



AGENDA

IRVINE SPORTS COMMITTEE REGULAR MEETING

July 13, 2021
7:00 PM

QUAIL HILL COMMUNITY CENTER AND ZOOM
39 SHADY CANYON DRIVE
IRVINE, CALIFORNIA

PARTICIPATION AT IRVINE SPORTS COMMITTEE MEETING

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/ATHLETICS-SPORTS/IRVINE-SPORTS. YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: STEVEN STEWART, ONE CIVIC CENTER PLAZA, IRVINE, CA 92606, OR Y EMAIL TO "ATTN: SSTEWART@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/ATHLETICS-SPORTS/IRVINE-SPORTS.

REQUEST TO SPEAK IN PERSON: IF YOU WOULD LIKE TO ADDRESS THE IRVINE SPORTS COMMITTEE ON A SCHEDULED AGENDA ITEM – INCLUDING A REGULAR BUSINESS ITEM OR PUBLIC COMMENTS – PLEASE REGISTER BY COMPLETING THE REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM. PLEASE IDENTIFY ON THE FORM YOUR NAME AND THE ITEM ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE SPORTS COMMITTEE ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE SPORTS COMMITTEE MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE IRVINE SPORTS COMMITTEE. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER ON AGENDIZED ITEMS, AND THREE MINUTES DURING GENERAL PUBLIC COMMENTS (UNLESS THE TIME LIMIT IS EXTENDED BY THE CHAIR), WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

PLEASE NOTE: THE IRVINE SPORTS COMMITTEE MEETING 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. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT AT 949-724-6615, OR VIA EMAIL AT SSTEWART@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN 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.

Speaker's Card/Request to Speak: If you would like to address the Sports Committee on a scheduled agenda item, please complete the [Request to Speak Form](#). Please identify on the card your name, address (optional), and the item on which you would like to speak and return to the Recording Secretary. The [Request to Speak Form](#) assists the Chair in ensuring that all persons wishing to address the Sports Committee are recognized. Your name will be called at the time the matter is heard by the Sports Committee. City policy is to limit public testimony to three minutes per speaker (unless extended by the Chair) which includes the presentation of electronic or audio visual information.

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*	Adrian Fan
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:	Pateadores Irvine*	Ben Forey
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:	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:	Matt Leinart Flag Football*	Ryan Bertoni
CHAIR:	So Cal Elite Sports, Volleyball*	Cary Lambeth

*Voting Member

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATIONS

ANNOUNCEMENTS

Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

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. MINUTES

ACTION:

Approve the minutes of the regular Irvine Sports Committee meeting held April 13, 2021.

2. TOURNAMENTS AND EVENTS CALENDAR

RECOMMENDED ACTION:

Receive and file.

COMMITTEE BUSINESS

3. PROPOSED REVISIONS TO ALLOCATION PROCEDURE FOR SPORTS FACILITIES

RECOMMENDED ACTION:

Approved proposed revisions to the Allocation Procedure for Sports Facilities.

ADJOURNMENT

Next Meeting: Irvine Sports Committee regular meeting, October 12, 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 p.m. 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 p.m.

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 AND ELECTRONIC DEVICES

To minimize distractions, please be sure all personal communication and electronic 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 p.m. Agendas are available at the following locations:

- Police Department
- Front Entrance of City Hall
- 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 July 9, 2021 by 4:30 p.m. as well as on the City's website.



Sports Committee Liaison

ITEM 1
CONSENT CALENDAR

**APPROVAL OF REGULAR IRVINE SPORTS
COMMITTEE MEETING MINUTES**



MINUTES

IRVINE SPORTS COMMITTEE MEETING

April 13, 2021
7:00 PM

Zoom Meeting

CALL TO ORDER

The regular meeting of the Irvine Sports Committee was called to order at 7:08 p.m. by Chair Lambeth.

ROLL CALL

PRESENT:

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 Ranch Little League*	Adrian Fan
COMMITTEE MEMBER:	Liverpool FC Int'l. Academy*	Dave Brown
COMMITTEE MEMBER:	Rox Baseball*	Michelle McNab
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:	Member-At-Large*	Phil Wang
COMMITTEE MEMBER:	Member-At-Large*	Faruk Bhagani
CHAIR:	So Cal Elite Sports, Volleyball*	Cary Lambeth

ABSENT:

COMMITTEE MEMBER:	Irvine Pony Baseball*	Eric Gourley
COMMITTEE MEMBER:	Irvine Travel Softball*	Chris Dallas
COMMITTEE MEMBER:	Irvine Youth Football*	Paul King
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:	Pateadores Irvine*	Ben Forey
COMMITTEE MEMBER:	Ryan Lemmon Foundation	Larry Michaels
COMMITTEE MEMBER:	Simply Pure Baseball	Edward Park

COMMITTEE MEMBER:	Strikers FC Irvine*	Don Ebert
COMMITTEE MEMBER:	Southern California Youth Cricket Association*	Shantha Suraweera
COMMITTEE MEMBER:	Member-At-Large*	Miriam Gelfand
COMMITTEE MEMBER:	Member-At-Large*	Kenton Fibel
VICE CHAIR:	VACANT	VACANT

INTRODUCTIONS

There were no introductions.

PRESENTATIONS

There were no presentations.

ANNOUNCEMENTS

Dena Diggins, Community Services Manager, shared information on the Irvine Housing Element Workshop taking place on April 22 and 29.

Steven Stewart, Community Services Superintendent, shared information on how to take part in the Irvine Pick-up 50 challenge.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

ACTION: Moved by Committee Member Bertoni, seconded by Committee Member McNab, and unanimously carried to approve the Consent Calendar as follows:

1. APPROVAL OF IRVINE SPORTS COUMMITTEE MINUTES

ACTION:

- 1) Approved the minutes of the regular Irvine Sports Committee meeting held January 12, 2021.
- 2) Approved the minutes of the special Irvine Sports Committtee meeting held January 14, 2021.

2. TOURNAMENTS AND EVENTS CALENDAR

ACTION:

Received and filed.

COMMITTEE BUSINESS

3. ELECTION OF IRVINE SPORTS COMMITTEE VICE CHAIR

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

4. UPDATE ON YOUTH ALLOCATION PARTICIPATION FEES

Steven Stewart, Superintendent, provided an update on approved reductions by the City of Irvine Council for Youth Sports Committee fees through fall of 2021. Committee members expressed their gratitude for the reduction. Committee members voiced their interest in revisiting the Sports Committee fees.

ACTION:

Received and filed.

ADJOURNMENT

Moved by Committee Member Bertoni, seconded by Chair Member Lambeth, and unanimously carried to adjourn the meeting at 7:45 p.m.

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

CARY LAMBETH, CHAIR

STEVEN STEWART
SUPERINTENDENT OF COMMUNITY SERVICES

Date Approved: _____

ITEM 2

TOURNAMENTS AND EVENTS CALENDAR



REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

MEETING DATE: JULY 13, 2021

TITLE: TOURNAMENTS AND EVENTS CALENDAR

Patricia Baird

Director of Community Services

RECOMMENDED ACTION:

Receive and provide input to the Community Services Department.

EXECUTIVE SUMMARY

Established in 1979, the Irvine Sports Committee (Committee) serves as an advisory body reporting to the Community Services Commission. The Committee's purpose is to provide input on the needs of the community pertaining to Irvine's youth sports programs, facilities, and services. The Committee also strives 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 the members serve at the pleasure of their respective 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

2021/2022 TOURNAMENTS (July - June)

START DATE	END DATE	ORGANIZATION NAME	TOURNAMENT/EVENT NAME	FIELD REQUEST(S)
Thursday, July 8, 2021	Monday, July 12, 2021	Champions Cup	Champions Cup 16u	Harvard Park
Thursday, July 8, 2021	Tuesday, July 13, 2021	Irvine Pony Baseball	Pony All-Stars Mustang & Bronco Tournament	Hicks Canyon
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
Sunday, August 1, 2021	Sunday, August 8, 2021	Premier Girls Fastpitch	National Championship - Week 2	Bill Barber, Harvard
Saturday, August 14, 2021	Sunday, August 15, 2021	West Coast FC	West Coast Futbol Classic	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, September 17, 2021	Sunday, September 19, 2021	Irvine Dophins	Baseball Tournament	Windrow, Cypress
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 2021	-	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	Friday, December 10, 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
Saturday, January 1, 2022	Sunday, January 2, 2022	Pateadores Irvine	Pats Junior Cup	All Soccer Fields
Saturday, January 8, 2022	Sunday, January 9, 2022	Surf City Tourneys	Winter Tournament	Bill Barber
Saturday, January 22, 2022	Sunday, January 23, 2022	Triple Crown Sports (SoCal)	OC Coastal Classic Softball Tournament	Bill Barber, Mark Daily
Saturday, February 19, 2022	-	Irvine Girls Softball Association	Opening Day	Bill Barber
Saturday, February 19, 2022	-	Irvine Ranch Little League	Opening Day	Las Lomas
Saturday, February 26, 2022	-	Irvine Pony Baseball	Opening Day	Harvard Park
TBD - February/March	TBD - February/March	Northwood High School	Timberwolf Classic Softball Tournament	Bill Barber
Saturday, March 5, 2022	-	Northwood Little League	Opening Day	Hicks Canyon
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
Saturday, April 2, 2022	Wednesday, April 6, 2022	Ryan Lemmon Foundation	Spring Tournament	Windrow
TBD - May/June	-	Premier Girls Fastpitch	OC Coaches Softball All-Star Game	Bill Barber
Friday, May 20, 2022	Saturday, May 21, 2022	CIF-SS	Girl's Softball Championships	Bill Barber
Thursday, May 26, 2022	Monday, May 30, 2022	Irvine Pony Baseball	Memorial Day Tournament	All City Baseball Fields
Saturday, May 28, 2022	Monday, May 30, 2022	Triple Crown Sports (SoCal)	Memorial Day Classic Softball Tournament	Bill Barber
TBD - June	TBD - June	Irvine Ranch Little League	District 55 Tournament	Las Lomas
Friday, June 3, 2022	Sunday, June 5, 2022	Ryan Lemmon Foundation	Senior & Sophomore Baseball Showcase	Windrow
Friday, June 10, 2022	Sunday, June 12, 2022	Irvine Girls Softball Association	Summertime Classic Softball Tournament	All City Softball Fields
Friday, June 17, 2022	Sunday, June 19, 2022	Premier Girls Fastpitch	National Qualifier	Bill Barber, Harvard 1, 2, 3, 4
Friday, June 17, 2022	Sunday, June 19, 2022	Premier Girls Fastpitch	SoCal Athletics	Harvard Park 5, 6, 7
Thursday, June 23, 2022	Friday, July 1, 2022	USA Premier Baseball	4th of July Firecracker Classic 18u, 17u	Windrow, Cypress
Saturday, June 25, 2022	Sunday, June 26, 2022	Triple Crown Sports (SoCal)	Red, White, & Blue Softball Tournament	Bill Barber, Mark Daily

2021 TOURNAMENTS (Canceled)

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
Thursday, May 27, 2021	Monday, May 31, 2021	Irvine Pony Baseball	Memorial Day Tournament	All City Baseball Fields
Saturday, July 24, 2021	Sunday, July 25, 2021	Irvine Futbol Club	National Players Cup	All Soccer Fields
Saturday, August 7, 2021	Sunday, August 8, 2021	Liverpool FC International	Orange County Summer Invitational	All Soccer Fields

ITEM 3
COMMITTEE BUSINESS

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



REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

MEETING DATE: JULY 13, 2021

TITLE: PROPOSED UPDATES TO ALLOCATION PROCEDURE FOR
SPORTS FACILITIES

A handwritten signature in cursive script, reading "Pamela Baird".

Director of Community Services

RECOMMENDED ACTION:

Approve Proposed Updates to Allocation Procedure for Sports Facilities.

EXECUTIVE SUMMARY

Community Service 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 support fairness and equity. The Allocation Procedure for Sports Facilities adopted December 3, 2014 by the Community Services Commission requires updates to reflect new City Council adopted fees, proposed document updates, and proposed process enhancements. The current Allocation Procedure for Sports Facilities is provided in Attachment 1.

ANALYSIS

The Community Services Department has managed field and court allocations since the early 1980's. Allocations are for local youth sports programs who meet certain residency requirements, as noted in the Allocation Procedure for Sports Facilities. This procedure requires updating to reflect new City Council adopted fees, to propose new and improved documents and administration processes, to respond to Committee recommendations, and to enhance the format to improve the communication of the Allocation Procedure.

The Committee participated in a survey regarding the Allocation Procedure for Sports Facilities, which was sent to 23 Committee members, and 18 responded. At the January 12, 2021 Irvine Sports Committee Meeting the Committee discussed the Allocation Procedure for Sports Facilities, and provided feedback to City staff. With the feedback from the Committee, and adopted fee changes from City Council, staff have prepared and are proposing to the Committee updated Allocation Procedure for Sports Facilities. The complete proposed Allocation Procedure for Sports Facilities is provided in Attachment 2.

Proposed Formatting Change

The format of the Allocation Procedure for Sports Facilities has not been updated since April of 2011. Staff have received feedback from the Community and the Committee that this document does not flow in a cohesive manner, and important information is not easily found. Staff are proposing a reformatting of the entire document to be more clear and concise, and to better align information within relevant sections of the document. The methodology, requirements, or procedures have not changed with the reformatting, unless specifically noted in a subsequent section below. A redline version of the original and proposed documents is provided in Attachment 3.

Proposed Additional Definitions

The Allocation Procedure for Sports Facilities is a complex process, with many terms unique to the City and the processes. More definitions have been added to the Definition section of the document, and the Definitions section moved to the beginning.

Updated Fees for Approved Local Sports Committee Groups

At the August 13, 2019 Irvine City Council Meeting, the City Council adopted revisions to the Community Services Athletic Facility Reservation and Fee Policy. This update included new fees for Approved Local Sports Committee Groups, which are required to be updated in the Allocation Procedure for Sports Facilities.

Updated Tournament Information for Approved local Sports Committee Groups

At the August 13, 2019 Irvine City Council Meeting, the City Council adopted revisions to the Community Services Athletic Facility Reservation and Fee Policy. This update changed the tournament fee structure for Club organizations, which are required to be updated in the Allocation Procedure for Sports Facilities.

Proposed Change for New Sports Organizations

At the January 12, 2021 Irvine Sports Committee Meeting the Committee unanimously voted to recommend a 1-year probationary period for new youth sports organizations that includes the following:

- 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: 1) Primary 2) Secondary 3) Probationary.
- New organizations would be required to have a minimum of two teams.
- New organizations would pay Category A resident rates for hourly field use. The current Category A rate is \$25 per hour.
- New organizations would be required to meet all residency requirements applicable for their teams and organizations. If during the probationary period the organization

falls under residency requirements, the organization would be removed from the allocation process.

After staff review of the proposed \$25 per hour for new organizations, it's believed this will be cost prohibitive for new organizations to provide services in Irvine. Irvine Sports Committee organizations are already required to pay resident and non-resident fees as outlined in the Athletics Facility Reservation Policy, and the addition of a new fee would require the Policy be brought before the Irvine City Council. In addition, a probationary organization may be required to use Irvine Unified School District (IUSD), in which Joint-Use-Agreements govern the use of facilities, and does not outline a procedure for the City to charge for IUSD facility use. Staff's proposal is to remove the \$25 per hour for new organizations, while keeping all other previously voted recommendations intact.

Proposed Removal of Satellite and Returning Teams Definitions

The proposed removal of the satellite and returning teams will streamline the allocation process and provide clearer residency requirement for organizations. Staff have reviewed past allocations and only found rare instances of these processes being used, and do not expect the proposed removal having major impacts to participation. The removal of the satellite and returning team will require all teams to meet established residency requirements for each allocation period.

Allocation Documents and Forms

Post-Season Allocation Request Forms have been removed, and this information has been combined with the regular season allocation request. This will ensure organizations continuous use throughout the full allocation season, and eliminating the need to collect duplicate information.

Batting Cages

Batting cages have always been made available to Approved Local Sports Committee Groups, but have not been included in the Allocation Procedure for Sports Facilities. The proposed addition does not change current practices for the allocation batting cages, but includes current practices into the Allocation Procedure for Sports Facilities.

Violations & Penalties

As the City of Irvine and the Approved Local Sports Committee Groups grow, updates to the violations section of the Allocation Procedure for Sports Facilities are needed. These updates include removing the Sports Committee self-enforcing program, and creating a more comprehensive list of violations of the Allocation Procedure for Sports Facilities. The removal of the self-enforcing program for the Sports Committee allows City staff to better monitor the use of City facilities, and removes the need for the Sports Committee to conduct investigations and impose penalties. The comprehensive list of violations provide a more comprehensive list of common issues during the Allocation process.

ALTERNATIVES CONSIDERED

The Committee may request modifications to the proposed updates, or choose not to recommend any of the proposed updates.

FINANCIAL IMPACT

The proposed changes to the Allocation Procedure for Sports Facilities have no financial impact to the City budget.

REPORT PREPARED BY Steven Stewart, Community Services Superintendent

ATTACHMENTS

1. Current Allocation Procedure for Sports Facilities (Adopted December 3, 2014)
2. Proposed Allocation Procedure for Sports Facilities
3. Allocation Procedure for Sports Facilities (redline version)

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.



Community Services

PROPOSED ALLOCATION PROCEDURES FOR APPROVED LOCAL SPORTS GROUPS (Adopted by Community Services Commission – XXX)

INTRODUCTION

The Community Services Department oversees and coordinates the allocation of sports facilities to Approved Local Sports Committee Groups by following the Allocation Procedure approved by the Irvine Sports Committee.

Groups included in this process must be active members of the Irvine Sports Committee. The Group must fulfill and meet all organization and team requirements by following the City Allocation Procedure for Sports Facilities and the Sports Committee Bylaws. Groups will be provided an organization category determined by the Community Services Department once all requirements have been met and approved.

PURPOSE

The City of Irvine’s Allocation Process was created to provide athletic field and court space to Approved Local Sports Committee Groups for practices and games. Groups that meet allocation and residency requirements are provided seasonal field and court allocations based on the number of participants for each organization.

Athletic Facilities will be granted in priority to the following:

1. City of Irvine Programs and Events
2. Joint Use Agreement Entities (Irvine and Tustin United School Districts)
3. Approved Local Sports Committee Group Allocations
4. Tournaments and Events
5. Reservation Categories A-C

ALLOCATION FEES

Primary Season	\$10/Irvine Resident player per organization
Annually	\$150/non-Irvine Resident player per organization
Camps/Clinic	\$25/hour
Tournaments	As noted on the reservation fee sheet.
Club Team Deposit	\$100/team each season
Dropped Team Fee	\$100/dropped club team per season

*Please refer to the City of Irvine’s [Athletic Facilities Reservation Fees](#).

DEFINITIONS

City Program – Class, event, or program operated by or contracted with the City of Irvine.

Joint Use Agreement (JUA) – Agreements between Irvine Unified School District (IUSD) and select Tustin Unified School District (TUSD) schools regarding the use of City and School District facilities.

Approved Local Sports Committee Group (Group) – Irvine based nonprofit youth sports organization that has met the requirements to participate in the City of Irvine’s Allocation Process and Sports Committee.

Allocation – Field schedule assigned to participating Approved Local Sports Committee Groups for regular team practices and games. Field use outside of the allocation (camp, clinics, and tryouts) will be considered a rental and will require a separate permit.

Rental – Approved field use outside of field allocations. Rentals are paid field use and are not associated with the Allocation Procedure.

Permit – Document provided by the City of Irvine confirming field allocations or rentals.

City Fields – Athletic fields at City of Irvine parks, excluding the Orange County Great Park.

Orange County Great Park Fields – Athletic fields located at the Orange County Great Park in the City of Irvine. The allocation process excludes the Orange County Great Park. Please refer to the Orange County Great Park Sports Complex Policy and Fees.

IUSD Fields – Athletic fields on IUSD campuses. IUSD fields are included in the allocation and City staff coordinate use of IUSD fields for Approved Local Sports Committee Groups.

Primary Group – Allocation groups receiving field priority during a particular season. (Fall – Football and Soccer; Spring – Baseball, Cricket, and Softball; Winter – Basketball and Lacrosse)

Secondary Group – Allocation groups receiving secondary field priority during a particular season. (Fall – Baseball, Cricket, Softball, Basketball, and Lacrosse; Spring – Football, Soccer, Basketball, and Lacrosse)

Probationary Group – Allocation groups receiving priority after Primary and Secondary Groups. All new organizations are Probationary Groups for one calendar year.

Participant – Individuals 3 to 18 years of age, registered and actively participating in an Approved Local Sports Committee Group. Participants must be assigned to a team and regularly participating in team practices and games. Participants may only be registered to one organization per sport. For example, a participant cannot be counted in two different soccer organizations.

Resident Participant – A participant that resides in the City of Irvine registered with an Approved Local Sports Committee Group.

Non-Resident Participant – A participant that resides outside the City of Irvine registered with an Approved Local Sports Committee Group.

Field Representative – A liaison assigned by an Approved Local Sports Committee Group to communicate field allocation or rental needs with the City of Irvine.

Sports Committee Representative – A liaison assigned by an Approved Local Sports Committee Group to provide representation during quarterly Sports Committee meetings.

ORGANIZATION REQUIREMENTS

All organizations participating in the Sports Committee must meet all requirements annually. New organizations must submit items 1-10 by October 1 to be reviewed at the October Sports Committee Meeting.

1. A letter of introduction for your program on organization letterhead.
2. Bylaws or Articles of Incorporation – If your program is offered in other communities, we will need your bylaws to address an Irvine Chapter.
3. Name of person authorized to reserve facilities on behalf of the organization/Irvine Chapter.
4. Insurance Certificate and a separate endorsement listing the City of Irvine as additionally insured.
5. Organization's State of California nonprofit incorporation papers or tax-exempt IRS 501 (c)(3) letter.
6. Current City of Irvine Business License
7. List of Irvine Chapter Officers (name, title, address, and phone numbers) on organization letterhead.
8. Organization and/or Team Rosters – please provide the following in Excel format:
 - a. Division/Team of Player
 - b. Player's First Name and Last Name
 - c. Date of Birth
 - d. Home Street Address, City, and Zip Code
9. Meet organization residency requirements.
10. City of Irvine reservation accounts must be in good standing.

NEW ORGANIZATION

Organizations requesting an allocation for the first time within the preceding twelve-month period are considered new. 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 will be considered a returning organization. New organizations will be required to follow the guidelines below:

New Organizations Requirements

1. One-year probationary period with priority field use after primary and secondary allocations. If during the probationary period the organization falls under residency

requirements, the organization is removed from the allocation processes, and begins the new organization process again.

2. Pay Approved Local Sports Committee Group resident and/or non-resident Fees.
3. Join with minimum of two or more teams that meet residency requirements.

CATEGORY AND RESIDENCY REQUIREMENTS

The Community Services Department will determine the category of each Group once all required documents have been submitted and reviewed. Once a Groups category has been determined, the Group will be responsible for maintaining the required residency to continue with the allocation process.

Recreation-Based Program

1. Programs are primarily inclusive of all participants regardless of skill. Skill evaluations may exist for the 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.
2. Rules are defined with minimum playing time for all participants.
3. 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).

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 (including Challengers and VIP).

Competitive, Club, and Travel Sports Program

1. Programs primarily travel to other cities to play competition or 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.
3. Tryouts are conducted to select participants.
4. Rules are not defined with minimum playing time for participants.
5. Organization Limits on Club Teams
 - a. Organizations may have no more than two teams in the same age and gender (i.e., Two U16 Teams – Girls).
 - b. Club sports organizations may not include teams below the U8 age group.
6. Allocations for games must involve at least one Irvine compliant team. Organizations hosting games involving non-Irvine teams must play equal number of home games in Irvine and away games in other cities.

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:

Residency Requirements

<u>Category Requirements</u>	<u>Required Irvine Residency</u>
Recreation	90% Irvine Residents
Club/Travel	57% Irvine Residents

Club/Travel Soccer Residency Requirements	
<u>Team Division</u>	<u>Required Irvine Residency</u>
Bronze / Tier 3	75% Irvine Residents
Silver	66% Irvine Residents
Silver Elite / Tier 2	51% Irvine Residents
Gold	45% Irvine Residents
Premier / Tier 1	38% Irvine Residents
Teams in Elite Leagues	38% Irvine Residents

Club/Travel Baseball, Softball, and Other Club Sports Residency Requirements	
<u>Age Group</u>	<u>Required Irvine Residency</u>
8U	90% Irvine Residents
12U through 9U	70% Irvine Residents
13U and Older	45% Irvine Residents

Organizations or teams that fall below the required residency will be removed from the allocation process. All fields used during allocation time will be charged at full rental rates and the remainder of the allocation will be removed or adjusted.

ALLOCATION DOCUMENTS AND FORMS

All Groups will be required to provide the following documents to participate in each primary and secondary allocation season. Groups that are unable to provide the required documents will not be included in the allocation process. Documents must be submitted by the due date indicated in the distribution notice.

1. Annual Organization Requirements
2. Allocation Forms: Organization Summary, Notice of Intended Use, Allocation Application and Agreement, Organization or Team Rosters in Excel Format.
3. Organization Calendar of Events, which includes but is not limited to registration dates, evaluations, tryouts (date, time, and desired location), practices and leagues start/end dates, camps, clinics, and tournaments, etc. Separate Field Applications are required for camps, clinics, tryouts, and tournaments.

Failure to submit documents and forms 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.

ALLOCATION INFORMATION AND SCHEDULES

The City of Irvine will create a draft allocation, based on membership, for discussion and review at the Spring and Fall allocation meeting (there is no allocation meeting for the Winter sports allocation period). Allocations are provided for regular team practices and league games only.

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).

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

Seasons	Time Period	Primary Sports	Secondary Sports
Spring	<ol style="list-style-type: none"> 1. Allocation starts Monday in February – Sunday close to August 1 2. Post-Season starts Tuesday after Memorial Day 	Baseball, Softball, Volleyball and Cricket	Basketball, Football, Lacrosse, and Soccer
Fall	<ol style="list-style-type: none"> 1. First Allocation starts Monday close to August 1 – Sunday before first Monday in February 2. Post-Season starts Monday after Thanksgiving 	Football and Soccer	Baseball, Basketball, Volleyball, Cricket, Lacrosse, and Softball
Winter	<ol style="list-style-type: none"> 1. First Allocation starts Monday following Thanksgiving – Friday before Memorial Day 2. Post-Season starts Saturday before St. Patrick’s Day 	Basketball and Lacrosse	n/a

Post-Season Teams and Participants

Only teams and participants involved in the current season are eligible for post-season field allocations. The Community Service Department will ask for updated league schedules for each organization to provide Post-Season allocations.

Allocation Information

Organizations must complete all forms and provide information on their intended use according to the allocation timeline. 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.

Allocation drafts will be distributed to the primary organizations at the Allocation Meeting following the January and July Sports Committee meetings. Organizations must have representatives present at meetings with authority to respond to the needs of the program. Additional representatives may attend allocation meetings to provide assistance, but the organization is limited to one spokesperson.

Allocation Timeline and Due Dates

Items Due	Spring	Fall	Winter
Allocation Information and Documents Distributed	1st week of December	2nd week of May	2nd week of August
Allocation Documents, Forms & Club Team Deposits Due	3rd week of December	4th week of May	4th week of August
Allocation Distributed	2nd Tuesday in January	2nd Tuesday in July	3rd week of October
Practice, Game Schedules, and Final Rosters Due	4th week of February	1st week of September	1st week of December

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 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 groups 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.

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 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 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.

ALLOCATION FEE COLLECTION

Allocation fees will be charged to Groups in accordance with the Athletic Facilities Reservation Fees approved by Irvine City Council. All participating Groups will be required to provide organization or team rosters per the requirements of the Allocation Procedures for Sports Facilities. Resident allocation fees will not be charged to resident players with special needs (i.e. members of Little League’s Challengers and AYSO VIP programs).

Club organizations are charged a refundable \$100 team deposit per team each allocation season. Team deposits maybe refunded or applied to the final allocation invoice at the end of each season. Deposits will be forfeited if team(s) drop during an allocation season or team(s) do not meet the minimum residency requirements.

All rosters must be submitted in Excel format with the required information (noted in Organization Requirements). Athletic Reservation staff will provide an Excel template that may be used to submit rosters. Irvine addresses may be verified via the City of Irvine’s GIS Online Parcel Search or Google Maps. Addresses to businesses, post office boxes, mail services, incomplete addresses, etc. will be not be accepted. Athletic Reservation staff will review and notify Groups of

any uncertain home addresses. Groups will have an opportunity to provide the correct home addresses within five business days of notice. If the players address is not corrected, they will be counted as a non-Irvine resident.

Roster Timeline and Due Dates

Event	Spring	Fall	Winter
Preliminary Rosters Due	1st week of December	2nd week of May	2nd week of August
Final Rosters Due	4th week of February	2nd week of September	1st week of December
Invoices Sent	April	November	February
Payments Due	Two weeks upon receipt of invoice.		

TOURNAMENTS

Request to host events may be submitted up to 18 months in advance for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority. Events will be noted on the Tournament and Events Calendar which is shared with the Irvine Sports Committee.

Recreation Groups may host one free tournament per calendar year. Thereafter, Approved Local Sports Committee Group tournament day rates will apply. Club/Travel Groups may host tournaments at the Approved Local Sports Committee Group tournament day rate. Refer to the Athletic Facilities Reservation Fees for rates and additional fees.

- Tournament reservations require a minimum reservation of two or more fields and/or courts for four or more hours.
- At the City’s discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. field and/or court are not available for a full-day).

BATTING CAGES

City of Irvine batting cages will be available to participating baseball and softball Groups for regular team practices. Batting cages will be assigned to Recreation Groups. Club teams will be assigned batting cage times for weekly practices. All batting cage users must adhere to the batting cage rules posted at each site. Unauthorized use of batting cages may be in violation of the Allocation Procedure.

FIELD OPERATIONS & MAINTENANCE

FIELD MODIFICATIONS

All City of Irvine fields are allocated to organizations “As-Is”. All organizations are provided a field dimension sheet with the final field allocation. Requests for temporary field modifications (field

painting, temporary goals, etc.) to City fields must be submitted in writing to Athletic Reservations. Requests must include information regarding the modifications and will be reviewed with Athletics and Public Works Landscape Maintenance teams. Written approval of temporary field modifications will be provided if modifications are granted. Unauthorized field modifications may be in violation of the Allocation Procedure.

FIELD CLOSURES AND RENOVATIONS

City athletic fields are closed twice annually between seasons (December to January and May to September) for maintenance. Field closure dates will be provided to all Groups when field allocations are distributed. The City reserves the right to modify, relocate, or cancel field use to accommodate unanticipated maintenance needs, inclement weather, or unforeseen circumstances. Field closures will be listed on the City's Muddline (949-724-6833 or cityofirvine.org/mudd).

VIOLATIONS & PENALTIES

Athletic Field Allocations are provided to all Groups to ensure compliance with the Allocation Procedure for Approved Local Sports Groups. Groups are expected to adhere to the guidelines outlined in this document and approved field permits.

Groups that do not adhere to these guidelines may be in violation of the Allocation Procedure for Approved Local Sports Groups. Violations include, but are not limited to:

- Use of closed, non-allocated, or reserved fields.
- Use of fields outside of the allocation or permitted times.
- Using allocated fields for other activities (camp, clinic, evaluations, tryouts, etc.).
- Abandoned fields or repeated no shows during allocated field times.
- Subletting or trading fields with other organizations without notifying the Community Services Department.
- Unauthorized field modifications.
- Unauthorized vendors.
- Driving vehicles onto parks or athletic fields.
- Reservation accounts that are not in good standing.

If an organization is found in violation, warnings will be communicated through verbal discussions and email correspondence with all violations being documented. If violations continue, further penalties may include, but are not limited to:

- A loss of field use equal to, but not greater than hours used on non-allocated fields.
- Charges according to reservation and fee policy for category A resident and non-resident fees.
- Removal from the Allocation Processes for five or more violations within a year.

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)

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.



Community Services

PROPOSED ALLOCATION PROCEDURE PROCEDURES FOR APPROVED LOCAL SPORTS FACILITIES GROUPS

(Adopted by Community Services Commission – *December 3, 2014* ~~XXX~~)

INTRODUCTION

The Community Services Department ~~administers an~~ oversees and coordinates the allocation procedure for distribution of sports facilities to Irvine youth sports organizations. The Irvine Approved Local Sports Committee (Groups by following the Allocation Procedure approved by the Irvine 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~~ Groups included in ~~the allocation this~~ process must ~~remain~~ be active members of the Irvine Sports Committee. ~~Upon completion of the~~ The Group must fulfill and meet all organization and team requirements by following the City Allocation Procedure for Sports Facilities and the Sports Committee Bylaws. Groups will be provided an organization category determined by the Community Services Department once all requirements for Category II organizations, Community Services will categorize organizations as a recreation-based program or competitive, club or travel sports program (Exhibit 1). ~~have been met and approved.~~

ALLOCATION METHOD

Allocations _____ of _____ City _____ of _____ Irvine _____ sports _____ fields

PURPOSE

The City of Irvine's Allocation Process was created to provide athletic field and court space to Approved Local Sports Committee Groups for practices and games. Groups that meet allocation and residency requirements are provided seasonal field and court allocations based on the number of participants for each organization.

Athletic Facilities will be granted in priority to the following ~~programs~~:

- 1. City of Irvine, Programs and Events
2. Joint Use Agreement Entities (Irvine and Tustin United School Districts)
3. Approved Local Sports Committee Group Allocations
4. Tournaments and Events
5. Reservation Categories A-C

ALLOCATION FEES

Primary Season \$10/Irvine Resident player per organization

Annually	<u>\$150/non-Irvine Resident player per organization</u>
Camps/Clinic	<u>\$25/hour</u>
Tournaments	<u>As noted on the reservation fee sheet.</u>
Club Team Deposit	<u>\$100/team each season</u>
Dropped Team Fee	<u>\$100/dropped club team per season</u>

*Please refer to the City of Irvine's Athletic Facilities Reservation Fees.

DEFINITIONS

City Program – Class, event, or program operated by or contracted with the City of Irvine.

- **Joint Use Agreement (JUA)** – Agreements between Irvine Unified School Districts; and District (IUSD) and select Tustin Unified School District (TUSD) schools regarding the use of City and School District facilities.

Approved Local Sports Committee Group (Group) – Irvine based nonprofit youth sports organization that has met the requirements to participate in the City of Irvine's Allocation Process and Sports Committee.

Allocation – Field schedule assigned to participating Approved Local Sports Committee Groups for regular team practices and games. Field use outside of the allocation (camp, clinics, and tryouts) will be considered a rental and will require a separate permit.

Rental – Approved field use outside of field allocations. Rentals are paid field use and are not associated with the Allocation Procedure.

Permit – Document provided by the City of Irvine confirming field allocations or rentals.

City Fields – Athletic fields at City of Irvine parks, excluding the Orange County Great Park.

Orange County Great Park Fields – Athletic fields located at the Orange County Great Park in the City of Irvine. The allocation process excludes the Orange County Great Park. Please refer to the Orange County Great Park Sports Complex Policy and Fees.

IUSD Fields – Athletic fields on IUSD campuses. IUSD fields are included in the allocation and City staff coordinate use of IUSD fields for Approved Local Sports Committee Groups.

Primary Group – Allocation groups receiving field priority during a particular season. (Fall – Football and Soccer; Spring – Baseball, Cricket, and Softball; Winter – Basketball and Lacrosse)

Secondary Group – Allocation groups receiving secondary field priority during a particular season. (Fall – Baseball, Cricket, Softball, Basketball, and Lacrosse; Spring – Football, Soccer, Basketball, and Lacrosse)

Probationary Group – Allocation groups receiving priority after Primary and Secondary Groups. All new organizations are Probationary Groups for one calendar year.

Participant – Individuals 3 to 18 years of age, registered and actively participating in an Approved Local Sports Committee Group. Participants must be assigned to a team and regularly participating

in team practices and games. Participants may only be registered to one organization per sport. For example, a participant cannot be counted in two different soccer organizations.

Resident Participant – A participant that resides in the City of Irvine registered with an Approved Local Sports Committee Group.

Non-Resident Participant – A participant that resides outside the City of Irvine registered with an Approved Local Sports Committee Group.

Field Representative – A liaison assigned by an Approved Local Sports Committee Group to communicate field allocation or rental needs with the City of Irvine.

Sports Committee Representative – A liaison assigned by an Approved Local Sports Committee Group to provide representation during quarterly Sports Committee meetings.

ORGANIZATION REQUIREMENTS

All organizations participating in the Sports Committee must meet all requirements annually. New organizations must submit items 1-10 by October 1 to be reviewed at the October Sports Committee Meeting.

1. A letter of introduction for your program on organization letterhead.
2. Bylaws or Articles of Incorporation – If your program is offered in other communities, we will need your bylaws to address an Irvine Chapter.
3. Name of person authorized to reserve facilities on behalf of the organization/Irvine Chapter.
4. Insurance Certificate and a separate endorsement listing the City of Irvine as additionally insured.
5. Organization's State of California nonprofit incorporation papers or tax-exempt IRS 501 (c)(3) letter.
6. Current City of Irvine Business License
7. List of Irvine Chapter Officers (name, title, address, and phone numbers) on organization letterhead.
8. Organization and/or Team Rosters – please provide the following in Excel format:
 - a. Division/Team of Player
 - b. Player's First Name and Last Name
 - c. Date of Birth
 - d. Home Street Address, City, and Zip Code
9. Meet organization residency requirements.
10. City of Irvine reservation accounts must be in good standing.

NEW ORGANIZATION

Organizations requesting an allocation for the first time within the preceding twelve-month period are considered new. 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 Category

#Youth Sports will be considered a returning organization. New organizations will be required to follow the guidelines below:

- **New Organizations: Requirements**

1. One-year probationary period with priority field use after primary and secondary allocations. If during the probationary period the organization falls under residency requirements, the organization is removed from the allocation processes, and begins the new organization process again.
2. Pay Approved Local Sports Committee Group resident and/or non-resident Fees.
3. Join with minimum of two or more teams that meet residency requirements.

CATEGORY AND RESIDENCY REQUIREMENTS

The Community Services Department will determine the category of each Group once all required documents have been submitted and reviewed. Once a Groups category has been determined, the Group will be responsible for maintaining the required residency to continue with the allocation process.

Recreation-Based Program

1. Programs are primarily inclusive of all participants regardless of skill. Skill evaluations may exist for the 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.
2. Rules are defined with minimum playing time for all participants.
3. 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).

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 (including Challengers and VIP).

Competitive, Club, and Travel Sports Program

1. Programs primarily travel to other cities to play competition or 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.
3. Tryouts are conducted to select participants.
4. Rules are not defined with minimum playing time for participants.
5. Organization Limits on Club Teams
 - a. Organizations may have no more than two teams in the same age and gender (i.e., Two U16 Teams – Girls).
 - b. Club sports organizations may not include teams below the U8 age group.

6. Allocations for games must involve at least one Irvine compliant team. Organizations hosting games involving non-Irvine teams must play equal number of home games in Irvine and away games in other cities.

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:

Residency Requirements

<u>Category Requirements</u>	<u>Required Irvine Residency</u>
<u>Recreation</u>	<u>90% Irvine Residents</u>
<u>Club/Travel</u>	<u>57% Irvine Residents</u>

<u>Club/Travel Soccer Residency Requirements</u>	
<u>Team Division</u>	<u>Required Irvine Residency</u>
<u>Bronze / Tier 3</u>	<u>75% Irvine Residents</u>
<u>Silver</u>	<u>66% Irvine Residents</u>
<u>Silver Elite / Tier 2</u>	<u>51% Irvine Residents</u>
<u>Gold</u>	<u>45% Irvine Residents</u>
<u>Premier / Tier 1</u>	<u>38% Irvine Residents</u>
<u>Teams in Elite Leagues</u>	<u>38% Irvine Residents</u>

<u>Club/Travel Baseball, Softball, and Other Club Sports Residency Requirements</u>	
<u>Age Group</u>	<u>Required Irvine Residency</u>
<u>8U</u>	<u>90% Irvine Residents</u>
<u>12U through 9U</u>	<u>70% Irvine Residents</u>
<u>13U and Older</u>	<u>45% Irvine Residents</u>

Organizations or teams that fall below the required residency will be removed from the allocation process. All fields used during allocation time will be charged at full rental rates and the remainder of the allocation will be removed or adjusted.

ALLOCATION DOCUMENTS AND FORMS

All Groups will be required to provide the following documents to participate in each primary and secondary allocation season. Groups that are unable to provide the required documents will not be included in the allocation process. Documents must be submitted by the due date indicated in the distribution notice.

1. Annual Organization Requirements
2. Allocation Forms: Organization Summary, Notice of Intended Use, Allocation Application and Agreement, Organization or Team Rosters in Excel Format

3. Organization Calendar of Events, which includes but is not limited to registration dates, evaluations, tryouts (date, time, and desired location), practices and leagues start/end dates, camps, clinics, and tournaments, etc. Separate Field Applications are required for camps, clinics, tryouts, and tournaments.

Failure to submit documents and forms 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.

ALLOCATION INFORMATION AND SCHEDULES

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).

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

<u>Seasons</u>	<u>Time Period</u>	<u>Primary Sports</u>	<u>Secondary Sports</u>
<u>Spring</u>	<ol style="list-style-type: none"> 1. <u>Allocation starts Monday in February – Sunday close to August 1</u> 2. <u>Post-Season starts Tuesday after Memorial Day</u> 	<u>Baseball,</u> <u>Softball,</u> <u>Volleyball and</u> <u>Cricket</u>	<u>Basketball,</u> <u>Football, Lacrosse,</u> <u>and Soccer</u>
<u>Fall</u>	<ol style="list-style-type: none"> 1. <u>First Allocation starts Monday close to August 1 – Sunday before first Monday in February</u> 2. <u>Post-Season starts Monday after Thanksgiving</u> 	<u>Football and</u> <u>Soccer</u>	<u>Baseball,</u> <u>Basketball,</u> <u>Volleyball, Cricket,</u> <u>Lacrosse, and</u> <u>Softball</u>

<u>Winter</u>	<ol style="list-style-type: none"> 1. <u>First Allocation starts Monday following Thanksgiving – Friday before Memorial Day</u> 2. <u>Post-Season starts Saturday before St. Patrick's Day</u> 	<u>Basketball and Lacrosse</u>	<u>n/a</u>
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Post-Season Teams and Participants

Only teams and participants involved in the current season are eligible for post-season field allocations. The Community Service Department will ask for updated league schedules for each organization to provide Post-Season allocations.

Allocation Information

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.

Allocation drafts will be distributed to the primary organizations at the Allocation Meeting following the January and July Sports Committee meetings. 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 **Timeline 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. **Due Dates**

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)

<u>Items Due</u>	<u>Spring</u>	<u>Fall</u>	<u>Winter</u>
<u>Allocation Information and Documents Distributed</u>	<u>1st week of December</u>	<u>2nd week of May</u>	<u>2nd week of August</u>
<u>Allocation Documents, Forms & Club Team Deposits Due</u>	<u>3rd week of December</u>	<u>4th week of May</u>	<u>4th week of August</u>
<u>Allocation Distributed</u>	<u>2nd Tuesday in January</u>	<u>2nd Tuesday in July</u>	<u>3rd week of October</u>
<u>Practice, Game Schedules, and Final Rosters Due</u>	<u>4th week of February</u>	<u>1st week of September</u>	<u>1st week of December</u>

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**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~~ groups for the season in question. Primary Organizations shall abstain from voting on the appeal.

ALLOCATION

Allocation Exchange **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

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.
- 2.1. 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).
- 3.1. 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.
- 3.1. 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)

Team Division	Required Irvine Residency
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)

Team Division	Required Irvine Residency
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).~~

ALLOCATION FEE COLLECTION

~~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 fees will be charged to Groups in accordance with the fees and policies described in the Public Athletic 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% approved by 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 Council. All participating Groups will be 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 to provide organization are considered in violation or team rosters per the requirements of the Allocation Procedure Procedures 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. Resident allocation fees will not be charged to resident players with special needs (i.e. members of Little League's Challengers and AYSO VIP programs).

Penalty

An organization denied access to an allocated field may appeal. Club organizations are charged a refundable \$100 team deposit per team each allocation season. Team deposits maybe refunded or applied to the final allocation invoice at the end of each season. Deposits will be forfeited if team(s) drop during an allocation season or team(s) do not meet the minimum residency requirements.

All rosters must be submitted in Excel format with the required information (noted in Organization Requirements). Athletic Reservation staff will provide an Excel template that may be used to submit rosters. Irvine addresses may be verified via the City of Irvine's GIS Online Parcel Search or Google Maps. Addresses to businesses, post office boxes, mail services, incomplete addresses, etc. will be not be accepted. Athletic Reservation staff will review and notify Groups of any uncertain home addresses. Groups will have an opportunity to provide the correct home addresses within five business days of notice. If the players address is not corrected, they will be counted as a non-Irvine resident.

Roster Timeline and Due Dates

Event	Spring	Fall	Winter
<u>Preliminary Rosters Due</u>	<u>1st week of December</u>	<u>2nd week of May</u>	<u>2nd week of August</u>
<u>Final Rosters Due</u>	<u>4th week of February</u>	<u>2nd week of September</u>	<u>1st week of December</u>
<u>Invoices Sent</u>	<u>April</u>	<u>November</u>	<u>February</u>
<u>Payments Due</u>	<u>Two weeks upon receipt of invoice.</u>		

TOURNAMENTS

Request to host events may be submitted up to 18 months in advance for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority. Events will be noted on the Tournament and Events Calendar which is shared with the Irvine 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

Recreation Groups may host one free tournament per calendar year. Thereafter, Approved Local Sports Committee and/or Group tournament day rates will apply. Club/Travel Groups may host tournaments at the Approved Local Sports Committee Group tournament day rate. Refer to the Athletic Facilities Reservation Fees for rates and additional fees.

- Tournament reservations require a minimum reservation of two or more fields and/or courts for four or more hours.
- At the City's discretion, the hourly rate instead of the day rate may apply to accommodate operational or program needs (e.g. field and/or court are not available for a full-day).

BATTING CAGES

City of Irvine batting cages will be available to participating baseball and softball Groups for regular team practices. Batting cages will be assigned to Recreation Groups. Club teams will be assigned batting cage times for weekly practices. All batting cage users must adhere to the batting cage rules posted at each site. Unauthorized use of batting cages may be in violation of the Allocation Procedure.

FIELD OPERATIONS & MAINTENANCE

FIELD MODIFICATIONS

All City of Irvine fields are allocated to organizations "As-Is". All organizations are provided a field dimension sheet with the final field allocation. Requests for temporary field modifications (field painting, temporary goals, etc.) to City fields must be submitted in writing to Athletic Reservations. Requests must include information regarding the modifications and will be reviewed with Athletics and Public Works Landscape Maintenance teams. Written approval of temporary field modifications will be provided if modifications are granted. Unauthorized field modifications may be in violation of the Allocation Procedure.

FIELD CLOSURES AND RENOVATIONS

City athletic fields are closed twice annually between seasons (December to January and May to September) for maintenance. Field closure dates will be provided to all Groups when field allocations are distributed. The City reserves the right to modify, relocate, or cancel field use to accommodate unanticipated maintenance needs, inclement weather, or unforeseen circumstances. Field closures will be listed on the City's Muddline (949-724-6833 or cityofirvine.org/mudd).

VIOLATIONS & PENALTIES

Athletic Field Allocations are provided to all Groups to ensure compliance with the Allocation Procedure for Approved Local Sports Groups. Groups are expected to adhere to the guidelines outlined in this document and approved field permits.

Groups that do not adhere to these guidelines may be in violation of the Allocation Procedure for Approved Local Sports Groups. Violations include, but are not limited to:

- Use of closed, non-allocated, or reserved fields.
- Use of fields outside of the allocation or permitted times.
- Using allocated fields for other activities (camp, clinic, evaluations, tryouts, etc.).
- Abandoned fields or repeated no shows during allocated field times.
- Subletting or trading fields with other organizations without notifying the Community Services Department~~may cancel one.~~
- Unauthorized field modifications.
- Unauthorized vendors.
- Driving vehicles onto parks ~~or more dates~~athletic fields.
- Reservation accounts that are not in good standing.

If an organization is found in violation, warnings will be communicated through verbal discussions and email correspondence with all violations being documented. If violations continue, further penalties may include, but are not limited to:

- A loss of field use equal to, but not limited to, five times the loss of use greater than hours used on non-allocated fields.

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 Charges according to reservation and fee policy for category A resident and non-resident fees.
- Removal from the Allocation Processes for five or more violations within a year.

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 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.