



AGENDA

IRVINE SPORTS COMMITTEE MEETING

**JANUARY 12, 2021
7:00 PM**

Webex Meeting

IMPORTANT PUBLIC HEALTH AND SAFETY MESSAGE REGARDING PARTICIPATION IN IRVINE SPORTS COMMITTEE MEETINGS

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE ORANGE COUNTY HEALTH CARE AGENCY, AS WELL AS THE CITY OF IRVINE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE IRVINE SPORTS COMMITTEE SPECIAL MEETING TO WHICH THIS AGENDA APPLIES.

YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE SPORTS COMMITTEE," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606; OR BY EMAIL TO SSTEWART@CITYOFIRVINE.ORG. PUBLIC COMMENTS FOR AGENDA ITEMS WILL BE READ INTO THE RECORD AT THE TIME DETERMINED BY THE CHAIRPERSON.

PLEASE NOTE: THE IRVINE SPORTS COMMITTEE IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. IT WOULD BE APPRECIATED IF COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING. AT LEAST 24 HOURS BEFORE THE MEETING, SPECIFIC DETAILS ABOUT HOW TO OBSERVE AND PARTICIPATE, WHICH MAY INCLUDE EITHER TELE-CONFERRING, VIDEO-CONFERRING, OR ANOTHER EQUIVALENT OPTION, WILL BE INCLUDED ON THE CITY'S WEBSITE.

CALL TO ORDER

ROLL CALL

COMMITTEE MEMBER:	AYSO Region 213*	Doug Birozy
COMMITTEE MEMBER:	Irvine Baseball Club	Eric Spivey
COMMITTEE MEMBER:	Irvine Dolphins Baseball Club	Charles Yoon
COMMITTEE MEMBER:	Irvine Soccer Academy*	Frank Fortier
COMMITTEE MEMBER:	Irvine Girls Softball Association*	Brian Tatro
COMMITTEE MEMBER:	Irvine Knights Baseball Club	Dick Owens
COMMITTEE MEMBER:	Irvine Pony Baseball*	Eric Gourley
COMMITTEE MEMBER:	Irvine Ranch Little League*	John Grijalva
COMMITTEE MEMBER:	Irvine Travel Softball*	Chris Dallas

COMMITTEE MEMBER:	Irvine Youth Football*	Paul King
COMMITTEE MEMBER:	Liverpool FC Int'l. Academy*	Dave Brown
COMMITTEE MEMBER:	Northwood Little League*	Eddie Ollmann
COMMITTEE MEMBER:	OC Fury Youth Baseball	Ryan Wood
COMMITTEE MEMBER:	Orange County United FC	Bart Hess
COMMITTEE MEMBER:	Rox Baseball*	Michelle McNab
COMMITTEE MEMBER:	Ryan Lemmon Foundation	Larry Michaels
COMMITTEE MEMBER:	Simply Pure Baseball	Edward Park
COMMITTEE MEMBER:	So Cal Elite Sports, Basketball	Cary Lambeth
COMMITTEE MEMBER:	Matt Leinart Flag Football*	Ryan Bertoni
COMMITTEE MEMBER:	Strikers FC Irvine*	Don Ebert
COMMITTEE MEMBER:	Southern California Youth Cricket Association*	Shantha Suraweera
COMMITTEE MEMBER:	Member-At-Large*	Phil Wang
COMMITTEE MEMBER:	Member-At-Large*	Faruk Bhagani
COMMITTEE MEMBER:	Member-At-Large*	Miriam Gelfand
COMMITTEE MEMBER:	Member-At-Large*	Kenton Fibel
VICE CHAIR:	So Cal Elite Sports, Volleyball*	Cary Lambeth
CHAIR:	Pateadores Irvine*	Jon Szczuka

*Voting Member

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

- **INTRODUCE NEW MEMBERS-AT-LARGE TO IRVINE SPORTS COMMITTEE**

PRESENTATIONS

ANNOUNCEMENTS

- **CITY OF IRVINE COVID-19 UPDATE AS IT RELATES TO ATHLETIC FACILITIES AND PROGRAMS**
- **OAK CREEK COMMUNITY OUTREACH PLAN (JANUARY – MARCH 2021)**
- **BILL BARBER PARK SHADE PROJECT UPDATE**
- **ORANGE COUNTY GREAT PARK SHADE PROJECT UPDATE**
- **ORANGE COUNTY GREAT PARK CONCESSIONS UPDATE**

PUBLIC COMMENTS

Any member of the public may address the Board on items within the Board's subject matter jurisdiction, but which are not listed on the Agenda during Public Comments. However, no action may be taken on matters that are not part of the posted agenda. Public Comments are scheduled for 30 minutes and are limited to 3 minutes per person.

CONSENT CALENDAR

All matters listed under Consent Calendar are considered to be routine and enacted by one roll call vote. There will be no discussion of these items unless members of the Sports Committee request specific items to be removed from the Consent Calendar for separate discussion. Any member of the public may address the Sports Committee on items on the Consent Calendar. Public Comments on any item or items on the Consent Calendar are limited to three minutes per speaker. If you wish to speak to a particular item or items, please complete a Speaker's Form and give it to the Recording Secretary.

1. APPROVAL OF IRVINE SPORTS COMMITTEE MINUTES

RECOMMENDED ACTION:

Approve the minutes of the regular Irvine Sports Committee meeting held October 13, 2020.

2. TOURNAMENTS AND EVENTS CALENDAR

RECOMMENDED ACTION:

Receive and file.

COMMITTEE BUSINESS

3. PROPOSED REVISIONS TO ALLOCATION PROCEDURE FOR SPORTS FACILITIES

RECOMMENDED ACTION:

Approve recommendation of a 1-year probationary period for new youth sports organizations and provide additional input on the Allocation Procedure for Sports Facilities.

ADJOURNMENT

Next Meeting: Irvine Sports Committee regular meeting, April 13, 2021, 7:00 p.m., Quail Hill Community Center, Multipurpose Room, 39 Shady Canyon, Irvine, California.

NOTICE TO THE PUBLIC

At 11:00 p.m., the Irvine Sports Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 midnight and will continue all other items on which additional time is required until a future Sports Committee meeting. All meetings are scheduled to terminate at 12:00 midnight.

STAFF REPORTS

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Sports Committee liaison at (949) 724-6615.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Irvine Sports Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS

Written Materials/Handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Sports Committee. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Sports Committee at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

AMERICANS WITH DISABILITIES ACT: It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Sports Committee liaison at 949-724-6615 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

COMMUNICATION DEVICES

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Sports Committee are held on the second Tuesday of January, April, July, and October at 7:00 p.m., unless otherwise noted. The Irvine Sports Committee Agenda is posted in the Police Department and on the City's web page at *cityofirvine.org*.

I hereby certify that the agenda for the Irvine Sports Committee meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California, on January 8, 2021 by 5:30 as well as on the City's website.



Sports Committee Liaison

CONSENT CALENDAR- ITEM 1

**APPROVAL OF IRVINE SPORTS
COMMITTEE MINUTES**



MINUTES

IRVINE SPORTS COMMITTEE MEETING

OCTOBER 13, 2020

7:00 PM

Webex Meeting

CALL TO ORDER

The regular meeting of the Irvine Sports Committee was called to order at 7:03 p.m. by Chair Szczuka.

ROLL CALL

PRESENT:

COMMITTEE MEMBER:	Irvine Baseball Club	Eric Spivey
COMMITTEE MEMBER:	Irvine Dolphins Baseball Club	Charles Yoon
COMMITTEE MEMBER:	Irvine Futbol Club*	Frank Fortier
COMMITTEE MEMBER:	Irvine Girls Softball Association*	Brian Tatro
COMMITTEE MEMBER:	Irvine Knights Baseball Club	Dick Owens
COMMITTEE MEMBER:	Irvine Pony Baseball*	Eric Gourley
COMMITTEE MEMBER:	Irvine Ranch Little League*	John Grijalva
COMMITTEE MEMBER:	Irvine Travel Softball*	Chris Dallas
COMMITTEE MEMBER:	Rox Baseball*	Michelle McNab
COMMITTEE MEMBER:	Ryan Lemmon Foundation	Dick Owens
COMMITTEE MEMBER:	So Cal Elite Sports, Basketball	Cary Lambeth
COMMITTEE MEMBER:	So Cal Elite Sports, Volleyball*	Cary Lambeth
COMMITTEE MEMBER:	Strikers FC Irvine*	Don Ebert
COMMITTEE MEMBER:	Member-At-Large*	Faruk Bhagani
COMMITTEE MEMBER:	Member-At-Large*	Kenton Fibel
VICE CHAIR:	Matt Leinart Flag Football*	Ryan Bertoni
CHAIR:	Pateadores Irvine*	Jon Szczuka

ABSENT:

COMMITTEE MEMBER:	AYSO Region 213*	Doug Birozy
COMMITTEE MEMBER:	Irvine Youth Football*	Paul King
COMMITTEE MEMBER:	Liverpool FC Int'l. Academy*	Christina Padilla
COMMITTEE MEMBER:	Northwood Little League*	Eddie Ollmann
COMMITTEE MEMBER:	OC Fury Youth Baseball	Ryan Wood
COMMITTEE MEMBER:	Orange County United FC	Bart Hess

COMMITTEE MEMBER:	Simply Pure Baseball	Alex Guenette
COMMITTEE MEMBER:	Member-At-Large*	Phil Wang
COMMITTEE MEMBER:	Member-At-Large*	Jeff Bussel

INTRODUCTIONS

Community Services Superintendent Stewart introduced Pamela Baird as the new Director of Community Services, and also introduced Adrianna Hyta as the new Community Services Supervisor overseeing athletic operations.

PRESENTATIONS

1. CITY OF IRVINE COVID-19 UPDATE AS IT RELATES TO ATHLETIC FACILITIES AND PROGRAMS

Community Services Superintendent Stewart presented an update on COVID-19 activities and guidelines approved as of October 14 from the State, County, and the City of Irvine. Committee members asked questions and shared comments to get further clarification on the types of activities allowed or not allowed.

2. ALLOCATION PROCEDURE UPDATE AND SURVEY REVIEW

Community Services Supervisor Alfaro presented a plan to update the Sports Committee Allocation Procedure. Included in the presentation was a sample allocation document, and analysis of a survey taken by Sports Committee members. Committee members asked questions and shared comments related to the Allocation Procedure.

ANNOUNCEMENTS

Community Services Superintendent Stewart announced Southern California Youth Cricket Association (SCYCA) will be joining the Sports Committee. Representative, Shantha Suraweer, gave a brief introduction on SCYCA and how the organization will provide cricket opportunities to the Irvine community.

Community Services Superintendent Stewart announced two vacant member-at-large positions and candidate interviews will take place in November.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

ACTION: Moved by Committee Member Bertoni, seconded by Committee Member Lambeth, and unanimously carried by those members present to approve the Consent Calendar as follows:

1. MINUTES

ACTION:

Approve the minutes of the regular Irvine Sports Committee meeting held July 14, 2020.

2. TOURNAMENTS AND EVENTS CALENDAR

ACTION:

Receive and file.

COMMITTEE BUSINESS

1. ELECTION OF IRVINE SPORTS COMMITTEE OFFICERS

ACTION: Chair Szczuka called for the nominations for Chair and Vice Chair of the Irvine Sports Committee. Committee Member Bertoni nominated Chair Szczuka for the position of Chair of the Irvine Sports Committee. Committee Member Lambeth seconded the motion, and by unanimous vote, Chair Szczuka was re-elected as Chair of the Irvine Sports Committee.

ACTION: Committee Member Dallas nominated Committee Member Lambeth for the position of Vice Chair of the Irvine Sports Committee. Committee Member Bertoni seconded the motion, and by unanimous vote, Committee Member Lambeth was elected as Vice Chair of the Irvine Sports Committee.

ADJOURNMENT

Moved by Committee Member Bertoni, seconded by Committee Member Dallas, and unanimously carried to adjourn the meeting at 8:06 p.m.

Next Meeting: Irvine Sports Committee regular meeting, January 12, 2021, 7:00 p.m., Quail Hill Community Center, Multipurpose Room, 39 Shady Canyon, Irvine, California.

JON SZCZUKA, CHAIR

STEVEN STEWART
SUPERINTENDENT OF COMMUNITY SERVICES

Date Approved: _____

CONSENT CALENDAR- ITEM 2
TOURNAMENTS AND EVENTS CALENDAR



REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

MEETING DATE: January 12, 2021

TITLE: TOURNAMENTS AND EVENTS CALENDAR

 FOR PAMELA BAIRD
Director of Community Services

RECOMMENDED ACTION:

Receive and provide input to the Community Services Department.

EXECUTIVE SUMMARY

The Irvine Sports Committee (Committee) serves in an advisory body reporting to the Community Services Commission, that was established in 1979, and its purpose is to provide input on the needs of the community pertaining to Irvine's youth sports programs, facilities, and services. They also strive to ensure the equitable allocation of athletic facilities.

The Committee is made up of voting and non-voting organizations representing youth recreation and club sports programs. There are no term limits for committee members as they serve at the pleasure of their agencies.

The Committee meets quarterly to review field allocations, event calendars, and reservation and allocation policies and procedures.

The Tournaments and Events Calendar (Calendar) is presented as Attachment 1 for the Committee's review, discussion, and input.

ANALYSIS

Tournaments and large events are reserved in accordance with the Public Facilities Reservation and Fee Policies. These policies provide priorities and methodologies for approving tournaments and large events while meeting the needs of the Irvine community.

The Calendar is created to document tournament and large event requests that extend beyond the activities in the seasonal allocation process. While events remain in the planning

process, the Committee reviews the Calendar to ensure facilities are adequate to meet the needs of the event, and the needs of local programs.

ALTERNATIVES CONSIDERED

The Committee may request a modification of one or more events.

FINANCIAL IMPACT

Modifications to the Calendar resulting in a reduction of tournament hours may have a financial impact.

REPORT PREPARED BY Chris Alfaro, Community Services Supervisor

ATTACHMENT

Tournaments and Events Calendar

2021 TOURNAMENTS (January - December)

START DATE	END DATE	ORGANIZATION NAME	TOURNAMENT/EVENT NAME	FIELD REQUEST(S)
Saturday, January 9, 2021	Sunday, January 10, 2021	Surf City Tourneys	Winter Tournament	Bill Barber
Saturday, January 23, 2021	Sunday, January 24, 2021	Triple Crown Sports (SoCal)	OC Coastal Classic Softball Tournament	Bill Barber, Mark Daily
Saturday, February 20, 2021	-	Irvine Girls Softball Association	Opening Day	Bill Barber
Saturday, February 20, 2021	-	Irvine Ranch Little League	Opening Day	Las Lomas
Saturday, February 27, 2021	-	Irvine Pony Baseball	Opening Day	Harvard Park
TBD - February/March	TBD - February/March	Northwood High School	Timberwolf Classic Softball Tournament	Bill Barber
Saturday, March 6, 2021	-	Northwood Little League	Opening Day	Hicks Canyon
Saturday, March 27, 2021	Wednesday, March 31, 2021	Ryan Lemmon Foundation	Spring Tournament	Windrow
Tuesday, May 25, 2021	-	Surf City Tourneys	OC Coaches Softball All-Star Game	Bill Barber
Thursday, May 27, 2021	Monday, May 31, 2021	Irvine Pony Baseball	Memorial Day Tournament	All City Baseball Fields
Saturday, May 29, 2021	Monday, May 31, 2021	Triple Crown Sports (SoCal)	Memorial Day Classic Softball Tournament	Bill Barber
Friday, June 4, 2021	Sunday, June 6, 2021	Ryan Lemmon Foundation	Senior & Sophomore Baseball Showcase	Windrow
Friday, June 11, 2021	Sunday, June 13, 2021	Irvine Girls Softball Association	Summertime Classic Softball Tournament	All City Softball Fields
Friday, June 18, 2021	Saturday, June 19, 2021	CIF	Girl's Softball Championships	Bill Barber
Friday, June 18, 2021	Sunday, June 20, 2021	Premier Girls Fastpitch	National Qualifier	Bill Barber, Harvard 1, 2, 3, 4
Friday, June 18, 2021	Sunday, June 20, 2021	Premier Girls Fastpitch	SoCal Athletics	Harvard Park 5, 6, 7
Thursday, June 24, 2021	Friday, July 2, 2021	USA Premier Baseball	4th of July Firecracker Classic 18u, 17u	Windrow, Cypress
Saturday, June 26, 2021	Sunday, June 27, 2021	Triple Crown Sports (SoCal)	Red, White, & Blue Softball Tournament	Bill Barber, Mark Daily
TBD - June 2021	-	Northwood Little League	District 55 TOC Tournament	Hicks Canyon
TBD - July 2021	-	Northwood Little League	District 55 8/9/10u All-Star Tournament	Hicks Canyon
Thursday, July 8, 2021	Monday, July 12, 2021	Champions Cup	Champions Cup 16u	Harvard Park
Wednesday, July 14, 2021	Sunday, July 18, 2021	Champions Cup	Champions Cup 18u	Harvard Park
Saturday, July 17, 2021	Sunday, July 18, 2021	Pateadores Irvine	Pats Cup	All Soccer Fields
Saturday, July 24, 2021	Saturday, July 31, 2021	Premier Girls Fastpitch	National Championship - Week 1	Bill Barber, Harvard
Saturday, July 24, 2021	Sunday, July 25, 2021	Irvine Futbol Club	National Players Cup	All Soccer Fields
Sunday, August 1, 2021	Sunday, August 8, 2021	Premier Girls Fastpitch	National Championship - Week 2	Bill Barber, Harvard
Saturday, August 7, 2021	Sunday, August 8, 2021	Liverpool FC International	Orange County Summer Invitational	All Soccer Fields
Saturday, August 21, 2021	Sunday, August 22, 2021	OC United	OC Kickoff Classic Soccer Tournament (Girls)	All Soccer Fields
Saturday, August 28, 2021	Sunday, August 29, 2021	OC United	OC Kickoff Classic Soccer Tournament (Boys)	All Soccer Fields
Saturday, September 4, 2021	Sunday, September 5, 2021	Irvine Futbol Club	Irvine World Cup Soccer Showcase	All Soccer Fields
Friday, October 1, 2021	Sunday, October 3, 2021	USA Premier Baseball	Fall Classic Baseball Tournament	Windrow, Cypress
Saturday, October 9, 2021	Sunday, October 10, 2021	Irvine Girls Softball Association	Fall Pumpkin Softball Tournament	Bill Barber, David Sills, Portola Spring
Saturday, November 20, 2021	Sunday, November 21, 2021	Surf City Tourneys	Early Thanksgiving Showcase Softball Tournament	Bill Barber, Harvard
TBA - November 2020	-	AYSO Irvine 213	Mayor's Cup Soccer Tournament	TBA
Friday, November 26, 2021	Sunday, November 28, 2021	USA Premier Baseball	Thanksgiving Tournament	Windrow, Cypress
Friday, December 10, 2021	Sunday, December 12, 2021	USA Premier Baseball	Christmas Classic Baseball Tournament	Windrow, Cypress
Saturday, December 11, 2021	Sunday, December 12, 2021	Liverpool FC International	Tournament of Champions	All Soccer Fields

2021 TOURNAMENTS (Cancelled)

START DATE	END DATE	ORGANIZATION NAME	TOURNAMENT/EVENT NAME	FIELD REQUEST(S)
Saturday, January 2, 2021	Sunday, January 3, 2021	Pateadores Irvine	Pats Junior Cup	All Soccer Fields
Friday, February 12, 2021	Sunday, February 14, 2021	NCAA/PGF	Mark Campbell Collegiate Classic	Bill Barber
TBD - March/April	TBD - March/April	Woodbridge High School	Varsity Softball Tournament	Bill Barber
TBD - March/April	TBD - March/April	Woodbridge High School	JV Softball Tournament	Mark Daily

COMMITTEE BUSINESS- ITEM 3

**PROPOSED REVISIONS TO ALLOCATION
PROCEDURE FOR SPORTS FACILITIES**



REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

MEETING DATE: January 12, 2021

TITLE: PROPOSED REVISIONS TO ALLOCATION PROCEDURE FOR SPORTS FACILITIES

 FOR PAMELA BAIRD
Director of Community services

RECOMMENDED ACTION:

Approve recommendation of a 1-year probationary period for new youth sports organizations and provide additional input on the Allocation Procedure for Sports Facilities.

EXECUTIVE SUMMARY

Community Services administers a procedure to allocate sports facilities to Irvine youth sports organizations. The Irvine Sports Committee (Committee) is an advisory body to the Community Services Commission, and annually reviews the allocation procedure to ensure fairness and equity. The Allocation Procedure for Sports Facilities adopted December 3, 2014 by the Community Services Commission requires updating to reflect new fees, documents, and processes.

The Committee has expressed interest in creating new procedures for new youth sports organizations in the Allocation Procedure for Sports Facilities. This request is based on the following:

1. As new organizations join the allocation for sports fields, demand for limited field space is increasing.
2. The Committee currently serves 23 organizations representing both club and recreation sports.

ANALYSIS

The Community Services Department has managed field and court allocations since the early 1980s. Allocations are completed in spring, fall, and winter. The spring season provides priority to baseball, softball, and cricket programs; the fall season provides priority to soccer and football programs; and, the winter season provides priority to lacrosse and basketball programs.

The current Allocation Procedure for Sports Facilities was adopted by the Community Services Commission on December 3, 2014, and requires updates to reflect the City Council action to the amended Athletics Facility Reservation Policy and Fees on August 13, 2019. This amendment requires the Allocation Procedures for Sports Facilities be updated to reflect the adopted changes. The Committee reviews the Allocation Procedure for Sports Facilities annually to ensure an equitable allocation of athletic facilities and maximum participation for all Irvine youth in the athletic endeavor of their choice, regardless of ability.

The Committee recently participated in a survey regarding the current Allocation Procedure for Sports Facilities. The survey was sent to 23 Committee members, and 18 responded. Sixty-six percent of the respondents recommended that new organizations should have a 1-year probation prior to receiving field allocations. In response to Committee input, staff is proposing the following recommendations for Committee consideration:

- Introduce a 1-year probationary period for new organizations, for consideration at the October quarterly meeting.
- Create a new probationary priority for fields. For every allocation period (spring, fall, winter), priority is given in the following order: Primary, Secondary, Probationary.
- New organizations would be required to have a minimum of 2 teams.
- New organizations would pay Category A Resident rates for hourly use of fields. The current Category A rate is \$25 per hour.
- New organizations would be required to meet all residency requirements applicable for their teams and organization. If during the probationary period the organization falls under residency requirements, the organization would be removed from the allocation process.

Staff is also seeking input on additional recommendations from the Committee.

ALTERNATIVES CONSIDERED

The Committee may request a modification to the proposed change, or choose not to approve the 1-year probationary period.

FINANCIAL IMPACT

There is no budgetary impact.

REPORT PREPARED BY: Steven Stewart, Community Services Superintendent

ATTACHMENT

Allocation Procedure for Sports Facilities

CITY OF IRVINE
COMMUNITY SERVICES DEPARTMENT
ALLOCATION PROCEDURE FOR SPORTS FACILITIES
(Adopted by Community Services Commission – December 3, 2014)

The Community Services Department administers an allocation procedure for distribution of sports facilities to Irvine youth sports organizations. The Irvine Sports Committee (Sports Committee) annually reviews the procedure to ensure fairness and equity. Any change to the procedure is subject to the approval of the Community Services Commission.

Organizations must meet all requirements of this procedure and the Public Facilities Reservation and Fee Policy. Organizations included in the allocation process must remain active members of the Irvine Sports Committee. Upon completion of the requirements for Category II organizations, Community Services will categorize organizations as a recreation-based program or competitive, club or travel sports program (Exhibit 1).

ALLOCATION METHOD

Allocations of City of Irvine sports fields will be granted in priority to the following programs:

- City of Irvine;
- Irvine and Tustin Unified School Districts; and
- Category II Youth Sports Organizations.

The City of Irvine will create a draft allocation, based on membership, for discussion and review at the Spring and Fall allocation meeting (*note... there is no allocation meeting for the Winter sports allocation period*). Allocations are provided for regular team practices and league games only. Allocations for games must involve at least one Irvine team. Organizations hosting games for non-Irvine teams are provided sufficient space for home games only. Organizations hosting games involving non-Irvine teams must play equal number of home games in Irvine and away games in other cities.

The Sports Committee conducts seasonal allocations according to the following schedule:

- January – Spring Sports Allocation
- July – Fall Sports Allocation
- November – Winter Sports Allocation

Allocation Schedule

The allocation schedule will be provided in blocks of hours as administered and monitored by the Community Services Department. Allocations are established to ensure equity remains consistent for all organizations based on age and residency. Irvine residents and older participants will receive priority for allocations of City and School District facilities (IUSD and TUSD).

Organizations must complete all forms and provide information on their intended use according to the allocation timeline (Exhibit 3). Club sports programs must present their list of incoming teams to the City and Sports Committee on the Organization Summary Form. Organizations requesting an exception to the team residency requirements must present a formal request, in writing to the City and the Sports Committee prior to the deadline for Organization Summary Forms.

Organizations must have representatives present at meetings with authority to respond to the needs of the program. The allocation process will not be delayed to confer with other organization representatives. Additional representatives may attend allocation meetings to provide assistance, but the organization is limited to one spokesperson.

Allocation Request Forms

1. Organization Summary Form – Competitive, club and travel sports programs shall submit current participant and team information on the Organization Summary Form in order to receive an allocation. The summary provides detail by team (age group, division, coach, number of residents and number of non-residents). Club soccer organizations are required to submit Cal South rosters for each team. In the event an organization has not completed the selection process for one or more teams, the organization must provide a partial roster.
2. Notice of Intended Use Form – Organizations shall submit current information pertaining to the allocation needs for the upcoming season using anticipated and projected participant and team numbers based on current enrollment.
 - A. Failure to file the Intended Use Form by the deadline shall result in the following penalty:
 1. New Organizations – Denied all use for the upcoming season.
 2. Returning Organizations – Lose 1% of their allowable allocation percentage for each working day late. At 15 working days late, the organization is subject to the penalty for new organizations. Forfeited field time due to this penalty shall be allocated among all primary organizations.
3. Post-Season Allocation Request Form – This form provides information regarding field needs for post-season play (Winter Sports: mid-February through mid-March, Spring Sports: Early June through mid-July, Fall Sports: late-November through mid-February).
4. Facility Use Application and Agreement – Application forms to reserve fields from the City, IUSD, TUSD and local colleges must be submitted to Community Services according to the allocation timeline (Exhibit 3). The Community Services Department will review, approve and forward forms to the other agencies for final approval.

Please note: Submission of a request does not constitute approval; approval is granted only after the Final Allocation Schedule is published, AND application forms are approved and returned from the owner of the facility. Failure to provide accurate and precise dates, times, fields and special requests on applications shall constitute grounds for cancellation of the allocation.

Allocation Analysis – Organization Summaries (Residency)

The Community Services Department will create an allocation analysis and a summary of participants for all organizations during the allocation process. The analysis will reflect the total number of participants in each organization and their respective field allocation percentage.

Notice of Appeal

Organizations may appeal or challenge the procedure used for allocating sports facilities by submitting a "Formal Letter of Appeal" no later than 14 days following the scheduled allocation meeting. Community Services will forward notice of the appeal to all organizations in the allocation process. The Community Services Department and the Sports Committee Chair will attempt to resolve the appeal within five (5) working days.

If resolution is not reached with the organization filing the appeal, the appeal must be placed on an agenda for a special meeting of the Sports Committee. All organizations must be notified of the appeal including the date and place of the meeting where the appeal will be heard. If the organization filing the appeal is not represented at the meeting, the organization shall forfeit all rights to further consideration by the Sports Committee. All appeals to the Sports Committee shall be heard by secondary users for the season in question. Primary Organizations shall abstain from voting on the appeal.

Allocation Exchange

Organizations may give up or exchange days, times, or fields within the allocation process with another "like" organization. Exchanges with another organization must be a comparable exchange in value. Modifications to the allocations must be verified in writing by all parties and submitted for final approval by the Community Services Department.

ORGANIZATION AND PARTICIPANT INFORMATION

Organizations must provide details of current registrations and accurate membership rosters to the Community Services Department. Information must include participant name, full address (PO Boxes and business addresses are not permitted) and birth date, and shall be submitted to the Community Services Department as required in the allocation timeline. Any deviation from the non-resident rules must be presented to Sports Committee and approved by the City prior to the allocation meeting. Failure to meet this requirement shall be handled as described in roster challenges (below).

Roster Challenges

If an organization challenges the accuracy of another organization's participant information (e.g. participant numbers, team rosters or accuracy of residency), the Sports Committee shall appoint a task force of representatives from secondary organizations. The Task Force will evaluate the list of participants in a manner directed by the Sports Committee and has authority to request additional information.

Requests for additional information may include, but is not limited to, the following:

- Revised rosters for the entire organization or for a specific team in question.
- Rosters must include all information pertaining to the participants/coach (address, phone, birth dates).
- Documentation and proof of residency may be requested via utility bills, statements or affidavits from parents, etc.

The organization must submit all requested documentation to the task force within fifteen (15) calendar days. Upon review, the task force shall make a report with recommendations of sanctions at the next Sports Committee meeting. If the Sports Committee determines an organization has falsified documents or submitted rosters containing errors overstating the level of participation and/or understating the number of non-Irvine residents, the Sports Committee shall invite the offending organization to show cause why it should not be penalized in accord with recommendations of the task force. Upon consideration and vote of the Sports Committee, recommendations for penalties shall be forwarded to the City for implementation.

References:

1. Allocation Procedure – Definitions (Exhibit 1)
2. Allocation Procedure – Fees (Exhibit 2)
3. Allocation Procedure – Timelines (Exhibit 3)
4. Allocation Procedure – Violations (Exhibit 4)
5. Allocation Procedure – Improved Fields (Exhibit 5)
6. Public Facilities Reservation and Fee Policy (Exhibit 6)

ALLOCATION PROCEDURE - DEFINITIONS

Recreation-Based Program: Organization meets one or more of the conditions below:

1. Teams play in Irvine within a league consisting of primarily Irvine-based teams.
2. When a sport has a limited number of teams and participants in Irvine, an Irvine program may be viewed as recreation-based while traveling to other cities for competition (i.e., football and lacrosse).
3. Programs are primarily inclusive of all participants regardless of skill. Tryouts or skill evaluations may exist for placement of the participant and to balance teams; however, the organization primarily accepts all participants. Organizations may cut players on a limited basis due to numbers of participants and limits on roster sizes.
4. Rules are defined with minimum playing time for all participants.

Examples of recreation-based programs include:

Little League Baseball, AYSO Soccer, and Junior All American Football

Recreation-based programs must maintain a membership of youth participants equaling 90% or more with Irvine residents. All teams must have a minimum Irvine residency equal to 57% or more with active participants.

Competitive, Club and Travel Sports Program: An organization providing competitive, club and travel programs must meet one or more of the conditions listed below:

1. Programs primarily travel to other cities to play competition of a higher level beyond the competition of a recreation-based program.
2. Programs are primarily suited for participants with advanced skill beyond the play of recreation-based programs. Tryouts or skill evaluations are conducted to select only top athletes.
3. Rules are not defined with minimum playing time for participants.

Examples of competitive, club and travel sports program include:

Irvine Soccer Club – “the Strikers” and Irvine Baseball Club – “the Diamondbacks”.

Competitive, club and travel sports organizations must maintain a membership of youth participants equaling 57% or more with Irvine residents. Teams in U8 divisions must maintain a membership of youth participants equaling 90% or more with Irvine residents. The information below provides team residency requirements for all additional age groups and divisions:

Team Residency Requirements (Teams in Coast Soccer League)

<u>Team Division</u>	<u>Required Irvine Residency</u>
Bronze Teams	75% Irvine Residents
Silver Teams	66% Irvine Residents
Silver Elite Teams	51% Irvine Residents
Gold Teams	45% Irvine Residents
Premier Teams	38% Irvine Residents

Team Residency Requirements (Teams in Southern California Developmental Soccer League)

<u>Team Division</u>	<u>Required Irvine Residency</u>
Tier 3 Teams	75% Irvine Residents
Tier 2 Teams	51% Irvine Residents
Tier 1 Teams	38% Irvine Residents

Team Residency Requirements (Travel Baseball, Softball and other club sports)

<u>Age Group</u>	<u>Required Irvine Residency</u>
12U and Younger	70% Irvine Residents
13U and Older	45% Irvine Residents

Teams in Elite Leagues (e.g. US Soccer Development Academy, Elite Club National League)
Teams will not be included in the allocation process with residency below 38%.
Organizations may be provided space for these teams by the City of Irvine subject to annual negotiations and agreements. Any such agreement will be presented to the Irvine Sports Committee for a recommendation and approval.

Organization Limits on Club Teams: Club sports organizations may have no more than two teams in the same age and gender (i.e., Two U16 Teams – Girls). Club sports organizations may not include teams below the U8 age group. Requests for exceptions to these rules may be brought before the Sports Committee at any regular meeting.

Teams Below Residency Requirements:

1. New teams may not be added when residency falls below requirements.
2. A returning team (see definition below) may be included in the allocation process with participation below the residency requirements, but are subject to additional fees for use. Additional information is found in Allocation Procedure – Fees.

Exceptions: Exceptions to team residency requirements may be considered by the Sports Committee. Upon majority vote, the Irvine Sports Committee may submit a recommendation to the Community Services Department for consideration. Exceptions are not final without written approval of the Community Services Department.

Primary Organization: A youth sports organization during their primary season. Files will be reviewed annually for all qualified youth sports organizations. Primary organizations have first claim on available field time during their primary season. Field time available for allocations will be determined annually by the City of Irvine.

Returning Team:

A returning team was included in the allocation process during the primary season from the previous year. A returning team may replace a coach or trainer, and may leave one Irvine organization to join another Irvine organization, but must return at least 50% of the players from the prior year roster (primary season).

New Team:

A new team was not included in the allocation process during the primary season from the previous year. A prior year satellite team and teams not returning at least 50% of the prior year's roster are considered new teams in the allocation process.

Satellite Teams: Club sports organizations may have non-Irvine teams affiliated with the organization, but are not considered part of the Irvine program. These teams are not provided field space or permitted to share practice space allocated to the organization. These teams are tracked by City staff, but are not included in the allocation process or provided any of the benefits provided to local teams.

As weekend space is available, these teams may receive a reservation permit for game fields. If requested and granted, these fields will be invoiced to the organization at Category IV reservation rates.

Secondary Organization: Youth sports organizations requesting space during their off-season program. Secondary users may receive off-season allocations only when:

- Fields remain available as they are not suitable for primary organizations; and/or
- All primary organizations have received adequate space and fields remain available.

Organization: Organizations included in the allocation process must be active members of the Irvine Sports Committee and registered with the Community Services Department as a Category II organization. To qualify, organizations must provide youth sports programs designed to meet the needs of the Irvine community. Soccer club sports programs must be an approved "League" with Cal South.

New Organization: Organizations requesting an allocation for the first time within the preceding twelve-month period. New organizations must adhere to the deadlines established in the allocation schedule in order to be eligible for an allocation. Organizations changing names, but otherwise remaining the same, shall not be considered a new organization. Spin-off or subsidiary organizations will be considered a new organization. Current organizations required to split due to growth or due to an organization's national rules are not classified as new organizations, and are provided access and equal treatment with other organizations.

New organizations must submit requests for membership to the Irvine Sports Committee by October 1 to be considered for a field allocation during the coming year. Additional information on the Irvine Sports Committee is available in the Irvine Sports Committee ByLaws.

Participant: Includes only team players, age 3 to 18 years, registered and actively participating within the organization's program. Participant must be assigned to a team and regularly participating in team practices and games. Non-players such as coaches, officials, staff, etc., shall not be included in the team counts or total number of organization participants for the purposes of allocating fields.

Primary Seasons:

1. Winter Sports (Basketball, Lacrosse)

Winter Season Dates:

Opening Date	-	First Allocation	Monday following Thanksgiving
Closing Date	-	First Allocation	Friday before St. Patrick's Day
Opening Date	-	Post-Season Allocation	Saturday before St. Patrick's Day
Closing Date	-	Post-Season Allocation	Friday close to Memorial Day

2. Spring Sports (Baseball, Softball)

Spring Season Dates:

Opening Date	-	First Allocation	First Monday in February
Closing Date	-	First Allocation	Thursday before Memorial Day
Opening Date	-	Post-Season Allocation	Tuesday after Memorial Day
Closing Date	-	Post-Season Allocation	Sunday close to August 1

3. Fall Sports (Soccer, Football, Cheerleading)

Fall Season Dates:

Opening Date	-	First Allocation	Monday close to August 1
Closing Date	-	First Allocation	Wednesday before Thanksgiving
Opening Date	-	Post-Season Allocation	Monday after Thanksgiving
Closing Date	-	Post-Season Allocation	Sunday before First Monday in February

Post-Season Teams and Participants: Only teams and participants involved in the current season are eligible for post-season field allocations.

Improved Field: An improved field is a field substantially upgraded by an organization through a donation to the City. Additional information is found in Allocation Procedure – Improved Field.

ALLOCATION PROCEDURE – FEES

Allocations are provided for regular team practices and league games only. Clinics, camps, lessons, tournaments and other special activities must be reserved separately and permits will be issued in accordance with the fees and policies described in the Public Facilities Reservation and Fee Policy.

Allocations of space provided to competitive, club and travel sports program are subject to the fees listed below:

Team Deposit (refunds issued to teams meeting residency requirements only)	\$100/team
Primary Season Participant (Non-Residents Only)	\$25/participant
Secondary Season Participant (Non-Residents Only)	\$25/participant
Non-Compliant Team Fee*	\$250/team
Non-Compliant Team Game Fees*	\$250/team

*Returning club sports teams who are non-compliant with the team residency requirements may be included in the allocation process assuming they meet ALL criteria below:

- a. The combined participation total of all compliant and non-compliant teams must have a residency equal to 57% Irvine. There are no exceptions to this requirement and the Sports Committee may not consider or approve exceptions for an organization's residency.
- b. Definition of a Returning Team can be found in Exhibit 1.
- c. Organization must submit payment to the City equal to \$250 for each non-compliant team. This payment is required for teams during the each primary season of participation.
- d. Organization must submit a non-refundable \$250 fee to the City of Irvine for each non-compliant team hosting games on City fields. This fee will be imposed for each season (fall and spring) the team participates and utilizes City fields for games. At the conclusion of each season, an invoice will be generated based on actual use. Game fees will be charged at Category IV rates. Payment for fees in excess of \$250 is due upon receipt.

ALLOCATION PROCEDURE - TIMELINES**WINTER SPORTS**

The allocation process shall be based on the following schedule.

A.	Organization Deadline to submit Organizational Summary Forms (1 st Submittal)	2 nd week of August
B.	Community Services distributes Intended Use Forms	3 rd week of August
C.	Organization Deadline to return Intended Use Forms	2 nd week of September
D.	Winter Allocation Meeting	
	Community Services distributes Allocation Analysis and a draft Allocation Schedule	3 rd week of October
E.	Organization Deadline to respond to draft Allocation Schedule	Last week of October
F.	Community Services distributes Final Allocation Schedule	2 nd week of November
G.	Organization Deadline to return Facility Use Application	3 rd week of November
H.	Organization Deadline to return proof of insurance	2 nd week of November or expiration date
I.	1 st Day of Winter Allocation	Monday following Thanksgiving
J.	Roster Submittal Deadline	1 st week of December
K.	Organization Deadline to submit game schedules	2 nd week of December
L.	Community Services distributes Post-Season Allocation Request Form	4 th week of January
M.	Organization Deadline to return Post-Season Allocation Request Form	1 st week of February
N.	Community Services distributes Final Post-Season Allocation Schedule	1 st week of March

SPRING SPORTS

The allocation process shall be based on the following schedule.

A.	Organization Deadline to submit Organizational Summary Forms (1 st Submittal)	1 st week of December
B.	Community Services distributes Intended Use Forms	1 st week of December
C.	Organization Deadline to return Intended Use Forms	3 rd week of December
D.	Spring Allocation Meeting	
	Community Services distributes Allocation Analysis and a draft Allocation Schedule	2 nd week of January
E.	Organization Deadline to respond to draft Allocation Schedule	3 rd week of January
F.	Community Services distributes Final Allocation Schedule	4 th week of January
G.	Organization Deadline to return Facility Use Application	4 th week of January
H.	Organization Deadline to return proof of insurance	2 nd week of January or expiration date
I.	1 st Day of Spring Allocation	1 st Monday of February
J.	Roster Submittal Deadline	4 th week of February
K.	Organization Deadline to submit game schedules	3 rd week of February
L.	Community Services distributes Post-Season Allocation Request Form	Last week of April
M.	Organization Deadline to return Post-Season Allocation Request Form	2 nd week of May
N.	Community Services distributes Final Post-Season Allocation Schedule	4 th week of May

FALL SPORTS

The field allocation process shall be based on the following schedule.

A.	Organization Deadline to submit Organizational Summary Forms (1 st Submittal)	2 nd week of May
B.	Community Services distributes Intended Use Forms	4 th week of May
C.	Organization Deadline to return Intended Use Forms	2 nd week of June
D.	Fall Allocation Meeting	
	Community Services distributes Allocation Analysis and a draft Allocation Schedule	2 nd week of July
E.	Organization Deadline to respond to draft Allocation Schedule	3 rd week of July
F.	Community Services distributes Final Allocation Schedule	4 th week of July
G.	Organization Deadline to return Facility Use Application	4 th week of July
H.	Organization Deadline to return proof of insurance	July 1 st or expiration date
I.	1 st Day of Fall Allocations	Monday close to August 1
J.	Organization Deadline to submit game schedules	1 st week of September
K.	Roster Submittal Deadline	2 nd week of September
L.	Community Services distributes Post-Season Allocation Request Form	3 rd week of October
M.	Organization Deadline to return Post-Season Allocation Request Form	4 th week of October
N.	Community Services distributes Final Post-Season Allocation Schedule	3 rd week of November

ALLOCATION PROCEDURE – VIOLATIONS

The Sports Committee desires a self-enforcement program to maintain and eliminate violations of rules for Category II youth sports organizations. Copies of the final and updated allocation schedules shall be supplied and in the possession of each coach on the field. These copies must be stamped “Final” or “Revised”.

Violations

Teams found on a field allocated to another organization are considered in violation of the Allocation Procedure for Sports Facilities. Organizations denied access to their time shall immediately notify the Park Ambassador and follow-up with the Community Services Department within one (1) working day.

Penalty

An organization denied access to an allocated field may appeal to the Sports Committee to impose a penalty to the offending organization. With or without this appeal, the City may impose penalties to the offending organization. After investigation, the Sports Committee and/or the Community Services Department may cancel one or more dates and times equal to, but not limited to, five-times the loss of use.

Notice of Abandoned Time

Organizations not intending to use part or all of an allocation, must file a notice with the Community Services Department to ensure the field is available for allocation or reservation to other programs. Abandoned time shall be allocated as deemed appropriate by the Community Services Department.

ALLOCATION PROCEDURE – IMPROVED FIELDS

To encourage organizations to invest and commit resources into facilities, the following will be used to ensure allocations of an Improved Field are provided to the sponsoring organization. These allocations will be based on volunteer efforts in labor and/or actual expenditures. All requests to improve fields must be approved in advance by the Sports Committee and the landowner.

Field Improvement/Maintenance

All field improvements or maintenance shall be based on actual dollars expended for the purpose of upgrading the field in a manner that extends or improves playing conditions. Examples include addition of brick dust or grass infields, sports field lights, reseeding, irrigation and soccer goals. The Community Services Department shall certify the improvements and the costs of improvements. Receipt(s) for expenses are required. All improvements must be coordinated and approved by the property owner (City, IUSD, TUSD, or local colleges).

Minimum Criteria – Improved Fields

Organizations interested in investing funds to improve or maintain facilities above current standards shall have priority access to the facilities within the allocation process during their primary season. Organizations will not receive more time in the allocation process; however, the improved field will be among the sites allocated to the sponsoring organization. The criteria bonus shall be determined as follows:

Initial Commitment:	\$3,500-\$5,000 (provides priority access in allocations for two years)
Annual Ongoing Commitment:	\$900-\$3,000 (extends access for one additional year)
	\$3,001 and above (extends access for two additional years)

Please note... priority cannot provide access to a secondary organization over requests by primary organizations. Lighted fields shall be excluded from consideration in this procedure for Improved Fields.