



## Sports Field Allocation Partner Group Application

This form must be filled out completely, including all supplemental documentation (see last page of this form). Application form and supplemental documentation is due May 1. Season request form for the winter/spring (January-May) in-season sports due June 1 and January 1 for the fall (August-December) in-season sports.

### ORGANIZATION INFORMATION

Primary Season:	
Sport:	
Organization Name:	
Organization Website:	
Organization Address:	
City:	
Zip:	
Organization Phone: (to be given to the public)	
Organization Mission Statement/Philosophy:	
History/Background of Organization:	

### ORGANIZATION INFORMATION

Main Contact Person:	
Main Contact Email Address:	
Main Contact Phone Number(s):	

### SUMMARY OF LAST SEASON

Total Number of Scottsdale Residents Served:	
Total Registrants:	
Total Number of Teams:	
Reduced Fee Details (opportunities and reduced fees given):	

## UPCOMING SEASON

Registration Begins:	
Try-outs Begin:	
Practices Begin:	
Games Begin:	
Tournament Dates:	
“Black-Out Dates” (School Breaks, Holidays):	
Special Events (picture days, opening ceremonies, etc.):	

## TERMS OF AGREEMENT

As the applicant, I hereby certify that the information I have provided on the Partner Application Request Form and Supplemental Documentation is complete and accurate to the best of my knowledge.

**Name of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Return Application and Documentation To:**

**E-Mail:** [SFRO@ScottsdaleAZ.gov](mailto:SFRO@ScottsdaleAZ.gov)

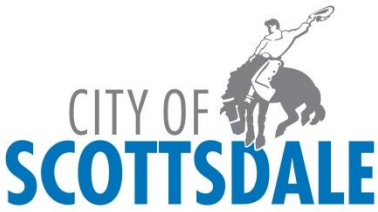
### **Postal Mail:**

Sports Field Reservation Office  
City of Scottsdale  
5401 North Hayden Road  
Scottsdale, AZ 85250



City of Scottsdale  
Youth Sports Field Allocation  
Documentation Requirements

1. **Board of Directors & Succession planning:** Organization officers with title, phone number, and e-mail address. Also detail your succession plan for changing organization leadership.
2. **Participant safety:** Include your organization's process for completing background checks & what kind of training procedures you have in place for all staff and volunteers (paid or non-paid) associated with your organization's operation.
3. **Cost per participant per season** (By Age Group/Division)
4. Field Allocation:
  - 4a. **List all Non-City of Scottsdale fields** (including school district fields) used by the Organization last season including field location, dates, days of week, start and end times.
  - 4b. **List all City of Scottsdale fields** used by the Organization last season including field location, dates, days of week, start and end times.
5. Financial documentation:
  - 5a. **Incorporation papers, by-laws, and charter** with national and/or local youth sports organization
  - 5b. Provide current 501 (c) non-profit status (**IRS determination letter** and proof of good standing with **Arizona Corporation Commission**)
6. **Certificate of Insurance** in the amount of \$1 million dollars naming the City of Scottsdale and, if applicable, the SUSD and/or the PVUSD as additionally insured, and all other requirements.
7. **Participant information:** Excel spreadsheet sorted by resident/nonresident with the following information: name, address with zip code, birth date and school. Indicate the total number of Residents and Non-Residents. If a registration software is used to collect registration information, then a report from the software should be included to verify accuracy of the excel spreadsheet.
8. **Organization boundaries, if any** – include a map.
9. **Primary Season and Non-Primary Season expected use.**
10. **Document Verification** form



City of Scottsdale  
Youth Sports Field Allocation  
Document Verification

As the Applicant, I hereby certify that the information I have provided on the Partner Application Request Form and Supplemental Documentation is complete and accurate to the best of my knowledge.

I have read, understood, and agree to abide by the City of Scottsdale Field Rental Guidelines.

Furthermore, I agree to abide by the terms set forth by the City of Scottsdale Youth Sports Field Allocation Policy.

I understand that failure to do so may lead to the temporary or permanent loss of Partner status, temporary or permanent loss of field allocation, or other legal action by the City of Scottsdale.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Legally Authorized Signature for Organization

\_\_\_\_\_  
Date

**For Official Use Only**

Documentation received: \_\_\_\_\_ Staff: \_\_\_\_\_  
Date

Documentation approved: \_\_\_\_\_ Staff: \_\_\_\_\_  
Date