



# **PARKS AND RECREATION COMMISSION AGENDA REPORT**

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MEETING DATE: June 25, 2015

ITEM NUMBER: 9a

**SUBJECT: PROPOSAL FOR NEW FIELD USE AND ALLOCATION POLICY (FUAP) and  
REQUEST FOR SPECIAL STATUS OF SPECIFIC YOUTH SPORTS ORGANIZATIONS**

**DATE: JUNE 17, 2015**

**FROM: PARKS & COMMUNITY SERVICES / RECREATION DIVISION**

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

**FOR FURTHER INFORMATION CONTACT: ALMA REYES, RECREATION SUPERVISOR  
714-754-5636**

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## **RECOMMENDATION**

Staff recommends that the Parks and Recreation Commission:

1. Approve the new Field Use and Allocation Policy (FUAP) and recommend that the City Council approve the new policy and,
2. Approve and make a recommendation to the City Council that the following youth sports groups: AYSO 97, Newport Harbor Baseball Association and Newport Mesa Girls Softball be granted permanent Group 1 status. Furthermore, extending Group 3 status for Matt Leinart Football for a period of one year (Attachment 4).

## **BACKGROUND**

Since the adoption of the Athletic Field Use and Allocation Policy (FUAP) (Attachment 1) in November 1997, the document has been reviewed and amended on an annual basis. By amending the policy in sections, it has become segmented, contains contradicting sections and has become quite lengthy. Staff and user groups found the document challenging to understand and administer

In January 2015, staff began gathering field use policies from other cities, including but not limited to Irvine, Orange, Fullerton, Roseville and Yorba Linda to use as examples and assist staff in creating a new policy for Costa Mesa. Staff's goal was to create a long-standing policy; therefore, references to specific Council-adopted exceptions or specific standalone policies such as temporary lighting and banner policies were removed from the new 2015 version FUAP (Attachment 2). These policies will now be provided as separate documents to the FUAP.

After writing the new policy, staff met individually with all user groups to review the draft. Comments received from individual groups are presented on the FUAP Chart of Changes/Comments (Attachment 3). User groups were invited to provide additional comments after their individual meetings. No additional comments were received. Specific changes to the policy are discussed below.

## DISCUSSION

After extensive review of the existing FUAP, staff is proposing a new FUAP. Significant deletions/additions/modifications to the proposed FUAP are as follows:

### Deletions (See Attachment 1)

- **III. Definition of Terms, Resident Percentage Status (Page 2)**  
“Special Residency Status” to certain sports organizations was deleted and will be documented outside of the FUAP. The sentence “Special residency status may be granted at the discretion of the City Council/CEO” was added to accommodate future determinations that may be necessary.

Staff recommends, specifically, that AYSO 97, and the Costa Mesa National and American Little Leagues be grandfathered at the Group 1 status and that Matt Leinart Flag Football be grandfathered at the Group 3 status.

### **III. Definition of Terms, Commercial Status (Page 3)**

Commercial Status was deleted as a category because it is synonymous with “Private Status.” Commercial status was often confused with Private status in the previous version and in practicality they virtually mean the same thing.

- **IV. Process for Obtaining Permits (Page 5)**  
In order to allocate fields according to actual use, deposits are no longer accepted. Instead, 50% of the payment is required when the field request is approved. Therefore, the deposits section is no longer necessary and the reference to this have been removed.
- **VI. Rules and Regulations (Page 8)**  
The rules and regulations in the FUAP were not consistent throughout the document. The rules and regulations have been pulled from the document and are now included as one of the seven (7) documents turned in twice per year with field requests (see Section V. page 5 of proposed FUAP). These rules and regulations have a signature line to verify that the user groups understand them.
- **VII. Site Specific Field Use (Page 10)**  
This section has been deleted because each field in the Costa Mesa inventory is unique. The specifics of the sites are not pertinent to the field allocation process.

### Additions (New FUAP)

- **IV. 4. Governing Body for Sports Organizations (Page 3)**  
The City partners with youth sports organizations by allocating fields and managing the use of fields at City and School District facilities. Staff believes it is important to require that these organizations be governed by a local, state or national body to decrease liability to the City.

Organizations must maintain an affiliation with a national, state or local sport governing body. Those national and state bodies must have governance over the organization, including all requirements for training per each league’s manual, background checks and disciplinary actions.”

- **IV. Field Allocations at Jack Hammett Sports Complex (Page 4)**

In order to protect the integrity of the Jack Hammett Sports Complex and to assure that safety vehicles and personnel can safely reach the field, staff proposes the following language:

“Sports organizations offering programs at Jack Hammett Sports Complex (JHSC) on Friday nights must have 100% Costa Mesa residents/NMUSD students and/or attend a private school within Costa Mesa city limits. 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.”

Current groups will have a 6 month period from the adoption of the FUAP to comply with the 100% residency. Groups will need to be in compliance by February 1, 2016.

- **IV. Process for Obtaining Permits (Page 5)**  
In order to allocate fields according to actual use, deposits are no longer accepted; instead, 50% of the payment is required when the field request is approved.
- **V. League Splits and New Leagues (Page 5)**  
This section was added to accommodate youth sport league splits, new leagues, and name changes, which is not uncommon. This section provides the requirements necessary to be deemed a new user group or to make a name change.
- **VI. Field Allocation Process (Page 7)**  
This section was added to clarify primary versus secondary sports seasons, as well as the renovation periods. In addition, a graph was added (Exhibit A, page 17) to enhance the explanation.
- **VIII. Fees (Page 9)**  
Group numbers were added to “Groups” so that individuals/groups could easily determine their fees.

Further, there are several instances where user groups are dividing utility fields more than twice, creating excessive wear and tear on the fields, parking and safety issues as well as impacts to the neighborhoods. In order to address these issues, staff is proposing the following language:

“NOTE: Any permitted field that is converted into multiple fields will be charged for each converted field. For example, if one utility field is converted into two individual fields, the user group will be charged for two fields. Fields may not be split into more than two without written permission from City and noted on permit. Should the City deem it necessary due to extenuating circumstances, fields may be temporarily split more than twice.

- **IX. Financial Recovery Policy (Page 10)**  
This section was added to clarify that the City is committed to providing fields to Costa Mesa residents and students within the Newport-Mesa Unified School District at taxpayer expense unless additional costs are incurred due to an organization’s direct impact.
- **XI. Maintenance Issues, Turf Preservation (Page 11)**  
This section was added to enlist the cooperation of sports groups using fields by giving them turf preservation guidelines.

**XI. Maintenance Issues, Athletic Field Lining/Marking (Page 12)**

Due to previous conflicts between sports groups regarding line colors, staff has included language which gives City the authority to determine line colors for the different user groups.

**XI. Maintenance Issues, Inclement Weather Guidelines (Page 13)**

This section was added to give more playability options to groups during periods of inclement weather. This new language was reviewed and approved by the Maintenance section of the Public Services Department.

- **XIII. Other Information, Vendors and Concessions (Page 15)**

This section adds language to clarify the use of concession stands by first-party operators (user groups) and second-party operators (concessionaires or food trucks) to protect the health and safety of participants.

**Modifications**

- **V. Process for Obtaining/Maintaining Permits (Page 5)**

Requests for fields have two permitting periods: February through June and July through January. The recommendation is that organizations turn in field requests 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 30 use period, which is one season earlier than in the previous FUAP. This is important because it defines the number of fields an organization is approved well in advance of the organization taking registration.

**V. Process for Obtaining/Maintaining Permits (Page 5)**

Organizations are required to turn in seven (7) documents with the field request twice per year. In the July 1, 2014 FUAP, the same seven (7) documents were required but they were not listed all in one area. This section has been amended to simplify the process.

**V. Process for Obtaining/Maintaining Permits, Disciplinary Action for Field Policy Violations (Page 6)**

Costa Mesa has always had a “Three Strikes” policy regarding violations of the FUAP. The proposed FUAP condenses this policy to make it easier to follow. Further examples of violations were added for clarification.

**FISCAL REVIEW**

There is no fiscal impact as a result of the adoption of the new FUAP.

**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 changes to forward to City Council for their approval.
2. The Commission could make other recommendations for changes to this policy to forward to Council for their approval.
3. The Commission could make a recommendation to delegate the entire administration of the field allocation policy to administrative staff.

## CONCLUSION

Staff recommends that the Parks and Recreation Commission approve the newly proposed Field Use and Allocation Policy (FUAP) and make a recommendation to the City Council to approve the proposed policy. Furthermore, approve and make a recommendation to the City Council that the following youth sports groups: AYSO 97, Newport Harbor Baseball Association and Newport Mesa Girls Softball be granted permanent Group 1 status and that Matt Leinart Football be granted an extension of their Group 3 status for a period of one year.



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**Travis M. Karlen**  
Recreation Manager

### Attachments:

1. FUAP adopted 7/1/14
2. New proposed FUAP
3. FUAP Chart of Changes/Comments
4. Matt Leinart Special Status Letter

City of Costa Mesa  
Parks and Community Services Department  
Recreation Division

# Athletic Field Use And Allocation Policy



## **Parks and Recreation Commission**

- Approved September 25, 1996
- Amended March 26, 1997
- Amended February 23, 2000
- Amended May 23, 2001
- Amended May 26, 2004
- Amended March 23, 2005
- Revised June 27, 2007
- Revised May 28, 2008 and September 24, 2008
- Revised March 24, 2010
- Revised January 26, 2011
- Revised November 16, 2011
- Revised May 23, 2013
- Revised May 22, 2014

## **City Council**

- Amended November 3, 1997
- Amended March 20, 2000
- Amended June 18, 2001
- Upheld May 17, 2005
- Amended September 6, 2005
- Amended July 17, 2007
- Amended October 8, 2008
- Revised October 3, 2009
- Revised April 20, 2010
- Revised February 15, 2011
- Revised January 3, 2012
- Revised June 18, 2013
- Revised July 1, 2014

## **Planning Commission**

- Clarification on Conditions of Use, Farm Complex August 12, 2002

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## **Joint Use Agreement between CITY and NMUSD**

- Revised and Dated February 14, 2006
- Approved City Council January 17, 2006
- Approved NMUSD February 14, 2006



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014

**TABLE OF CONTENTS**

|  |                     |
|--|---------------------|
| <b>I. INTRODUCTION</b>   | <b><u>2</u></b>     |
| <b>II. DEFINITION OF TERMS AND FEES</b>                                  | <b><u>2-3</u></b>   |
| Resident Status  |                     |
| Youth Status   |                     |
| Non-Profit Status  |                     |
| Commercial Status  |                     |
| Field Fees   |                     |
| <b>III. USE OF CITY AND SCHOOL ATHLETIC FIELDS/FACILITIES</b>            | <b><u>3-5</u></b>   |
| Priority Group Qualification: Group 1-6                                  |                     |
| <b>IV. PROCESS FOR OBTAINING PERMITS</b>                                 | <b><u>5-7</u></b>   |
| Application & Agreement  |                     |
| Permit Request Procedures Liability Insurance Requirements.              |                     |
| Restrooms at NMUSD Sites.  |                     |
| Payment of Fees  |                     |
| Deposit  |                     |
| Permit Cancellation  |                     |
| Notice Of Field Exchange   |                     |
| Notice Of Non-Use Of Field   |                     |
| Fee Waiver Request Procedure   |                     |
| <b>V. ALLOCATION PROCEDURES</b>  | <b><u>7-8</u></b>   |
| Allocation Formula   |                     |
| <b>VI. RULES &amp; REGULATIONS</b>                                       | <b><u>8-10</u></b>  |
| Good Neighbor  |                     |
| Starting & Ending Use Times  |                     |
| <b>VII. SITE SPECIFIC USE</b>  | <b><u>10-12</u></b> |
| Kaiser School  |                     |
| California and TeWinkle School   |                     |
| Jack Hammett Sports Complex  |                     |
| Estancia High School   |                     |
| <b>VIII. Tournament Procedures</b>                                       | <b><u>12</u></b>    |
| <b>IX. Snack Bar and Barbeque Use</b>                                    | <b><u>12</u></b>    |
| <b>X. Traffic And Parking</b>  | <b><u>13</u></b>    |
| <b>XII. MAINTENANCE ISSUES</b>   | <b><u>13-14</u></b> |
| Rest And Renovation  |                     |
| Field/Facility Closures  |                     |
| Athletic Field Lining/Marking  |                     |
| Field Modifications  |                     |
| <b>XIII. POLICIES</b>  | <b><u>15-30</u></b> |
| Sports Fields Inclement Weather Closure Policy .....                     | 15-16               |
| Disciplinary Policy and Policy Procedures (Three Strikes) .....          | 17-18               |
| Portable Lighting Policy .....   | 19-20               |
| Banner Policy .....  | 21-22               |
| Banner Request Form .....  | 23                  |
| Tournament Orientation Checklist .....                                   | 24                  |
| Application and Agreement Request for Use of City and NMUSD Fields ..... | 25                  |
| Field User Information Sheet .....                                       | 26                  |
| Athletic Field/Facility Use Rules and Regulations .....                  | 27                  |
| Hold Harmless and Indemnity Agreement .....                              | 28                  |
| Liability Insurance Sample Form .....                                    | 29-30               |
| NMUSD Site Modification Request Form .....                               | 31                  |



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

### I. INTRODUCTION

The City of Costa Mesa Parks and Community Services Department, Recreation Division coordinates and issues permits for the use of athletic fields in the City and at Newport Mesa Unified School District 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 Newport Mesa Unified School District work cooperatively in accordance with a Joint Use Agreement.

The purpose of this policy is to outline procedures and allocation priority for the permitted use of City and Newport Mesa Unified School District athletic fields within the City of Costa Mesa.

Athletic fields are allocated and permitted in two, 6-month periods from February through June and from July through January as sustainability allows. The Parks and Community Services Department Recreation Division will monitor proper use of allocations and permits. Priority will be given to Costa Mesa residents. 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 make interpretation of language in the Field Use and Allocation Policy. An appeal to the Parks and Recreation Commission of the Assistant CEO's decision must be submitted in writing with justification within ten (10) working days from the decision and will be heard at the next regularly scheduled Parks and Recreation Commission meeting, unless appeal is received fewer than 10 days prior to a meeting; in which case it will be heard at the following meeting of the Parks and Recreation Commission.

### II. DEFINITION OF TERMS AND FEES

#### **Resident Status**

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. See pages 3, 4 and 5 for Groups 1-6 resident status required percentages.

*Special residency status is assigned by City Council for the following groups:*

- AYSO Region 97 and Newport Harbor Baseball Association as a result of having had historical use of fields are exempt from the 75% residency requirement.
- Costa Mesa Pony Baseball, Costa Mesa National and American Little Leagues for players on rosters who attend any public or private school within the boundaries of the Newport Mesa Unified School District.
- At the request of the organization; Matt Leinart Flag Football is granted Group 3 status during the 2014-2015 field allocation period.

#### **Youth Status**

Youth status is defined as persons 19 years of age or under.

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014



**Non-Profit Status 501 c**

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 and has a State of California Tax Identification Number. Visit [www.irs.gov](http://www.irs.gov) for additional information on Non-profit Status 501 c.

**Organization must submit the following to be considered for Non-Profit Status:**

1. Submit 501c IRS papers and bylaws.
2. Current financial statement.
3. Roster of Officers

**Commercial Status**

Business or leagues that are running a business and making a profit from the use of community use fields.

**Utility and Ball Fields**

|  |       |   |
|--|-------|---|
| Commercial Non-resident                | \$239 | Charge per hour per field                               |
| Commercial Resident                    | \$135 | Charge per hour per field                               |
| Private Non-resident                   | \$135 | Charge per hour per field                               |
| Private Resident                       | \$77  | Charge per hour per field                               |
| Non-profit, Non-resident               | \$35  | Charge per hour per field                               |
| Non-profit, Resident                   | \$25  | Charge per hour per field                               |
| Softball & Baseball Field Preparation  | \$40  | Per field   |
| Fields with Permanent Lights           | \$15  | Charge per hr/per field in addition to rental fee above |
| Portable Light Rental - 2 unit minimum | \$10  | Charge per unit per hour                                |

**Other fees**

- Refundable Deposits for tournaments and large events
  - 1 Field with 20 or more participants \$100
  - 2 Fields \$100
  - 3 to 6 Fields \$300
  - 7 or more Fields \$500

**III. USE OF CITY AND SCHOOL ATHLETIC FIELDS/FACILITIES**

Neighborhood and community parks and Newport Mesa Unified School District schools in Costa Mesa that have athletic field space designated in their design are available for use. Due to the limited number of fields available, the Parks and Community Services Department and Field Use and Allocation Committee have established priority use. Adult field use is limited to specific sites. Allocation of fields will follow the terms set forth in this Field Use and Allocation Policy as sustainability allows. The City has exclusive discretion in decisions relating to the scheduling of City and District Active Use Areas and such decisions shall be final.

**Priority Use Classifications and Qualifications**

Priority scheduling of use of fields/facilities will be as follows:

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



\*\*\* Priority use of fields will be given to traditional primary season sports and by priority grouping\*\*\*

### **Group 1 organizations must meet all of the following:**

- Organizations, or portions of organizations, that 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 differing talent levels)
- Have an “everyone plays” 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.)
- Is recreational in nature (versus teams that are more competitive or have selected players) – this excludes AP, all-stars and tournaments
- 501c(3) status certificate
- No child turned away that wants to play
- 75% or greater Costa Mesa residents, for priority use of City fields; 50% Costa Mesa residents for priority use of NMUSD fields. Organizations that have special status OR 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.

*Group 1 organizations shall have highest priority, equal to City sponsored leagues, for use of City and School District fields*

NOTE: Organizations that have both recreational and competitive teams will be assigned status based upon the nature of the play. Recreational and Advanced Placement teams will have Group 1 user status and competitive (select/travel) teams in that organization will have Group 3 status. **Groups that compensate local executive/administrative staff and/or board members shall be excluded from the Group 1 status.**

**Group 2:** Newport Mesa Unified School District related programs. NMUSD has priority at NMUSD sites prior to 4:00 p.m. on weekdays when school is in session.

**Group 3:** Organizations that may otherwise meet all Group 1 requirements EXCEPT:

- 50% or greater Costa Mesa residents, for priority use of City and NMUSD fields  
OR
- Have at least 50% or greater Costa Mesa 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; not every player suited up and not able to play in every game  
OR
- Organizations that compensate local executive/administrative staff and/or board members for their service to the league shall be classified as “for pay” group status. Organizations that fall under this classification shall be charged field use fees and would not receive top priority field allocation.

*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 3 organizations shall have third highest priority for use of City and School District fields.*

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



**Group 4:** Adult programs, organizations or events with at least 75% Costa Mesa residents. *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 50% Costa Mesa residents. *Group 5 organizations shall have fifth highest priority for use of City and School District fields.*

**Group 6:** Adult programs, organizations or events with less than 75% Costa Mesa residents. *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.*

### IV. PROCESS FOR OBTAINING PERMITS

#### Application and Agreement

Fields are allocated and permitted for two use periods: February through June and July through January. Each organization is required to sign and submit the following documents by the first week of November for the February 1 through June 30 use period and by the first week of May for the July 1 through January 31 use period.

- Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field form (see page 24)
- Field User Information Sheet (see page 25)
- Athletic Field Use Rules and Regulations form (see page 26)
- Hold Harmless and Indemnity Agreement form (see pages 27)

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing these deadlines will have access to any remaining fields after the allocation and scheduling process is finalized on a first-come, first-served basis.

An Application and Agreement Request For Use of City of Costa Mesa and Newport Mesa Unified School District Fields form (page 24) is required and must be submitted a minimum of ten (10) working days prior to the requested use date. Payment is due in full at the time the permit request is submitted. Proof of insurance (page 28-29) must be submitted prior to a permit being issued. The City of Costa Mesa City Council and the NMUSD Board of Education set fees.

Submittal of documents does not constitute approval. Every effort will be made to accommodate user groups' requests for use of fields.

#### Permit Request Procedures

Requests to use City and/or Newport Mesa Unified School District athletic fields located in Costa Mesa are made through the City of Costa Mesa Parks and Community Services Department Recreation Division 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. The City has exclusive discretion in decisions on scheduling of City and District fields and such decisions shall be final. Field permits will not be issued for use on December 25 or July 4.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



### **Liability Insurance Requirements**

Permittee shall secure and maintain throughout the period of use under this agreement, general liability insurance with policy limits of not less than \$1,000,000 per occurrence. See pages 27-28 for appropriate language, terms and conditions. The types and limits of insurance may be changed from time to time as determined by the City of Costa Mesa Risk Management Division.

### **Restrooms at NMUSD Sites**

Newport Mesa Unified School District 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 the NMUSD. Please see NMUSD Site Modification Request Form on page 30.

### **Payment of Fees**

Payment in advance of use is required for one day use or special events. Cash, check, money order or credit card may be used for payment at least 10 working days prior to the requested use. Payment plans may be arranged for multiple-use date reservations with payment in advance of monthly 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 City or District athletic fields.

### **Deposit**

A deposit may be required on multiple-use date permit reservations and competitive and/or league group rentals. A deposit may be required by permit or by field at the discretion of the Assistant CEO/or his/her designee. The deposit will be refunded if the group abides by all rules and regulations of this policy and pertinent City codes. Unauthorized or extended field use beyond times listed on the permits may result in the retention of a portion or all of the deposit and/or additional charges, and/or cancellation of current permitted use and/or prohibition of future use.

### **Permit Cancellation**

Permits may be canceled 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 canceled by the user at least 10 working days prior to the event will be refunded in full. No refunds will be issued if permitted use is canceled with fewer than 10 days notice.

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

- City and/or NMUSD begin work involving any of the facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, pesticide spraying, and earthquakes.
- Non-adherence to Athletic Field Use and Allocation Policy or City ordinance.
- NMUSD cancels use of fields under the direction of their administrative office.
- Tournaments and special events hosted by the City and/or Group 1 organizations throughout the year

### **Notice of Field Exchange**

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



Organizations may “give up” or exchange their allocation, or any part of it, with an organization of **equal or greater allocation priority** only when all the parties agree in writing and the Parks and Community Services Department Recreation Division reissues updated permits to each organization. Users may **not sublease** fields under any circumstance. **Subleasing of fields may result in revocation of all permits.**

### **Notice of Non-Use of Field**

Any organization that has been permitted to use a field and determines that they will not need to use it shall notify the Parks and Community Services Department Recreation Division. User groups with fee waivers may be billed for fields that they have reserved and have not used. **Non-use of a field may also result in revocation of the permit of the allocated field.**

### **Fee Waiver Request Procedure (Group 1 and 2 user organizations 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 to 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 the 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.

## **V. ALLOCATION PROCEDURES AND FORMULA (within Group classifications)**

Fields will be allocated by Priority Use class. After NMUSD high school varsity usage is confirmed, the City will work with user groups to permit fields as sustainability guidelines allow.

Field use times will be divided into prime time and non-prime time. Prime time priority is given to Group 1 user groups Monday through Friday from 4:00 pm to 7:30 pm and Saturday from 8:00 am to 10:00 pm. Non-prime time priority is given to Group 3 youth organizations, then Group 5 youth organizations, then adult groups from 7:30 pm to 10:00 pm Monday through Friday and Sunday from 8:00 am to 6:00 pm as site specifics and sustainability allow.

Several sports play year round with a primary-season of play and a secondary season of play. The primary season of each sport will determine whether the field is considered a baseball/softball field or a utility field on those multiple-use sites having overlying fields.

### **Allocation Formula**

To resolve a discrepancy between two **youth** organizations in the same Priority Use class that request use of the same site/field and that cannot be worked out between the two organizations, 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.



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

Fields will be allocated within each Priority Use class to organizations based on the percentage of verifiable Costa Mesa residents registered with that organization in relation to the total number of all registered Costa Mesa residents in all organizations in that Priority Use class combined.

Each organization will submit rosters showing the actual number of Costa Mesa residents registered. Verification of Costa Mesa residency will be established by providing such documentation as City staff deems necessary up to and including team rosters, player address, picture ID and utility bill.

The total number of all Costa Mesa residents registered in all organizations within that Priority Use class will then be determined. Each organization's resident number will be divided by the total of all 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 Costa Mesa residents  
Baseball Group B has 900 Costa Mesa residents

Total Costa Mesa 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.

Fields allocated for Group 6 user organizations (**adult** non-resident) will be based on the total number of verifiable Costa Mesa resident players expressed as a percentage of all residents playing in all Group 6 organizations as the premise for allocation of hours.

## VI. RULES & REGULATIONS

Field Ambassadors monitor athletic field use on all City of Costa Mesa and NMUSD fields located in Costa Mesa. Costa Mesa Municipal Code 12.17 provides for their authority. Please see Disciplinary Policy and Procedures (Section D) on pages 17-18.

Applicants are required to abide by the specific rules of this policy and the field use application as well as other City codes. These rules include but are not limited to:

- Groups consisting of ten or more individuals wishing to use a designated athletic field must acquire a City of Costa Mesa-issued permit. Field use permit must be available during use and presented to any City or NMUSD representative upon request. The City has exclusive discretion in decisions on scheduling of City and District fields and such decision shall be final.
- **Adult field use is allowed** at Back Bay High School, Balearic Center, Davis Field at Lions Park, Killybrooke School, TeWinkle Park Sports Complex, and Wilson School. 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 Adams, California, College Park, Costa Mesa High School, Davis, Estancia High School, Harper, Kaiser, Paularino, Pomona, Rea, Sonora, Victoria, Whittier and Woodland Elementary Schools, TeWinkle Middle School. Parsons field and Jack Hammett Sports Complex



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

- A copy of the City-issued permit must be available at each site approved for use for inspection by City or NMUSD staff, including Ambassadors, Park Rangers and Police. It is the responsibility of the organization president and the individual identified as the person in charge of the City-issued permit to enforce the rules and regulations regarding the conduct of the members of the organization while on permitted facilities.
- Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time shown on the City-issued permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. No member of the organization holding a City-issued permit is allowed on any field approved for that organization's use prior to time listed on permit.
- Sub-leasing of fields is NOT allowed under any circumstance. ***Subleasing of fields may result in revocation of all permits.***
- Property boundary walls, perimeter fences and foul line fences are not to be used as backstops at any time.
- Groups are authorized to use portable goals, benches, and markers which need to be stored in a designated space after each use as well as remove all trash from the field area.
- Fields not being utilized by the appropriate organization or team indicated on the City-issued use schedule will result in the field being reassigned. City will notify organization president or person identified as in charge of the City-issued permit by phone or e-mail when City staff observes that a field has gone without use. A written letter will be sent after second non-use observed. Third non-use observed will result in reassignment and re-issuance of permits. Lit fields may be re-assigned after the second non-use observed. Teams and organizations may be required to provide schedules that indicate all allocated fields are being used.
- Ambassadors may temporarily re-assign a field not being used according to the City-issued use policy to other youth organizations. If the group holding a City-issued field permit does not show up for use after 30 minutes from the start of the permitted time, any City-approved youth user group may use the field. If it is a Group 3 or Group 5 user organization, City reserves the right to charge that organization for the additional use. In the event that the originally scheduled group shows up, the non-scheduled group must leave that field within 10 minutes. There will be no charge to non-scheduled Group 3 or Group 5 organizations that leave the field per this rule.
- At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. Adjoining areas must be clear of all trash. In the event that trash is found on site prior to or at the start of use, notify the Ambassador who will note it in the log. Any costs incurred by the City or NMUSD to clean fields may be charged to last user group permitted.
- **NO** alcoholic beverages, smoking, gambling, fireworks or flammable material, narcotics or drugs are allowed on City or Newport Mesa Unified School District property. No dogs are allowed on school property. Dogs must be on leash on City property.
- City fields may not be played on when closed for inclement weather. Organizations permitted to use City fields are responsible for calling the City MUDLINE to determine the status of playability of City fields. Once closed for the day, this status will remain in effect until the next day. Exceptions as noted in the Inclement Weather Policy may be allowed for Group 1 and Group 3 organizations' tournaments, playoffs or other large scale events.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



### Good Neighbor Rules

- Parking is allowed only in designated areas. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.
- Balls and/or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property. For assistance call the Ambassador.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods.

Several City of Costa Mesa Municipal Codes apply to use of City and NMUSD fields and properties. Ignorance of the Municipal Codes or the rules, regulations, and procedures contained in the Athletic Field Use and Allocation Policy shall not deter or defer penalty. ***Failure to comply may result in a strike, retention of a group's deposit, and/or cancellation of any current or future permits.***

- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas (C.M. Municipal Code, SEC. 11-3)
- Selling food or other items is not allowed without City approval and must be noted on the permit.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed.
- Banners may not be posted without application to City. Application does not constitute approval. Approval shall be noted on your permit. See pages 20-21.

### Starting & Ending Use Times

City fields may be permitted as available between 8 a.m. and 10:00 p.m. and as sustainability and maintenance guidelines provide. Use begins and ends at the times stated on the permit including set-up and clean up. Field preparation and participant warm-up may take place only within the hours listed on City-issued permit. Additional fees may be charged for unauthorized or extended use beyond times listed on the permit.

Newport Mesa Unified School District elementary and junior high school fields/facilities may be permitted as available weekdays after 4 p.m. when school is in session, all day Saturday and Sunday, and every day during session breaks and summer. Harper School, Back Bay High School, Costa Mesa High School and Estancia High School fields/facilities may be permitted as available weekdays after 5 p.m., all day Saturday and Sunday and when school is not in session as sustainability allows. Newport Mesa Unified School District has priority at its sites prior to City-permitted times on weekdays.

## VII. SITE SPECIFIC FIELD USE

Some sites have restrictions on use due to the location of the athletic fields, limited parking and/or impact on adjacent residences. Organization president and person in charge of permits for each organization are required to make sure that groups participating in organization activities at sites with specific rules do so only within the hours and at the fields listed on permits.



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

**Adult field use is allowed** at Back Bay High School, Balearic Center, Davis Field at Lions Park, Killybrooke School, TeWinkle Park Sports Complex and Wilson School. 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 Adams, California, College Park, Costa Mesa High School, Davis, Estancia High School, Harper, Kaiser, Paularino, Pomona, Rea, Sonora, Victoria, Whittier and Woodland Elementary Schools, TeWinkle Middle School. Parsons field and Jack Hammett Sports Complex

### **Kaiser School**

- 3 utility and 2 baseball fields separate from one another.
- Only 3 fields in any combination will be available for use at the same time.
- Field use hours are weekdays 4 p.m. to 8 p.m. when school is in session. Field use hours Monday through Saturday during holidays and when school is not in session is from 8 a.m. to 8 p.m. Field use hours on Sunday are 9:30 a.m. to 8 p.m.
- Kaiser School utility field users must stagger field use start times from the northern most field continuing to the south. Use Saturday begins at 8 a.m. for the first field, at 8:30 a.m. for the second field and at 9 a.m. for the third field. Sunday use begins with one field at 9:30 a.m., the second field at 10 a.m. and the third field at 10:30 a.m.
- Field preparation and participant warm-up allowed within the parameters of field use hours.
- When only one utility field is used, it must be the middle (track) field, unless there is a permitted user on the baseball fields, then, the south field must be used.
- No one shall be allowed west of the south field between the dirt access road and the school fence at any time.
- Goals on the south utility field must be placed an equal distance between the east and west residential properties.

### **California and TeWinkle Schools**

- 5 utility and/or 6 baseball fields combined.
- Only six (6) fields in any combination will be available for use at the same time.
- Field use hours are weekdays 4 p.m. to 8 p.m. when school is in session. Field use hours Monday through Saturday during holidays and when school is not in session are 8 a.m. to 9 p.m. Field use hours on Sunday are 9 a.m. to 8 p.m.
- Field preparation and participant warm-up allowed within the parameters of field use hours.
- Lights will be allowed until 9 p.m. Monday through Saturday and until 8 p.m. on Sunday.

### **Jack Hammett Sports Complex**

- 6 lit utility fields.
- Usage is restricted to youth only. Adults are prohibited for athletic use.
- Field use hours are 8 a.m. to 9 p.m. Monday through Saturday and 11 a.m. to 6 p.m. Sunday.
- Field preparation and participant warm-up allowed within the parameters of field use hours.
- Lights are allowed until 9:30 p.m. Monday through Saturday and 6:30 p.m. on Sunday.
- Up to four (4) weekend tournaments/special events conducted both Saturday and Sunday are allowed each calendar year.



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

- Field use hours for tournaments/special events shall be 9 a.m. to 9 p.m. on both Saturday and Sunday during tournaments.

### **Estancia High School**

- 3 utility fields and 3 softball/baseball fields.
- Only 2 utility fields will be available for use at the same time.
- Field use hours are 8 a.m. to 9 p.m. Monday through Saturday
- Field usage on Sunday's is at the discretion of the CEO for special events.
- Use of amplified sound systems is prohibited.
- Field preparation and participant warm-up allowed within the parameters of field use hours.

### **Costa Mesa High School**

- 4 utility fields and 7 softball/baseball fields
- Field use hours are 8 a.m. to 9 p.m. Monday through Saturday
- Field usage on Sunday's is at the discretion of the CEO for special events.
- Field preparation and participant warm-up allowed within the parameters of field use hours.

## **VIII. TOURNAMENT PROCEDURES**

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 For Use of City of Costa Mesa and Newport Mesa Unified School District Athletic Field/Facilities form on page 24. Submission of this form does not constitute approval. Approval is given according to allocation policy, after fees are paid and when a permit is issued. Tournament applicants must receive City approval to sell food, use a snack bar and/or barbeque. This approval must be noted on the use permit prior to use.

All organizations conducting tournaments using City and/or NMUSD fields must meet with City staff at least 30 days prior to the tournament date and complete a Tournament Orientation Checklist on page 23.

Tournament permits canceled by the user at least 10 working days prior to the event will be refunded in full. No refunds will be issued if the tournament is canceled with fewer than 10 days notice or if the user does not appear for a scheduled event after all fees are paid.

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

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

## **IX. 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.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

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 the “hot coal” receptacles for ease of disposal.

Personal, portable BBQ's 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:

- Within one hundred feet (100') of undeveloped, or brush areas.
- Within fifty feet (50') of residential properties.
- On or within 10' of any walkways or travel ways.
- Within parking lots.
- Within public rights-of-way.
- On or within 25' of any fields, courts, or other facilities designated and/or intended for competitive sports games.
- Within fifty feet (50') of tot lot/children play areas, except where City-provided BBQ's may be located.
- Within 20 feet of any tree trunk
- Within 20 feet of any tree branch/foliage that is less than 10 feet from the ground.

### X. 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 District fields or property, other than parking lots, without written permission noted on the use permit issued by the City of Costa Mesa.

### 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.

#### **Rest and Renovation**

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. 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 takes 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. No organization/team shall play on fields closed for renovation or repair.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



### **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 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, pesticide application and earthquakes.

### **Athletic Field Lining/Marking**

- Lining of City or NMUSD fields is prohibited without a permit.
- Burning lines on City or NMUSD fields is not permitted.

### **Field Modifications**

Requests to modify or improve any City or NMUSD field or facility in Costa Mesa shall be submitted with conceptual drawings to the City of Costa Mesa Parks and Community Services Department Recreation Division for initial review. Any permanent modifications or improvements shall become the property of the City or NMUSD.

Once reviewed by City staff, requests to modify or improve any NMUSD facility will be submitted for review to the Newport Mesa Unified School District. Please see NMUSD Site Modification Request Form on page 30. 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 Newport Mesa Unified School District facility unless approved by the City and NMSUD. 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.

Requests to modify, resize or add multiple-use, or make improvements to a City field shall be submitted with conceptual drawings to the City of Costa Mesa Parks and Community Services Department Recreation Division 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 Parks and Community Services Department Recreation Division. Adding additional fields to a site without permission will result in a Strike. Modified fields for multiple-use will be billed appropriate to use.



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

(A)

### INCLEMENT WEATHER CLOSURE POLICY AND PROCEDURES

#### PURPOSE

The purpose of this policy is to prevent athletic field playing surface damage or injuries to field users brought about by inclement weather or unsafe playing conditions.

#### POLICY

City of Costa Mesa reserves the right to cancel or suspend outdoor facility or field use permits for games, practices and other uses scheduled to be held on City sites whenever field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, smog alerts, pesticide application, and earthquakes.

Youth sports organizations using NMUSD athletic fields will be responsible for canceling or suspending field use for all activities on sites permitted to them by the City when they deem field conditions could result in damage to the field or injury to players. Any damage or costs associated with failure to cancel activities at NMUSD fields as a result of inclement weather or poor or impending conditions will result in the responsible youth sports organization being billed for any costs/damages and suspension of permits until payment received and fields repaired.

#### PROCEDURE

##### **CITYFIELDS**

The Assistant CEO/ Administrative Services Director or designated representative shall have the authority to close any or all City athletic fields whenever weather or field conditions dictate. During inclement weather, City maintenance representatives will assess the playability of all City owned athletic fields *to determine if use will occur*.

Maintenance staff shall inspect all City fields (Jack Hammett Sports Complex Fields 1 through 6; TeWinkle Park Baseball, Softball and Utility Fields; and Davis Field at Lions Park.) Assessment results will be posted by use category (football/soccer/utility or baseball/softball) on the City's MUDLINE Monday - Friday at 3:00 p.m. and Saturday - Sunday by 7:30 a.m. City fields, once closed for inclement weather or poor field conditions, will remain closed for the remainder of the day.

**It is the user group's responsibility to call the City's Wet Field MUDLINE at (714) 754-5041 after 3:00 p.m. Monday-Friday or after 7:30 a.m. Saturday and Sunday to verify field closures. Groups cannot play on fields that have been closed.**

If a Group 1 or Group 3 organization has a Tournament, Playoffs, or other large scale event, the organization's President and/or Field representative shall have the right to request a review of field closures due to inclement weather when the organization feels that the empirical methodology and staff observations are questionable. Procedure shall be to contact maintenance supervisor to meet at the field for a walk-through and measurement analysis. Supervisor has the right and authority to allow play on some or all fields at a site under this provision.

**Parks maintenance staff shall be responsible for assessing field conditions and updating of the MUDLINE daily from 6:30 a.m. to 3:00 p.m. Ambassador's will be responsible for these functions after 3:00 p.m. Should weather conditions deteriorate, maintenance (or recreation staff on weekends) will reassess City field playability and close fields if necessary. Field use or playability**

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



will be determined by safety conditions and/or hazards that could be detrimental to the welfare of the users/players, existing and forecasted weather conditions for the day, and/or potential damage to the field if they were to be used for games or practices.

### ***NMUSD FIELDS***

Youth groups using NMUSD fields are responsible for assessing field conditions during inclement weather or for poor or impending conditions. Field closure decisions will be made at each site. Organization president or field representative is required to call the Parks and Community Services Department Recreation Division office on weekdays prior to 5:00 p.m. and the Ambassadors hotline after 5:00 p.m. to give notice of field closures for their organization. Prior to season start, each organization will provide a MUDLINE for use by participants in their organization. City staff will refer all calls regarding NMUSD field closures to the number provided by the organizations permitted for use of fields.

### **CRITERIA USED TO DETERMINE PLAYABILITY OF CITY FIELDS**

City staff will inspect each of the benchmark locations and determine the playability of those fields using the following criteria.

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

Staff will step onto the playing surface to determine moisture content. If his or her foot sinks into the brick dust at least ½", the field will be deemed unplayable.

#### ***Utility, Baseball and Softball Fields - Turf***

To determine playability of turf fields such as soccer, baseball and softball maintenance staff shall walk the fields looking for saturated areas of the field or areas of pooling water. Staff will then take moisture readings using a soil moisture meter, Model #6405 as manufactured by Spectrum Technology. This instrument is widely used in the golf course and turf maintenance industries. To take a reading, the probe of the meter will be inserted into the soil to a depth not to exceed 2 ½ inches. The gauge on the meter has a range of 1 to 10, with 10 being the wettest. A reading that registers from 8 to 10 shall constitute saturated condition and fields unplayable.

Moisture readings will be taken at pre-determined locations. Baseball and softball fields will have readings taken at locations where players would normally be positioned such as left, center and right fields. A reading will also be taken on the turf just behind the shortstop position.

On utility fields, moisture readings will be taken at five different locations, one reading in front of each goal; one reading between each goal line and the centerline of the field; and one reading along the sideline area.

Once the fields have been evaluated and the playability status has been determined, staff shall update the MUDLINE accordingly, within the specified time frames. If fields are closed staff shall state the specific reason for the closure. Those specific reasons would be either to infield (brick dust) or turf conditions.



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

(B)

### DISCIPLINARY POLICY AND PROCEDURES (THREE STRIKES)

#### PURPOSE

The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy.

#### POLICY

City of Costa Mesa reserves the right to cancel or suspend field and facility permits for games, practices, and other usages based upon a user group's violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

#### STRIKE ONE

Strike one consists of documented activity in direct violation of the City Municipal Code or Athletic Field Use and Allocation Policy.

- **Group 1 users Penalty:** City staff will contact the group's president and person responsible for permits by phone and in email making them aware of the violation. Organizations will have one week (7 days) to provide City staff with explanation of infraction. City staff and Group 1 president will meet and confer to find an appropriate resolution. This may be appealed to the Assistant CEO or his/her designee.
- **Group 2 users** are NMUSD groups, governed by the terms of the City School Joint Use Agreement
- **Group 3-6 users Penalty:** A letter will be written to the user group's president and field allocation representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file. This may be appealed to the Assistant CEO or his/her designee. Strike letter will be kept for 12 months after date of issuance and removed if no further violations occur.

#### STRIKE TWO

Strike two occurs after a second documented violation within one year of issuance of first strike.

- **Group 1 users Penalty:** City staff will contact the group's president and person responsible for permits by phone and in email indicating that no action has been taken towards resolution of the first infraction or making them aware of a second violation. If violation documented involves the same team/coach as in the first violation, Organization president will be required to send the coach or team associate a letter indicating the inappropriate activity and letting the coach/team representative know that they will be required to meet with an Ambassador to discuss policy/procedures that have not been followed. Meeting with Ambassador must take place within one week (7 days) of second infraction or City staff will cancel the permit for the field time allocated to that coach. In the event that organization has failed to take any action on a first violation within agreed upon time frame, City will resolve issue with its own resources. Any costs associated with inappropriate activity will be assessed to the organization. This may be appealed to the Assistant CEO or his/her designee.
- **Group 2 users** are NMUSD groups, governed by the terms of the City School Joint Use Agreement

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



- **Group 3-6 users Penalty:** The group will be informed by letter that an Ambassador may be assigned to their permitted activity at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the Ambassador at the appropriate rate per hour. The Ambassador will act as a staff person on duty to monitor activity at the site and to report further violations to the City. This may be appealed to the Assistant CEO or his/her designee.

### ***STRIKE THREE***

The third documented violation within a one-year (365 days) time frame from the first violation.

- **Group 1 users Penalty:** City staff will contact the group's president and person responsible for permits by phone and in email indicating that permits issued for that field will either be canceled or the fee waiver for hours of use is rescinded. Group shall have one week (seven days) to choose to pay for the balance of play at that field or give up the field for re-assignment. Failure to indicate choice will result in cancellation of all current and future permits for that field for a total period of six months from date of third violation or failure to meet timelines for resolution/action on previous violations.
- **Group 2 users** are NMUSD groups, governed by the terms of the City School Joint Use Agreement
- **Group 3-6 users Penalty:** Permits will be revoked for the remainder of the year and possible loss of future allocation for up the twelve months. This may be appealed to the Parks and Recreation Commission whose decision is final.



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

(C)

### PORTABLE LIGHT USE POLICY

#### **PURPOSE**

To specify guidelines for use of temporary, portable sports field lights on City and NMUSD athletic fields.

#### **POLICY**

City will provide temporary, portable lights on approved fields (City and/or NMUSD) for use by youth sports organizations.

#### **PROCEDURE**

1. City staff will identify City and NMUSD athletic fields where portable light use is proposed to the Parks and Recreation Commission by July 15 of each year.
2. On or before August 1, City staff will distribute a fact sheet giving details of the proposed dates and times of use to residents living within 500 feet of the proposed sites and will specify that the Parks and Recreation Commission will hold a public hearing at the August Parks and Recreation Commission meeting to determine sites for the upcoming fall, winter and spring seasons. The decision of the Commission is final.

#### **Use Requirements**

1. If the Parks and Recreation Commission approves the use of portable lights for a site, staff will work with the user organizations and interested residents to locate the lights in such a way as to mitigate as possible light impact.
2. Light units will only be operated by City staff or City-trained volunteers.
3. Participants/guests are requested to leave field areas quietly. All participants should practice being good neighbors in our residential neighborhoods (refrain from honking, double parking, blocking driveways, etc). No amplification equipment will be allowed including, but not limited to public address systems, stereo equipment, stationary and portable components and bullhorns. No air horns are allowed at any time.
4. Failure to comply with any of the above use requirements by user groups will result in loss of permit for portable light use.
5. Lights must be turned off as soon as possible after the completion of the last game but not to exceed 9:30 p.m. No temporary lights use will be allowed for the four-day Thanksgiving holiday weekend or from December 30 through January 2.

#### **PORTABLE LIGHTS LOCATIONS**

- *Portable lights are allowed at the following sites: Costa Mesa High School, Davis School, Estancia High School, Fairview Development Center (FDC), Harper School, Parsons Field and Sonora School.*

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



- *Add the following sites for portable lights: Back Bay School, Kaiser School, Lindbergh Field and Woodland School. These portable light locations are approved pending the successful completion of the portable light approval process.*

### **Portable Light Approval Process**

1. Portable lights requests are suggested by Commission and/or youth sports organizations.
2. Staff contacts the Newport Mesa Unified School District (NMUSD) to request approval for portable lights at the requested school sites.
3. Once approved by NMUSD; staff conducts portable lights demonstrations at the requested school sites.
4. A week before the portable lights demonstrations are conducted, staff will mail a notice to residents living within 500 feet surrounding the school sites.
5. The day of the portable lights demonstration:
  - a. Ambassadors position lights on the school site fields and turn on the lights for an hour after dusk.
  - b. Public Service staff take light readings at the property lines before and after to determine the increase in light levels as a result of the portable lights. In some areas where the placement of the lights is close to residential homes, sound readings before and after are taken.
  - c. Staff answers questions and concerns from the neighborhood residents

After the process has been completed for the new locations staff will present the portable lights demonstrations results during a Public Hearing at a Parks and Recreation Commission meeting. Once approved by the Commission, staff will work closely with the youth organizations and neighborhood residents to locate the lights in such a way as to mitigate light impact (field coverage & light spillage).



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

### (D) BANNER POLICY

#### PURPOSE

To specify guidelines for the request and permitted use of temporary banners according to Title 13 of the Costa Mesa Municipal Code regarding the use of temporary signs for City-sponsored or co-sponsored events on public property and banners on public baseball and softball fields. Ordinance No. 04-11

#### TEMPORARY SIGNS ON PUBLIC PROPERTY (SECTION 13-118.1)

The placement of temporary signs on public property shall be limited to only those signs that advertise a City-sponsored, co-sponsored, or approved event or activity. Public property is defined as any building, park, grounds, structures, or other real property owned, rented or leased by the City not within the public right-of-way or any such property used by the City under a joint use agreement. A City-sponsored, co-sponsored or approved event includes, but is not limited to, events or activities of Group 1 Users and Group 3 Users as those terms are defined in the Athletic Field/Facility Use and Allocation Policy. Temporary signs for City-sponsored events may be placed on public property after obtaining the necessary permit from the Parks and Community Services Department Recreation Division.

- **Acceptable Sign Location:** Temporary signs may be placed only on a building wall or perimeter wall or fence of the public property. The sign shall not project above the building or above the perimeter wall and/or fence. The sign shall not be attached to any staff, pole, line, framing, vehicle, or similar support.
- **Illumination:** The sign shall not be illuminated.
- **Maximum Size:** Individual signs shall not exceed 40 square feet and total signage shall not exceed 80 square feet. [Revised by Council 11/17/09]
- **Number of Signs:** Limit one temporary sign per user group per street frontage at any given time. [Revised by Council 11/17/09]
- **Installation:** The entire surface of the sign must be securely fastened to the building or perimeter wall and/or fence.
- **Maintenance Required:** The applicant shall maintain all signs in good condition, and the applicant shall remove or replace any sign that is torn, faded, dirty, or defaced, including by graffiti.
- **Installation Period:** Temporary signs may be displayed a maximum of 30 days. Specific dates and time for the signs' installation and removal may be subject to change by the City in order to minimize impacts to the public.
  - Banners advertising registration periods will be approved for 30 days before registration begins and must be removed the day after registration has ended.
- **Sign Removal:** All signs that are not removed by the applicant by the approved removal date shall constitute a public nuisance subject to summary removal by the City. The City may bill user groups for removal.

#### BANNERS ON PUBLIC BASEBALL AND SOFTBALL FIELDS (SECTION 13-118.2)

Only a Group 1 User shall be able to request approval to install banners on a public baseball or softball field (owned, rented, or leased by the City or used by the City under a joint use agreement) that has been allocated to them by the City. Group 1 Users are defined in the City of Costa Mesa Athletic

## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014



Field/Facility Use and Allocation Policy. Banners may be placed on public baseball and/or softball fields after obtaining the necessary permit from the Parks and Community Services Department Recreation Division. A strike may be issued for not following these policies and guidelines. Please see "Three Strikes Rule" page 17-18.

- **Acceptable Banner Location:** Banners shall only be displayed on the field's outfield fence and shall only face the field's interior.
- **Banner Composition:** Banner copy and/or logos shall be limited to one side of the banner, and the banner shall be made of durable cloth, bunting, plastic, or similar material.
- **Maximum Size:** Individual banners shall not exceed 40 square feet. [Revised by Council 11/17/09]
- **Installation:** The banner's surface must be tautly and securely fastened to the outfield fence of the field by a minimum of four contact points.
- **Maintenance Required:** The applicant shall maintain all banners in good condition, and the applicant shall remove or replace any banner that is torn, faded, dirty or defaced, including by graffiti.
- **Installation Period:** Banners shall be installed no sooner than seven days prior to the baseball and/or softball season's commencement and shall be removed within seven days of the season's close. Specific dates and time for the banners' installation and removal may be subject to change by the City in order to minimize impacts to the public.
- **Banner Removal:** All banners that are not removed by the applicant by the approved removal date shall constitute a public nuisance subject to summary removal by the City. The City may bill user groups for removal.



**ATHLETIC FIELD USE AND ALLOCATION POLICY**  
July 2014

**BANNER PERMIT REQUEST FORM**  
(Please type or print one form per permit)

Organization \_\_\_\_\_

Proposed Field Site \_\_\_\_\_ # of Banners \_\_\_\_\_ Size \_\_\_\_\_

Proposed Banner Location(s) \_\_\_\_\_

Method of Installation \_\_\_\_\_

Banner Color \_\_\_\_\_ Print Color \_\_\_\_\_

Reason For Posting Banners \_\_\_\_\_

Banners will be posted on \_\_\_\_\_ and removed on or before \_\_\_\_\_  
(date) (date)

Applicant's Name \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Conditions of Approval if different from request**

\_\_\_\_\_  
\_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Permit Number \_\_\_\_\_  
(City Representative)

-----

Use this area to draw a diagram of banner location



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014

**TOURNAMENT ORIENTATION CHECKLIST**

The following information must be discussed prior to each proposed tournament.

\_\_\_\_\_  
Tournament Director

\_\_\_\_\_  
Tournament Locations

\_\_\_\_\_  
Tournament Dates

1) PROCESSING INSTRUCTIONS

- Fill out Permit Request
- Verify paperwork has been received and permits issued
- Proof of Insurance
- Pay for permits (Deposit/Field(s) see page 3 for fees)
- Special Event Permit
- Additional Charges for Unauthorized or Extended Use

2) TRASH

- Explanation of duties and responsibilities
- Site & Program Specific Information
- Additional Dumpster Necessary
- All Trash Bags Picked Up and Emptied into Dumpster

3) TOURNAMENT SCHEDULE

- Hours of tournament vs. Permitted field times (site specifics)
- Submit Tournament Schedule

4) FACILITIES

- Relationship between City, School District and User Group
- Restrooms and Water fountains (For General Maintenance Concerns Call 714-925-7425)
- Snack bar – BBQ and Open Flame
- Portable Goals/Restrooms - Placement
- Parking areas – Parking Monitors to direct participants and spectators to designated parking areas.
- Contact P.D
- Supply/Storage Areas
- Bulletin boards and information sources
- No Field Modifications - 1 Game Per Field
- Lining Fields - Need Permit (Mow Schedule)
- PA System – What type?
- MUDLINE
- Volunteers-Trespassing stations around facility

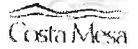
5) POLICIES AND PROCEDURES

- Contact surrounding neighbors
- Review Rules and Regulations pertaining to Field Use
- Safety precautions and reporting of accidents
- Requisitioning supplies and equipment
- Field Ambassadors – Contact Information
- Review, sign policy and provide copy for tournament director(s)

\_\_\_\_\_  
Tournament Director's Signature

\_\_\_\_\_  
City Representative's Signature

\_\_\_\_\_  
Date



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014

**Application and Agreement Request For Use of  
City of Costa Mesa and Newport Mesa Unified School District Athletic Fields/Facilities**

In accordance with the Joint Use Agreement between the City of Costa Mesa and Newport Mesa Unified School District, the City will be the responsible agency for scheduling and permitting all City owned fields and athletic facilities and NMUSD owned athletic fields located within Costa Mesa City limits after 4 p.m. weekdays and all day on weekends. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued. The City has exclusive discretion in decisions on scheduling of City and District Active Use Areas and such decision shall be final.

Costa Mesa Parks and Community Services Department Recreation Division  
77 Fair Drive, Costa Mesa, CA 92628  
Phone 714.754.5300 FAX 714.754.5166  
www.costamesaca.gov

The contact information you provide the City of Costa Mesa on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization. This information will be considered public.

Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Contact Phone Number ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Field/Facility Requested \_\_\_\_\_

Description of Activity \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Open to the Public Yes \_\_\_\_\_ No \_\_\_\_\_

| Day of Week | Dates (s) | Start Time - Include Set-up | End Time |
|-------------|-----------|-----------------------------|----------|
| _____       | _____     | _____                       | _____    |
| _____       | _____     | _____                       | _____    |
| _____       | _____     | _____                       | _____    |

*I verify that the information on this Application and Agreement Request for Use of Athletic Fields form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Organization President, Site Administrator or Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*  
ORGANIZATION PRIORITY 1 2 3 4 5 6 PERMIT NUMBER \_\_\_\_\_



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014

**Field User Information Sheet**

February 1 – June 30 or July 1 – January 31 (CIRCLE APPROPRIATE TIME PERIOD)

Organization \_\_\_\_\_

Sport \_\_\_\_\_ Season \_\_\_\_\_

Total Program Registrations \_\_\_\_\_ Total Costa Mesa Residents \_\_\_\_\_

The contact information you provide the City of Costa Mesa on these field request forms could be made public if requested. The information written on these forms should be contact information you would like City staff to provide prospective players wishing to register for your organization. This information will be considered public.

**Field Allocation Representative**

**Organization President**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City & Zip \_\_\_\_\_

City & Zip \_\_\_\_\_

Contact Phone # (\_\_\_\_) \_\_\_\_\_

Contact Phone # (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**YOUR ORGANIZATION'S IMPORTANT DATES**

Practice Begins The Week Of \_\_\_\_\_ Opening Day \_\_\_\_\_

League Games Begin The Week Of \_\_\_\_\_ and End \_\_\_\_\_

Playoffs Begin The Week Of \_\_\_\_\_ and End \_\_\_\_\_

List Any Practice or Game Restrictions \_\_\_\_\_

List Special Events (picture day, tournaments, trainings, etc.) Dates & Sites \_\_\_\_\_

I verify that the information on this form is correct as defined in the Athletic Field Use and Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy

\_\_\_\_\_  
Signature of Organization/League President

\_\_\_\_\_  
Signature of Field Allocation Representative

Date \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*  
ORGANIZATION PRIORITY 1 2 3 4 5 6 PERMIT NUMBER \_\_\_\_\_



ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

ATHLETIC FIELD USE RULES AND REGULATIONS

1. Groups consisting of ten or more individuals wishing to utilize a field must acquire a permit with the City of Costa Mesa.
2. It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. **These rules include but are not limited to:**
  - ❖ Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean and be off the fields at the ending time indicated on the permit. Permitted times include field preparation and player "warm-up". Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. The City has exclusive discretion in decisions on scheduling of City and District Active Use Areas and such decision shall be final.
  - ❖ Adult field use is limited to specific sites.
  - ❖ Field permits will not be issued for use on December 25 or July 4.
  - ❖ Field use permit must be available during use at each permitted site and presented to any City or District representative upon request.
  - ❖ No subleasing of fields is allowed under any circumstance. **Subleasing of fields may result in revocation of all permits.**
  - ❖ City or NMUSD fields or facilities may not be modified without permission. Fields may not be resized without permission.
  - ❖ Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users' responsibility to alleviate traffic and parking issues.
  - ❖ Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas. (C.M. Municipal Code, SEC. 11-3)
  - ❖ Organizations/groups using vendors during their games and tournaments to sell food or other items must submit vendor's insurance certificate (pg 28), endorsement letter (pg 29) and Costa Mesa Business License number (obtain at the Finance Department) to the Recreation Division at a minimum of two (2) weeks prior to their event.
  - ❖ Amplified sound is not allowed on any field without City approval and notation on permit.
  - ❖ The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
  - ❖ Banners may not be posted without City approval and notation on permit.
  - ❖ Balls and any other equipment thrown, batted, kicked, or otherwise propelled that land on private property must not be retrieved without the property owner's permission.
  - ❖ At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group's use must be picked up and cleared of all trash.
  - ❖ Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.
  - ❖ Portable goals and/or markers are allowed but must be removed daily
  - ❖ Property boundary walls and fences, including foul line fences, are not to be used as backstops at any time.
3. **Wet Field Policy:** Groups may not play on City fields closed due to wet field conditions. For NMUSD fields, it is the responsibility of groups to assess field conditions and provide closure information to the City Recreation Division and/or Field Ambassador, and provide their participants an organization MUDLINE for their permitted fields. City field MUDLINE is (714) 754-5041 and will be effective after 2:30 pm Monday – Friday or after 7:30am Saturday and Sunday. This phone line will be updated with closure information as needed. Groups using City fields are responsible for checking this number to discern field closure information.
4. Non-adherence to any of the Athletic Facility and field Use Allocation Policy or sub-policies rules or procedures or any City ordinance may result in the retention of a portion or all of the deposit and/or cancellation of current field permits and/or prohibition of future use.

Applicant Name: \_\_\_\_\_

(Print) (Title)

\_\_\_\_\_  
(Signature) (Date Approved by)

City Representative (Signature): \_\_\_\_\_



## ATHLETIC FIELD USE AND ALLOCATION POLICY

July 2014

### Hold Harmless and Indemnity Agreement

I/WE, FIELD/FACILITY USER, have expressed the desire to utilize an athletic field or athletic facility owned by the City of Costa Mesa and/or Newport Mesa Unified School District as stated on this application.

We, the CITY OF COSTA MESA, agree to provide access to a field or facility to meet the use requested on this application as availability and priority of use allow. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

NOW, THEREFORE, for and in consideration of the covenants herein contained, performed and to be performed, the parties here to agree as follows:

1. CITY shall schedule access to and make all provisions for FIELD/FACILITY USER to enter and use permitted public facility as required to fulfill the purpose of the Agreement.
2. Designate in writing an Administering Officer to act as the CITY representative with respect to the use of the facility contemplated hereunder. Such person shall have complete authority to transmit instructions, receive information and interpret and define the CITY requirements in connection with said use.
3. FIELD/FACILITY USER hereby agrees to defend at his own cost and to indemnify and hold harmless the CITY and NEWPORT MESA UNIFIED SCHOOL DISTRICT - (NMUSD), its elected and appointed boards, officers, agents and employees from and against any and all liability, damages, costs, losses, claims and expenses, howsoever caused, resulting directly or indirectly from or connected with the performance of the Agreement (including but not limited to such liability, costs, damage, loss, claim or expense, arising from the death or injury to an agent, member, invitee, or employee of FIELD/FACILITY USER or of CITY and NMUSD or damage to the property of FIELD/FACILITY USER, or of CITY and NMUSD or of any agent, member, invitee or employee of FACILITY USER, or of CITY or NMUSD) except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of CITY and NMUSD or any of its agents or employees other than negligent omission or commissions of CITY and NMUSD its agents or employees, in connection with the general supervision or direction of the use of said facility. FIELD/FACILITY USER, in addition to the foregoing, specifically shall indemnify and save harmless CITY and NMUSD, any and all of CITY officers, agents, and employees, from any liability by reason of California safe place statutes or similar provisions pertaining to the use of said public facility or safety of materials or equipment supplied by CITY and NMUSD or others at the direction of CITY and NMUSD and used in the performance of the purposed hereunder. Initial \_\_\_\_\_
4. It is further understood and agreed that FIELD/FACILITY USER shall be acting at all times as an independent contractor herein and not as an employee of CITY or NMUSD. FIELD/FACILITY USER shall secure at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation and other payroll deductions for FACILITY USER and his officers, agents and employees and all business licenses, if any, in connection with the use of said facility. Initial \_\_\_\_\_
5. FIELD/FACILITY USER shall secure and maintain throughout the period of use contemplated under this Agreement general liability insurance with policy limits of not less than \$1,000,000 per occurrence, with CITY and NMUSD named as additionally insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FIELD/FACILITY USER shall be primary over any insurance held by CITY and NMUSD that may be applicable. Initial \_\_\_\_\_

This Agreement, the exhibits hereto and any special provisions to which the Agreement is subject may only be altered, amended or rescinded by a duly executed written Agreement. Executed in the City of Costa Mesa, County of Orange, State of California and subject to laws thereof.



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014

| <b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>   |  |   |                                  | DATE (MM/DD/YY)  |  |
|---|--|---|----------------------------------|--|--|
| <b>PRODUCER</b><br>NAME OF INSURANCE COMPANY  |  | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |                                  |  |  |
| <b>INSURED</b><br>APPLICANT'S NAME<br>NAME OF ORGANIZATION<br>ADDRESS   |  | INSURERS AFFORDING COVERAGE<br>INSURER A:<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:   |                                  |  |  |
| <b>COVERAGES</b>  |  |   |                                  |  |  |
| THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |  |   |                                  |  |  |
| INSR LTR  | TYPE OF INSURANCE  | POLICY NUMBER   | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY)  | LIMITS   |
|   | GENERAL LIABILITY<br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> policy <input type="checkbox"/> project <input type="checkbox"/> loc | KLS-4240  | 01/01/05                         | 01/01/06   | EACH OCCURRENCE \$ 1,000,000<br>FIRE DAMAGE (Any one fire) \$ 50,000<br>MED EXP (Any one person) \$ 1,000,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 1,000,000<br>PRODUCTS - COMPROP AGG \$ 1,000,000 |
|   | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS  |   |                                  |  | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
|   | GARAGE LIABILITY<br><input type="checkbox"/> ANY AUTO  |   |                                  |  | AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN EA ACC \$<br>AUTO ONLY: AGG \$  |
|   | EXCESS LIABILITY<br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br>DEDUCTIBLE \$<br>RETENTION \$   |   |                                  |  | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000   |
|   | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  |   |                                  |  | WC STATUTORY LIMITS OTHER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |
|   | OTHER  |   |                                  |  |  |
| SAMPLE  |  |   |                                  |  |  |
| DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS, ADDED BY ENDORSEMENT/SPECIAL PROVISIONS   |  |   |                                  |  |  |
| LOCATION OF EVENT (name of school/facility), DATE (S) and TIME (S) of events (e.g. "Sunday's 9a.m.-1p.m."), TYPE OF ACTIVITY (e.g. "Soccer game") and the PERMIT NUMBER   |  |   |                                  |  |  |
| CERTIFICATE HOLDER<br>CITY OF COSTA MESA - RECREATION DIVISION<br>PO BOX 1200<br>COSTA MESA, CA 92628-1200<br>NEWPORT-MESA UNIFIED SCHOOL DISTRICT<br>2985 BEAR ST., BLDG. E<br>COSTA MESA, CA 92626  |  | ADDITIONAL INSURED: INSURER LETTER:   |                                  | CANCELLATION<br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.<br><br>AUTHORIZED REPRESENTATIVE |  |



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014

**CONTRACTUAL RISK TRANSFER  
INSURANCE FORMS**

**2ND REPRINT  
MAY 1997**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED—STATE OR POLITICAL  
SUBDIVISIONS—PERMITS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART.**

**SCHEDULE**

**State or Political Subdivision:**

The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insured.

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following additional provision.

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent, or control and to which this insurance applies:

1. The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or
2. The construction, erection, or removal of elevators; or
3. The ownership, maintenance, or use of any elevators covered by this insurance.

**SAMPLE**



**ATHLETIC FIELD USE AND ALLOCATION POLICY**

July 2014

Newport-Mesa Unified School District  
**SITE MODIFICATION REQUEST FORM**  
(Site or Community Sponsored Modifications to NMUSD Property)

*Written authorization is required from the Department of Facilities/Maintenance and Operations before proceeding with any site (building and/or grounds) modification (i.e., marquee, fences, trees, etc.).*

1. School: \_\_\_\_\_
2. Contact Name: \_\_\_\_\_
3. Contact Organization: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_
4. Contact Address: \_\_\_\_\_
5. Describe Proposed Project: \_\_\_\_\_  
\_\_\_\_\_
6. Please attach a site plan and show the proposed project location.
7. Cost estimate for proposed project (include planning, design, materials, implementation, etc.):  
\_\_\_\_\_

*\*DSA approval has a minimum architectural fee of \$3,500*

8. Will there be ongoing costs for proposed project once implemented?      Yes      No

9. List funding source(s) (i.e., school budget or budget code, SIP, PTA, etc.):  
\_\_\_\_\_

10. Are funds available now?      Yes      No

11. Desired implementation schedule: Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

12. Please provide any additional information that might be helpful to Facilities/Maintenance and Operations in its evaluation of your request:  
\_\_\_\_\_  
\_\_\_\_\_

**SITE MODIFICATION REQUEST FORM  
SITE ADMINISTRATOR APPROVAL**

1. I am aware of the proposed project described above AND have submitted work order # \_\_\_\_\_.

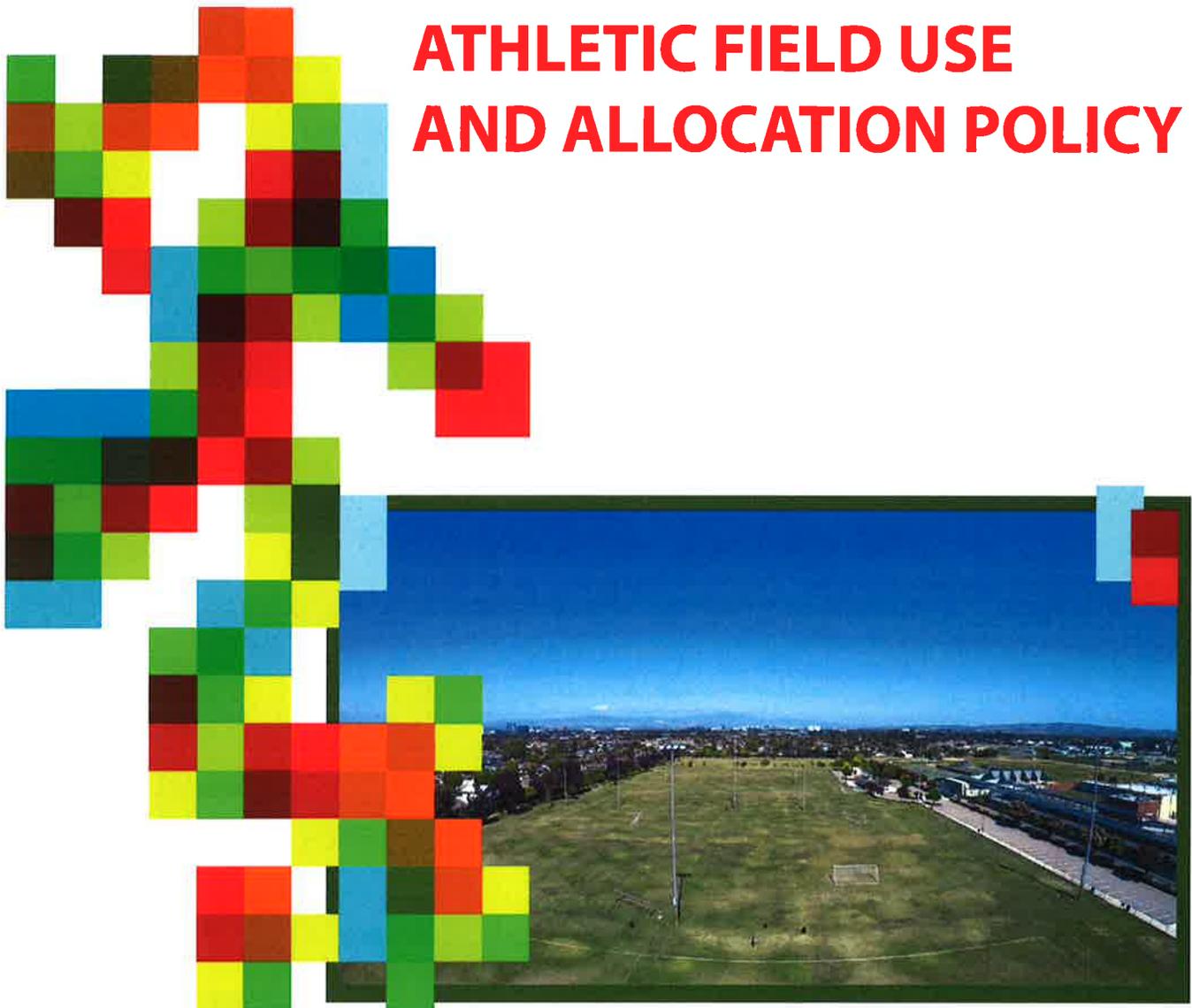
2. I have the following comments/concerns: \_\_\_\_\_  
\_\_\_\_\_

3. I support this project.

Site Administrator Signature: \_\_\_\_\_ Site: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Date: \_\_\_\_\_

# ATHLETIC FIELD USE AND ALLOCATION POLICY



## 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          | 4  |
|       | a. League Splits and New Leagues                   | 5  |
|       | b. Permit Cancellation                             | 6  |
|       | c. Field Exchange, Sublease, Non-Use               | 6  |
|       | d. Disciplinary Action for Field Policy Violations | 6  |
| VI.   | Field Allocation Process                           | 7  |
| VII.  | Field Allocation Formula                           | 8  |
| VIII. | Fees   | 9  |
|       | a. Fee Payment                                     | 9  |
|       | b. Fee Waiver                                      | 10 |
| IX.   | Financial Recovery Policy                          | 10 |
| X.    | Tournaments  | 10 |
| XI.   | Maintenance Issues                                 | 11 |
|       | a. Rest and Renovation                             | 11 |
|       | b. Turf Preservation                               | 11 |
|       | c. Athletic Field Lining/Marking                   | 12 |
|       | d. Field and Facility Closures                     | 12 |
|       | e. Field Modifications                             | 12 |
|       | f. Inclement Weather Guidelines                    | 13 |
| XII.  | Appeals Process                                    | 14 |
| XIII. | Other Information                                  | 14 |
|       | a. Snack Bar and Barbeque Use                      | 15 |
|       | b. Vendors/Concessionaries                         | 15 |
|       | c. Traffic and Parking                             | 15 |
|       | d. Restrooms                                       | 16 |
|       | e. Banners/Signage/Advertisement                   | 16 |
|       | f. Portable Lights                                 | 16 |

# 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’s 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, etc. may be required by City staff to verify residency status, and City reserves the right to conduct random audits to establish residency. Special residency status may be granted at the discretion of the City Council/CEO.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### 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.

## 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
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 Costa Mesa residents, for priority use of City fields; 50% Costa Mesa residents for priority use of NMUSD fields; or organizations that have special residency status per City Council/CEO 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.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### Group 3

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

1. They have 50% or greater Costa Mesa residents for priority use of City and NMUSD fields, or
2. They have at least 50% or greater Costa Mesa 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 shall be classified as "for pay" group status. 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% Costa Mesa residents. 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 50% Costa Mesa residents.

### Group 6

Adult Programs, organizations or events with less than 75% Costa Mesa residents. 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.

### Field Allocations at Jack Hammett Sports Complex

Sports organizations offering programs at Jack Hammett Sports Complex (JHSC) on Friday nights must have 100% Costa Mesa residents/NMUSD students and/or attend a private school within Costa Mesa city limits. 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

## ATHLETIC FIELD USE AND ALLOCATION POLICY

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 Costa Mesa residents

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 Costa Mesa 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.

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 the need to rest fields.

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

## ATHLETIC FIELD USE AND ALLOCATION POLICY

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 Directions 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.

### **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.

### **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.

**First Offense:** Verbal and written warning to the user group/individual and restitution for damages/costs if applicable.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

**Second Offense:** Verbal and written notice of three-day suspension and restitution for damages/costs if applicable.

**Third Offense:** 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.
- 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 Costa Mesa 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 Costa Mesa residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, etc. City reserves the right to conduct random audits to establish residency.
- 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.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

- 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).
- 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.

### 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 Costa Mesa residents registered with that organization in relation to the total number all registered Costa Mesa residents in all organizations in that Priority Group Classification combined.

Verification of Costa Mesa residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, etc. City reserves the right to conduct random audits to establish residency.

The total number of all Costa Mesa residents registered in all organizations within that Priority Group Classification will then be determined. Each organization's resident number will be divided by the total of all 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 Costa Mesa residents Baseball Group B has 900 Costa Mesa residents*

*Total Costa Mesa 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.*

**ATHLETIC FIELD USE AND ALLOCATION POLICY**

**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, Resident <b>\$25</b> | Adult, Non-Profit, Resident <b>\$25</b> | Youth, Non-Profit, Non-Resident <b>\$35</b> | Adult Non-Profit, Non-Resident <b>\$35</b> |
|                              |                                  | Youth, Private, Resident <b>\$77</b>    | Adult, Private, Resident <b>\$77</b>    | Youth, Private, Non-Resident <b>\$239</b>   | Adult, Private Non-Resident <b>\$239</b>   |

**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:** Any permitted field that is converted into multiple fields will be charged for each converted field. For example if one utility field is converted into two individual fields, the user group will be charged for two fields. Fields may not be split into more than two without written permission from City and noted on permit. Should City 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.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### **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.

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

## ATHLETIC FIELD USE AND ALLOCATION POLICY

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.

### **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.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

- 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.

### 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.

## ATHLETIC FIELD USE AND ALLOCATION 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 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.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### 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:

- 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 any 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

## ATHLETIC FIELD USE AND ALLOCATION POLICY

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.
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

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

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.

### **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) |     |

**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

## FUAP Chart of Changes/Comments

| Section   | Page # | What's New/Changed  | Explanation  |
|---|--------|---|--|
| I. Introduction   | 2      | Appeals process has its own section XII   | Groups are assured of a path to resolve differences of opinion.  |
| Section I User Group Comments: None   |        |   |  |
| II. Statement of Philosophy   | 2      | Brand New   | This is simply to state early in the policy that the City is committed and passionate about serving the needs of youth sports.   |
| Section II User Group Comments: None  |        |   |  |
| III. Definition of Terms  | 2      | Resident: "Special Residency," current leagues grandfathered and allows for future determinations | AYSO 97, Newport Harbor Baseball Association are current grandfathered leagues.  |
|   | N/A    | "Commercial" Deleted  | "Commercial" and "Private" are synonymous.   |
| Section III User Group Comments:<br>AYSO 97, Newport/Mesa Girls Softball, Newport Harbor Baseball Association wanted a separate document that would state that their league is exempted from the group 1 residency requirement. |        |   |  |
| Matt Leinart Flag Football League wants a separate document that states council authorized their group as a special status group 3.   |        |   |  |
| IV. Priority Group Classification   | 3      | Group 1: Added #4, national/state sport governing body requirement                                | This is important because sports governing bodies assure the City that an organization is appropriately managed and disciplined so that children are properly protected, without the City involvement. |
|   | 4      | Jack Hammett Friday Night residency requirement   | To protect Jack Hammett Field.   |

**Section IV: User Group Comments:**

All youth groups are governed by national organizations. California Youth Soccer League is the only group that might not be associated with a national organization.

Costa Mesa Pony and AVSO 97 wanted clarification on the difference between a Non Profit and a Commercial business and group classification.

Newport Mesa Friday Night Lights expressed concerns Jack Hammett Friday night residency requirement. Staff explained that Jack Hammett Sports Complex has been designated to host 22 participants per field for a total of 132 participants for all 6 fields at one given time. Staff reiterated that there are safety issues that exist as well as parking issues at Jack Hammett Sports Complex.

Newport Mesa Friday Night Lights requested that Group 1 status be split into sub groups Group 1 and Group 1A where Group 1A organizations are non-profit but can compensate staff.

Newport Mesa Girls Softball would like clarification on Private vs. Non-Profit classification.

Matt Leinart Flag Football had no issue with the new residency requirements for Jack Hammett.

|  |   |  |  |
|--|---|--|--|
| V. Process for Obtaining/Maintaining Permits | 4 | Field Request documents to be turned in earlier than 7/1/14 FUAP | Allows organizations to more accurately recruit/register participants based on fields permitted.           |
|  | 5 | Seven documents must be submitted to obtain permit               | Simplifies the process by adding a checklist of seven documents.   |
|  | 5 | Added "League Splits and New Leagues"                            | This is not uncommon among youth sport leagues so a path for splits and new leagues is provided.           |
|  | 6 | Three strikes condensed; added examples                          | Took existing policy and made it more straightforward. Examples were added to be clearer about violations. |

**Section V User Group Comments:**

Most groups were open to the idea of allocating fields one season in advance. Groups did not have a problem with the allocation because now they would know ahead of time which fields would be permitted.

- Exception: Costa Mesa Pony believes it will be hard to project registration numbers if the allocations are done with one season in advance.

Newport Harbor Baseball Association has invested funds into Davis Field at Lions Park and would like to continue playing on that field and avoid other outside groups of using the field for one time use.

Newport Mesa Friday Night Lights likes the examples of strikes and believes it is very clear.

Groups were appreciative of having a section that clearly identified the process for a new league to be formed.

Back Bay Rugby believed that the examples that were given for strikes were perfect.

|                              |   |  |   |
|------------------------------|---|--|---|
| VI. Field Allocation Process | 7 | Added language about seasons and Exhibit A (graph) | Additional language and a graph have been added to make primary versus secondary sports season clear and to make rest and renovation periods clear. |
|------------------------------|---|--|---|

**Section VI User Group Comments:**

Groups liked the visualization the rest and renovation chart.

Newport Mesa Soccer Club and California Youth Soccer League have challenges in the summer season finding field space. Would like to explore options for summer use.

|                               |   |            |            |
|-------------------------------|---|------------|------------|
| VII. Field Allocation Formula | 8 | No changes | No Changes |
|-------------------------------|---|------------|------------|

**User Group Comments: None**

|            |   |                     |   |
|------------|---|---------------------|---|
| VIII. Fees | 9 | Added Group Numbers | Group numbers were added to fee groups so that groups could more easily determine their fees. |
|------------|---|---------------------|---|

|  |    |                                      |   |
|--|----|--------------------------------------|---|
|  | 9  | NOTE added regarding field-splitting | To protect fields from overuse and collect fees accurately based on actual number of fields used.<br><br>Because we are not requiring a 50% payment upon approval of permits, the Deposits section is no longer necessary.    |
| Section VIII User Group Comments:  |    |                                      |   |
| Newport Mesa Friday Night Lights is concerned about only being able to split the fields two times and would like to consider other options.                            |    |                                      |   |
| Matt Leinart Flag Football would like staff to reconsider splitting of fields to 3 fields instead of 2 because that will affect the group's numbers.                   |    |                                      |   |
| Newport Mesa Soccer Club requested that staff explore the idea of making the non-resident non-profit fee more than a \$10 difference from the resident non-profit fee. |    |                                      |   |
| All groups that pay a fee are comfortable with 50% of the fees up front.   |    |                                      |   |
| IX. Financial Recovery Policy  | 10 | Brand New                            | This section was added to make it clear that the City is committed to providing fields to Costa Mesa/Newport Beach residents at taxpayer expense unless additional costs are incurred due to an organization's direct impact. |
| Section IX User Group Comments: None   |    |                                      |   |
| X. Tournaments   | 10 | No changes                           | No changes  |
| Section X User Group Comments:   |    |                                      |   |
| Newport Mesa Soccer Club requested that staff consider limiting the number of tournaments held at Jack Hammett Sports Complex to protect the integrity of the fields.  |    |                                      |   |
| AYSO Region 97 would like to explore the idea of hosting a tournament but will need more fields.   |    |                                      |   |

|                        |    |   |   |
|------------------------|----|---|---|
| XI. Maintenance Issues | 11 | Added "Turf Preservation" section                               | Enlists the cooperation of sports groups using fields by giving turf preservation guidelines. |
|                        | 12 | Added "Line colors must be approved by City"                    | Provides that City will determine line colors for different sports.                           |
|                        | 13 | Includes "Inclement Weather Guidelines" approved by Maintenance | Language has been added to give more playability options during periods of inclement weather. |

Section XI User Group Comments:  
 Multiple groups agreed that 2:30pm during the week for an updated status on the mudline is too late. It should be sooner so parents could be informed.

Costa Mesa National Little League appreciated the new guidelines for inclement weather.

AYSO Region 97 inquired about the possibility of providing resources for the treatment of school district fields during the offseason.

|                      |    |  |  |
|----------------------|----|--|--|
| XII. Appeals Process | 14 | This is not new, just given its own sections (was part of Introduction in 7/1/14 FUAP) |  |
|----------------------|----|--|--|

User Group Comments:  
 Appreciated.

|                         |    |  |   |
|-------------------------|----|--|---|
| XIII. Other Information | 15 | Vendors/Concessionaries added; requires Food Handling Class two times per year | Adds language to clarify the use of concession stands by first-party operators (sports groups) and second-party operators (concessionaires or food trucks) operations to protect the health and safety of participants. |
|                         | 16 | Banners: Refers to Policy and Permit   | No changes to policy; simply removed from FUAP.   |
|                         | 16 | Portable Lights: Refers to Policy  | No changes to policy; simply removed from FUAP  |

**Section XIII User Group Comments:**

Groups suggested listing current Group 1 users, Group 3 users, etc. and staff suggested it as a separate document that can be provided to user groups.

Currently most of the user groups have invested money into their "home" fields and feel a sense of ownership to their allocated field.

Most groups expressed need for permanent lights.

Back Bay Rugby would like more signage on school fields that state "No Dogs"

Costa Mesa American Little League would like to explore the idea of having restrooms closer to their fields at Costa Mesa High School.

California Youth Soccer League has concerns with extracurricular activities occurring at Rea Elementary.

Costa Mesa Pony would like to entertain the idea of hosting tournaments in the future.

AYSO 97 would like to have Kaiser Elementary lit for multiple seasons and have the facility permanent lit in the future.

Newport Mesa Friday Night Lights has an issue with groups operating the Jack Hammett Sports Complex Snack Bar when field use permits for their organization are not issued. Believes the city should create a contract for snack bar use.

Newport Mesa Friday Night Lights is disappointed that food trucks will no longer be allowed.



June 17, 2015

Dear Costa Mesa City Council Members,

This letter is to request a one year extension of our current Group 3 user status for the Matt Leinart Flag Football League. We have been ecstatic with the growth of our Costa Mesa league in the last year. However, due to the new FUAP that has been put in place, as well as construction about to begin at Newport Harbor High School, we have over 200 kids that will be unable to participate this year. These are private school youths who are excluded from the new FUAP, because they are not a part of the Newport-Mesa Unified School District. Once construction is completed at Newport Harbor High School, these kids will be moved back to Newport Harbor, and put us in compliance with the new FUAP requiring all league participants to be either a Costa-Mesa resident, or a NMUSD student. We have worked well with the various other user groups in the city allowing AYSO club soccer to work the snack bar and keep all proceeds to help fund their program. Over the course of the last 3 seasons the Flag league has been able to donate \$6,000.00 back to Estancia High School Football as well as purchase 3 new sets of uniforms for Costa Mesa High School Football valued at \$9,000.00.

Thank you in advance for your consideration on this matter.

Sincerely,

A handwritten signature in cursive script that reads "Robert J. Leinart".

Robert Leinart  
Vice President  
Matt Leinart Flag Football

6966 Turf Drive Huntington Beach, CA 92648  
Phone: (714)864-9600  
[www.mlflag.com](http://www.mlflag.com)