



AGENDA

IRVINE SPORTS ADVISORY COMMITTEE REGULAR MEETING

October 8, 2025

7:00 PM

Quail Hill Community Center

39 Shady Canyon Drive

Irvine, CA 92603

PARTICIPATION VIA ZOOM

MEETING ID: 882 7682 3301

PASSCODE: 709010

WEBSITE: zoom.us/join

TELEPHONE: 669-444-9171

or 253-205-0468

To participate virtually, visit zoom.us/join using any web browser, or the Zoom app on smartphones or tablets, and enter the Meeting ID and Passcode noted above. To participate by telephone, dial one of the numbers listed above and enter the same Meeting ID and Passcode. For technical assistance before or during the meeting, call 949-724-6078.

COMMITTEE MEMBERS

Ryan Bertoni, Chair Matt Leinart Flag Football	Andy Dennis AYSO Region	Alex Guenette GPA Athletics	Behdad Analui Inter Academy Rockers	Shirley Noda Irvine Dolphins Baseball Club
Frank Fortier Irvine Soccer Academy	Andrew Uchida Irvine Girls Softball Association	Dick Owens Irvine Knights Baseball Club	J.D. Hardin Irvine Pony Baseball	Jackie Watanabe Irvine Ranch Little League
Chris Dallas Irvine Travel Softball	Lisa Mau Northwood Little League	Adrian Dixon Orange County Trojans Youth Football	Scott Hamilton Pateadores Irvine	Guy Lemmon Ryan Lemmon Foundation
Cary Lambeth SoCal Elite Sports Inc.	Lynn Perez SoCal Reds	Somar Bhangay Southern California Cricket Association Youth	Shantha Suraweera Southern California Youth Cricket Academy	Don Ebert Strikers FC Irvine
Brian Barham Westside United Foundation	Sica Jefferson Zeta Sports Academy			
Tim Den Hartog Member-At-Large	Joe Ferrante Member-At-Large	Mehrdad Motamdi Member-At-Large	Phil Wang Member-At-Large	

ROLL CALL

PLEDGE OF ALLEGIANCE

PRESENTATION

1. ATHLETIC PARKS MAINTENANCE PROGRAM

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

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 Advisory Committee on items within the Irvine Sports Advisory 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 Advisory Committee.

INTRODUCTIONS

ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

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.

ADDITIONS AND DELETIONS

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.

CONSENT CALENDAR

2. MINUTES

ACTION:

Approve the minutes of a regular meeting of the Irvine Sports Advisory Committee held on July 9, 2025.

3. TOURNAMENTS AND EVENTS CALENDAR

ACTION:

Receive and File.

COMMITTEE BUSINESS

4. NEW IRVINE SPORTS ADVISORY COMMITTEE MEMBER

ACTION:

Receive and file.

5. MORATORIUM ON NEW SPORTS ORGANIZATIONS

ACTION:

Discuss placing a moratorium on new sports organizations within the City.

ADJOURNMENT

NOTICE TO THE PUBLIC

PARTICIPATION AT IRVINE SPORTS ADVISORY COMMITTEE MEETINGS

Meetings are held in person at Quail Hill Community Center, 39 Shady Canyon Drive, Irvine, California. You may submit comments on any agenda item or on any item not on the agenda, in writing via mail to: "Attn: Irvine Sports Advisory Committee," Attn: Steven Stewart, 1 Civic Center Plaza, Irvine, CA 92606; by email to sstewart@cityofirvine.org; or through e-Comment at cityofirvine.org/athletics-sports/irvine-sports-committee. E-Comments submitted at least two hours prior to the commencement of the meeting will be distributed to the Irvine Sports Advisory Committee at the meeting. You may also provide live comments via "Zoom." For more information, visit cityofirvine.org/athletics-sports/irvine-sports-committee.

REQUEST TO SPEAK IN PERSON: If you would like to address the Irvine Sports Advisory Committee on a scheduled agenda item or non-agenda item, please fill out a Request to Speak Form 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 Advisory Committee are recognized. It also ensures the accurate identification of meeting participants in the Irvine Sports Advisory Committee minutes. Your name will be called at the time public comments are heard by the Irvine Sports Advisory 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 and/or the time they are actually heard, considered, and decided may be modified by the Chair or the Irvine Sports Advisory Committee during the course of the meeting, so please stay alert.

PLEASE NOTE: The Irvine Sports Advisory Committee is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings, in order to maximize transparency and public access. 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.

ADJOURNMENT

At 11 p.m., the Irvine Sports Advisory 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 for which additional time

is required until a future Irvine Sports Advisory 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 Community Services Department and are available for public inspection and copying once the agenda is publicly posted, (at least 7 days prior to a regular Irvine Sports Advisory Committee meeting). Staff reports can also be downloaded from the City's website at cityofirvine.org at least 7 days prior to the scheduled Irvine Sports Advisory 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 Community Services staff 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 Advisory Committee meeting 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 Community Services staff at 949- 724-6615.

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

Media Types and Guidelines

1. **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 Advisory Committee meeting. 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 Advisory Committee meeting at the time testimony is given.
2. **Large Displays/Maps/Renderings:** Any member of the public who desires to display freestanding large displays or renderings in conjunction with their public testimony is asked to notify the Community Services Department at 949-724-6615 no later than 12 noon on the day prior to the scheduled meeting.
3. **Electronic Documents/Audio-Visuals:** Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the Community Services Department at 949-724-6615 no later than 12 noon on the day prior to the scheduled meeting.

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 Community Services staff 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 CFR 35. 102-35. 104 ADA Title II).

MEETING SCHEDULE

Regular meetings of the Irvine Sports Advisory Committee are held quarterly on the second Wednesday of the month at 7 p.m. Agendas are available at the following locations:

- City Clerk's Office
- Irvine Police Department
- Main Entrance of City Hall
- Lakeview Senior Center, 20 Lake Rd
- Northwood Community Center, 4521 Bryan Ave
- Quail Hill Community Center, 39 Shady Canyon Dr
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Ave
- City's web page at cityofirvine.org

I hereby certify that the agenda for the Irvine Sports Advisory Committee meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California on Wednesday, October 1, 2025, by 5:30 p.m., as well as on the City's webpage.

Signed by: Gina Ferrante
Signed: _____
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Recording Secretary

PRESENTATION

ITEM 1

ATHLETIC PARKS MAINTENANCE PROGRAM

(There is no report associated with this item.)

CONSENT CALENDAR

ITEM 2 MINUTES



MINUTES

IRVINE SPORTS ADVISORY COMMITTEE MEETING

July 9, 2025

Quail Hill Community Center
39 Shady Canyon Drive
Irvine, CA 92603

CALL TO ORDER

The meeting of the Irvine Sports Advisory Committee was called to order at 7:03 p.m. on July 9, 2025, at the Quail Hill Community Center, 39 Shady Canyon Drive, Irvine, California; Vice Chair Doyle presiding.

ROLL CALL

COMMITTEE MEMBERS

PRESENT 15:

Tim Doyle, Vice Chair Northwood Little League	Andy Dennis AYSO Region	Alex Guenette GPA Athletics	Behdad Analui Inter Academy Rockers	Chad Asada Irvine Dolphins Baseball Club
Frank Fortier Irvine Soccer Academy	Dick Owens Irvine Knights Baseball Club	J.D. Hardin Irvine Pony Baseball	Scott Hamilton Pateadores Irvine	Cary Lambeth SoCal Elite Sports Inc.
Don Ebert Strikers FC Irvine	Sica Jefferson Zeta Sports Academy	Tim Den Hartog Member-At-Large	Mehrdad Motamedi Member-At-Large	Phil Wang Member-At-Large

ABSENT 13:

Ryan Bertoni, Chair Matt Leinart Flag Football	Todd Tristan CBA Spartans	Andrew Uchida Irvine Girls Softball Association	Jackie Watanabe Irvine Ranch Little League	Chris Dallas Irvine Travel Softball
Adrian Dixon Orange County Trojans Youth Football	Guy Lemmon Ryan Lemmon Foundation	Guy Lemmon Ryan Lemmon Foundation	Lynn Perez SoCal Reds	Somar Bhangay Southern California Cricket Association Youth
Shantha Suraweera Southern California Youth Cricket Academy	Brian Barham Westside United Foundation	Joe Ferrante Member-At-Large		

PLEDGE OF ALLEGIANCE

Vice Chair Doyle led the Pledge of Allegiance.

PARTICIPATION IN BOARD MEETING

Recording Secretary, Gina Ferrante, provided instructions on how to participate in the meeting virtually.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments.

INTRODUCTIONS

There were no introductions.

ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

Steven Stewart, Community and Library Services Superintendent, made the following announcements:

- Great Park softball warm-up areas were added.
- The installation of turf on Great Park soccer fields four through seven is delayed.
- Allocation procedures are being reviewed for the new Irvine Fieldhouse gym and athletic facilities, with an emphasis on how we allocate space and costs. There will be a follow-up with the Sports Advisory Committee on where we are.

Committee Member Owens asked about parking at Great Park.

Superintendent Stewart noted that a parking study is being looked at and the topic will be brought back to the Committee for discussion.

ADDITIONS AND DELETIONS

There were no additions or deletions to the agenda.

CONSENT CALENDAR

ACTION: Moved by Committee Member Hardin, seconded by Committee Member Owens, and unanimously carried by those members present (Committee Members Bertoni, Tristian, Uchida, Watanabe, Dallas, Dixon, Lemmon, Perez, Bhangay, Suraweera, Barham, and Ferrante absent) to approve the Consent Calendar as follows:

1. MINUTES

ACTION: Approved the minutes of the regular meeting of the Irvine Sports Advisory Committee held on July 9, 2025

2. TOURNAMENTS AND EVENTS CALENDAR

ACTION: Received and filed.

There were no public comments.

COMMITTEE BUSINESS

3. IRVINE FIELDHOUSE FACILITY USAGE

Superintendent Stewart opened the floor for discussion on the Irvine Fieldhouse.

Committee Member Ebert asked if the facility would be using the standard allocation procedures when it comes to usage.

Superintendent Stewart shared the next step for the facility is determining scheduling. This will be done by updating the athletic policy and allocation procedure documents. Updates will be reviewed by the Community & Library Services Commission, hopefully early next year.

Committee Member Ebert asked if other gyms would be opened for non-basketball use.

Superintendent Stewart advised that activities in school district gyms would need to be discussed with the school district further. Deliberations continued amongst the Committee regarding allocation processes, gym reservations, and fees.

Committee Member Owens mentioned a moratorium and asked if the topic could be put back on the next agenda due to concerns about availability issues.

Moved by Committee Member Lambeth, seconded by Committee Member Asada, and unanimously carried by those members present (Committee Members Bertoni, Tristian, Uchida, Watanabe, Dallas, Dixon, Lemmon, Perez, Bhangay, Suraweera, Barham, and Ferrante absent) to put a moratorium discussion on the October meeting agenda.

Committee Member Ebert commented that getting school district facilities up to par, with support from the Community & Library Services Commission, was the only solution.

Committee Member Owens noted he would add the topic to a Community & Library Services Commission meeting agenda.

Cory Hilderbrand, Community and Library Services Manager, stated City staff would also schedule a meeting with the school district and encouraged inviting City Council members to a future Committee meeting to hear feedback.

Superintendent Stewart navigated back to the topic of the gym, noting Committee Member Dallas, who was not present, wanted to discuss the use of the facility. The discussion was had, and there was no need for a motion or to carry the topic over to the next meeting.

ACTION: Received and filed.

There were no public comments.

ADJOURNMENT

Moved by Committee Member Lambeth, seconded by Committee Member Owens, and unanimously carried by those members present (Committee Members Bertoni, Tristian, Uchida, Watanabe, Dallas, Dixon, Lemmon, Perez, Bhangay, Suraweera, Barham, and Ferrante absent) to adjourn the Irvine Sports Advisory Committee meeting at 7:48 p.m.

RYAN BERTONI, CHAIR

GINA FERRANTE
RECORDING SECRETARY

DATE APPROVED: _____

ITEM 3
TOURNAMENTS AND EVENTS CALENDAR



REQUEST FOR IRVINE SPORTS ADVISORY COMMITTEE ACTION

MEETING DATE: OCTOBER 8, 2025

TITLE: TOURNAMENTS AND EVENTS CALENDAR

Signed by:

Cory Hilderbrand

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Community & Library Services Manager

RECOMMENDED ACTION:

Receive and provide input to the Community & Library Services Department.

EXECUTIVE SUMMARY

Established in 1979, the Irvine Sports Advisory Committee (Committee) serves as an advisory body reporting to the Community & Library 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 tournaments 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

BUSINESS ITEM

ITEM 4
**NEW IRVINE SPORTS COMMITTEE
MEMBER**



REQUEST FOR IRVINE SPORTS ADVISORY COMMITTEE ACTION

MEETING DATE: OCTOBER 8, 2025

TITLE: NEW IRVINE SPORTS ADVISORY COMMITTEE MEMBER

Signed by:

Cory Hilderbrand

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Community & Library Services Manager

RECOMMENDED ACTION

Receive and file.

EXECUTIVE SUMMARY

The Irvine Sports Advisory Committee (Committee) was established in 1979 to serve as an advisory body for the Community Services & Library 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 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:

- OC Players League

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

ALTERNATIVES CONSIDERED

Not Applicable.

FINANCIAL IMPACT

Organizations pay a \$12 fee per Irvine resident, and \$166 fee per non-Irvine resident. Revenue collected from new organizations is realized as revenue in the General Fund.

REPORT PREPARED BY Gina Ferrante, Community & Library Services
Supervisor

ATTACHMENTS

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

**AMENDED AND RESTATED
BY-LAWS
OF THE
IRVINE SPORTS ADVISORY COMMITTEE
OF THE
CITY OF IRVINE**

PREAMBLE

The Amended and Restated Bylaws of the Irvine Sports Advisory Committee of the City of Irvine (“**Bylaws**”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. 24-84 and pursuant to Irvine Municipal Code (“**IMC**”) Sections 1-4-301.

1. IRVINE SPORTS ADVISORY COMMITTEE CREATION, TITLE, AND AUTHORITY

1.1 Creation: The Irvine Sports Committee was created under and continues to exist under Division 4 of Title 1 of the IMC. The name of the Irvine Sports Committee is hereby changed to the “Irvine Sports Advisory Committee” (“**Committee**”).

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Committee’s powers, duties, limitations, and general purpose.

1.1.2 Community Services Resolution No. 23-02 specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee.

1.1.3 IMC Title 1, Division 15 establishes generally applicable rules regarding public meetings, the conduct of public business, notice and agenda requirements, conduct at meetings, procedures for minutes and recordings, and other matters.

1.1.4 Title 1, Divisions 4 and 15 are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Committee.

1.2 Title: The Committee officially shall be known as the “Irvine Sports Advisory Committee.” The term “Committee,” where used in these Bylaws, also shall refer to and mean the “Irvine Sports Advisory Committee.”

1.3 Duties: The Committee was formed pursuant to IMC section 1-4-301 to serve in an advisory role to the Community Services Commission to perform one or more specific assigned tasks, as follows:

1.3.1 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.

1.3.2 Reports annually on goals and accomplishments.

1.3.3 Perform such other duties or studies as may be directed by the City Council.

- 1.4 Individual Member Duties: It shall be the duty of each Committee Member to take an active part in the Committee's deliberations and to act in whatever capacity the Committee Member may be called. Absence from three consecutive meetings without the formal consent of the Committee shall be deemed to constitute the retirement of the Committee Member, and the position shall automatically be vacant and therefore subject to the vacancy procedures as set forth in Section 2.1.4 below.

2. MEMBERS, OFFICERS AND STAFF

2.1 Committee Members:

- 2.1.1 Appointment: 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.
- 2.1.2 Members: Membership on the Committee is comprised of representative of Organizations meeting the following requirements:
- 2.1.2.1. The Organization's primary mission must include youth sports leagues and/or activities.
- 2.1.2.2. The Organization is a nonprofit corporation registered with the State of California.
- 2.1.2.3. 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.
- 2.1.2.4. 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.

- 2.1.3 At-Large Members: 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.
- 2.1.4 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Committee. The Irvine Unified School District shall appoint a staff member as a liaison to the Committee. Staff liaisons are not voting members.
- 2.1.5 Removal and Resignation: In the event a Committee member fails to attend five (5) meetings per calendar year, the Committee may, by motion, move to remove the Committee member from the Committee. A majority vote of the Committee members present at a duly constituted meeting shall be required to carry such a motion. Any Committee member or officer may resign at any time by giving written notice to the Chair or Vice Chair.
- 2.1.6 Vacancy: 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.
- 2.1.7 Representation of Committee: No Committee member may speak on behalf of the Committee before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Committee. Committee members shall represent themselves as members of the Committee speaking on their own behalf when presenting their views on Committee business that comes before any other commission, committee, board, or council of the City.
- 2.1.8 Disclosures: Committee members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Committee member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Committee member, and promptly upon leaving office.
- 2.2 Officers: Officers of the Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Committee at the first regular meeting in January of each calendar year.

2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Committee. The Chair may represent the Committee before the City Council or appoint other members to do so.

2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.

2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Committee, the remaining Committee members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.

2.3 Staff:

2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Committee who shall be an *ex-officio* member of the Committee and as such shall provide technical service to the Committee and shall attend all meetings.

2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be optional and as-needed advisors or consultants to the Committee and as such may be called upon as follows:

2.3.2.1. City Manager: Upon request of the Chair for specific matters.

2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.

2.3.3 Staff Direction: The Committee, or any one of its individual members, shall not direct the performance of significant staff work without the prior authorization of the City Manager.

3. MEETINGS AND AGENDAS

3.1 Agendas: All meetings of the Committee shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.

3.2 Initiating an Agenda Item:

3.2.1 Committee Member-Initiated Items: Committee Members wishing to place items on the agenda shall adhere to the following:

- 3.2.1.1. Agendized items shall be directly within the scope of the duties specifically assigned to the Committee under Section 1.3 of these Bylaws.
- 3.2.1.2. Agenda requests must be made during a meeting of the Committee. In order to move forward, there must be a consensus among Committee Members to place the item on the agenda of a future meeting.
- 3.2.1.3. The City Manager or designee must approve all Committee Member-initiated items prior to an item's inclusion on an agenda.
- 3.2.2 City Council-Initiated Items: The City Council may direct an item to be placed on the agenda by a majority vote of the City Council.
- 3.2.3 Staff-Initiated Agenda Items: Staff may initiate such agenda items as are mandated by direction of the City Council, the IMC, City policy, and/or the processing of regular business of the City of Irvine with regard to matters assigned to the Committee under Section 1.3 of these Bylaws.

3.3 Meetings:

- 3.3.1 Regular Meetings: Regular meetings of the Committee shall be held in the Los Olivos Community Center, 101 Alfonso, Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at 7:00 p.m., on the second Wednesday in January, April, July, and October. Unless a majority of the members present votes otherwise, the meetings of the Committee shall adjourn at or before 10:00 p.m. If the business of the Committee has not been completed by 10:00 p.m., the Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Committee adjourns shall be continued to a subsequent regular meeting of the Committee.
- 3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.
- 3.3.3 Special Meetings: Special meetings of the Committee may be called by the City Manager or designee or upon the written request of at least a majority of the Committee members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.

- 3.3.4 Annual Meeting: The Annual Meeting of the Committee shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Committee.
- 3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next business day or on a day to which the previous meeting was adjourned.
- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Committee consideration, or other good and valid reason), a meeting may be canceled.
- 3.3.7 Additional Rules and Procedures; Order of Precedence: The meetings and procedures of the Committee shall be subject to and governed by the ordinances, resolutions, and applicable policies and procedures adopted by the City Council establishing rules and regulations for Committees. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Committee meetings established by the City Council, the rules and regulations for Committee meetings established by the City Council shall govern.

3.4 Meeting Procedures:

- 3.4.1 Duties of Presiding Officer: The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer, and shall assume the place and duties of such office immediately following selection. The Chair shall preserve strict order and decorum at all meetings of the Committee, state questions coming before the Committee, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the Committee as a whole, in which event a majority vote of the Committee members present shall govern and conclusively determine such question of order. The Chair shall vote on all questions, and on roll call the Chair's name shall be called last. The seating arrangement for the Committee shall be determined by the Chair.
- 3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Committee, may direct an agenda item to be taken out of order.
 - 3.4.2.1. Call to Order: The meeting of the Committee shall be called to order by the Chair, in the Chair's absence, the Vice Chair.

- 3.4.2.2. Roll Call: The Recording Secretary shall record the attendance.
- 3.4.2.3. Pledge of Allegiance: The Chair or the Chair's designee shall lead the Pledge of Allegiance to the Flag of the United States of America.
- 3.4.2.4. Presentations: Presentations by Staff or others to the Committee.
- 3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Committee on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.
- 3.4.2.6. Announcements, Committee Reports: The chair shall ask if the Staff Liaison or members of the Committee have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Committee.
- 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.
- 3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Committee Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.
- 3.4.2.9. Committee Business: Items of Committee Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Committee shall deliberate on the item, and (v) the Committee shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.
- 3.4.2.10. Adjournment. The meeting shall be adjourned.

3.4.3 Decorum:

3.4.3.1. By Committee Members: While the Committee is in session, Committee Members must preserve order and decorum, and a Committee Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Committee, disturb any member while speaking or refuse to obey the orders of the Committee or the presiding officer, except as otherwise provided in these Bylaws.

3.4.3.2. By Other Persons: Each person who addresses the Committee shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Committee, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Committee meeting shall, at the discretion of the presiding officer or a majority of the Committee, be barred from further addressing the Committee at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of the public's business, the Chair shall order the person removed from the Committee's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Committee or any other authorized City representative. The members of Committee may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

3.5 Standing Rules:

3.5.1 Quorum: At any meeting of the Committee, a quorum shall consist of more than half of the filled seats of the Committee. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

3.5.2 Voting:

3.5.2.1. One Vote Per Member: The Chair, Vice Chair, and each Committee member shall be entitled to one vote.

3.5.2.2. Proxy Vote: No proxy votes are permitted.

- 3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Committee. Upon the request of any Committee member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order, the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.
- 3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Committee shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Committee present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.
- 3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.
- 3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.
- 3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.
- 3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Committee has been permitted to and abstains from voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

3.5.3 Signature:

3.5.3.1. Minutes: The minutes of each Committee meeting shall be signed by the officer presiding over the meeting at which the minutes are approved.

3.5.3.2. Other Documents: In all other matters, the Chair shall have the power to execute, verify or attest to documents on behalf of this Committee.

3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.

3.5.5 Suspension of Rules: The Committee may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.

3.5.6 Rules of Debate:

3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Committee, and shall not be deprived of any of the rights and privileges of a member of the Committee by reason of acting as the presiding officer.

3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Committee desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.

3.5.6.3. Interruptions: A member of the Committee, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Committee called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.

3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Committee may be made only on the day such action was taken. Such motion must be made by one of the prevailing side but may be seconded by any member of the Committee and may be made at any time and have precedence over all other motions. It shall be debatable. Nothing herein shall be construed to prevent any member

of the Committee from making or remaking the same or other motion at a subsequent meeting of the Committee.

- 3.5.6.5. When Remarks of Committee Members Entered in Minutes: A member of the Committee shall have the right, upon request to the presiding officer, to have an abstract of his or her statement on any subject under consideration by the Committee entered in the minutes. Such an abstract shall contain the statement of each other Committee member who addresses the subject at that time.
- 3.5.6.6. When Synopsis of Debate Entered in Minutes: The Recording Secretary may be directed by the presiding officer, with consent of the Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Committee.
- 3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall govern the conduct their scope of the Committee's powers and duties under these Bylaws.



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:

Seasons	Time Period	Primary Sports	Secondary Sports
Spring	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	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	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
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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

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 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).

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.



Nirav Shah
Founder / General Manager
OC Players
574-339-2064
info@ocplayersleague.org

To Whom It May Concern,

We would like to take a moment and introduce and share the background and story of the OC Players League.

OC Players launched in January of 2024 with a mission to build a girl powered community that is focused on building the next generation of women leaders. Leading up to OC Player's launch, our founder Nirav Shah did not see any youth basketball programs that were tailored/constructed specifically for what it means to be a girl athlete. While there were some programs, there was not one that allowed both beginner and advanced players to participate in a community that is focused on building not only basketball skills, but also key values that will help them succeed off the court.

Over the past 18 months, OC Players has grown beyond expectations. Currently, there are 130 players who consistently participate in our recreation leagues and in addition we have six club level teams that compete in tournaments against top teams in Southern California. Lastly, we hold skills training Monday and Fridays for both rec league and club players.

Our recreation league is for players of all skill levels from 3rd grade to 9th grade. The recreation league is focused on fun and community as every season we fill it with many community events. Some of our past community events include; women leadership series where current women leaders speak with our players, opportunity to play on the LA Sparks (WNBA team) court, season ending celebrations with skills challenges, Mom's games where parents get to participate, and award ceremonies highlighting some of our top citizens in the league. We host three rec league seasons (Fall, Winter, and Spring) a year and teams practice once a week and play 7 to 9 games each season. Our coaches are vetted and trained parent volunteers who commit their time and passion to these players. Our rec league is focused on three key principles;

compete fiercely, love and respect your opponent and the game, and build bonds and friendships that will last a lifetime.

Our club teams are made up of 8 to 9 players and a professional paid coach. Our coaches are high school or college coaches and bring tons of experience and energy to our teams. Our club teams practice 2 times a week as a team and compete against the very best teams in Southern California on weekends. We try our best to also fill out our club programs with unique events all focused on building friendships and developing these young players to become not only great basketball players but strong powered girls who will succeed in the classroom and hopefully down the road in the boardroom.

The majority of all our players in both our rec league and clubs reside in Irvine (over 85%). OC Players is a 501(c)(3) nonprofit organization, and all fees, donations, and funds are given back to support our players and community. We look forward to supporting our Irvine players and families in the months and years to come and being a part of the Irvine Sports Committee will go a long way to delivering on our mission to develop women leaders who strive for excellence on the court and beyond.

Nirav Shah
President/CEO
OC Players League

ITEM 5
**MORATORIUM ON NEW SPORTS
ORGANIZATIONS**

(There is no report associated with this item.)

IRVINE SPORTS ADVISORY COMMITTEE

Memo

To: Cory Hilderbrand, Community & ^{Initial}ary Services Manager

Via: Steven Stewart, Superintendent ^{Initial} SS

From: Cary Lambeth, So Cal Elite Sports, ISAC Member ^{Initial} C L

Date: September 22, 2025

Re: **Moratorium on new Sports organizations**

I would like to request that we discuss placing a moratorium on new sports organizations within the City at the next Irvine Sports Advisory Committee meeting to be held on October 8, 2025.

Thank you.