



COMMUNITY SERVICES POLICY

Great Park Sports Complex Field Allocation and Fee Policy

City Council Resolution Number: 23-24

City Council Approved: 10/25/16

City Council Amended: 04/11/23

Director of Community Services

1.0 POLICY STATEMENT

The Great Park Sports Complex (Sports Complex) Field Allocation and Fee Policy (Policy) governs use, fees and permitting of athletic facilities such as fields, courts, stadiums and various auxiliary amenities such as concession stands, ticket booths, parking areas and press boxes.

2.0 PURPOSE AND INTENT

The purpose of this Policy is to establish a methodology for the allocation of athletic facilities and the setting of fees at the Sports Complex. The Sports Complex fees shall be set in accordance with the guiding principles of the operating model adopted by the Great Park Board of Directors on June 28, 2016. The intent is to balance use between local youth sports, tournaments and community needs while ensuring financial independence from the City's General Fund.

3.0 POLICY DEFINITIONS

Athletic Facilities: A field, court or stadium or venue at the Sports Complex.

Auxiliary Amenities: An amenity that supports the use of athletic facilities such as parking areas, concession/vending areas, ticket booths, locker rooms, and press boxes.

Cost Recovery: Setting of fees to recover up to 100% of direct, indirect and/or overhead costs.

Direct Cost: A cost that can be identified with the specific use of an athletic facility or auxiliary amenity (e.g. field personnel and supplies).

Indirect Cost: Costs that have been incurred for common or joint purposes. These costs can be readily identified at the sports complex level (e.g. soccer and baseball), but not attributable with a specific use of an athletic field or court (e.g. supervisory personnel and maintenance).

Market Rate: Reflects a generally accepted price point determined by supply and demand forces in a given geographical area. Market rate is supported by benchmarking against similar services in local, regional or national markets.

Overhead Cost: A cost not directly or indirectly attributable to use of a specific athletic facility or auxiliary amenity, but is still part of the general administration and management of the Sports Complex.

Permit Types:

- 3.1 Local Youth Sports Permits (Category A) – Permits issued for team practices and games of Irvine youth sports organizations. To qualify, organizations and teams must meet established residency requirements of the City’s allocation procedure for sports facilities.
- 3.2 Irvine Permits (Category B) – Permits issued for Irvine residents and schools, and government/military requests; permits for clinics, camps, adult leagues and tournaments with Irvine resident participation greater than 50%.
- 3.3 Non-Irvine Permits (Category C) – Permits issued for Non-Irvine residents and schools, and nonprofit organization requests for Non-Irvine youth sports teams (games and practices only).
- 3.4 Business Activity Permits (Category D) – Permits issued for clinics, camps, adults leagues, business and corporate requests.
- 3.5 Tournament & Events Permits (Category E) – Permits issued for local, regional, national and international sports tournaments or events.
- 3.6 Professional Sports Permits (Category F) – Permits issued for activities or competitive events in which athletes are paid or employed for their performance from a professional sports team or for profit organization.

4.0 ALLOCATION METHODOLOGY

The Community Services Department administers a process to allocate and issue permits for the use of the Sports Complex. The allocation process shall balance field use between local youth sports and tournaments, with remaining space provided for other community needs. Weekends are considered Friday-Sunday.

Allocations for the Sports Complex will be based on the following criteria:

- 4.1 Category A Permits: Priority on weekdays and non-tournament weekends.
- 4.2 Category B-D Permits: As space is available, fields/courts are provided as described below:
 - Requests for youth before adult
 - Requests for residents before non-resident
- 4.3 Category E Permits: Priority on weekends
- 4.4 Category F Permits: Priority on weekends in stadiums

Non-Organized, Drop-in Activities

In addition to serving as a regional park facility, the Great Park serves as the community park for the homes and residents within the adjacent Great Park neighborhoods. The impact of programming and permits will allow for drop-in, non-organized activities to serve this need. Organized use of the Sports Complex requires a permit. On non-tournament days, areas within the soccer, tennis, basketball and volleyball complexes will not be scheduled to accommodate non-organized, drop-in activities. Stadiums are not available for drop-in activities; however, all other fields and courts are available for public drop-in use during unpermitted time.

5.0 FEE APPROACH

Fees are established to meet cost recovery goals while balancing use between local youth sports and tournaments, and meeting other community needs. Guidelines to establish fees shall include the following:

- Meet cost recovery goals;
- Address the needs of the Irvine community;
- Position the Sports Complex competitively in the market place; and
- Recognize the unique qualities and services provided at the Sports Complex.

6.0 ESTABLISHING PERMIT FEES

The Sports Complex permit fees are established to achieve cost recovery goals while maintaining the optimal balance for local youth sports, tournaments and other community requests. Fees are reviewed annually by the Community Services Department and may be adjusted to achieve cost recovery goals without pricing the Sports Complex beyond market rates.

Athletic Facilities

Fees for Category A through D are based on cost recovery as specified in the Sports Complex Allocation and Fee Model Table below. Fees for Category E and F shall be set to recover full cost but not to exceed market rates. In determining market rates for Category E and F consideration shall be given to a benchmark survey of facilities within the local regional and national sports complex markets adjusted for regional pricing and facility features.

Sports Complex Allocation and Fee Model

Category/Permit Type	Fees and Cost Recovery	Allocation Priority
A – Irvine Youth Sports	Minimum: Direct Cost Recovery	Weekdays and Non-Tournament Weekends
B – Irvine Activities	Maximum: Direct+Indirect Cost Recovery	
C – Non-Irvine Activities	Minimum: 150% Direct Cost	Based on Availability
D – Business Activities	Maximum: Market Rates	
E – Tournaments	Market Rate	Weekends
F – Professional	Market Rate	Weekends in stadiums

Auxiliary Amenities

Additional fees for auxiliary amenities such as concession stands, ticket booths, parking areas and press boxes shall be based on market rates. For these same auxiliary amenities, a minimum 25% discount from the market rate shall be applied to Category A/B and a minimum 15% discount applied to Category C/D.

7.0 OTHER CHARGES AND REQUIREMENTS

The permit holder shall be responsible for all other charges and requirements that have been established and approved by the City, including but not limited to alcohol use fees and vendor fees.