



**Alameda Recreation and Parks Department**  
2226 Santa Clara Avenue, Alameda CA 94501  
(510) 747-PLAY Fax 510 523-4071  
[www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation)

## **ATHLETIC FACILITY USE AND ALLOCATION POLICY**

### **I. INTRODUCTION**

The Alameda Recreation and Parks Department (ARPD) coordinates, allocates, and permits the use of all City-owned and maintained athletic fields, court facilities, and the Alameda Point Gymnasium. Under a Joint Use Agreement, the City also coordinates scheduling for the Alameda Unified School District swim facilities.

This policy is established to ensure fair and equitable access to City managed athletic facilities for recreational uses that meet the needs of Alameda organizations and residents. ARPD aims to provide equitable access and opportunities at its athletic facilities for all Alameda residents.

Due to increasing demand for City athletic facilities and the limited available space, it is important that all user groups abide by this Athletic Facility Use and Allocation Policy.

The Recreation and Parks Director and/or his or her designee shall, at their discretion, provide the interpretation of the language in the Athletic Field Use and Allocation Policy. In the event there is a need to make administrative changes to address field use, City staff shall have the authority to make the necessary revisions.

### **II. POLICY PURPOSE**

- To provide City of Alameda residents with priority access to athletic facilities.
- To establish clear policies and procedures governing the use of City managed athletic facilities.
- To ensure youth recreational programs are prioritized.
- To ensure girls under the age of 18 are prioritized per the Fair Play Act (AB2404).
- To collect fees for the use of athletic facilities, in support of their ongoing maintenance.

### **III. DEFINITION OF TERMS**

- **ARPD**: Alameda Recreation and Parks Department
- **Resident**: A person whose address is within the City of Alameda limits.
- **Non-Resident**: A person whose address does not fall within the City of Alameda limits.
- **Alameda Organization**: A recognized non-profit or not-for-profit organization whose participant roster has 75% or more Alameda residents.

- **Non-Alameda Organization:** A recognized non-profit or not-for-profit organization whose participant roster has less than 75% Alameda residents.
- **ARPD Athletic Facilities:**
  - **Court Facilities:** Tennis, pickleball and outdoor basketball courts in ARPD Parks.
  - **Fields:** Multi-purpose, rectangular and baseball/softball fields.
  - **Gym:** Alameda Point Gymnasium.
  - **Swim Center:** Swim centers at Alameda High School and Encinal High School as owned by Alameda Unified School District (AUSD) and scheduled by ARPD.
- **Athletic Facility Rental Application:** The application required to request athletic facilities for a season.
- **Designated Representative:** Each organization must designate one person to be the representative with which ARPD communicates. ARPD will only accept athletic facility rental requests from this representative and all communication regarding facility use, schedules, fees, etc. will be only with the designated representative. This representative must attend mandatory meetings or clearly communicate to ARPD the name of an authorized designee who will attend on their behalf.
- **Fair Play Act:** All facilities are scheduled in accordance to State and Federal Law including the Fair Play In Community Sports Act (AB2404), which requires that girls under 18 years of age be provided opportunities for participation at public athletic facilities that are equal, both in quality and scope, to those provided to boys.
- **Field Conditions Hotline:** Field conditions and whether fields are open or closed are available on Twitter @ARPDweather and other methods listed below. Do not contact staff directly.
- **Roster:** A list of an organization's participants for the season and must include participant name, gender (self-identified to determine Fair Play Act compliance), and home address (to determine residency).
- **Permit:** ARPD facility rental permit issued once a rental request is approved. Coaches and users must keep a hard copy during facility use.
- **Soccer Goal Policy:** A required form that requires organizations to lock up soccer goals for liability and maintenance reasons. Signature required by the designated organization representative.
- **Sublease:** When an organization with an approved City permit, allows another organization or individual that does not have a permit to use a City facility, whether through mutual agreement, no cost or paid arrangement.
- **User Group:** Organization or individual that receives an athletic facility use permit.

#### IV. ATHLETIC FACILITY ALLOCATION PROCESS

Organizations and individuals must comply with all requirements listed in the Athletic Facility Allocation Policy and the Athletic Facility Rental Application in order to maintain allocation status. This applies to all user groups requesting rental of all ARPD Athletic Facilities.

1. To request athletic facilities for a season, organizations must complete and submit the following to ARPD at [ARPD@alamedaca.gov](mailto:ARPD@alamedaca.gov) or 2226 Santa Clara Ave., Alameda, 94501. Application must include:
  - a. Athletic Facility Allocation Policy – signed by a designated representative
    - i. Rentals by AUSD groups also require signature by a designated administrator
  - b. Athletic Facility Rental Application
  - c. Organization By-Laws
  - d. IRS non-profit tax designation letter
  - e. Certificates of Insurance and Additional Insured (submit once per year)

ARPD will keep the By-Laws and IRS letter on file so organizations only need to submit these once and then re-submit only if there are changes.

2. Completed application must be submitted by the deadline to be considered for the allocation period.
3. Rosters are required to be submitted within 30-days of the first rented day of the season.
  - a. If the organization applied for a Resident or Alameda Organization permit and does not meet the 75% Alameda resident threshold for participants, then the organization must pay the Non-Resident / or Non-Alameda Organization rate for all permitted time for that season and it may result in consequences as defined in the Athletic Facility Allocation Policy.
4. All outstanding invoices must be paid in full prior to submitting an Athletic Facility Rental Application.
5. Adult or Youth organizations or individuals requesting one-time use only need to submit the Facility/Field Reservation Form along with any other necessary documents at least 14 days before the requested date.
6. All athletic facility forms and policies are available at [www.alamedaca.gov/recreation/sports](http://www.alamedaca.gov/recreation/sports)
7. To be considered for an allocation, an organization must comply with the process above and attend a mandatory Facility User meeting conducted by ARPD prior to each season to discuss allocations, provide necessary information and discuss issues relevant to all organizations. A designated representative, or authorized designee, from the organization must be present for the organization to be considered in that allocation period.
8. It is the organization's responsibility to update ARPD with current contact information for the organization designated representative.

9. Athletic Facility permits will be issued to each organization with approved allocation dates and times listed. User Groups must ensure their coaches and managers have a copy of their permit in possession when utilizing athletic facilities.

## V. FEES AND CANCELLATION

All athletic facility use fees are reviewed annually by the Recreation and Parks Commission each October and finalized by the City Council. Current fees can be found in the Citywide User Fee Schedule at <https://www.alamedaca.gov/Departments/Administration/Finance> or by contacting ARPD. This includes fees for facility use, clean-up and failure to move and lock soccer goals. Fees are higher for non-Alameda organizations.

### Payment

Once permits are approved and distributed to a User Group, all associated fees must be paid according to the City's Recreation and Parks Department User Fee Schedule and payment schedule. ARPD will issue invoices that are expected to be paid within 30 days of receipt. Invoices can be expected monthly in arrears. Payments for all facilities are collected after the use so that any rain outs, air quality closures or cancellations are taken into account.

### Cancellation

Refunds will not be issued for unused permit time unless ARPD receives notification from the User Group with notification as follows:

- Court Facilities: At least 14 days in advance of the day requested for cancellation.
- Fields, Gym and Swim Center: At least 30 days in advance of the day requested for cancellation.

ARPD will determine days that facilities are closed due to inclement weather or poor air quality and will not include these days on the payment invoice.

## VI. FAIR PLAY ACT

The Fair Play in Community Sports Act requires that girls under the age of 18 be provide equal opportunities to participate in public athletic facilities to those provided to boys. While demand often exceeds capacity at City athletic facilities, it is ARPD's responsibility to allocate youth sports facilities equally to girls under the age of 18 or to the extent that our community's needs have been met.

### Definitions to Qualify under the Fair Play Act Allocation:

**Girls Team** – The season roster includes 100% girls under the age of 18

**Co-Ed Team** – The season roster includes 50% + 1 of girls under the age of 18. All Co-Ed teams with 50% of less participants who are girls will not qualify under the Fair Play Act allocation.

## VII. ATHLETIC FACILITY EXCHANGE OR SUBLEASE

User Groups may not exchange or sublease fields under any circumstances. Doing so will result in consequences as defined in this policy, which may include revocation of permits for all parties and the opportunity to receive future allocations.

## VIII. ATHLETIC FACILITY ALLOCATION SEASONS & USE

### Athletic Fields

<b>Spring</b>	February – May
<b>Summer</b>	June – August
<b>Fall</b>	September – December

### Alameda Point Gymnasium

<b>Spring</b>	March – Mid-June
<b>Summer</b>	Mid-June – September
<b>Fall</b>	October – January

### AUSD Swim Centers

<b>Summer</b>	June – August
<b>Fall</b>	August – November
<b>Winter</b>	November – February
<b>Spring</b>	February – May

### Court Facilities

**Monthly** requests due the 1<sup>st</sup> of the month prior (Ex: June request due May 1)

For tennis and pickleball facilities, no more than 50% of courts may be rented at each facility (unless by special permit for a large tournament). This is to ensure courts remain available and non-reservable for open public play. For example: Washington Tennis Courts – up to three courts may be reserved at one time. Krusi and Leydecker Tennis Courts – up to two courts may be reserved at one time.

## IX. USER GROUP PRIORITY CLASSIFICATIONS

### Allocation Guidelines

For Fair Play Act compliance, girls teams will be allocated up to 50% of facility usage or until the community's needs are met, regardless of the team's allocation priority. For example, a girls' competitive team may be allocated before a boys' recreational team to meet Fair Play Act requirements.

Priority level is established each allocation period based on the organization's rosters provided for that season. Priority level does not carry forward from any previous seasons.

ARPD reserves the right to reduce hours allocated lower than an organization's requested hours based on facility availability.

### Priority Classifications

**Priority 1**                      **CITY:** Classes, programs, leagues and activities conducted or sponsored by the City of Alameda.

**Priority 2**                      **SCHOOLS:** Alameda based school programs with teams with at least 75% Alameda residents including private and charter schools.

**Priority 3**                      **ALAMEDA RECREATIONAL YOUTH:** Alameda youth organizations (greater than 75% Alameda residents) with IRS designation as a non-profit organization that are recreational in

nature with an “everyone plays” philosophy, equal playing time and volunteer coaches, managers and board members. This may include specific divisions/teams within a league.

**Priority 4 ALAMEDA COMPETITIVE YOUTH:** Alameda youth organizations (greater than 75% Alameda residents) with IRS designation as a non-profit organization that are competitive in nature in which participants must “tryout” or otherwise be selected based on skill level, equal playing time is not guaranteed to each team member and coaches and managers may be paid. This may include specific divisions/teams within a league.

**Priority 5 ALAMEDA ADULT ORGANIZATION OR INDIVIDUAL:** Alameda adult teams with greater than 75% Alameda resident participation or Alameda resident private use.

**Priority 6 FOR-PROFIT SPECIALTY EVENTS – ALAMEDA YOUTH ORGANIZATIONS:** This priority level includes specialized programs offered by organizations in Priority 3 that are outside of regular league structure. Examples may include specialty camps, clinics or tournaments.

**Priority 7 NON-ALAMEDA YOUTH:** Youth organization teams with less than 75% Alameda residents.

**Priority 8 NON-ALAMEDA ADULT ORGANIZATION OR INDIVIDUAL:** Non-Alameda adult teams with less than 75% Alameda resident participation or non-resident private use.

## **X. FIELD MAINTENANCE AND CLOSURES**

### **Field Condition Hotline**

After a significant rain, ARPD will update the Field Conditions information by 2:00pm each day. It is possible that certain fields may be open while others are closed based on each field’s drainage and playable condition. User groups are responsible to notify all coaches and players that are affected. The field condition contact information below may be shared with anyone.

Field Conditions are available by 2:00pm each day and can be accessed by the following methods:

- Twitter: @ARPDweather
- [www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation)
- Teamsideline.com/ARPD

Do not directly contact staff to request field conditions. Fields are closed when it is listed in the Field Conditions platforms listed above regardless of the presence of field closed signs.

We rely on our Parks Maintenance staff to determine field playability. We ask for user group cooperation as well, in identifying when fields are not playable and ensuring teams are not using unsafe fields for play. It is the user group’s responsibility to use common sense and best judgment when determining whether to play or cancel, especially on weekends. User groups are responsible for any damage to fields as a result of their use.

### **Field Closure Standards**

A field can be wet from dew or irrigation and may be playable, however a saturated field is not playable. ARPD strives to balance the needs of user groups with player safety and proper field maintenance.

- a. Rain. All natural grass fields are closed when it is raining, regardless of whether field closed signs are placed on the field or has been communicated through Field Conditions contacts.
- b. Multiple puddles of water that are not draining
- c. Deep holes
- d. Muddy and slippery conditions
- e. When stepping on the field or infield, the ground underneath your foot is not firm and easily gives way
- f. When stepping on the field, water forms around your foot

### **Field Use Expectations**

Grass and pathways – Make sure parents, spectators, coaches and participants are not parking on or driving across grass areas or park pathways.

Trash – User groups are responsible to ensure all trash from your use is put into trash/recycle/compost receptacles. A clean-up fee will be assessed if ARPD staff are required to clean the area after use.

Infields – To prevent a growing lip, please stay at least 18 inches away from the outfield edge when dragging a field. Please make an effort to rake the infield mix from the edge of the outfield. When finished dragging, please change places where you complete dragging. Only responsible adult volunteers, trained in field preparation should drag the field.

Soccer Goals – Plan to adjust the location of goals throughout the season to prevent turf wear. This includes re-lining fields either at a different orientation or offset at a distance. This will reduce wear at the goal box and center circle. Goals must be secured after each use or a fine will be assessed. This ensures safety for park users and allows for field maintenance in goal areas while not in use.

### **Field Closure Schedule**

Fields are closed for maintenance, rest periods and repairs. ARPD staff will notify users with as much advance notice as possible for maintenance related field closures. These dates are subject to change due to maintenance schedules, weather, and other field needs.

## **XI. BACKGROUND CHECKS AND CREATING A POSITIVE SPORTS EXPERIENCE**

### **Background Checks Required**

The City requires background checks for all adults who work with youth under the age of 18, including coaches, managers and other volunteers or paid staff. The organization is required to keep these background checks on file and the City reserves the right to request proof at any time. California law, AB 465 states that background checks can be conducted on all potential volunteer youth sports coaches.

User groups must comply with the Child Abuse and Neglect Reporting Act. This is a California law requiring volunteers and staff whose work brings them into contact with children on a regular basis to be Mandated Reporters. A Mandated Reporter is required to report observed or suspected child abuse or neglect to designated law enforcement or social services.

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*Initial* As the league representative, I understand background checks for all adults working with youth are required and will be maintained on file for a minimum of 5 years.

## Positive Coaching

ARPD strongly supports a safe and supportive athletic experience for all youth. To accomplish this, ARPD strongly recommends that all youth organizations using City facilities maintain standards, become certified and require trainings from organizations such as the Positive Coaching Alliance, <https://positivecoach.org>, or a comparable organization. All organizations are expected to lead by example in demonstrating equity and fair play.

- ☐ Yes, our league has a Positive Coaching, or similar, policy
- ☐ No, our league does not have a Positive Coaching, or similar, policy

## Concussion Protocol

ARPD strongly encourages all leagues to have clear concussion protocols in place and to take concussions very seriously. The CDC Heads Up has excellent information on how to recognize, respond to and minimize the risk of concussions as well as clear action plans. They provide FREE online trainings, FREE materials for parents, athletes and coaches as well as a wealth of information. Information available at [www.cdc.gov/headsup](http://www.cdc.gov/headsup). Informational flyers in English and Spanish are available for coaches at [www.cdc.gov/headsup/pdfs/youthsports/coaches\\_engl.pdf](http://www.cdc.gov/headsup/pdfs/youthsports/coaches_engl.pdf) and for parents at <https://www.cdc.gov/headsup/youthsports/parents.html>.

- ☐ Yes, our league has a Concussion protocols and policy
- ☐ No, our league does not have a Concussion protocols and policy

### SIGNS & SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

#### SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

#### SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

January 2021



### ACTION PLAN

**As a coach, if you think an athlete may have a concussion, you should:**

- 1. Remove the athlete from play.**
- 2. Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a healthcare provider.** Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess an athlete for a possible concussion.
- 3. Record and share information about the injury,** such as how it happened and the athlete's symptoms, to help a healthcare provider assess the athlete.
- 4. Inform the athlete's parent(s) or guardian(s)** about the possible concussion and refer them to CDC's website for concussion information.
- 5. Ask for written instructions from the athlete's healthcare provider** about the steps you should take to help the athlete safely return to play.

Before returning to play an athlete should:

- Be back to their regular activities (such as school).
- Not have any symptoms from the injury when doing regular activities.
- Have the green-light from their healthcare provider to begin the return to play process.

**For more information, visit [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)**

*The information provided in this document or through links to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.*



**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**

## **XII. RULES AND REGULATIONS FOR ATHLETIC FACILITY USAGE**

- Parks are open dawn to dusk with lighted athletic facilities open until 10:00pm. Loitering after dusk or past 10:15pm is not allowed.
- Athletic facility use begins and ends at the times stated on the user group's permit, including set-up and clean up. Groups are not allowed on or in the athletic facilities prior to the start time listed on the permit and are required to exit the facility at the time indicated on the permit.
- Alcohol is prohibited at all athletic facilities.
- The use of sound amplification equipment is prohibited. This includes radios, speakers, boom boxes, DJ set ups, instruments, microphones, and megaphones.
- Smoking is prohibited in all City facilities and properties including parks, parking lots and all athletic facilities.
- Vehicles are not permitted inside any City park at any time unless previous permission is granted. This includes on all path pathways. User group is responsible to ensure participants and spectators utilize public parking areas, do not block signs or driveways and do not park in private areas.
- Dogs must be leashed and under control at all times in public parks and athletic facilities.
- Subleasing or exchanging athletic facility time use under a permit is not allowed.
- City buildings, fences, signs and walls are not to be used as backstops or to kick/throw balls against at any time.
- User groups must receive prior approval from ARPD to charge an entrance fee during permitted use or to sell clothing, equipment or snack concessions. All food or drink sales requires proof of an Alameda County Health permit.
- User groups are required to promptly inform ARPD of any perceived unsafe or dangerous conditions.

## **XIII. CONSEQUENCES OF VIOLATING THE ATHLETIC FACILITY POLICY**

The City of Alameda Recreation and Parks Department reserves the right to revoke, assess fines, impose fees, or terminate a field use permit of any individual or organization for a violation of any of these policies and procedures.

Failure to abide by Athletic Field Policies and Procedures will result in the following consequences. Depending upon the severity of a violation, ARPD reserves the right to move immediately to a more severe consequence.

1. Written reprimand user group and may include required corrective measures.
2. Loss of Allocation Priority Status for next allocation period. The result of this means the organization will be last for allocation.
3. Loss of Allocation Priority Status for one year.

User groups are responsible for any facility damage, particularly from inappropriate use. ARPD reserves the right to charge the user group for the cost to repair damages.

## XIV. FORMS

The following forms must be completed by the deadline in order for your application packet to be accepted for the allocation period.

- ☐ Athletic Facility Use Application
  - Athletic Facility Allocation Policy – signed by a designated representative
  - Athletic Facility Rental Application
  - Organization By-Laws
  - IRS non-profit tax designation letter
  - Certificates of Insurance and Additional Insured
- ☐ Soccer Goal Policy (if applicable)
- ☐ Roster within 30-days of the first rented day of the season

By signing below, I confirm that I have fully read and understand the City of Alameda Recreation and Parks Department Athletic Facility Allocation Policy.

### Designated Representative

Printed Name

*Signature*

Date \_\_\_\_\_

### Designated Administrator (AUSD teams)

Printed Name

*Signature*

Date \_\_\_\_\_