



Parks and Recreation Commission

Athletic Facility Use and Allocation Policy and Procedures

Wednesday, May 8, 2019

Background

- Commission Meeting – Wed., March 13, 2019
- Community Meeting 1 – Thurs., Mar. 28, 2019
- Community Meeting 2 – Thurs., April 25, 2019



Field Allocation Policy – Discussion Findings

- Levels of competition changed to meet community needs (Rec, Travel, Elite, etc.)
- Greater varieties of sports (Lacrosse, Rugby, Cricket, Pickleball, etc.);
- More organizations to meet community needs;
- 24 organizations use sports fields (10 use them 90% of the time);
- Residency restrictions/definitions are a challenge to groups (60% of YSAC organizations do not meet 75%);
- Allocated fields are often not used or underused;
- It is believed that some organizations unfairly request fields so others organizations cannot use “their” fields.

Field Allocation Policy – League Input

- New Policy Needs:
 - Start Fresh
 - Disband YSAC (Equitable Play & Transparency)
 - Define Types of Use
 - Identify Priority of Use
 - Recreation to Elite Play
 - Update Definitions
 - Include Best Practices
 - Variety and Seasonality
 - Address Non-Compliance
 - Tournament/Opening Day
 - Passive vs. Active Use
 - Field Inventory
 - Safety
 - Address Subletting
 - Weather
 - Maintenance Needs
 - Include Challenger Groups
 - Increase Transparency



Field Allocation Policy Draft Preparation

1. Scope and Purpose
2. Definitions
3. Facility Allocation Requests
4. Facility Allocation and Priority
5. Facility Use Permits
6. Athletic Facility Use Rules
7. Maintenance and Upkeep
8. Disciplinary Action
9. Tournaments and Special Events
10. Ethical Consideration
11. Inventory and Fee Schedule
12. Map & City Limits
- A-E Attachments



Field Allocation Policy Section 1 – Scope & Purpose

- Foster an active, healthy, and safe community for all ages by providing access to fields and courts for athletic games, practice, and recreational purposes.
- Develop procedure for easy access
- Ensure Corona residents have priority usage/access
- Facilitate a variety of sports activities for varied interests & abilities
- Prevent disputes among user groups
- Ensure regular maintenance
- Recognize that not all allocations may be possible

Field Allocation Policy Section 2 – Definitions



- Defines Key Terms
 - City / Library and Recreation Services Department
 - Organization / Resident Sport Groups
 - Participant / Youth
 - Season:

Primary Season

Secondary Season

Allocation Requests

Allocation Meeting

Fall/Winter

Football, Soccer

Baseball, Softball, Lacrosse

First Monday in June

First Thursday in May

Spring/Summer

Baseball, Softball, Lacrosse

Football, Soccer

First Monday in December

First Thursday in November

Field Allocation Policy Section 3 – Allocation Requests

- Requires Permit
- Mandatory Biannual Meetings
- Required Paperwork (Cover Page, Application, Bylaws, Board Roster, Live Scan Confirmation, Proof of Residency, Proof of Nonprofit, Calendar of Events, Insurance, Field Acceptance Receipt, and other associated forms)
- Payment Deadlines (15th of the month prior to use)

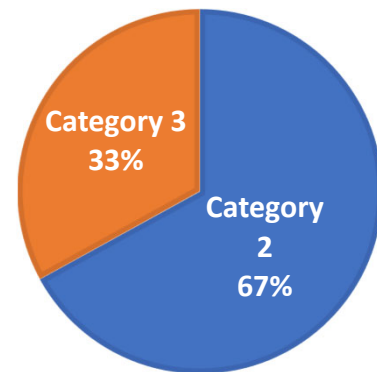


Field Allocation Policy

Section 4 – Facility Allocation Priority and Residency

- Residency requirement: 75% to 65%
 - Corona residents are those individuals who reside within the City limits.
- Eliminate Group IY (YSAC)
- Youth leagues reprioritized:
 - Everyone plays (Category 2)
 - Selective teams (Category 3)
- Allocation of all facilities shared:
 - 2/3 of facilities to Category 2
 - 1/3 of facilities to Category 3
- Facilities allocated per residents in all league

FIELD ALLOCATION BY GROUP



Field Allocation Policy

Section 4 – Facility Allocation Priority and Residency

OLD MODEL

- | | |
|-----|---|
| I | School District and City of Corona activities |
| IY | Nonprofit Youth Sports Groups (YSAC) 75% |
| II | Resident Groups
Nonprofit, Civic, Religious, & Athletic 75% |
| III | Resident Special Groups
OR Special Youth and Adult Teams 50% |
| IV | Resident Private Groups
Profit Making Groups 20% |
| V | Non-Resident |



Field Allocation Policy

Section 4 – Facility Allocation Priority and Residency

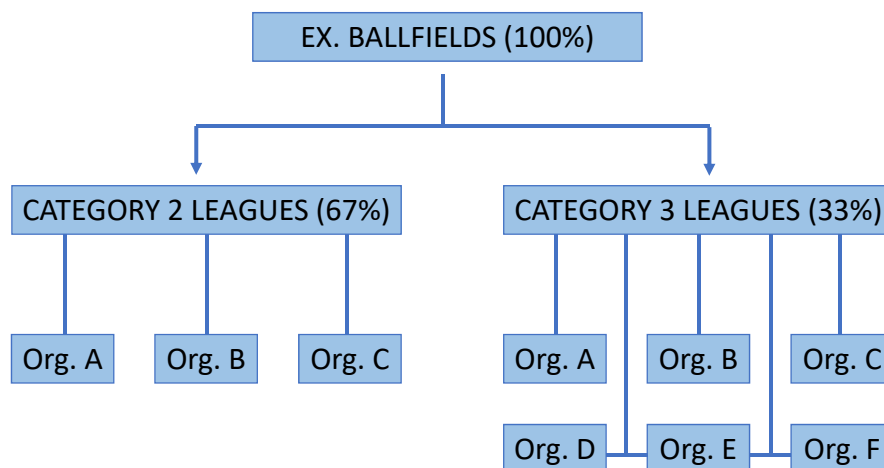
NEW MODEL

- Category 1 City of Corona / School District / Government
- Category 2 Resident Non-Profit Youth Sports Groups
Everyone plays, no child turned away
- Category 3 Resident Nonprofit Youth Sports Groups
Teams based on talent, ability
- Category 4 Resident Short-Term Use & Adult Leagues
non-profit, adult league, businesses, associations,
organizations, faith-based-organizations, etc.
- Category 5 Non-Resident Use



Field Allocation Policy

Section 4 – Facility Allocation Priority and Residency



Field Allocation Policy

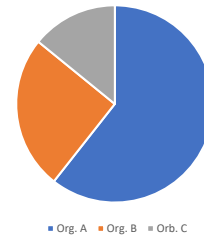
Section 4 – Facility Allocation Priority and Residency

- Facility Allocation based on Team Residency

Example 67 Ballfields under Category 2 Use

Organization A	800 participants, 600 residents	$600 \div 12 =$	50 resident teams
Organization B	350 participants, 250 residents	$250 \div 12 =$	21 resident teams
Organization C	200 participants, 150 residents	$150 \div 12 =$	12 resident teams
Total Resident Teams			83 Teams

Organization A's allocation:	$50 \div 83 = 60\%$	40 fields
Organization B's allocation:	$21 \div 83 = 25\%$	17 fields
Organization C's allocation:	$12 \div 83 = 14\%$	10 fields
Total Priority 2 Ballfields		67 fields

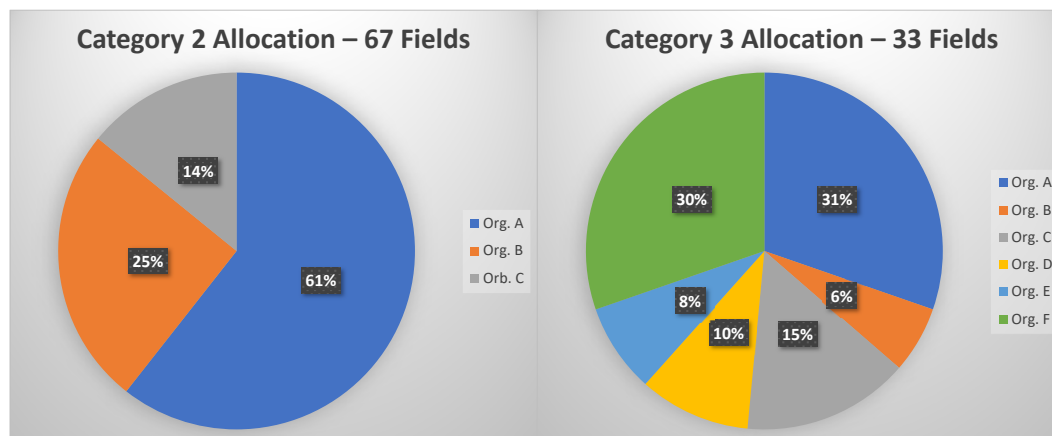


Note: Percentages rounded to the nearest whole number.

Field Allocation Policy

Section 4 – Facility Allocation Priority and Residency

- Facility Allocation based on Team Residency and Priority



Field Allocation Policy

Section 5 – Facility Use Permits

- Issued by Library and Recreation Services Department
- Fees are at the discretion of the City Council
- Subletting is strictly prohibited
- Must notify when allocated fields will not be used
- City reserves the right to cancel
- Requests for changes must be submitted within 10 days

**PERMIT
REQUIRED**

Field Allocation Policy

Section 6 – Athletic Facility Use Rules

- Facilities must be used for their intended play type
- Must follow the Municipal Code
- Use no earlier than 8 am and no later than 10 pm (lights out)
- Neighborhood concerns (noise, traffic, signage)
- Signage must be in accordance with banner policy
- Storage & Snack Bars

**PLEASE
HELP KEEP
THIS PARK
CLEAN**

Field Allocation Policy

Section 7 – Maintenance and Upkeep

- Facilities will be maintained to a safe passive standard
- Field prep is at the responsibility of user or can be purchased
- Maintenance is scheduled throughout the year
- User group responsibilities (reporting damage, free of debris, prep)
- Emergency maintenance phone number
- Modification or improvement requests must be submitted to the City
- Mud Line / Inclement Weather
- User group liability for damage



Field Allocation Policy

Section 7 – Maintenance and Upkeep – Inspection Form

INSPECTION

Customer Assets Maintenance Resource Warehouse AM Planning Performance Settings Help

New Inspection [Save] [Cancel]

Reset

Exact Match Search

Number

Tree

Baseball/Softball Field Turno...

City of Corona

New Open Close

Settings Help

COMING SOON!

Inspection Information

Number * 0014595

Asset * Status * Type * New Soccer Field Turnover

Department Division Date * 2/13/2019 10:14 AM

Supervisor Lead

Comments

Checklist

Turf is green and mowed	Level and Safe	Sprinklers/Irrigation in Good Operating Condition
All Valve Lids in Place	No major puddles/drainage issues	No visible rodent/pest issues
Snack Bar in good working condition	Drinking Fountains in good working condition	Field Lights in good working condition

Field Allocation Policy

Section 8 – Disciplinary Action for Policy Violation

- Types of Violations:

- False documents
- Use of closed fields
- Operating outside of time restrictions
- Subletting, loaning, or trading
- Failure to return unused facilities
- Failure to clean following use
- Driving in park without permission
- Creating additional facilities without permission
- Unauthorized light use
- Excessive noise
- Discourtesy to the public, City staff, or authorized agents



Field Allocation Policy

Section 8 – Disciplinary Action for Policy Violation

- Progressive Discipline Examples:

- Verbal warning
- Written warning
- Suspension
- Loss of priority classification
- Permanent suspension
- Immediate termination of allocation
- Release of fields to other users
- Costs for impact will be charged



Field Allocation Policy

Section 9 – Tournaments and Special Events

- Separate application required for Special Events
- May require additional paperwork
- Must have at least 100 participants or 10 teams
- Requests may be made at time of allocation
- Based on availability
- Actual costs apply



Field Allocation Policy

Section 10 – Ethical Considerations

- Maintain age-appropriate sports
- Work towards development of participants
- Promote drug, tobacco, and alcohol-free environment
- Provide positive role models
- Maintain a safe environment
- Equal access to all youth (age, race, gender, etc.)
- Meaningful experience
- Good neighbors – respectful of others

Field Allocation Policy

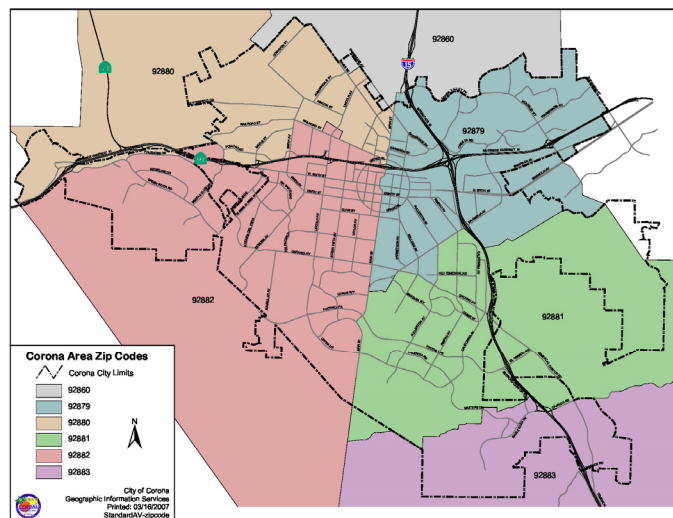
Section 11 – Facility Inventory and Fees

- Lists facilities (lighted and unlighted)
- Fees (Council approved Nov. 2018)



Field Allocation Policy

Section 12 – Corona Map and City Limits



Field Allocation Policy Attachments

- A League Application Cover Sheet
- B Athletic Facility Use Application
- C Residency Verification Agreement
- D Athletic Facility Allocation Checklist
- E Receipt of Athletic Facility Use AND
Athletic Facility Use and Allocation
Policies & Procedures



Recommendation



- Recommend implementation of the Administrative Policy including:
 - Disbanding the Youth Sports Advisory Committee (YSAC)
 - Reducing the residency threshold for non-profit youth leagues from 75% to 65%
 - And reassignment of new priority categories to the existing Fee Schedule.