

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

Sports User Group Field and Facility Scheduling Policy

SUMMARY STATEMENT

At the October 8, 2009, Commission Meeting, the Commission had a discussion regarding the overcapacity and field allocation issues that were becoming more prevalent. Staff felt there was a need to update the existing Ballfield Scheduling Policy to proactively clarify policy regarding year to year use for sports user groups.

It was the consensus of the Commission to have staff modify the existing policy thereby mitigating the concerns that were addressed in the discussion.

Staff has modified the policy in an effort to address all of the concerns and will present the newly named Sports User Group Field and Facility Scheduling Policy for the Commission's review.

Recommended Action:

Review and Approve the Sports User Group Field and Facility Scheduling Policy – R1.

Proposed by: Ralph Wright, Parks and Recreation Manager

Item Number 4

A.T.M. Approval: _____

Budgeted Item Yes No N/A

POLICY & PROCEDURE

Apple Valley Park and Recreation Department

TITLE: SPORTS USER GROUP FIELD AND FACILITY SCHEDULING POLICY	NO. R1 PAGE 1 of 2
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The demand for field usage by the community exceeds the Park and Recreation Department's ability to permit unlimited and/or unscheduled use by all participants. This policy modifies the previous BallField Scheduling Policy – R1. This policy creates a priority group list for use in situations where reservations exceed capacity and provides continuing sports user groups with consistency and a mild sense of security that their successful programs will have a place in the Town's parks and facilities from year to year.

SECTION A – Incumbent Sports Users Groups

Incumbent sports user group programs based in Apple Valley including but not limited to school programs, non-profit recreation programs as well as club programs that have developed an ongoing relationship with the Town, participate in the exchange of service program and are in good standing with regard to their accounts payable and exchange of service requirement will have the security of knowing the equitable field space will be available year to year on an ongoing basis.

- In the event that an incumbent group's participation numbers substantially increase, the Town offers no guarantees but will make every effort to find space for expansion.
- In the event that an incumbent group's participation numbers substantially decrease, the Town will make adjustments as requested or warranted.

EXCEPTION NOTES:

- * In the event that field space becomes unavailable due to expansion of Town services, the Town will make every effort to accommodate the requested use at other sites.
- * In the event that the Town is unable to secure additional sites and allotted field space does not support all of the incumbent groups, the hierarchy and seasonal priority listed in Section B and Section C of this policy will be used to determine field allocation.

SECTION B – Sports Allocation Hierarchy

Ballfields and sports facilities within the Town of Apple Valley with regard to new or sporadic programming shall be scheduled as follows:

1. Park and Recreation Department sponsored youth and adult sports programs.
- 2a. Apple Valley Unified School District and other Local School uses honoring reciprocal use agreements. Before 5:00 p.m., Monday – Friday.
- 2b. Non-profit youth recreational athletic programs (entry level sports programs serving the community-at-large) that have no less than 75% of their participants residing as Town residents.** After 5:00 p.m. Monday – Friday and all day Saturday and Sunday.

POLICY & PROCEDURE

Apple Valley Park and Recreation Department

TITLE: SPORTS USER GROUP FIELD AND FACILITY SCHEDULING POLICY	NO. R1
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SECTION B – Sports Allocation Hierarchy continued...

3. Non-profit youth “club” athletic programs (competitive sports programs serving smaller segments of the community that have no less than 75% of their participants residing as Town residents.**
4. Resident-based adult recreational and competitive athletic programs that have no less than 75% of their participants residing as Town residents.**
5. All other resident and non-resident uses (first-come, first served).

**** Town Resident designation to include all land within the former Apple Valley Recreation and parks Service Boundary.**

SECTION C – Seasonal Prioritization

Since demand for fields exceeds availability and numerous sports organizations operate on a year-round schedule, field usage will be prioritized on a traditional sports schedule as follows:

Spring/Summer – Baseball

Late Summer/Fall – Soccer and Football

Any sports organizations operating a secondary season will have a lower priority status when the secondary season conflicts with another group’s primary season. Every effort will be made to accommodate all groups to some degree; however, the Park and Recreation Department reserves the right to request rosters and verify league participation numbers to ensure that field requests are based on actual needs.

SECTION D – Other Considerations

No two user groups will be allowed to hold registrations for the same sport at the same location and time. If two or more user groups request the same location, date and time the user group with the longest tenure will get priority. However, the goal will be for each existing user group to have an equal and fair ability to have registrations at any one location.

Field Utilization Meetings

The Park and Recreation Department will schedule **Sports User Group** Field Utilization Meetings, which will be held **twice a year**, once in **the fall for January through June** and once in **early spring for July through December**. **These meetings will allow the Department to get a better grasp of anticipated participation numbers, field needs and schedules as well as allow for coordination of registration and discuss exchange of service requirements.** Letters of invitation will be sent to all existing field-use groups requesting their attendance.