



Alameda Recreation & Parks

Field Allocation Policies and Procedures

Alameda Recreation & Parks coordinates the use of all City parks, athletic fields and other athletic facilities available to organizations and the general public. Alameda Recreation and parks staff have worked to ensure a fair field allocation process.

Due to the increased demand for the use of City, School District and College athletic facilities, it is necessary to emphasize sharing in the use of all athletic facilities.

It is possible that Alameda Recreation & Parks may charge to recover public costs to operate, maintain, supervise and administer the use of parks and athletic facilities.

Purpose: Alameda Recreation & Parks strives to maximize all field use and resources throughout the City and whenever feasible enter into partnerships with local sport leagues and school districts to facilitate field allocations and to provide optimal playing conditions for all participants.

Principle: It is the goal of Alameda Recreation & Parks to allocate field use to requesting and qualified organizations on the basis of equal opportunity and in accordance with Federal and State law (AB2404). This shall apply without regard to the competitive level of an organization; i.e., all participants shall receive the amount of field time of the organization with whom they are registered. This principle recognizes the fact that the participants are the real users and the requesting organizations are only their agents.

Methods: Fields will be allocated by participant percentage of all qualified primary users and in accordance with applicable Federal and State laws. This will be done by using the group's last season's bonafide primary rosters. Priority will be given to games.

Facility Use Priority Criteria & Conditions

1. Facility Assigning Priorities based on space availability:
 - A. **Recreation & Parks** – Classes, programs, leagues or activities run by the Alameda Recreation & Parks.
 - B. **School District** – Teams run by the Alameda Unified School District and Private Schools within the Alameda city limits.
 - C. **Sanctioned Youth Leagues** – A league is 4 or more teams per age group and 6 or more games are played within the City. Facility assignments for leagues with 3 or less teams will be based on space availability.
 - D. **Sanctioned Adult Leagues** – A league with participant over 18 years of age.
 - E. **Youth Traveling Teams** – Participants must tryout to be place on a team. Teams play a higher level of competitive game and must travel to other cities to compete in a similar level of competitive play.
 - F. **Local Non-Sanctioned Programs** – Any Alameda Sports groups that are formed within the City (church leagues).
 - G. **Non-Resident Programs** – Any league or group that is formed outside the City of Alameda.

In order to qualify as a Non-Profit user, the organization must meet all the following criteria:

1. The organizations must be governed by a recognized constitution, 501(c)3 paperwork and operating bylaws, which include a standard code of conduct.
2. The organizations shall be governed by a Board of Director responsible for general administration of the program.
3. The organization must provide Alameda Recreation and Parks with an appropriate liability endorsement of insurance, naming the City of Alameda and the Alameda Recreation and Parks as additionally insured for \$1 million. City of Alameda will provide required language listing City as an additional insured per Risk Management Office.

4. Sanctioned groups will be required to provide a financial statement at the beginning and conclusion of each seasonal unit.
5. Recreation & Parks staff will conduct an annual review of all sanctioned groups.

Field Request Procedures

1. Groups must meet deadlines for submitting facility use requests. Failure may jeopardize placement in the master schedule. All facility use forms must be completed thoroughly.
2. Priority is given to provide game facilities and to maintain parks. Practice requirements are the second priority following game and maintenance needs.
3. Number of players and in accordance with applicable Federal and State laws will be the major factor in allotting facilities.
4. Where concession stands or storage containers exist, the use will be given to the primary user group unless they decline use. Refer to policy included in this manual.
5. As a result of the large number of individual teams in the area, the Alameda Recreation & Parks facility scheduling representative will only accept facility use requests from the league representative.

User Groups

No User Group will be given final approval for facility use until the following is submitted:

1. Completed list of names, addresses, and telephone numbers of the current Board of Directors.
2. Proof of current non-profit status with IRS and State of California.
3. Master Calendar of events, which shall include:
 - Organization name and sport
 - Registration dates
 - Team selection dates
 - Opening day: dates, time, field, equipment & program
 - Date league games and
 - Number of teams and number of players
 - Practice schedule
 - Pre-season tryouts (dates, times, places)
 - Date practice begins
 - Date league begins
 - Tournament/Post Season dates including request to host (all-stars, tournaments, games)
 - Request for field lining
 - Request for use of snack bar and storage

For new teams and Leagues, the following are due upon final field allocation and prior to receipt of authorization to use field of any facilities storage.

1. Any league anticipating a split to form a new league or individuals planning to organize a new sports program, must apply to Alameda Recreation & Parks one year prior to the estimated starting date. This will provide time necessary to study the impact of the new program on existing facilities.
2. Requests for additional use or programs not covered by the Field Allocation Request must be submitted to Alameda Recreation & Parks by January 2nd of the year that you will need the facility.

Definitions

1. **Participant:** Participants shall include only those players who are fully registered with the user organization. Non-players such as coaches, officials, and staff shall not be included. For the purposes of field allocation, actual total enrollment will be determined by registered participants only.
2. **Organization:** Organization shall be registered with Alameda Recreation & Parks and have a representative on the Sports Advisory Committee to be qualified for field use. New users will be invited by the Alameda Recreation & Park staff to attend meetings when field allocation requests are being considered.
3. **Primary User:** Alameda Recreation & Parks has first claim to all field use during the season that they are classified as primary user.
4. **Secondary User:** A secondary user may obtain field use allocations only if: a) a field is not used by a primary user; b) all primary users have received all the field time requested and there is field time not allocated to primary users.
5. **New Users:** This is an organization which has not requested field use allocation in the last 12-month period. New users must adhere to deadlines established herein to be eligible for field allocations. An organization which changes its name, but otherwise remains the same, shall not be considered a new user. Splinter, spin-off or subsidiary organizations will be considered new users. A current organization which merges with another current organization shall not be considered a new user, provided the presidents of both merging organizations sign the field allocation request which thereby combines their season. New divisions of current organizations must indicate such on their Field Allocation request

form. The Sports Advisory Committee may determine initial maximum level allowed for new users, although they may not deny use to an otherwise qualified organization or division.

6. **Residency:** Residency requirements may be increased to 80% depending on the number of resident requested field allocation requests. All youth group users are required to have 75% of their participants as Alameda residents to be considered a primary user. Adult group organizations must have 75% residency. Any user group/team, including non-profits that fall below the percentage of 75%, will be required to go through a program review by Alameda Recreation & Parks and to determine field allocation to that user group.
7. **Allocation Percentage:** Each organization shall receive a percentage of fields on the basis of its percentage of total players in all organizations, which provide the same age level of play and in accordance with applicable Federal and State laws. This will be done by the player roster.
8. **Sports Advisory Committee:** The purpose of this Committee is to provide a sounding board to Alameda Recreation & Parks, identifying short and long range projects, annual field improvements and review of field allocations. Each organization or Alameda Recreation & Parks sponsored league shall have one representative on the Committee.

Allocation Schedule

1. After the season application deadline, Alameda Recreation & Parks will process all field application for completeness and determine any conflict of requested use.
2. The Sports Advisory Committee will meet the third Thursday of November, June, and August to review field applications and resolve conflicts in use.
3. Additional meetings may be necessary to resolve complicated conflicts.
4. For Sports Advisory Committee Field Allocation Meeting, each participating organization's president or designee must have the authority to speak for the organization. Final decisions must be made at these meetings and no allocation business will be tabled to another meeting. If the Sports Advisory Committee representative needs help with the process, another person from their organization may attend the meeting to provide assistance.
5. Each participating organization must make available bonafide registration materials or parent organization computer printout listing player's name, full address, and (for youth organizations) the school name for inspection by Alameda Recreation & Parks and the Sports Advisory Committee.
6. Requests for additional use or programs not covered by the Field Allocation Request must be submitted to Alameda Recreation & Parks in writing.

Authorized Alameda Recreation & Parks Use: When all written requirements of the Alameda Recreation & Parks are met, the organization will receive a formal authorization to use fields. A copy of the permit must be available at each site approved for use for inspection by Alameda Recreation & Parks staff or Police Department.

Scheduling Resolutions: In the event that field allocations cannot be assigned through the procedures outlined above or if conflicts exist, the Alameda Recreation & Parks reserves the right to make final field allocations based on the number of resident participants in each organization and in accordance with applicable Federal and State laws.

Notice of Non-Use of Field: Any user organization that has been allocated space and does not intend to use it regularly, should notify Alameda Recreation & Parks so that the field may be reallocated or otherwise used at its maximum; or mention of this at the Sports Advisory Committee meeting where this topic will be agendized.

Notice of Exchange: Any user organization may relinquish or exchange its allocation, or any part of it, with another organization. Any such modification must be verified in writing by all the parties to exchange, and the field allocations forms must be filled with Alameda Recreation & Parks.

Athletic Field Lining/Marking/Lighting

- A. Lining of Alameda Recreation & Parks fields is permitted. If you wish to line the field, Alameda Recreation & Parks will line the field for a charge of \$27. Weekends \$50.
- B. Burning lines on Alameda Recreation & Parks fields is not permitted by Alameda Recreation & Parks.
- C. Any user failing to comply with established guidelines and notification requests are subject to paying for all damage occurring to the facility and the termination of field use permit.
- D. Lighting of Alameda Recreation & Parks fields is permitted. If you wish to light the field, Alameda Recreation & Parks will light the field for a charge of \$25 per hour.

Cancellations: Alameda Recreation & Parks may cancel park and field facilities usage for any of the following reasons:

- When the sports field is closed due to maintenance by Alameda Recreation & Parks.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, earthquakes, etc.
- When there is the potential of damage to the sports field due to inclement weather.

Game Times:

Games will not be allowed to start before 9:00 a.m. Please make sure that if teams arrive early, they must keep noise level down. Permits will be revoked from any users failing to obey the starting times.

Insurance:

- A. When the user group is involved in a sporting/hazardous event, Alameda Recreation & Parks requires the group to have a minimum \$1 million Comprehensive Personal Liability and Property Damage

Insurance Policy. The City of Alameda and Alameda Recreation & Parks must be named as additional insured on the policy.

- B. The user agrees that the policy will indemnify and hold harmless the City, its elected officials, officers, agents, and employees, and independent contractors from all claims for damages to persons or property by reason of user's acts or those of users, employees, agents, volunteers, guests or invitees in conjunction with users and occupancy of the facility.
- C. Proof of policy must be given to Alameda Recreation & Parks prior to being given authorization to use the field.

Traffic and Parking:

- A. The user group must assure that participants and spectators utilize off-street public parking areas. Please do not block signs or driveways and be responsible for litter and trash clean up.
- B. No vehicles will be allowed on Alameda Recreation & Parks property, other than in parking lots.

Alameda Recreation & Parks Field Maintenance:

- 1. All maintenance, such as lightweight field preparation, lining of the fields, setting of bases, and installation of portable goals will be performed by the user as per agreement between Alameda Recreation & Parks and the user.
- 2. Motorized vehicles are not permitted on Alameda Recreation & Parks fields for the preparation fields unless written permit is given by the Park Manager.
- 3. Each user is responsible for the facility being free of trash or debris caused by group usage.
- 4. Users are required to report any damage or acts of vandalism to Alameda Recreation & Parks immediately. **Maintenance Repair Line: (510) 747-7542.**

Field Maintenance Renovation:

Any request to modify or improve any Alameda Recreation & Parks fields shall be submitted for review to Alameda Recreation & Parks. No permanent structures or equipment shall be erected on Alameda Recreation & Parks facilities unless approved in writing by the Alameda Recreation & Parks.

Field Maintenance Fee: As of July 2009, each organization will be charged a field maintenance fee. Any organization or non-profit group requesting field time on City owned facilities for either games or practices will be covered under this policy.

1. The minimum fee will be \$500 per group. This fee will cover up to the first 100 kids per organization. Additionally, there will be a \$5 per player fee assessed per organization.
2. Any applicable fees will be assessed on a per player, per season basis.
3. Organizations will have the option of working off their assessment by completing field improvements or by providing goods or services equal to their assessment. The value of these types or credits will be determined by the Park Manager. Volunteers are covered by appropriate City insurance.
4. All fees collected will be placed in a dedicated account and will only be used for field improvement projects.
5. Organizations failing to either submit payment or complete the agreed upon field improvement projects will not be issued permits for future seasons until the assessment is cleared.

Local teams are encouraged to assist in routine daily maintenance (i.e., field prep, cleaning dugout, cleaning around bleachers and park area).

Field Closure:

Park Maintenance Division will attempt to be flexible in accommodating user groups, but ultimately, Park maintenance Division must be concerned with the health and safety of the user. This may require the closure of parks and sports fields, the denial of use of a park, and the seeking of alternate sites for athletic use. Our goal is to preserve the parks and sports fields for community use.

Sports Fields Inclement Weather Policy

Alameda Recreation and Parks reserves the right to cancel approved outdoor field allocation permits for games, practices and other usages based on inclement weather.

1. Alameda Recreation & Parks Maintenance staff will inspect the fields, evaluate conditions, determine playability and review findings.
2. Field playability will be determined by:
 - a) Safety conditions and/or hazards that could be detrimental to the welfare of the players.
 - b) Existing and forecasted weather conditions for the day.
 - c) Potential field damage due to play or practice.
3. Notification by Recreation and parks Coordinator will be made by 12:00 noon weekdays. If a decision is made to cancel weekend morning use, fields will be closed all weekend.
4. Upon cancellation of field usage, staff will post information **after 12:00 noon** on the **Weather Hotline: (510) 747-7540** (weekdays only). On weekends it is up to organizations.
5. The respective officials, coaches, league representatives or users at each site shall terminate games, practices or other outdoor uses in the event of inclement weather.
6. If a message is not left regarding cancelled field usage on the Weather Hotline number, then no decision has been made. Players and participants should follow their scheduled times and appear at the reserved location.
7. Alameda Recreation and Parks requests that individuals and groups attempt to refrain from use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible (i.e., soccer goal areas, grass pitching areas) for games.
8. Individuals or groups that do not comply with the Inclement Weather Policy may have current and future field use permits cancelled. The purpose of compliance is to insure safe and playable sports fields.