


**CITY OF SCOTTSDALE
PARKS AND RECREATION DEPARTMENT
YOUTH SPORTS FIELD ALLOCATION POLICY**

	<p>Approvals: <u>KDP</u> Parks & Recreation Commission <u>WBM</u> Bill Murphy, Assistant City Manager <u>NM</u> Nick Molinari, Parks and Recreation Director</p>	<p>Date Approved: 4/19/2023</p>
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Section 1. Definitions

Unless otherwise required by the context, the terms below shall have the following meanings when used in this Youth Sports Field Allocation Policy (“Policy”):

- *City Recreational Fields or Fields* means fields, including but not limited to City athletic fields, that are owned by the City, or the City has the authority to control and/or schedule the use of, including those that are owned by a school district, when the use of the fields is the subject of an intergovernmental agreement, but excluding fields at City premium sports fields that are allocated via other policies. Premium sports fields include Scottsdale Stadium, Indian School Park Baseball Complex, Scottsdale Sports Complex, Bell94, WestWorld, and the sports complex located at Thompson Peak Parkway and McDowell Mountain Ranch Road.
- *In Good Standing* means that the organization currently adheres to and meets all requirements of their governing youth sport organization, the City’s Youth Sports Field Allocation Policy, and City of Scottsdale Field Reservation Rental Guidelines.
- *Non-profit* means that the organization has received a determination from the United States Internal Revenue Service that it is exempt from federal taxes, pursuant to section 501(c) of the Internal Revenue Code, and is registered in good standing with the Arizona Corporation Commission as a non-profit organization.
- *Non-Resident* means Youth who do not live within the boundaries of the City of Scottsdale or do not attend a Scottsdale Unified School District or Paradise Valley Unified School District school that is subject to an intergovernmental agreement with the City for the use of that district’s fields for City scheduled use.
- *Partner Youth Organization* means the Non-profit Youth sports organization that has met the eligibility criteria and been approved as a partner organization under this Policy.
- *Primary Season* means the one season the requesting organization will select per year that it deems to be the season it will focus the majority of its Field requests if approved as a Partner Youth Organization. Primary Seasons consist of:
 - Fall Season – August to December
 - Spring Season – January to April

- *Resident* means Youth who live within the boundaries of the City of Scottsdale or attend a Scottsdale Unified School District or Paradise Valley Unified School District school that is subject to an intergovernmental agreement with the City for the use of that district’s fields for City scheduled use.
- *Scottsdale Boundary-Based Partner Organizations* mean Partner Youth Organizations that serve **only** Residents as defined in this Policy. Boundaries must be clearly stated in the organization’s charter or bylaws.
- *Season* means all segments included in registration fees: try-outs, clinics/camps, practices, games, and end-of-season league tournaments. *Season* excludes any requests by individuals or teams for additional field space beyond what was included in the Partner Youth Organization’s original allocation and such requests will be subject to additional fees.
- *Youth* means individuals 18 years of age or under.

Section 2. Philosophy

The mission of the City of Scottsdale’s (“City’s”) Parks and Recreation Department (“Department”) is to create remarkable recreation places and experiences that support a healthy, inclusive, and active community. To deliver this mission, the Department constructs and maintains high-quality fields and engages public, private, and commercial organizations and entities that use the Department’s fields to provide recreational services and help to meet the community’s leisure needs.

The Department’s goal for this Policy is to provide recreation services that maximize the use of the City’s Recreational Fields to primarily serve Scottsdale residents while maintaining quality and safe Fields. The recreation services and coaching provided by Partner Youth Organizations help satisfy this service goal. The City’s goal is to promote the best use of all athletic fields and sports facilities under the City’s control. The priority of the City, however, will always be to provide service to Scottsdale residents.

Section 3. Purpose

The purpose of this Policy is to outline:

1. The allocation priorities of the City’s Fields.
2. The procedures by which youth sports organizations may request City Recreational Field allocation from the City.
3. The allocation procedures for City Recreational Fields.
4. The services that the City will provide to Partner Youth Organizations and the obligations of the Partner Youth Organizations receiving such services.

Section 4. Application Process, Eligibility Criteria, and Qualifying Documents

To apply to become a Partner Youth Organization and receive Field allocation under this Policy, applicants must first submit an application and the Partner Qualifying Documentation to the City in accordance with the procedures of this Policy. Current Partner Qualifying Documentation are attached as Exhibit A to this Policy, but these may be amended at any time in the sole discretion of the City. The Partner Organization application can be found by visiting www.scottsdaleaz.gov and searching “fields.”

In addition to the Partner Qualifying Documentation, the following eligibility criteria will be considered in the application process:

- Organizations must be In Good Standing as defined in this Policy and also not have any outstanding violations or payments with the City or local school districts, as applicable.
- Organizations requesting and using any awarded Field allocation must be a Non-profit organization and remain current on their Non-profit status.
- Organizations must provide full and accurate participant information to the City.
- Organizations must provide recreation sports opportunities to Scottsdale residents.
- Organizations must provide a succession plan for changing organization leadership.
- Organizations must provide a valid insurance policy.

Due Dates

- Applicants must submit a completed annual application, all Partner Qualifying Documentation, and a completed Field allocation request form, if applicable, according to the dates listed in Table 1, to be considered for Field allocation. Each applicant must select a Primary Season in its annual application.

Table 1. Application and Field Request Form Due Dates

Document	Due Date
Annual Application and Partner Qualifying Documentation	May 1 of each year
Winter/Spring (January-May) Season Field Request Form	June 1 prior to next Season's use
Fall (August – December) Season Field Request Form	January 1 prior to next Season's use

Applicants that miss the due dates will only have their requests considered if there are Fields available at the time the request is received.

If an applicant is approved to be a Partner Youth Organization, the City will determine Field allocation in accordance with the Allocation Priority in Section 5 and the Field Allocation Criteria in Section 6, and ultimately present a facility use permit to the Partner Youth Organization for review and execution.

The facility use permit is effective for one Season only; **organizations must re-apply on a yearly basis. Based on the number of yearly applicants, an organization’s allocation hours can change from year to year.**

Section 5. Allocation Priority

The City determines, in its sole discretion, the number of Fields and hours of use that users in each priority category will receive. Partner Youth Organizations will be given priority consideration for use of City Recreational Fields during their Primary Season as outlined below:

- PRIORITY 1:**
- a. **CITY USE**
City programs, City sponsored programs, maintenance needs, and contractual obligations as well as tournaments with demonstrated beneficial City economic impact.

 - b. **INTERGOVERNMENTAL AGREEMENTS**
Any use pursuant to an authorized intergovernmental agreement between the City of Scottsdale and other public entities regarding the operation, maintenance, and joint and reciprocal uses of facilities and fields.
- PRIORITY 2:** Scottsdale Boundary-Based Partner Organizations
- PRIORITY 3:** Partner Youth Organizations whose registrants are at least 90% Scottsdale Residents, as defined in Section 1.
- OR
- Partner Youth Organizations that serve more Scottsdale Residents (as defined in Section 1) than the Priority 2 Partner Youth Organization with the largest number of residents.
- PRIORITY 4:** Partner Youth Organizations whose registrants are at least 50% Scottsdale Residents, as defined in Section 1.
- PRIORITY 5:** **ALL OTHER FIELD RESERVATION REQUESTS**
Clinics, camps, and tournaments that are requested by Partner Youth Organizations and deemed to not be a part of their Primary Season, as defined in this Policy, will be considered Priority 5 and subject to additional (i.e., non-partner) fees.
All other requests for field use will be taken on a first come-first served basis after Priorities 1-4 have been considered.
The process for requesting fields under this priority category is available online at: www.scottsdaleaz.gov. Search “reserve a field.” Requests will be accepted six months in advance on the first of the month.

Section 6. Field Allocation Criteria

Once an organization has submitted an application and been notified that they have been approved as a Partner Youth Organization, the City will use the following criteria to determine each Partner Youth Organization's Field allocation:

- Each Partner Youth Organization will be given priority booking only for the Primary Season selected in the annual application.
- Each Partner Youth Organization will be allocated in order based on the allocation priority set forth in Section 5, with the priority category evaluated first and second which Partner Youth Organization has the highest number of residents within that priority category.
- **Field allocations are based on the number of Residents** the Partner Youth Organization serves. The City will endeavor to allocate two practice days and one game day per week for each team that plays on a diamond sport, assuming that two teams can use a single field. The City will endeavor to allocate two practice days and one game day per week for flat field sports, assuming that four teams can use a single field. Team size is determined by an average number of players typically needed to play that sport. Given the limited number of Fields that the City has to allocate, these considerations describe a **maximum possible allocation**; the City will then reduce each Partner Youth Organization's allocation according to the total number of Fields available to allocate, the locations requested, and number of Residents served.
- If prior registration data is available and the Partner Youth Organization did not use their full allocation during the last Season, the next Season's initial Field allocation will be reduced based on:
 - Actual Field use data from the City's Active Net Reporting from the previous Primary Season, and
 - The number of Scottsdale Residents registered with the Partner Youth Organization in the previous Primary Season.
- When two or more Partner Youth Organizations have requested the same Field and/or time or are tied on priority level, City staff has discretion to allocate based on fairness, and all requesting organizations will be contacted after staff has reached a decision on the Field allocation. The successful Partner Youth Organization will be issued a facility use permit.
- Partner Youth Organizations will have 10 days to review the Field allocation awarded for that Season and to notify City of their desire to have those allocations formalized into a facility use permit before the allocation is released to another user.
- Subleasing of Fields (including allowing others to use your Field time without pay) is not permitted.

Section 7. Fee Structure and Payment Schedule

Fee structure and payment for Field rentals under this Policy are as follows:

- Partner Youth Organizations in Priorities 2-4 will pay for Field rentals at the applicable rates for Youth Sports Field Allocation Partners as set forth in the City Council-approved Community Services Division Program Charges, Rental Fees, and Fines in effect at the time the permit is created, which, as of the effective date of this Policy, is a rate of 50% of the approved resident rate for the field.

- Partner Youth Organizations must pay 50% of the Field rental permit fees at least 20 days prior to their first scheduled reservation for the Season. The remaining fees are due 30 days after the first scheduled reservation. New permits will not be issued if any balances are due.

Section 8. City Services

The City will provide the following services (“City Services”) to Partner Youth Organizations:

- Basic field maintenance of all City park fields (mowing, watering, infield dragging, fence repair, etc.). Maintenance will vary from site to site.
- Limited seasonal maintenance of selected Scottsdale Unified School District and Paradise Valley Unified School District fields, based on intergovernmental agreements with the Scottsdale Unified School District and Paradise Valley Unified School District.
- Coordination of special maintenance and other field use needs.
- System maintenance and lamp replacement on fields that have City-installed lighting systems.
- Provide updated field conditions during inclement weather via field status webpage.
- Review all annual applications and notify organizations within four (4) weeks of the date of submittal as to the status of their application.
- Provide pertinent allocation data (residents per organization, allocation hours per organization, etc.) at each Youth Sports Field Allocation meeting.
- Scheduling of Field Lighting – lights will be scheduled based on a standard sunset schedule and will turn off at the end of the use time stated in the permit.

Section 9. Responsibilities and Additional Services of Partner Youth Organizations

Responsibilities and additional services of Partner Youth Organizations include, but are not limited to, the following:

- Perform all field preparation that is not included within City Services, including but not limited to, painting, chalking lines, batters’ boxes, etc.
- Supply all equipment necessary for their use of the Fields, including but not limited to, bases, moveable pitching mounds, small soccer goals, moveable protective screens, etc.
- Follow/abide by all City and any applicable school district rules, policies, procedures, and mandates.
- Meet all deadlines and requirements of this Policy.
- Follow and enforce City of Scottsdale Field Reservation Rental Guidelines (current version attached as Exhibit B, but may be amended at any time by the City).
- Be good stewards of the Fields and treat shared resources responsibly (e.g., by avoiding overuse to maximize Field availability throughout the year, cleaning up after selves, notifying staff timely of Field issues, and sharing Field amenities).
- Maintain control over the conduct of participants and spectators while using assigned Fields.
- Ensure actual Field use aligns with the facility use permit.

- Refrain from using Fields when standing water is present, when they are muddy, and/or when they are closed, as designated on the City Field Status Page. Visit www.scottsdaleaz.gov search “field status.”
- Provide a representative to attend Youth Sports Field Allocation meetings and/or individual pre-Season meeting with the City.
- Park only in designated areas and do not allow driving or parking on park or school field areas.
- Comply with all terms and conditions in the facility use permit.
- Comply with all insurance and indemnification requirements deemed necessary by the City of Scottsdale’s risk management department, as a condition of receiving the services or benefits. Insurance and indemnification requirements will be provided to an applicant upon request and memorialized in the facility use permit.
- Promptly inform the Youth Sports Field Reservation Office of organizational changes, including changes in ownership, field contact, board members, etc.
- Ensure that a member or participant of the team/organization that has reserved the Field is on the Field at all times of the reserved use.
- Pay all applicable Council-approved fees and charges, which are subject to change.
- Ensure that its coaches have completed the concussion training required by the respective school district or City, provide required certifications regarding such training, and maintain documentation required by the respective school district or City.

Section 10. Policy Violations

Policy violations include, but are not limited, to:

- Failure to comply with the responsibilities and additional services listed in Section 9 of this Policy – Responsibilities and Additional Services of Partner Youth Organizations
- Failure to use a reserved Field at the designated time without providing at least 24 hours’ prior notice to the City Sports Field Reservation Office
- Permitting an organization other than itself to use Field(s)
- Playing on a closed Field
- Failure to submit required documentation as outlined in this Policy by the applicable due dates

In the event of a Policy violation(s), the following procedures will be used. City staff will track and keep a record of violations to determine if Partner Youth Organizations continue In Good Standing. However, the City reserves the right to determine the scope and severity of violations and consequences on a case-by-case basis, in its sole discretion.

1. Initial violation -- City staff will contact the organization’s contact person, either by telephone or e-mail, and notify them of the violation and consequences.
2. Subsequent violation -- City staff will provide the organization’s contact person with written notification and documentation of violations and consequences.
3. Continuing violations -- If violations continue after written notification has been provided to the organization’s contact person, staff will require the organization’s contact person and/or authorized representatives to meet and discuss violations, required corrective actions, and consequences.

Section 11. Disqualification

Organizations will be ineligible to apply for allocation of Fields for a period of one year if they meet one or more of the following criteria:

- They are not In Good Standing as defined in Section 1.
- They continue to violate this Policy and/or the Field Reservation Rental Guidelines.
- They no longer meet the criteria for priority status as set forth in Section 4.

Section 12. Appeal Process

Any applicant that has been denied its application to become a Partner Youth Organization, including Field allocation and disqualification, may appeal the denial to the Parks and Recreation Director for their consideration and determination. If the applicant objects to the determination made by the Parks and Recreation Director, it may appeal to the Assistant City Manager overseeing Community Services (“Assistant City Manager”).

1. Appeals must be in writing and state the reason(s) for the appeal. The burden of proof is on the applicant requesting review.
2. An appeal to either the Parks and Recreation Director or the Assistant City Manager must be sent via certified mail or hand delivery to the Youth Sports Field Reservation Office and must be received no later than two (2) weeks following the date of the denial of the application to become a Partner Youth Organization or the Parks and Recreation Director’s denial of the initial appeal, as applicable.
3. Applicants may appeal to the Assistant City Manager only after a timely appeal has been made to the Parks and Recreation Director and the Parks and Recreation Director has denied the appeal.
4. Failure to file a timely appeal with the Youth Sports Field Reservation Office, to the Parks and Recreation Director or Assistant City Manager, as applicable, will constitute a waiver of the right to appeal.
5. The Parks and Recreation Director or the Assistant City Manager, as applicable, will review the appeal and any supporting documentation in light of this Policy and best interests of the City and make a written determination to uphold or overturn the denial. If deemed necessary to render a determination, the Parks and Recreation Director or the Assistant City Manager, as applicable, may request that the appealing organization provide additional information or make a presentation. The Assistant City Manager’s determination regarding the appeal is final and constitutes an exhaustion of the applicant’s administrative remedies.

EXHIBIT A

Partner Qualifying Documentation

Note: This version is current as of April 2023 but may be amended at any time in the sole discretion of the City. For the latest version and the current application, please visit www.scottsdaleaz.gov and search "fields."

- 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, SUSD and/or PVUSD as additional 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 excel spreadsheet.
- 8. **Organization boundaries, if any** – include a map.
- 9. **Primary Season and Non-Primary Season expected use.**
- 10. **Document Verification** form

EXHIBIT B

Field Reservation Rental Guidelines

Note: This version is current as of April 2023 but may be amended at any time in the sole discretion of the City. For the latest version, please visit www.scottsdaleaz.gov and search "fields."

- Youth Sports Field Allocation Partner ("Partner") agrees to follow and enforce City of Scottsdale Ordinances, Park Rules and Regulations, these Field Reservation Rental Guidelines, and all other applicable laws. Failure to comply with all regulations may forfeit the right to use City facilities and may jeopardize eligibility for Youth Sports Fields Allocation in the future. Permits are revocable at any time and may be terminated immediately for violation of rules, ordinance, or state law.
- Partners will identify a contact person who will be on site during the duration of the reservation.
- Partner will leave the field clean and in good condition. If it is necessary for the City to provide cleaning following the reserved activity, the Partner will be charged an additional fee.
- Partner is responsible for excessive facility and equipment damages including replacement and installation costs incurred by the Partner or any member of the group.
- Partner is responsible for securing the facility at the end of each use date. Failure to do so may result in the cancellation of their use permit.
- Partner agrees to follow all security procedures required by City of Scottsdale and/or applicable school district.
- No sports apparatus or equipment may be located on the sports fields unless the equipment is in use or the location and duration of equipment has been previously approved by the City and is reflected in the facility use permit. The City is not responsible for damaged, lost, or stolen equipment.
- Temporary items such as fencing and storage units must be approved in advance by the City (including location, appearance, color, etc.). Items are permitted for seasonal use only and must be removed 2 weeks after the conclusion of the permit. Requests will be submitted and approved by City Sports Field Reservation Office in writing and reflected on the facility use permit. If Partner does not remove within 2 weeks following conclusion of season, property is subject to removal and disposal as set forth under state law (e.g., for found property, disposal after 30 days and reasonable efforts to locate and notify the owner).
- No water amenities or water-based games are permitted.
- Open fires including charcoal barbecues are prohibited on fields.
- Partners must perform any required "field prep" (line, chalk, or paint fields) but all other field/turf maintenance requires prior approval.
- Lights are programmed in conjunction with reservation dates and times. In general, lights are programmed to turn on by sunset and turn off at the end of the reservation time. In the event of lighting emergencies, staff may be contacted at the individual sites where fields are located, or in emergency, contact: (602) 228-8339.
- On site sale of food and merchandise must have prior approval, is only allowed during reservation times, requires a sales tax license, compliance with mobile food truck ordinance (if applicable) and requires a certificate of insurance from the vendor.
- The utilization of any stakes longer than 6 inches penetrating the ground are prohibited in City parks and facilities unless allowed on a facility use permit. It is preferred that canopies, tents, inflatables, etc. are secured by sand bags, concrete blocks, or water barrels when possible.
- No amplified sound is allowed without prior approval, which must be requested in conjunction with a permit. When approved, it will be noted on the permit and can be only approved from 9:00am to 8:00pm.
- Partners will limit the amount of players that utilize each field listed in their Facility Use Permit. The maximum amount of players that will be allowed per field are as follows:
 - o 60 players per full size soccer field
 - o 30 players per half or small sized soccer field
 - o 45 players per diamond field
- City personnel has the ability to close fields due to weather, maintenance, or if playability becomes compromised or dangerous. Visit www.scottsdaleaz.gov and search "field status" for field condition updates.
- Operation of concession stands must receive prior written approval by City and is for seasonal use only. Approval will be reflected in the facility use permit. Partner must adhere to Maricopa County Health Code Guidelines. Concession stand must be left clean and in good working order. The City is not responsible for damaged, lost, or stolen equipment or supplies.
- Field improvements (windscreens, scoreboards, batting cages, etc.) require prior approval.