



# AGENDA

## IRVINE SPORTS COMMITTEE SPECIAL MEETING

October 9, 2024

7:00 PM

Los Olivos Community Center

101 Alfonso

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-COMMITTEE](http://CITYOFIRVINE.ORG/ATHLETICS-SPORTS/IRVINE-SPORTS-COMMITTEE). YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: STEVEN STEWART, 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO "ATTN: CSCOMMITTEE1@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT [CITYOFIRVINE.ORG/ATHLETICS-SPORTS/IRVINE-SPORTS-COMMITTEE](http://CITYOFIRVINE.ORG/ATHLETICS-SPORTS/IRVINE-SPORTS-COMMITTEE).

**REQUEST TO SPEAK IN PERSON:** IF YOU WOULD LIKE TO ADDRESS THE IRVINE SPORTS COMMITTEE ON A SCHEDULED AGENDA ITEM, OR NON-AGENDA ITEM PLEASE FILL OUT A REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM AND SUBMIT TO THE RECORDING SECRETARY. WE RESPECTFULLY ASK THAT YOU IDENTIFY ON THE FORM YOUR NAME AND THE ITEM(S) 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 DEPENDING ON RELEVANT CIRCUMSTANCES, 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 [CSCOMMITTEE1@CITYOFIRVINE.ORG](mailto:CSCOMMITTEE1@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.

**CALL TO ORDER**

**ROLL CALL**

COMMITTEE MEMBER:	AYSO Region 213*	Tamara Torrez
COMMITTEE MEMBER:	CBA Spartans	Todd Tristan
COMMITTEE MEMBER:	GPA Athletics	Alex Guenette
COMMITTEE MEMBER:	Inter Academy Rockers	Behdad Analui
COMMITTEE MEMBER:	Irvine Dolphins Baseball Club*	Chad Asada
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*	J.D. Hardin
COMMITTEE MEMBER:	Irvine Ranch Little League	Jackie Watanabe
COMMITTEE MEMBER:	Irvine Travel Softball*	Chris Dallas
COMMITTEE MEMBER:	SoCal Reds*	Lynn Perez
COMMITTEE MEMBER:	Northwood Little League*	Kellen Razzano
COMMITTEE MEMBER:	Orange County Trojans Youth Football*	Adrian Dixon
COMMITTEE MEMBER:	Orange County United FC	Bart Hess
COMMITTEE MEMBER:	Pateadores Irvine*	Kevin Elson
COMMITTEE MEMBER:	Rox Baseball	Michelle McNab
COMMITTEE MEMBER:	Ryan Lemmon Foundation	Guy Lemmon
COMMITTEE MEMBER:	So Cal Elite Sports, Basketball	Cary Lambeth
COMMITTEE MEMBER:	Strikers FC Irvine	Don Ebert
COMMITTEE MEMBER:	Southern California Cricket Association Youth	Somar Bhangay
COMMITTEE MEMBER:	Southern California Youth Cricket Academy*	Shantha Suraweera
COMMITTEE MEMBER:	Zeta Sports Academy	Sica Jefferson
COMMITTEE MEMBER:	Member-At-Large*	Adam Go
COMMITTEE MEMBER:	Member-At-Large*	Joe Ferrante
COMMITTEE MEMBER:	Member-At-Large*	Phil Wang
COMMITTEE MEMBER:	Member-At-Large*	VACANT
VICE CHAIR:	So Cal Elite Sports, Volleyball*	Cary Lambeth
CHAIR:	Matt Leinart Flag Football*	Ryan Bertoni

\*Voting Member

**PLEDGE OF ALLEGIANCE**

**1. PRESENTATIONS**

**1.1 RED HILL GYMNASIUM**

## **PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

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Public comments on non-agendized items will be heard no sooner than 7:00 p.m. Any member of the public may address the Irvine Sports Committee on items within the Irvine Sports Committee's subject matter jurisdiction but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, as the discretion of the Chair or by a majority vote of the Irvine Sports Committee.

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## **INTRODUCTIONS**

## **ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

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Announcements and Committee Reports 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 3 minutes per member of the Irvine Sports Committee. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

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## **ADDITIONS AND DELETIONS TO THE AGENDA**

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Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Committee meeting.

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## **2. CONSENT CALENDAR**

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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 Irvine Sports Committee request specific items to be removed from the Consent Calendar for separate discussion.

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### **2.1 MINUTES**

**ACTION:**

Approve the minutes of a special meeting of the Irvine Sports Committee held on July 10, 2024.

### **2.2 TOURNAMENTS AND EVENTS CALENDAR**

**ACTION:**

Receive and file.

## **3. COMMITTEE BUSINESS**

### **3.1 NEW IRVINE SPORTS COMMITTEE MEMBER**

**ACTION:**

Receive and file.

### **3.2 ELECTION OF IRVINE SPORTS COMMITTEE OFFICERS**

#### **ACTION:**

Conduct elections of Irvine Sports Committee Chair and Vice Chair.

### **ADJOURNMENT**

#### **ADJOURNMENT**

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

#### **STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Sports Committee liaison and are available for public inspection and copying once the agenda is publicly posted (at least seven days prior to a regular Irvine Sports Committee meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) at least 7 days prior to the scheduled Irvine Sports Committee meeting.

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, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

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.

#### **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**

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.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 DFR 35. 102-35. 104 ADA Title II)

**COMMUNICATION AND ELECTRONIC DEVICES**

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

**MEETING SCHEDULE**

Regular meetings of the Irvine Sports Committee are held on the second Tuesday every third month at 7 p.m. Agendas are available at the following locations:

- Irvine Police Department
- Main Entrance of City Hall
- Los Olivos Community Center, 101 Alfonso
- Lakeview Senior Center, 20 Lake Road
- Northwood Community Center, 4521 Bryan Avenue
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Avenue
- City's webpage at [cityofirvine.org](http://cityofirvine.org)

I hereby certify that the agenda for the Irvine Sports Committee meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California on October 7, 2024 by 5:30 p.m. as well as on the City's webpage.

 \_\_\_\_\_, Committee Liaison

## **1. PRESENTATION**

### **ITEM 1.1**

#### **RED HILL GYMNASIUM**

(There is no report associated with this item.)

## **2. CONSENT CALENDAR**

### **ITEM 2.1 MINUTES**



# MINUTES

## IRVINE SPORTS COMMITTEE SPECIAL MEETING

July 10, 2024  
7:00 PM

Los Olivos Community Center  
101 Alfonso  
Irvine, California

### CALL TO ORDER

The special meeting of the Irvine Sports Committee was called to order at 7:00 p.m. on July 10, 2024, at Los Olivos Community Center, 101 Alfonso, Irvine, California; Chair Bertoni presiding.

### ROLL CALL

#### PRESENT: 19

COMMITTEE MEMBER:	AYSO Region 213*	Andy Dennis
COMMITTEE MEMBER:	FC Rockers	Farzin Langeroudi
COMMITTEE MEMBER:	GPA Athletics	Alex Guenette
COMMITTEE MEMBER:	Irvine Dolphins Baseball Club*	Chad Asada
COMMITTEE MEMBER:	Irvine Girls Softball Association*	Andrew Uchida
COMMITTEE MEMBER:	Irvine Knights Baseball Club	Dick Owens
COMMITTEE MEMBER:	Irvine Pony Baseball*	J.D. Harding
COMMITTEE MEMBER:	Irvine Ranch Little League	Jackie Watanabe
COMMITTEE MEMBER:	Irvine Travel Softball*	Blair Ota
COMMITTEE MEMBER:	SoCal Reds*	Dave Brown
COMMITTEE MEMBER:	Pateadores Irvine*	Kevin Elson
COMMITTEE MEMBER:	So Cal Elite Sports, Basketball	Cary Lambeth
COMMITTEE MEMBER:	Strikers FC Irvine	Don Ebert
COMMITTEE MEMBER:	Zeta Sports Academy	Sica Jefferson
COMMITTEE MEMBER:	Member-At-Large*	Adam Go
COMMITTEE MEMBER:	Member-At-Large*	Joe Ferrante
COMMITTEE MEMBER:	Member-At-Large*	Phil Wang
VICE CHAIR:	So Cal Elite Sports, Volleyball*	Cary Lambeth
CHAIR:	Matt Leinart Flag Football*	Ryan Bertoni

#### ABSENT: 10

COMMITTEE MEMBER:	CBA Spartans	Todd Tristan
COMMITTEE MEMBER:	Irvine Soccer Academy*	Frank Fortier
COMMITTEE MEMBER:	Northwood Little League*	Kellen Razzano



COMMITTEE MEMBER:	Orange County Trojans Youth Football*	Adrian Dixon
COMMITTEE MEMBER:	Orange County United FC	Bart Hess
COMMITTEE MEMBER:	Rox Baseball	Michelle McNab
COMMITTEE MEMBER:	Ryan Lemmon Foundation	Guy Lemmon
COMMITTEE MEMBER:	Southern California Cricket Association Youth	Somar Bhangay
COMMITTEE MEMBER:	Southern California Youth Cricket Academy*	Shantha Suraweera
COMMITTEE MEMBER:	Member-At-Large*	Mariam Gelfand

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

There were no public comments on non-agendized items.

**INTRODUCTIONS**

There were no introductions.

**ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

Committee Member Ebert reintroduced the idea of changing voting for the Sports Committee.

- Vice Chair Lambeth noted there were previous talks about smaller groups having a vote.
- Committee Member Owens advised that the recommendation was voted down when previously brought forward to the Community Services Commission.
- After discussion and comments by various committee members, it was decided to hold a special meeting to further discuss voting for Sports Committee members.

Chair Bertoni provided background on Great Park synthetic fields and impacts from lobbyists pushing back. He noted synthetic fields will allow more use and eliminate dirt patches.

- Committee Member Owens noted the push back is from environmental groups that are not based in Irvine. He advised Sports Committee members to attend Great Park and City Council meetings to advocate for synthetic turf.
- Committee Member Ebert noted a date needs to be settled on to gather Sports Committee members.
- Further discussion was had by committee members on how to organize on issues such as this and support other sports committee groups.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

## **1. CONSENT CALENDAR**

**ACTION:** Moved by Vice Chair Lambeth, seconded by Member-at-Large Go, and unanimously carried by those members present (Committee Members Bhangay, Dixon, Fortier, Gelfand, Hess, Lemmon, McNab, Razzano, Suraweera, and Tristian absent) to approve the Consent Calendar as follows:

### **1.1 MINUTES**

**ACTION:**

Approve the minutes of a special meeting of the Irvine Sports Committee held on January 10, 2024.

### **1.2 TOURNAMENTS AND EVENTS CALENDAR**

**ACTION:**

Received and filed.

## **2. COMMITTEE BUSINESS**

### **2.1 OAK CREEK COMMUNITY PARK DESIGN OPTIONS**

Deputy Director of Great Park & Sustainability, Joel Belding, and Senior Planner, Kathleen Haton, gave a presentation regarding the current approved project design and new alternative concept for Oak Creek Community Park.

After discussion and comments by various Committee Members, direction was given to move forward with the new alternative concept as the recommendation to the Community Services Commission.

There were no public comments.

**ACTION:** Moved by Committee Member Brown, seconded by Committee Member Elson, and unanimously carried by those members present (Committee Members Bhangay, Dixon, Fortier, Gelfand, Hess, Lemmon, McNab, Razzano, Suraweera, and Tristian absent) to recommend the Community Services Commission approve the new alternative concept for Oak Creek Community Park.

### **2.2 REQUEST BY SPORTS COMMITTEE MEMBER SHIRLEY NODA-SHEN FOR A DISCUSSION OF A MORATORIUM FOR NEW LOCAL SPORTS COMMITTEE GROUPS**

Discussion was had by the committee on a moratorium for new local sports committee groups. Committee Member Noda-Shen shared her concerns about the growing Irvine sports population after the pandemic and limited space for walk-on users.

Committee Member Brown supported the idea of a moratorium until updated criteria for new organizations could be settled on. He noted current sports committee organizations are losing field space and the ability to serve the Irvine community.

Chair Bertoni noted that this item was brought up before. As a result, guidelines were implemented to make it more challenging for new groups to enter, but there were concerns about prohibiting their entry altogether.

Committee Member Ebert questioned how the committee could limit new groups from joining. He noted a moratorium would limit the growth of new organizations and competition.

Community Services Deputy Director, Dena Diggins, recommended adding the moratorium to a special meeting or re-agendizing the item at the next Sports Committee meeting.

Chair Bertoni then recommended to move forward with presenting a moratorium on new members to the Community Services Commission.

There were no public comments.

**ACTION: Moved by Chair Bertoni, seconded by Committee Member Lambeth, and unanimously carried by those members present (Committee Members Bhangay, Dixon, Fortier, Gelfand, Hess, Lemmon, McNab, Razzano, Suraweera, and Tristian absent) to recommend a moratorium on new local sports committee organizations until October 2025, with the option to extend, excluding groups currently expressing interest in the committee.**

**ADJOURNMENT**

**Moved by Vice Chair Lambeth, seconded by Committee Member Asada, and unanimously carried by those members present (Committee Members Bhangay, Dixon, Fortier, Gelfand, Hess, Lemmon, McNab, Razzano, Suraweera, and Tristian absent) to adjourn the meeting at 8:20 p.m.**

\_\_\_\_\_  
RYAN BERTONI, CHAIR

\_\_\_\_\_  
Gina Ferrante  
Community Services Supervisor

\_\_\_\_\_  
DATE APPROVED

**ITEM 2.2**  
**TOURNAMENTS AND EVENTS CALENDAR**



# REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

**MEETING DATE:** OCTOBER 9, 2024

**TITLE:** TOURNAMENTS AND EVENTS CALENDAR

  
\_\_\_\_\_  
Manager 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 meets quarterly to review field allocations, event calendars, and reservation and allocation policies and procedures. The Tournaments and Events Calendar (Calendar) is attached and presented for the Committee's review, discussion, and input.

## **ANALYSIS**

Tournaments and large events are reserved in accordance with the Athletics Facility Reservation Policy. This Policy provides 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**            Gina Ferrante, Community Services Supervisor

**ATTACHMENT**

Tournaments and Events Calendar

TOURNAMENTS & EVENTS October - December 2024				
Friday, November 8, 2024	Sunday, November 10, 2024	Irvine Girls Softball Association	Fall Tournament	
Saturday, November 23, 2024	Sunday, November 24, 2024	Surf City Tourneys	Early Thanksgiving Showcase Softball Tournament	Bill Barber, Harvard
<b>TBD - November</b>	-	AYSO Irvine 213	Mayor's Cup Soccer Tournament	TBD
Saturday, December 14, 2024	Sunday, December 15, 2024	SoCal Reds FC	Tournament of Champions	All Soccer Fields
Saturday, December 14, 2024	Sunday, December 15, 2024	USA Premier Baseball	Christmas Classic Baseball Tournament	Windrow, Cypress
TOURNAMENTS & EVENTS January - September 2025				
Saturday, January 4, 2025	Sunday, January 5, 2025	Pateadores Irvine	Pats Junior Cup	All Soccer Fields
Saturday, January 25, 2025	Sunday, January 26, 2025	Triple Crown Sports (SoCal)	OC Coastal Classic Softball Tournament	Bill Barber, Mark Daily
Friday, February 7, 2025	Sunday, February 9, 2025	NCAA/PGF	Mark Campbell Collegiate Classic	Bill Barber
<b>TBD - February</b>	-	Irvine Pony Baseball	Opening Day	Harvard Park
<b>TBD - February</b>	-	Irvine Girls Softball Association	Opening Day	Bill Barber
<b>TBD - Febraury/March</b>	-	Irvine Ranch Little League	Opening Day	Las Lomas
<b>TBD - Febraury/March</b>	-	Northwood Little League	Opening Day	Hicks Canyon
<b>TBD - February/March</b>	-	Northwood High School	Timberwolf Classic Softball Tournament	Bill Barber
Saturday, March 22, 2025	Saturday, March 29, 2025	Woodbridge High School	Woodbridge HS Alan Dugard Classic Softball Tournament	Bill Barber, Mark Daily (3/22, 3/24, 3/29)
Saturday, March 29, 2025	Wednesday, April 2, 2025	Ryan Lemmon Foundation	Spring Invitational	Windrow
<b>TBD - May</b>	-	Ryan Lemmon Foundation	Senior Showcase	Windrow
Thursday, May 22, 2025	Monday, May 26, 2025	Irvine Pony Baseball	Memorial Day Tournament	All City Baseball Fields
Saturday, May 24, 2025	Monday, May 26, 2025	Triple Crown Sports (SoCal)	Memorial Day Classic Softball Tournament	Bill Barber
Friday, May 30, 2025	Saturday, May 31, 2025	CIF-SS	Girl's Softball Championships	Bill Barber
<b>TBD - June</b>	-	Premier Girls Fastpitch	OC Coaches Softball All-Star Game	Bill Barber
<b>TBD - June</b>	<b>TBD - June</b>	Irvine Ranch Little League	District 55 Tournament	Las Lomas
<b>TBD - June</b>	<b>TBD - June</b>	Northwood Little League	District 55 Tournament(s)	Hicks Canyon
Friday, June 6, 2025	Sunday, June 8, 2025	Irvine Girls Softball Association	Summertime Classic Softball Tournament	All City Softball Fields
Friday, June 13, 2025	Sunday, June 15, 2025	Premier Girls Fastpitch	National Qualifier	Bill Barber, Harvard 1, 2, 4, 6
Friday, June 13, 2025	Sunday, June 15, 2025	Premier Girls Fastpitch	SoCal Athletics	Harvard Park 3, 5, 7
Friday, June 20, 2025	Friday, June 27, 2025	USA Premier Baseball	4th of July Firecracker Classic 18u, 17u - Week 1	Windrow, Cypress
Saturday, June 21, 2025	Sunday, June 22, 2025	Triple Crown Sports (SoCal)	Red, White, & Blue Softball Tournament	Bill Barber, Mark Daily
Wednesday, June 25, 2025	Sunday, June 29, 2025	Irvine Pony Baseball	Pony All-Star Tournaments	Harvard Park
Saturday, June 28, 2025	Thursday, July 3, 2025	USA Premier Baseball	4th of July Firecracker Classic 18u, 17u - Week 2	Windrow, Cypress
Friday, July 4, 2025	Monday, July 7, 2025	USA Softball	Champions Cup 16u	Bill Barber, Harvard
Wednesday, July 9, 2025	Sunday, July 13, 2025	USA Softball	Champions Cup 18u	Bill Barber, Harvard
Saturday, July 12, 2025	Sunday, July 13, 2025	Pateadores Irvine	Pats Cup	All Soccer Fields
Saturday, July 19, 2025	Saturday, July 26, 2025	Premier Girls Fastpitch	National Championships - Week 1	Bill Barber, Harvard
Sunday, July 27, 2025	Sunday, August 3, 2025	Premier Girls Fastpitch	National Championships - Week 2	Bill Barber, Harvard
Saturday, July 26, 2025	Sunday, July 27, 2025	Irvine Futbol Club	Summer Showcase	All Soccer Fields
Saturday, August 2, 2025	Sunday, August 3, 2025	SoCal Reds FC	Orange County Summer Invitational	All Soccer Fields
Saturday, August 9, 2025	Sunday, August 10, 2025	West Coast FC	West Coast Futbol Classic	All Soccer Fields
Saturday, August 16, 2025	Sunday, August 17, 2025	OC United	OC Kickoff Classic Soccer Tournament (Girls)	All Soccer Fields
Saturday, August 23, 2025	Sunday, August 24, 2025	OC United	OC Kickoff Classic Soccer Tournament (Boys)	All Soccer Fields
Saturday, August 30, 2025	Sunday, August 31, 2025	Irvine Futbol Club	Irvine World Cup Soccer Showcase	All Soccer Fields
Saturday, August 30, 2025	Monday, September 1, 2025	Southern California Youth Cricket Association	SCYCA Labor Day Tournament	Cypress Youth Cricket Pitch
Friday, September 26, 2025	Sunday, September 28, 2025	USA Premier Baseball	Fall Classic Baseball Tournament	Windrow, Cypress

ATTACHMENT

### **3. COMMITTEE BUSINESS**

#### **ITEM 3.1**

**NEW IRVINE SPORTS COMMITTEE  
MEMBER**





# REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

**MEETING DATE:** OCTOBER 9, 2024

**TITLE:** NEW IRVINE SPORTS COMMITTEE MEMBER

  
\_\_\_\_\_  
Manager of Community Services

## RECOMMENDED ACTION

Receive and file.

## EXECUTIVE SUMMARY

The Irvine Sports Committee (Committee) was established in 1979 to serve as an advisory body for the Community Services Commission (Commission). The Committee provides input to the Commission on Irvine youth sports programs, facilities, and services. The Committee also strives to ensure the equitable allocation of athletic facilities.

In accordance with the Committee Bylaws (Attachment 1), new organizations interested in offering youth sports programs are considered annually, during the October Sports Committee meeting. Three new organizations have provided all required documents to join the Sports Committee.

## COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

## ANALYSIS

Applications for membership to the Committee are considered annually by the Committee at the October meeting. Committee Bylaws and Allocation Procedures for Sports Facilities (Attachment 2) provides a list of required documents before an organization is considered for the Committee.

New organizations must submit the following items:

- A letter of introduction for their program on organization letterhead

- Bylaws or Articles of Incorporation – If the program is offered in other communities, bylaws are needed to address an Irvine Chapter.
- Name of person authorized to reserve facilities on behalf of the organization or Irvine Chapter.
- Insurance certificate and a separate endorsement listing the City of Irvine as additionally insured
- Organizations State of California nonprofit incorporation papers or tax-exempt IRS 501(c)(3) letter
- Current City of Irvine Business License
- List of Irvine Chapter offers on organization letterhead
- Organization and/or team rosters
- Must meet organization and team residency requirements

One new youth sports organization has provided all required documents to join the Committee. The organization is:

- Westside United Foundation

Letter of introduction for this organization can be found in Attachment 3.

### **ALTERNATIVES CONSIDERED**

Not Applicable.

### **FINANCIAL IMPACT**

Organizations pay an \$11 fee per Irvine resident and \$158 fee per non-Irvine resident. Revenue collected from new organizations are realized as revenue in the General Fund.

**REPORT PREPARED BY** Steven Stewart, Community Services Superintendent

### **ATTACHMENTS**

1. Irvine Sports Committee Bylaws
2. Allocation Procedures for Sports Facilities
3. Letter of Introduction



## IRVINE SPORTS COMMITTEE BYLAWS

Community Services Resolution Number: 23-02

Community Services Commission Approved: 02/01/2023

Interim Director of Community Services

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### 1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Sports Committee (hereinafter "Committee").

### 2.0 LOCATION

The principal office for the transaction of business is hereby fixed and located at One Civic Center Plaza in Irvine, California.

### 3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "Commission"). The Committee shall provide input on the needs of the community pertaining to Irvine's youth sports programs, facilities and services. The Committee shall represent the interest of the entire athletic community in their deliberations and actions.

3.2 Mission - The Committee's mission is to ensure an equitable allocation of athletic facilities and maximum participation for all Irvine youth in the athletic endeavor of their choice, regardless of ability.

3.3 Duties - The Committee's duties include, but shall not be limited to, reviewing and providing input regarding reservation policies and allocation procedures, architectural drawings and other data for development of new parks and/or the rehabilitation of existing parks with athletic amenities and facilities.

The Committee shall report annually to the Commission on its goals and accomplishments.

### 4.0 GENERAL STATEMENT OF POLICY

Provisions of the Irvine Municipal Code, Title 1, Division 4 – Commissions and Committees are applicable to all Commissions and Committees appointed by or otherwise operating under authority of the City of Irvine, City Council and/or its properly appointed delegate.

## 5.0 MEMBERSHIP

The Committee is comprised of voting and non-voting members. There are no term limits for Committee Members as they serve at the will of their agencies. Irvine-based youth sports organizations (hereinafter "Organization") shall be entitled to one representative on the Committee. Organizations shall appoint a representative to serve on the Committee on its behalf. Representatives shall be designated in writing by the Organization president or his or her equivalent. Committee Members must meet all of the requirements below.

5.1 Members – Membership on the Committee is comprised of representatives of Organizations meeting the following requirements:

5.1.1 The Organization's primary mission must include youth sports leagues and/or activities.

5.1.2 The Organization is a nonprofit corporation registered with the State of California.

5.1.3 If the Organization is a recreation program, at least 85 percent of its participants must be Irvine residents. If the Organization is a club program, at least 57 percent of its participants must be Irvine residents. In addition, club programs must meet all team residency requirements as outlined in the City's Allocation Procedure for Sports Facilities.

5.1.4 Applications for membership will be considered by the Committee annually. Organizations interested in offering a youth sports program not offered in Irvine may be considered for membership at the next regular meeting of the Committee. Applications must be received by the City of Irvine no less than 30 days prior to the scheduled meeting.

5.2 Members-at-Large – The Commission shall appoint four (4) Members-at-Large. Members-at-Large shall be selected through a public recruitment process annually. The term shall be for a period of two (2) years.

5.3 Resignation and Vacancies

5.3.1 Resignation – Any Committee Member or officer may resign at any time by giving written notice to the Chair or Vice Chair.

5.3.2 Vacancies – In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.

## **6.0 VOTING**

- 6.1 One Vote Per Member – Except as set forth in Section 6.3, each Committee Member shall be entitled to one vote. Representatives are not permitted to cast votes representing more than one Organization.
- 6.2 Proxy Votes – When representatives cannot attend, the Organization may send a proxy from its own Organization to cast its vote.
- 6.3 Organizations are categorized by sport into either recreation or club program. Organizations and their representatives on the Committee will have voting privileges as follows:
- 6.3.1 Commission appointed Members-At-Large shall each cast one vote.
- 6.3.2 Representatives of Organizations with youth participation of 200 or more shall each cast one vote.
- 6.3.3 Sports that do not have a large organization with 200 or more participants shall cast one vote on behalf of the sport. The vote shall be cast by the Organization with the largest number of participants.

## **7.0 OFFICERS**

Officers of the Committee shall include a Chair and Vice Chair, each of whom shall be a voting member of the Committee. The officers shall be elected by the Committee annually.

- 7.1 Election – Regular election of officers shall be held at the last regular meeting in October. The term of office shall be one (1) year, commencing upon election.
- 7.2 Chair – The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and shall represent the Committee to the Commission, the City Council and City staff.
- 7.3 Vice Chair – In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

## **8.0 MEETINGS**

All meetings shall be open to the public and shall conform to the provisions of the “Ralph M. Brown Act.”

- 8.1 Agenda – Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison. When agenda items requiring a vote are distributed less than thirty (30) days prior to a meeting, Committee Members shall have the right to consult their Organization’s Board of Directors prior to a final vote.
- 8.2 Procedures – Robert’s Rules of Order shall govern the general conduct of meetings.
- 8.3 Quorum – A majority of the voting Committee Members shall constitute a quorum. A majority vote of Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings – The Committee shall meet on the second Tuesday in January, April, July and October. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings – A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.
- 8.6 Organizations must be represented at no less than three-fourths of regularly scheduled Committee meetings in a twelve-month period. Failure to adhere to attendance requirements will result in the Organization losing voting privileges and subject to losing field allocation privileges. Organizations will receive written notice and a six-month grace period before allocation privileges and membership will be revoked.

## **9.0 BYLAWS**

Amendments to these bylaws are subject to approval and adoption by the Commission by a majority vote of the members present at a duly constituted meeting of the Commission.



# Community Services

## ALLOCATION PROCEDURES FOR SPORTS FACILITIES (Adopted by Community Services Commission – January 4, 2023)

### 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 are 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 are granted in priority to the following:

1. City of Irvine Programs and Events
2. Joint Use Agreement Entities (Irvine and Tustin Unified 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) is 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 Great Park.

**Great Park Fields** – Athletic fields located at the Great Park in the City of Irvine. The allocation process excludes the Great Park. Please refer to the 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 the program is offered in other communities, bylaws are needed 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 are 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 considered a returning organization. New organizations are required to follow the guidelines below:

### **New Organizations Requirements**

1. New organizations must contact one or more existing organizations within the Irvine Sports Committee to inquire about joining their teams with an existing Sports Committee organization. If a new organization is unable to join an existing Sports Committee organization, the new organization may proceed with the new organization process.

2. 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.
3. Pay Approved Local Sports Committee Group resident and/or non-resident Fees.
4. 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 85% 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 7U 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 7U and 8U divisions must maintain a membership of youth participants equaling 85% 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	85% Irvine Residents
Club/Travel	57% Irvine Residents

Club/Travel Soccer Residency Requirements	
<u>Team Division</u>	<u>Required Irvine Residency</u>
Division Three / Flight 3 & 4	75% Irvine Residents
Division Two	66% Irvine Residents
Division One / Flight 2	51% Irvine Residents
Championship	45% Irvine Residents
Premier / Flight 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>
7U and 8U	85% 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 are 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 is 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:

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

Winter	<ol style="list-style-type: none"> <li>1. First Allocation starts Monday following Thanksgiving – Friday before Memorial Day</li> <li>2. Post-Season starts Saturday before St. Patrick’s Day</li> </ol>	Basketball and Lacrosse	n/a
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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. 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 are 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 reflects 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 are charged to Groups in accordance with the Athletic Facilities Reservation Fees approved by Irvine City Council. All participating Groups are 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 are 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 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. are not be accepted. Athletic Reservation staff 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**

<b>Event</b>	<b>Spring</b>	<b>Fall</b>	<b>Winter</b>
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 are noted on the Tournament and Events Calendar which is shared with the Irvine Sports Committee.

Recreation based programs may host one free tournament per calendar year. Thereafter, Approved Local Sports Committee Group tournament day rates are applied. 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 are available to participating baseball and softball Groups for regular team practices. Batting cages are assigned to Recreation Groups. Club teams are 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 are reviewed with Athletics and Public Works Landscape Maintenance teams. Written approval of temporary field modifications are required 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 are 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 are listed on the City’s Muddline (949-724-6833 or [cityofirvine.org/mudd](http://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 are 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 is used to ensure allocations of an Improved Field are provided to the sponsoring organization. These allocations are 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 are 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.



**WESTSIDE UNITED**

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Attention: City of Irvine Sports Committee:

Westside United is a youth club basketball program that was launched in New York City in 2011. Under Coach Barham's leadership, Westside sent numerous players to play at the next level from D3 to D1. More importantly, Westside helped instill the character, work ethic, and tenacity to help our players find success off the court as well. Many of our alumni continue to support the program and our players as coaches and mentors both on and off the floor.

Since relocating to Irvine, Westside has continued to find success winning numerous tournament championships. For the past few years, Westside has functioned exclusively as an offseason training program for the girls and boys programs at Portola High School. This year, we are planning to expand to serve more of our community with boys and girls teams from 6th grade through high school. We have a heavy emphasis on sportsmanship, character, culture, and giving back to our community.

Westside's directors and coaches are all members of the Portola High School girls and boys basketball coaching staff.

We are looking forward to working with the sports committee to serve the youth in our community and help Irvine remain one of the best cities for youth sports around.

Thank You,  
Brian Barham  
Director, Westside United

:



@westsideunited



www.westsideu.com



brian@westsideu.com



646.773.2062

**ATTACHMENT 3**

6789 Quail Hill Pkwy #2002  
Irvine, CA 92620

**ITEM 3.2**  
**ELECTION OF IRVINE SPORTS COMMITTEE  
OFFICERS**



# REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

**MEETING DATE:** OCTOBER 9, 2024

**TITLE:** ELECTION OF IRVINE SPORTS COMMITTEE OFFICERS

  
\_\_\_\_\_  
Manager of Community Services

## RECOMMENDED ACTION

Conduct elections of Irvine Sports Committee Chair and Vice-Chair.

## EXECUTIVE SUMMARY

The Irvine Sports Committee (Committee) was established in 1979 to serve as an advisory body for the Community Services Commission (Commission). The Committee provides input to the Commission on Irvine 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 they serve at the pleasure of their agencies.

In accordance with the Committee Bylaws (Attachment), the Committee shall elect a Chair and Vice Chair at the last regular meeting of the calendar year.

## COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

## ANALYSIS

In accordance with Committee Bylaws, Section 8, the Committee Chair shall preside over all meetings and is responsible for approval of the final agenda. The Chair shall represent the Committee to the Community Services Commission, the City Council, and City staff. The Vice Chair shall assume these duties in the absence of the Chair.

**ALTERNATIVES CONSIDERED**

The Committee may delay the election of Chair and Vice Chair to a future meeting.

**FINANCIAL IMPACT**

There is no financial impact to the Committee conducting its election of officers.

**REPORT PREPARED BY**            Steven Stewart, Community Services Superintendent

**ATTACHMENT**

Irvine Sports Committee Bylaws



## IRVINE SPORTS COMMITTEE BYLAWS

Community Services Resolution Number: 23-02

Community Services Commission Approved: 02/01/2023

  
Interim Director of Community Services

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### 1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Sports Committee (hereinafter "Committee").

### 2.0 LOCATION

The principal office for the transaction of business is hereby fixed and located at One Civic Center Plaza in Irvine, California.

### 3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "Commission"). The Committee shall provide input on the needs of the community pertaining to Irvine's youth sports programs, facilities and services. The Committee shall represent the interest of the entire athletic community in their deliberations and actions.

3.2 Mission - The Committee's mission is to ensure an equitable allocation of athletic facilities and maximum participation for all Irvine youth in the athletic endeavor of their choice, regardless of ability.

3.3 Duties - The Committee's duties include, but shall not be limited to, reviewing and providing input regarding reservation policies and allocation procedures, architectural drawings and other data for development of new parks and/or the rehabilitation of existing parks with athletic amenities and facilities.

The Committee shall report annually to the Commission on its goals and accomplishments.

### 4.0 GENERAL STATEMENT OF POLICY

Provisions of the Irvine Municipal Code, Title 1, Division 4 – Commissions and Committees are applicable to all Commissions and Committees appointed by or otherwise operating under authority of the City of Irvine, City Council and/or its properly appointed delegate.

## 5.0 MEMBERSHIP

The Committee is comprised of voting and non-voting members. There are no term limits for Committee Members as they serve at the will of their agencies. Irvine-based youth sports organizations (hereinafter "Organization") shall be entitled to one representative on the Committee. Organizations shall appoint a representative to serve on the Committee on its behalf. Representatives shall be designated in writing by the Organization president or his or her equivalent. Committee Members must meet all of the requirements below.

5.1 Members – Membership on the Committee is comprised of representatives of Organizations meeting the following requirements:

5.1.1 The Organization's primary mission must include youth sports leagues and/or activities.

5.1.2 The Organization is a nonprofit corporation registered with the State of California.

5.1.3 If the Organization is a recreation program, at least 85 percent of its participants must be Irvine residents. If the Organization is a club program, at least 57 percent of its participants must be Irvine residents. In addition, club programs must meet all team residency requirements as outlined in the City's Allocation Procedure for Sports Facilities.

5.1.4 Applications for membership will be considered by the Committee annually. Organizations interested in offering a youth sports program not offered in Irvine may be considered for membership at the next regular meeting of the Committee. Applications must be received by the City of Irvine no less than 30 days prior to the scheduled meeting.

5.2 Members-at-Large – The Commission shall appoint four (4) Members-at-Large. Members-at-Large shall be selected through a public recruitment process annually. The term shall be for a period of two (2) years.

5.3 Resignation and Vacancies

5.3.1 Resignation – Any Committee Member or officer may resign at any time by giving written notice to the Chair or Vice Chair.

5.3.2 Vacancies – In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.

## **6.0 VOTING**

- 6.1 One Vote Per Member – Except as set forth in Section 6.3, each Committee Member shall be entitled to one vote. Representatives are not permitted to cast votes representing more than one Organization.
- 6.2 Proxy Votes – When representatives cannot attend, the Organization may send a proxy from its own Organization to cast its vote.
- 6.3 Organizations are categorized by sport into either recreation or club program. Organizations and their representatives on the Committee will have voting privileges as follows:
- 6.3.1 Commission appointed Members-At-Large shall each cast one vote.
- 6.3.2 Representatives of Organizations with youth participation of 200 or more shall each cast one vote.
- 6.3.3 Sports that do not have a large organization with 200 or more participants shall cast one vote on behalf of the sport. The vote shall be cast by the Organization with the largest number of participants.

## **7.0 OFFICERS**

Officers of the Committee shall include a Chair and Vice Chair, each of whom shall be a voting member of the Committee. The officers shall be elected by the Committee annually.

- 7.1 Election – Regular election of officers shall be held at the last regular meeting in October. The term of office shall be one (1) year, commencing upon election.
- 7.2 Chair – The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and shall represent the Committee to the Commission, the City Council and City staff.
- 7.3 Vice Chair – In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

## **8.0 MEETINGS**

All meetings shall be open to the public and shall conform to the provisions of the “Ralph M. Brown Act.”



- 8.1 Agenda – Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison. When agenda items requiring a vote are distributed less than thirty (30) days prior to a meeting, Committee Members shall have the right to consult their Organization’s Board of Directors prior to a final vote.
- 8.2 Procedures – Robert’s Rules of Order shall govern the general conduct of meetings.
- 8.3 Quorum – A majority of the voting Committee Members shall constitute a quorum. A majority vote of Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings – The Committee shall meet on the second Tuesday in January, April, July and October. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings – A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.
- 8.6 Organizations must be represented at no less than three-fourths of regularly scheduled Committee meetings in a twelve-month period. Failure to adhere to attendance requirements will result in the Organization losing voting privileges and subject to losing field allocation privileges. Organizations will receive written notice and a six-month grace period before allocation privileges and membership will be revoked.

## 9.0 BYLAWS

Amendments to these bylaws are subject to approval and adoption by the Commission by a majority vote of the members present at a duly constituted meeting of the Commission.