



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: NOVEMBER 16, 2011

ITEM NUMBER: 10f

SUBJECT: ATHLETIC FIELD USE AND ALLOCATION POLICY RECOMMENDATIONS

DATE: OCTOBER 26, 2011

FROM: PUBLIC SERVICES DEPARTMENT / RECREATION DIVISION

PRESENTATION BY: LISA MCPHERSON, RECREATION SUPERVISOR

**FOR FURTHER INFORMATION CONTACT: LISA MCPHERSON, RECREATION SUPERVISOR,
AT (714) 754-5322**

RECOMMENDATION

Review recommended changes to the Athletic Field Use and Allocation Policy (Attachment 1) and provide direction to staff with respect to making a recommendation to City Council.

BACKGROUND

The Athletic Field Use and Allocation Policy is reviewed annually and revised based upon changing circumstances, procedures and/or new direction from City Council, staff or the Parks and Recreation Commission.

The Youth Sports Council was contacted on October 11 requesting that they review the entire Athletic Field Use and Allocation Policy and propose additions/changes they would like to recommend.

DISCUSSION

The additions/changes proposed by youth sports organization members and staff are the following:

Editing changes throughout the entire document:

1. Change Administrative Services Department to *Public Services Department*
2. Change Administrative Services Director to *Public Services Director*
3. Change FARM Sports Complex to *Jack Hammett Sports Complex*

On page 2 of the document under Resident Status and Non-Profit Status:

Currently the Resident Status states: "Resident status is defined as groups or organizations with at least 75% or more Costa Mesa residents. Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status. Two youth sports groups have special status assigned by City Council action as a result of having had historical use of fields which exempts them from the 75% residency requirement, AYSO Region 97 and Newport Harbor Baseball Association. Residency status will be determined from the prior season's actual rosters (Fall season to Fall season, Spring season to Spring season.)"

It was recommended that this section be changed to clearly inform sports organizations on how resident status will be determined. Revise the Resident Status to state:

- *“Resident status will be determined from the prior season’s actual rosters (fall season for fall season, spring season for spring season). Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status. Two youth sports groups have special status assigned by City Council action as a result of having had historical use of fields which exempts them from the 75% residency requirement, AYSO Region 97 and Newport Harbor Baseball Association. See page 3 & 4 for Groups 1-6 resident status required percentages”*

Currently the Non-Profit Status states: “To qualify as a Non-Profit user, the organization must meet all criteria. The organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. Visit www.irs.gov for additional information on Non-profit Status (501 c(3))”

It was recommended that this section be changed to clearly inform sports organizations on how Non-Profit status will be determined, revise the Non-Profit status 501 c(3) to state:

- *“Organization must be established as a non-profit organization. Non-profit status is defined as an organization that is so defined by the Internal Revenue Service, 501c(3) and has a State of California Tax Identification Number”*

On page 3 of the document under Priority Use Classification and Qualification; Group 1 Organizations:

Currently the fourth bullet point states: “Non-profit or Not-for-profit”

It was recommended to change the fourth bullet point to state:

- *“Submit 501c(3) certificate”*

Currently the sixth bullet point states: “75% residency, based on prior like season’s rosters (fall season for fall season, spring season for spring season) for priority use of City fields; 50% residency for priority use of NMUSD fields OR have special status assigned by City Council action as a result of having had historical use of fields”

It was recommended to change the sixth bullet point to state:

- *75% or greater Costa Mesa residents, for priority use of City and NMUSD fields; 50% Costa Mesa residents for priority use of NMUSD fields. Organizations that have special status assigned by City Council action as a result of having had historical use of fields or receive special status assigned by City Council action as a result of servicing Newport Mesa Unified School District students.*

On page 4 of the document Group 3 Organizations:

Currently the first bullet point states: “Have fewer than 75% but greater than 50% Costa Mesa residents for use of City and NMUSD field”

It was recommended to revise first bullet point to state:

- *50% or greater Costa Mesa residents for priority use of City and NMUSD fields*

And, it was recommended to add third bullet point regarding select/travel games to read as follows:

- *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.*

On page 8 of the document Rules and Regulations, and page 10 of the document Site Specific Field Use:

Currently first bullet point states: "Adult field use is allowed at Costa Mesa High School, Estancia High School, Davis School, Balearic Center, Harper School, Killybrooke School and Parsons School. **No Adult Field Use Will Be Allowed** at Adams, Back Bay, California, College Park, Kaiser, Paularino, Pomona, Rea, Sonora, Victoria, Wilson, Whittier and Woodland Elementary Schools. These fields may be scheduled if they have not already been previously permitted to their maximum for sustainability Monday through Saturday. Estancia High School and Costa Mesa High School adult field usage is not allowed on Sunday's though August 2013"

It was recommended the first bullet point be revised to state:

- **Adult field use for 2012** will be allowed at Back Bay High School, Balearic Center, Davis Field at Lions Park, TeWinkle Park Sports Complex. These fields may be scheduled if they have not already been previously permitted to their maximum for sustainability Monday through Saturday. **No Adult field use will be allowed at elementary schools, Harper School, Parsons Schools, TeWinkle Middle School and Jack Hammett Sports Complex. Estancia High School and Costa Mesa High School adult field usage is not allowed on Sunday's though August 2013.**

On page 14 of the document under Procedure City Fields regarding MUDLINE:

Currently second paragraph second sentence states: "Assessment results will be posted by use category (football/soccer/utility or baseball/softball) on the City's MUDLINE Monday - Friday at 2:30 p.m. and Saturday - Sunday by 7:30 a.m."

It was recommended to revise second paragraph, second sentence to state:

- *Assessment results will be posted by use category (football/soccer/utility or baseball/softball) on the City's MUDLINE Monday - Friday at 2:00 p.m. and Saturday - Sunday by 7:30 am*

Currently third paragraph first sentence states: "It is the user group's responsibility to call the City's Wet Field MUDLINE at (714) 754-5041 after 2:30 p.m."

It was recommended that the time to call the MUDLINE be changed. The third paragraph first sentence will be revised to state:

- *It is the user group's responsibility to call the City's Wet Field MUDLINE at (714) 754-5041 after 2:00 p.m.*

On page 25 of the document under Athletic Field Use Rules and Regulations, number 2:

Currently ninth bullet point states: "Selling food or other items is not allowed without City approval and notation on permit"

It was recommended that the ninth bullet point be revised to clearly define selling food or other items:

- *Organizations/groups using vendors during their games and tournaments to sell food or other items must submit vendor's insurance certificate (pg 27), endorsement letter (pg 28) and Costa Mesa Business License number (obtain at the Finance Dept) to the Recreation Division at a minimum of two (2) weeks prior to their event.*

ALTERNATIVES CONSIDERED

1. Parks and Recreation Commission could choose to select all, some or none of the recommended changes to send to City Council for their approval;
2. Parks and Recreation Commission could make other recommendations for changes to this policy to send to Council for their approval.

FISCAL REVIEW

No fiscal review required.

LEGAL REVIEW

No legal review required.

CONCLUSION

Staff recommends Commission review the recommended changes to the Athletic Field Use and Allocation Policy and provide direction to staff with respect to making a recommendation to City Council.

LISA MCPHERSON
Recreation Supervisor

ERNESTO MUNOZ
Interim Director, Public Services Department

ATTACHMENT: 1. [Revised Athletic Field Use and Allocation Policy](#)