

CITY OF MISSION VIEJO SPORTS FIELD USE AND ALLOCATION POLICY

January 2016



SPORTS FIELD USE AND ALLOCATION POLICY

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I. Introduction

The City of Mission Viejo Recreation and Community Services Department, hereinafter referred to as “City,” coordinates and issues permits for the use of City parks, sports fields, field facilities and joint use fields to organizations and the general public for sports, cultural, social and recreational activities and programs. Requests for non-sports related events require submission of a Special Event Application. Please refer to the City’s Special Event Policy for further information. The City and the Capistrano Valley Unified School District work cooperatively in accordance with a Joint Use Agreement for specific fields.

The purpose of this policy is to outline procedures and allocation priorities for the permitted use of the City and joint use sports fields within the City of Mission Viejo. The priorities set forth in this document will assist Staff in allocating field facilities fairly and equitably.

Sports fields are allocated and permitted in two (2) seasons. February through July encompasses the spring season and from September through December encompasses the fall season. The City will monitor proper use of allocations and permits. Priority will be given to Mission Viejo user groups and non-profit organizations. The City may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and sports facilities. Submission of an Application and Agreement Request does not constitute approval.

Requests for additional use or programs not covered by the Sports Field Use and Allocation Policy or the Special Event Policy should be addressed in writing to the Community Services Supervisor.

II. Statement of Philosophy

The City of Mission Viejo is dedicated to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in sports 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 and 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 written allocation procedures, policies and guidelines that:

- Fairly distribute available fields
- Maximize playing time
- Incorporate “turf recovery periods” to maintain high quality, safe fields
- Outline field/park use regulations
- Communicate financial issues and recovery policy

III. Definition of Terms

Resident Percentage Status

Resident Percentage Status is important in determining an organization’s Priority Group Classification. Group II league resident percentage status will be determined from the group or organization’s prior season’s actual rosters (fall season for fall season, spring season for spring season). Group III and Group IV applicants will be required to provide a current certified and complete team roster with a minimum of twelve (12) participants. The roster must include each participant’s name, address and phone number. For each Mission Viejo resident a current utility bill (trash, water, gas or electric) no more than three (3) months old at time of submission for each Mission Viejo resident and upon

request photo identification is required. The City reserves the right to conduct random audits to establish residency.

Youth Status

Youth status is defined as persons 19 years of age or under at the start date of the season.

Non-Profit Status 501(c)(3)

Organizations 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. The Organization must maintain current non-profit 501(c)(3) status for the duration of the allocated field use permit. Additional information regarding non-profit 501(c)(3) status may be found at www.irs.gov.

IV. Priority Group Classifications

An organization's Priority Group Classification determines their priority for field allocation. Priority use of fields will be determined by the primary season sport as well as Priority Group Classification. (See Section V, Season Priority.)

Group I

City of Mission Viejo conducted and co-sponsored groups.

Group II (A)

Youth, resident, volunteer, not-for-profit 501(c)(3) organization with more than 300 Mission Viejo residents conducting recreational (non-competitive) youth sports activities.

The criterion for approval as a "Mission Viejo Youth Organization Group II (A)" includes, but may not be limited to, the following:

1. Organization, or portions of the organization, must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent rather than grouping teams based on talent levels. Organizations must be recreational in nature and have an "everyone plays, no child is turned away" philosophy requiring that each participant plays in games for a significant period of time.
2. League must consist of multiple teams in each division with a boundary map identifying the service area and the criteria for participant registration.
3. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates they are in current status as non-profit 501(c)(3) certified organization.
4. Organizations must maintain an affiliation with a national or state 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.
5. Organizations must have a Charter and a non-paid Board of Directors.

6. Organization must be volunteer based; no paid coaching.
7. Organization must submit a league spreadsheet listing all teams by age with each participants name, address and phone number.
8. Organizations must designate one representative as the City contact responsible for all communication pertaining to permits, field use and all requests related to use of City facilities.

Group II (B)

Youth, resident, volunteer, not-for-profit 501(c)(3) organization with less than 300 Mission Viejo residents and a minimum of 51% Mission Viejo residents conducting recreational (non-competitive) youth sports activities.

The criterion for approval as a “Mission Viejo Youth Organization Group II (B)” includes, but may not be limited to, the following:

1. Organization, or portions of the organization, must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent rather than grouping teams based on talent levels. Organizations must be recreational in nature and have an “everyone plays, no child is turned away” philosophy requiring that each participant plays in games for a significant period of time.
2. League must consist of multiple teams in each division with a boundary map identifying the service area and the criteria for participant registration.
3. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates they are in current status as non-profit 501(c)(3) certified organization.
4. Organizations must maintain an affiliation with a national or state 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.
5. Organizations must have a Charter and a non-paid Board of Directors.
6. Organization must be volunteer based; no paid coaching.
7. Organization must submit a league spreadsheet listing all teams by age with each participants name, address and phone number.
8. Organizations must designate one representative as the City contact responsible for all communication pertaining to permits, field use and all requests related to use of City facilities.

Group III

Youth, resident (51%), volunteer, not-for-profit 501(c)(3) competitive leagues conducting youth sports activities with more than 300 Mission Viejo residents.

The criterion for approval as a “Mission Viejo Youth Organization Group III” includes, but may not be limited to, the following:

1. League must consist of multiple teams in each division with a boundary map that identifies the service and the criteria for participant registration.
2. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a current non-profit 501(c)(3) status certificate.
3. Organizations must maintain an affiliation with a national or state 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.
4. Organizations must have a Charter and a non-paid Board of Directors.
5. Organization must be volunteer based; no paid coaching.
6. Organization must submit a league spreadsheet listing all teams by age with each participants name, address and phone number.
7. Organizations must designate one representative as the City contact responsible for all communication pertaining to permits, field use and all requests related to use of City facilities.

Group IV (A)

Youth, resident (51%), volunteer, not-for-profit 501(c)(3) competitive leagues conducting youth sports activities with less than 300 Mission Viejo residents.

The criterion for approval as a "Mission Viejo Youth Organization Group IV (A)" includes, but may not be limited to, the following:

1. League must consist of multiple teams in each division with a boundary map that identifies the service and the criteria for participant registration.
2. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a current non-profit 501(c)(3) status certificate.
3. Organizations must maintain an affiliation with a national or state 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.
4. Organizations must have a Charter and a non-paid Board of Directors.
5. Organization must be volunteer based; no paid coaching.
6. Organization must submit a league spreadsheet listing all teams by age with each participants name, address and phone number.
7. Organizations must designate one representative as the City contact responsible for all communication pertaining to permits, field use and all requests related to use of City facilities.

***NOTE:** Organizations that have both recreational and competitive teams will be assigned status

based upon the nature of play. Recreational and Advanced Placement teams will have Group II user status and competitive (select/travel) teams in that organization will have Group III status.

Group IV (B)

Youth, resident (51%), club or individual travel teams conducting youth sports activities.

The criterion for approval as a "Mission Viejo Youth Organization Group IV (B)" includes, but may not be limited to, the following:

1. Organization or team's certified and complete roster with a minimum of twelve (12) players must have a minimum of 51% Mission Viejo residents.
2. Certified team roster with a minimum of twelve (12) participants must include name, address and phone number of all participants. A current utility bill (trash, water, gas or electric) no more than three (3) months old at time of submission for each Mission Viejo resident must be submitted for proof of residency.
3. Organization/team must be volunteer based; no paid coaching.
4. Organization/team must designate one representative as the City contact responsible for all communication pertaining to permits, field use and all requests related to use of City facilities.

***NOTE:** All Group IV users must have at least one team from the Group IV organization on the field during all permitted time or a fee will be assessed for that field at the Group VI rate. Category IV (A) and IV (B) field rates apply only when the permitted Mission Viejo resident team is on the field. Any game or practice not including the permitted team will be charged at the Priority Group VI nonresident field rate.

Group V

Adult, resident, not-for-profit Sports Leagues and Organizations conducting sports activities.

1. Organizations entire league enrollment must consist of 51% or greater Mission Viejo residents.
2. League must consist of multiple teams in each division and have a boundary map that identifies the service and the criteria for participant registration.
3. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a current non-profit 501(c)(3) status certificate.
4. Organizations must have a Charter and a non-paid Board of Directors.
5. Organization must be volunteer based; no paid coaching.
6. Organizations must designate one representative as the City contact responsible for all communication pertaining to permits, field use and all requests related to use of City facilities.

***NOTE:** All Group V users must have at least one team from the Group V organization on the field during all permitted time or a fee will be assessed for that field at the Group VI rate.

Group VI

Youth programs, organizations or individual teams conducting sports or other approved

activities that have not established residency and/or met the required criteria of higher priority grouping categories.

Group VII

Adult or Commercial Organizations conducting sports or other approved activities that have not established residency and/or met the required criteria of higher priority grouping categories.

V. Field Allocation Process

Season Priority

For the purposes of field allocation, the sport in season will have first priority.

Spring season priority:

- Baseball
- Softball

Fall season priority:

- Football
- Lacrosse
- Soccer

Allocation Considerations

- Fields will be allocated by Priority Group Classification.
- Fields will be allocated to teams/organizations based on percentage of verifiable total Mission Viejo residents in relation to all teams/organizations in that Priority Group Classification.
- Fields will be allocated to those organizations meeting submission deadlines with fully complete application packets. Late applicants will be scheduled on a space available basis following the scheduling of those meeting all criteria.
- The primary season of each sport will be used to determine the function of multi-use fields. The City reserves the right to determine the function of multi-use fields.
- Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports.
- Requests for additional use, programs or facilities not covered by the Athletic Field Use and Allocation policy should be addressed in writing to the Community Services Supervisor.

Conditions of Permitted Use

- Permitted teams/organizations are required to provide game and practice schedules to show that all of the allocated field time is being utilized. If an allocated field(s) is not utilized by the designated teams/organizations 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 not being used (and prior to the reassignment).
- Leagues must indemnify the City on all participant waivers. All participants must sign a League/City waiver prior to participation. Waivers must be kept on file by the organization until the participant reaches the age of twenty one (21).

- All organizations are required to supervise their coaches and educate them on the fields allocated to their group including the rules and regulations pertaining to the usage of those assigned fields according to this document and City Park Ordinances.
- All field users must have a copy of their Field Use permit available for inspection by City staff and/or the Orange County Sheriff Department.
- The City reserves the right to conduct random audits to establish residency.
- The City reserves the right to cancel an allocation as deemed necessary.

Indemnification and Insurance Requirements

- Renter shall indemnify, defend, and hold harmless the City of Mission Viejo, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Mission Viejo, its officers, employees, or agents.
- Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City of Mission Viejo's facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the City of Mission Viejo, its officers, employees, and agents as additional insureds as evidenced by an additional insured endorsement, prior to the rental date of the Facility. Insurance shall be endorsed to provide thirty (30) days' notice to the City of Mission Viejo of cancellation or any change of coverage or policy limits. Approved copies of the insurance certificate and additional insured endorsement must be on file prior to the event.

Certificate Holder must read:

City of Mission Viejo
 Attn. Recreation and Community Services Department
 200 Civic Center
 Mission Viejo, CA 92691

VI. Field Allocation Formula

Fields will be allocated within each Priority Group Classification to organizations based on the percentage of verifiable Mission Viejo residents registered with that organization in relation to the total number all registered Mission Viejo residents in all organizations in that Priority Group Classification combined.

Verification of Mission Viejo residency will be established by providing league registration roster or a certified team roster with a minimum of twelve (12) participants, player addresses, current utility bill, and other documentation as requested. The City reserves the right to conduct random audits to establish residency. Group II allocation formula will be based on the preceding year's registration and may be adjusted during the current year as deemed necessary.

The total number of all Mission Viejo 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. The maximum allowed field time at the Group I, II, III, and IV fee will not exceed two (2) practices and one (1) game per week. If additional time is requested and available following completion of scheduling for Groups I, II, III, IV and V, field time will be charged at the **“additional field time” rate. (Section VIII).**

An example of this would be:

Group II Organization A has 400 Mission Viejo residents; Group II Organization B has 600 Mission Viejo residents

Total number of Mission Viejo residents registered in both organizations equals 1,000

400 divided by 1,000 equals 40%. Group A would receive 40% of the available field time. 600 divided by 1,000 equals 60%. Group B would receive 60% of the available field time. No user in Priority Group I, II, III, IV will exceed the maximum amount of field time to equal two (2) practices and one (1) game per week when space is available. (Additional field time will be charged at the “additional field time” rate). See fee schedule Section VIII).

Field allocation may be determined at the discretion of City Staff and may vary by type of sport. The above example is an estimate only.

Allocation will be re-adjusted on those fields that are returned for re-allocation during the season according to the procedures established in this document.

VII. Process for Obtaining/Maintaining Permits

Any group of six (6) or more individuals (Mission Viejo Municipal Code, SEC. 13.02.025) that wishes to utilize an athletic field must complete all applicable forms and submit required documents.

Requests to utilize City fields are made through the City of Mission Viejo Recreation and Community Services Department. Applications may be obtained by contacting recreation@cityofmissionviejo.org or calling (949) 470-3061. Applications may also be downloaded from the City’s website <http://cityofmissionviejo.org/Recreation>.

Sports fields are allocated and permitted in two (2) seasons annually. February through July encompasses the spring season; September through December encompasses the fall season. The City maintains the right to adjust season dates to facilitate required field maintenance and field rest.

Each applicant is required to submit the following documents by November 1 for spring season field allocation requests and by July 1 for fall Season field allocation requests. Complete and approved application packets received by the deadline will be processed in the first round of field allocation. All applications received after these deadlines will be processed after the completion of the first round of field allocation on a space available basis by priority group classification.

Application packets must include:

1. Completed Sports Field Application and Agreement

2. A Certificate of Insurance and a separate endorsement page naming the City of Mission Viejo as additionally insured in an amount no less than \$1,000,000 general liability per occurrence. The Certificate of Insurance must also specify a 30-day written notice of cancellation be forwarded to the City.
3. (Group I, II, III) A current list of officers, including names, titles, addresses, and telephone numbers on organization letterhead. Proof of current non-profit status 501(c)(3).
4. (Group I, II) Prior year season listing of all league teams and players by age group. The address and phone number of each participant must be included.
5. (Group III, IV, V) Current certified team roster with a minimum of twelve (12) participants listing each participant's name, address and phone number.
6. (Group III, IV, V) Current utility bill (trash, water, gas or electric) no more than three (3) months old at time of submission for each Mission Viejo resident on roster with a minimum of twelve (12) participants.

Permits will be issued according to Priority Group Classifications starting with Group I and season sport priority. Submittal of documents does not constitute approval of field use; however, every effort will be made to accommodate user group requests.

Permit Cancellation

Permits may be cancelled and/or rescheduled at the discretion of the City. Permits cancelled by the City or field closure resulting in loss of use due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits cancelled by the user at least sixty (60) days prior to the event will be refunded in full. Cancellations between fifty nine (59) and thirty (30) days prior to event will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the event will not be refunded.

The City may cancel or re-assign use of City field's for the following reasons including but not limited to:

1. City maintenance or repairs involving any City facility.
2. Tournaments and/or special events hosted by the City and/or Group I organizations throughout the year.
3. Concerns related to the health and safety of participants including but not limited to, rain, muddy conditions, smoke and/or smog alerts, extreme heat, maintenance issues, lightening and earthquakes.
4. Non-adherence to Sports Field Use and Allocation Policy or City ordinances.

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 involved.

Any organization that has been permitted to use a field and determines that they will not make use of permitted time must notify the City. Non-use of field for a total of three times may result in the revocation of the current field use permit. All Priority User Groups (Groups I – VII) may be billed for

fields that are permitted and not used.

League Splits and New Leagues

Organizations planning to petition for Group II and/or III status or leagues anticipating a split to form a new league must submit the following documents four (4) months prior to the estimated starting date for such new league:

1. Athletic Field Application and Agreement
2. Letter of Determination or Letter of Affirmation from the IRS that indicates a current non-profit 501(c)(3) status certificate
3. Proof of Organizations affiliation with a national or state sport governing body
4. Organizations Bylaws and Charter Information
5. A current list of Board members with current contact information

If a current Group II and/or III organization divides or splits, both organizations must submit required documentation listed above with current official rosters to the Recreation Department four months prior to anticipated split. These current certified rosters will be compared to the previous season's rosters in order to accurately allocate fields. It may take up to three months to determine if facilities are available and what the impact of a new league will have on City facilities.

The City must be notified immediately of any change to a permitted organizations name, parent or affiliated national, state, regional or local organization affiliation or governing board. Upon submission to the Community Services Supervisor of valid documentation that demonstrates only a name change while the structure of the organization remains unchanged, then the organization shall not be considered new. Any organization choosing to expand its league by adding a new section with a different name, must submit documentation that validates the new section as part of the same non-profit number with the same insurance carrier, and governed by the same Board of Directions and Bylaws. Any organization changing boundary lines must notify the Community Services Supervisor of such change. Failure to notify the Community Services Supervisor of such changes in an organization may result in forfeiture of permitted fields. Changes in organizations may result in Priority Status Group change. Changes made during a current permitted season may result in the Field User permit being revoked and/or field fees incurred.

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.

First Offense:

Verbal and written warning to the permit holder and restitution for damages and/or costs if applicable.

Second Offense:

Verbal and written notice to the permit holder of a three-day suspension and restitution for damages and/or costs if applicable.

Third Offense:

Verbal and written notice to the permit holder of termination of any existing permitted field use, loss of future field allocation privileges and restitution for damages and/or costs if applicable.

Violation examples include, but are not limited to:

- False documents submitted to the City.
- Use of field that has been closed due to inclement weather or for safety or maintenance reasons.
- Use of fields prior to or beyond permitted time.
- Subletting, loaning or trading fields with other groups or organizations.
- Failure to return unscheduled fields to the “inventory of fields” held by the City.
- Driving vehicles on fields without written permission noted on permit.
- Adding additional fields (either adding to outside boundary or to inside boundary) to site without written permission.

VIII. Field Fees

Sports Field Fees:

Group	Soccer Field Per Hour	Soccer Field W/Lights Per Hour	Ball Diamond Per Hour	Ball Diamond W/Lights Per Hour
I, II, III City Conducted Or Co-Sponsored Youth Recreational, Resident, Volunteer, NFP Organizations	No Charge	No Charge	No Charge	No Charge
IV (A),(B) Youth Resident 51%, Volunteer, NFP, Competitive Organizations 51% Resident Club Or Travel Teams	No Charge	No Charge	No Charge	No Charge
II, III, IV (A), IV (B)* Additional Field Time Beyond Allocation	\$9.50	\$18.50	\$15.50	\$30.50
V Adult, Resident, Volunteer, NFP Organizations	\$11.00	\$20.00	\$18.00	\$33.00
VI Youth Programs, Organizations or Individual Teams Without Residency	\$12.50	\$21.50	\$20.75	\$35.75
VII Adult Sports Leagues Or Commercial Organizations Conducting Sports Or Approved Activities Without Residency	\$14.50	\$23.50	\$24.00	\$39.00

* A=Above 300 residents

B=Below 300 residents

Tournament and Camp Rates:

Group	Soccer Field Per Day	Soccer Field Lighting Per Hour	Ball Diamond Per Day	Ball Diamond Lighting Per Hour
I, II City Conducted Or Co-Sponsored Youth Recreational, Resident, Volunteer, NFP Organizations (See maximum provision, Section IX)	No Charge	No Charge	No Charge	No Charge
III, IV (A), IV (B)*, Youth Competitive, Resident, Volunteer, NFP Organizations Resident Club or Travel Teams	\$350	\$9.00/hr.	\$350	\$15.00/hr.
V Adult, Resident, Volunteer, NFP Organizations	\$400	\$9.00/hr.	\$400	\$15.00/hr.
VI Youth Programs, Organizations or Individual Teams Without Residency	\$450	\$9.00/hr.	\$450	\$15.00/hr.
VII Adult Sports Leagues Or Commercial Organizations Conducting Sports Or Approved Activities Without Residency	\$500	\$9.00/hr.	\$500	\$15.00/hr.

***NOTE:** An onsite staff fee of \$15 per hour may be applied as condition of field use for all Priority Groups.

- * A=Above 300 residents
- B=Below 300 residents

Fee Payment

Groups assessed a season fee must submit payment in full at least ten (10) working days prior to the requested use. Request for a monthly payment plan may be submitted in writing to the Community Services Supervisor by groups in good standing. All tournament fees are payable in full within ten (10) working days of notice of approval of a Field Use permit.

IX. Tournaments, Clinics and Camp Permits

Organized game and tournament use of City sports parks is not permitted without an approved City permit. All general rules and reservation procedures as specified in the Sports Field Use and Allocation Policy are applicable during tournaments.

Tournament applicants must complete a Tournament Request form. The Tournament applicant must be the tournament organizer. Approved applicants must review and sign the Tournament Orientation Checklist with City staff at least 30 days prior to the tournament date. Prior City approval is required and must be included on the field use permit to sell food, use food trucks or use a snack bar and/or barbeque.

Priorities for tournament reservations are granted to City Programs, Category I and II Youth Sports Organizations.

Priority Group II Youth Sports Tournaments

Local youth sports organizations with Priority Group II status may host a maximum of two (2) tournaments per calendar year. Category II tournament rates apply only to brackets or flights involving at least one (1) Mission Viejo based team. All brackets or flights not involving a Mission Viejo based team will be invoiced at Category IV tournament rate. Tournament applicants must complete a Sports Field Application, which must be received by the season deadline as noted in Section VII. Requests received after the season deadline will be granted as conditions and space allows. All participants must sign a league waiver that indemnifies the City of Mission Viejo. Additional approved tournaments within the calendar year will be billed at the Group III, IV rate.

Priority Group II Youth Sports Clinics and Camps

Category II Youth Sports Organizations, as defined in Section IX, may host three (3) clinics or camps per calendar year at Category II rates. To qualify for Category II rates, the camp or clinic must be available only to current participants. All additional camps and clinics offered by Category II organizations will be charged at the Group IV Tournament and Camp Rates. (Examples: additional practices, tryouts, pitching/catching, or goalkeeper training). Clinics and camps may not exceed fifty (50) participants per field. Exceptions may be granted, upon written approval of the Community Services Supervisor. Camp or clinic requests must be submitted by the season deadline as stated in Section VII. Organizations are required to document and verify residency for all participants. All participants must sign a league waiver that indemnifies the City of Mission Viejo. Additional approved clinics or camps within the calendar year will be billed at the Group III, IV rate.

X. Sports Field Maintenance

Sports Field Hours of Operation

Monday through Friday: 4:00 p.m. – 10:00 p.m.
Saturday and Sunday: 8:00 a.m. – 10:00 p.m.

Neighborhood Park Field Use Hours of Operation

Monday through Friday: 4:00 p.m. – dusk
Saturday: 8:00 a.m. – dusk
Sunday: 9:00 a.m. – dusk

City sports parks are available for reservation during the times listed. Fields not reserved and available may be used by the public for walk-on private party activities during daylight hours. Walk-on use is not permitted after dusk. Sports field lighting will only be turned on for reserved and scheduled use. Sports fields are available for the sole use of the applicant and may not be shared with others without approval by the City. Organized use of City sports parks including games with referees and activities offered by for-profit and nonprofit organizations is prohibited without an approved City application.

Batting Cages

Batting cages are reserved and allocated as available to Category I, II and III youth sports organizations as part of the permitted field time. Walk on use of batting cages is not permitted.

Turf Preservation

The City requests that permitted users 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 repayment of the total cost of all damages and the termination of field use permit.

User guidelines for preservation of turf:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections 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.
- Tarps may only be placed on the turf with prior written approval and at the direction of the Public Services staff. Turf covering must be made of a breathable material.
- Fields may not be used during or after a heavy rain, or when fields are wet or muddy or when closed by the City (see Inclement weather policy, Section X)
- Soccer practices may not take place on the infield area of a softball or baseball diamond.
- No vehicles are allowed on City or property, other than parking lots, without prior written permission noted on the field use permit issued by City.

Sports Field Lining/Marking

- Lining of City fields is prohibited without prior written approval on the field use permit.
- Lining must be coordinated with the onsite Public Services staff.
- Line colors must be approved by City.
- Burning lines on the City fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs for all damages occurring to the facility and termination of field use permit.

Field Closures

The City closes fields twice annually between seasons for maintenance and field change outs. Typically, these periods are from December 15 to February 1 and from July 15 to September 1. Field closure duration and length varies dependent on individual field and facility needs. The City reserves the right to schedule maintenance in an emergency or as needed to provide a safe playing environment for all user groups.

Field Modifications

All requests for modification to City fields must be submitted in writing to the Community Services Supervisor. All requests will be reviewed by City staff. The field modification request review process will take a minimum of six (6) weeks.

No temporary or permanent structures or equipment may be erected on City fields or facility without prior written approval from the City. Approval of modification requests will be provided in writing and

will outline the scope and the parameters of the project. All projects, once completed, must be dedicated for public/community use. Any permanent modifications or improvements will become the property of the City.

Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to City policy.

Inclement Weather Policy

The City of Mission Viejo 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, smoke, extreme heat, maintenance issues, lightening and earthquakes.

During inclement weather City staff will assess the playability of all City-owned and Joint Use fields. The City's mud line will be updated by 2:00pm on inclement weather days. It is the responsibility of the permit holder to obtain status and notify participants.

XI. 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.

First Offense:

Verbal and written warning to the permit holder and restitution for damages and/or costs if applicable.

Second Offense:

Verbal and written notice to the permit holder of a three-day suspension and restitution for damages and/or costs if applicable.

Third Offense:

Verbal and written notice to the permit holder of termination of any existing permitted field use, loss of future field allocation privileges and restitution for damages and/or 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. Use of fields prior to or beyond permitted time.
3. Subletting, loaning or trading fields with other groups or organizations.
4. Failure to return unscheduled fields to the "inventory of fields" held by the City.
5. Driving vehicles on fields without written permission noted on permit.
6. Adding additional fields (either adding to outside boundary or to inside boundary) to site without written permission.

Any Group III or IV (A), IV (B) user found submitting inaccurate team roster and residency information will be assessed fees at the Group V rate for the season of occurrence and remain in Group V for the next permitted season of use. It is the responsibility of the permit holder to provide accurate and updated information to the City when change occurs. City approval of updated information must be noted on the users permit.

Appeal of Violation Notification

An appeal may be submitted in writing to the Community Services Supervisor within ten (10) working days from the decision. All appeals will be reviewed by staff. The decision of the Recreation and Community Services Director is final.

XII. Other Information

Snack Bar and Barbeque Use

Snack Bar facilities, where available will be permitted to Priority Group II leagues. All organizations using fields or hosting an event utilizing a snack bar and/or barbeque must receive City approval. Permitted use of a snack bar will be included in the Field Use Permit as a facility rental. All user groups' property must be removed from the snack bar facility at the conclusion of the event unless otherwise noted on the Field Use Permit.

Vendors and Concessionaires

User groups operating concessions are considered first party vendors. 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.

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 events only with prior written approval included in the field permit. Second party vendors 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. The endorsement page must be included.

The Certificate Holder is:

City of Mission Viejo
Attn. Recreation and Community Services Department
200 Civic Center
Mission Viejo, CA 92691

All second party vendor food preparations and sales must meet Orange County Health Department codes and requirements. Vendor information and corresponding Certificate of Insurance with endorsement must be submitted to the City no later than two (2) weeks prior to the event.

Traffic and Parking

No vehicles are allowed on City fields or turf without prior written permission noted on the field use permit issued by the City.

User groups are responsible for informing their participants and spectators to park in facility parking lots and public parking areas. Permitted users must be courteous of surrounding neighborhoods and businesses and work to limit the parking impact. During tournament play and large events, 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.

Banners and Signage

A "Request to Display Signage" application must be submitted prior to banners or signage being installed on City property. Submissions will be reviewed by staff. Approved banners may only be placed or displayed after written permission from the City is received. It is the responsibility of the user group/organization to hang and remove banners within the approved time frame and in the designated area. The City is not responsible for damaged or lost property.

Portable Lights

Portable lights may only be placed on City property with prior written approval as noted on the User group or organizations Field Use Permit. Approved lights must be placed as directed by City staff and aimed away from neighboring homes. The cost associated with portable lights will be the responsibility of the permitted User group or organization. Portable lights are not allowed in Neighborhood Parks.

Amplified Sound

Requests for amplification of sound must be submitted in writing at the time of submission of a Field Use application. Permission to use an amplified sound in City Parks is granted or denied on the basis of the general policy outlined in City Ordinance 88-16 and City Code 13.04.030. If approved, an Amplification Sound Authorization permit will be issued with the Field Use permit.