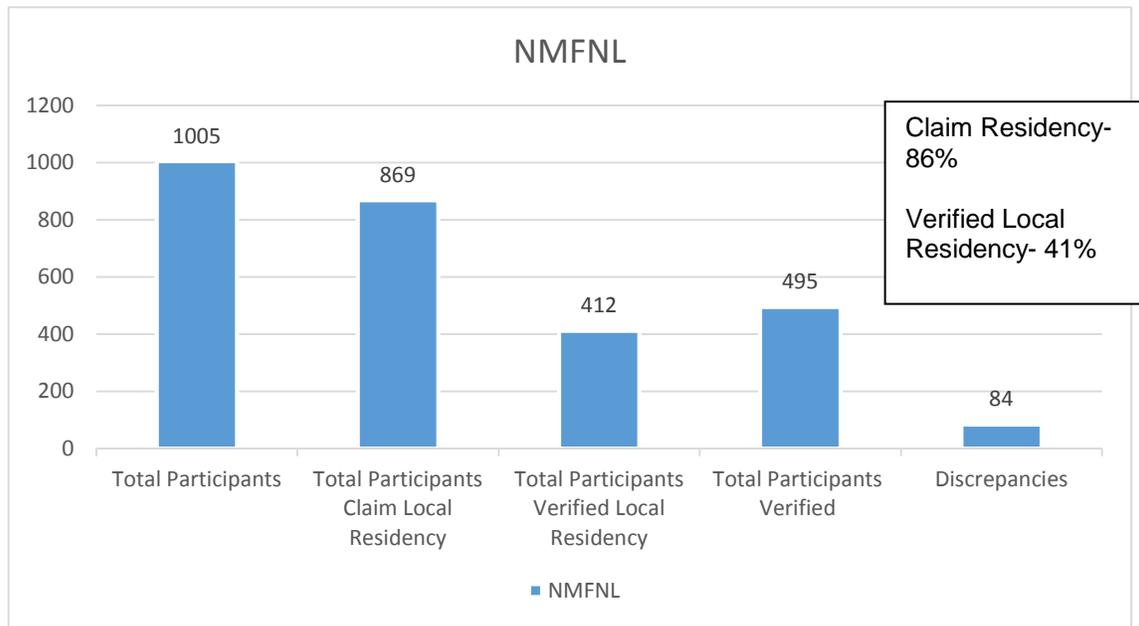


After reviewing SoCal Elite residency numbers, the organization would remain in the group 3 category per their claimed residency and verified percentages.

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.

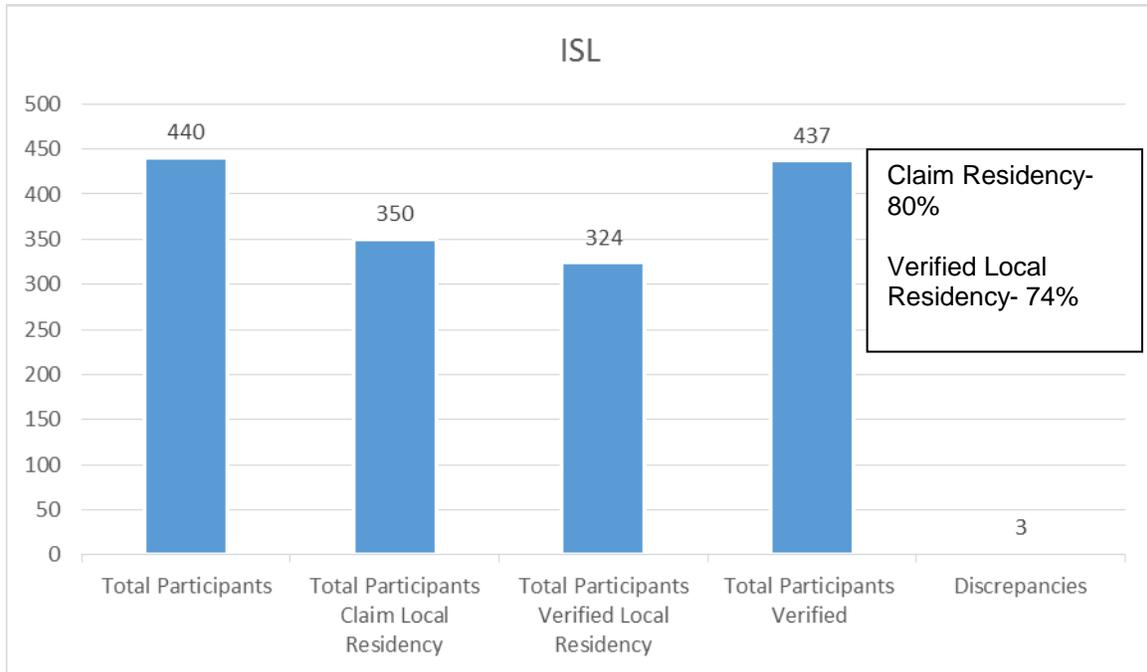
A total of 48 teams were audited and during those audits 63 players were not found on the final roster. There were a total of four teams which did not comply because they did not feel it was necessary to do so. Due to the low number of participants verifying local residency, NMFNL did not meet the required 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

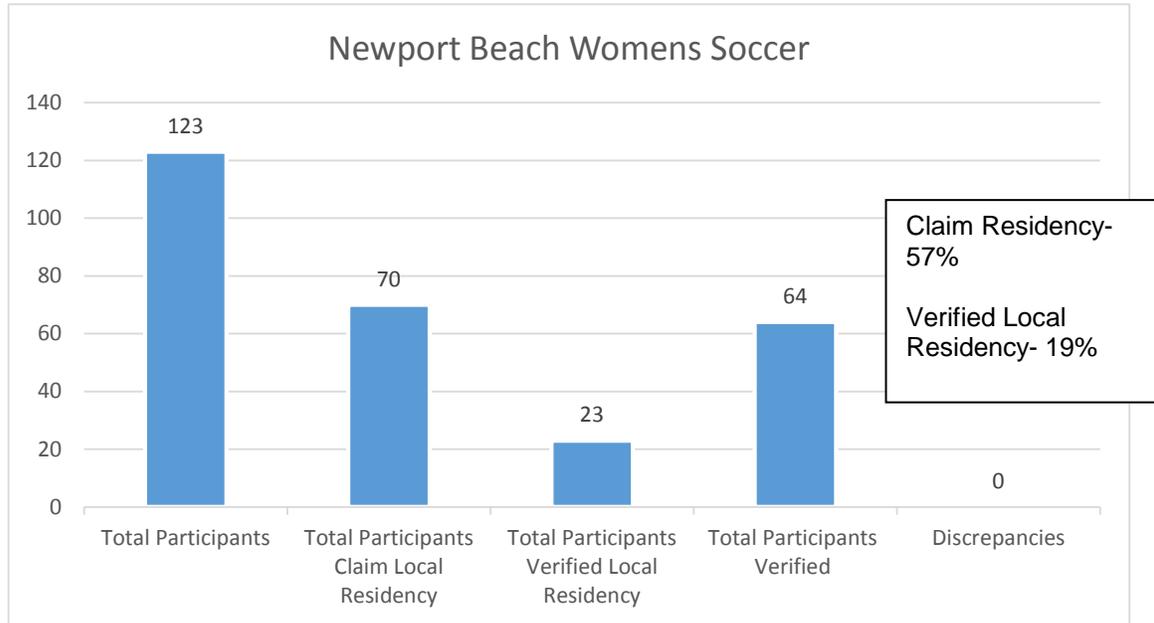
International Soccer League currently has permits at Balearic, Wilson School, and Davis Field at Lions Park, Back Bay High School. The organization was still accepting registration after the final deadline. The total participant numbers are not reflected appropriately since the league never submitted 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

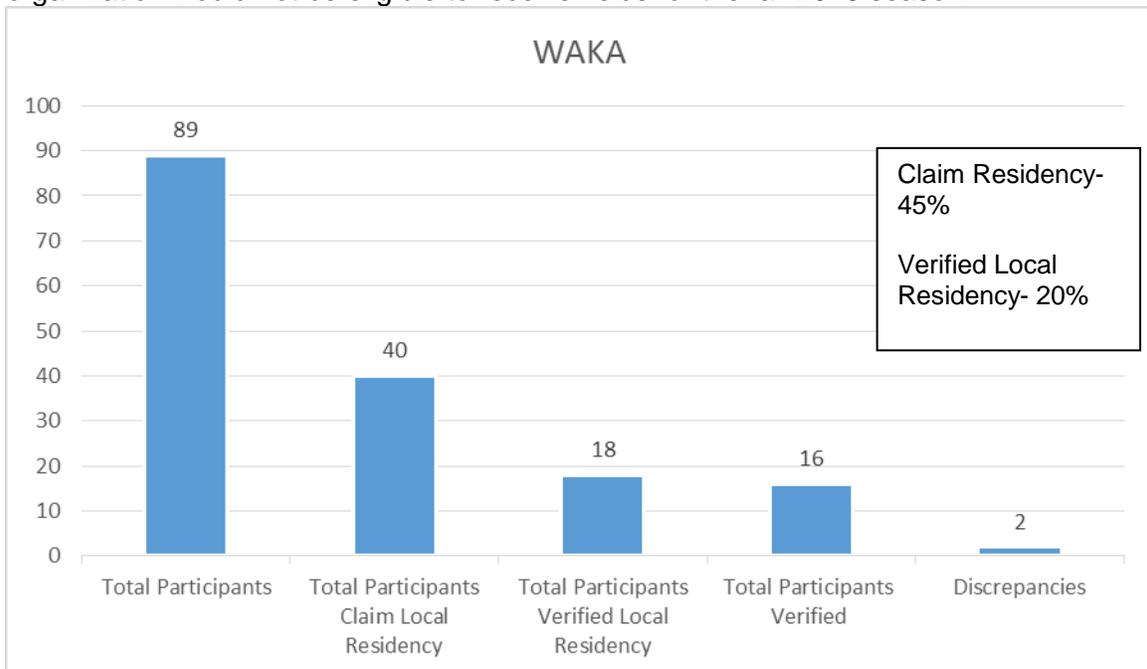
Newport Beach Women’s Soccer currently has permits at Killybrooke Elementary on Sunday for games. The group had a difficult time submitting the proper verification documents. The group initially stated that they would meet the residency requirement of 25%. Unfortunately, the group does not meet the 25 % 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.

Christian Hernandez, Recreation Coordinator