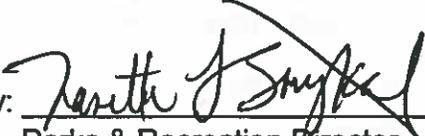


**Field Allocation Policy**  
**(In effect for the Spring/Summer 2019 Cycle)**

Approved By:   
Parks & Recreation Director

Date: 8/24/18

**BACKGROUND**

The Parks and Recreation Department (Department) schedules the use of, and issues permits for, sports fields owned and operated by the Town of Sahuarita. There is a high demand for a limited number of sports fields and this demand is anticipated to continue. The Department is not able to fulfill 100% of every organization's desired locations and amount of requested field time, therefore, it is necessary to use a distribution method that (1) establishes a priority among organizations, and (2) shares the field inventory among users.

**AUTHORITY**

The Parks and Recreation Director (Director) is authorized to establish rules and regulations for park property and activities. (Town Code 12.10.010)

**PURPOSE**

The purpose of the Field Allocation Policy is to establish the parameters and requirements for the distribution of sports fields to organizations which request recurring field reservations in order to deliver their sports programs. Through the allocation program, blocks of reserved time are provided to a participating organization. The organization receiving field allocation allotments is responsible for the additional distribution of field use locations and times to their affiliated leagues, divisions, coaches and managers.

**DEFINITIONS**

**Allocation:** the distribution and assignment of sports fields for practices, games, and other eligible activities that is not based on a "first-come, first-served" process. Instead, a thorough review of all requests and requesting organizations is conducted in order to reach decisions on the quantity and location of sports field time that will be allotted to each participating organization.

**Field Adjustment:** a request from an organization to change the allocated field use identified in the executed allocation notice. Each specific change (location, field, date or time) is counted as one adjustment.

**Non-Resident:** a person who lives outside the boundaries of the Town of Sahuarita.

**Non-Profit Organization:** an organization with a tax exemption from the Internal Revenue Service under Section 501(c) or which is recognized as a non-profit by the State of Arizona or another state, and which conducts business for the benefit of the general public without shareholders and without a profit motive.

**Recognized Sports Organization (RSO):** a sports organization that has been pre-approved by the Department for participation in the field allocation program by submitting a RSO application and all required materials for review and which meets and maintains other standards identified in this policy.

**Resident:** a person who lives within the boundaries of the Town of Sahuarita.

**Season:** a time frame established by the Department wherein a sport and sports league traditionally occurs, including try-outs, practices, games and end of season league playoffs and championships.

**Sports Fields:** areas designed and constructed for the purpose of playing organized athletic games including, but not limited to, baseball, softball, football and soccer.

## **POLICY & PROCEDURES**

### **A. Recognized Sports Organization**

Organizations are encouraged to apply for Recognized Sports Organization (RSO) status in advance of the seasonal allocation timeline. An organization must have been approved by the Department as a RSO prior to the allocation request deadline in order to participate.

The following criteria and application materials are required to establish eligibility as a RSO:

1. Proof of status as a Non-Profit Organization – provide documentation from the Internal Revenue Service showing tax exemption under Section 501(c) or other applicable provision.
2. The organization must be in good standing with the Secretary of State in Arizona or the organization's state of origin.
3. Articles of Incorporation indicating that the mission of the organization is non-commercial in nature – provide copy.
4. Bylaws establishing service/program objectives, membership, board of directors, election of officers, and procedures related to the service/program – provide most recent copy.
5. A statement that explains how the organization benefits Residents and addresses the existence or non-existence of similar services/program in the Town of Sahuarita.
6. Governance by a board of directors – provide list with name, title, phone number and email address for each
7. All coaches must be required to complete a criminal background check. If the Department requests verification of background checks from the organization, documentation shall be provided by the organization to the Department.

Missing or incomplete materials will cause a delay in processing the RSO application; the Department will not proceed with the review until all materials are provided.

### **B. Group Categories & Priorities**

The following categories of user groups have been established and are listed in order of priority for sports field use:

- Category 1: Town of Sahuarita operated leagues and programs
- Category 2: Sahuarita Unified School District #30 (SUSD) youth sports activities
- Category 3: Recognized Sports Organization serving Sahuarita youth
- Category 4: Recognized Sports Organization serving Sahuarita adults
- Category 5: Recognized Sports Organization serving youth or adults on a regional basis (to include Sahuarita, Green Valley, surrounding areas, and Tucson)

- Category 4: Recognized Sports Organization serving Sahuarita adults
- Category 5: Recognized Sports Organization serving youth or adults on a regional basis (to include Sahuarita, Green Valley, surrounding areas, and Tucson)
- Category 6: All others (non-recognized sports organizations)

**C. Traditional Sports Seasons**

Priority field assignment will be given to certain sports according to the following recognized seasons:

Fall/Winter	August-December	Football, Soccer
Spring/Summer	January-July	Baseball, Softball

**D. Allocation Timeline**

Sports fields will be allocated to RSOs twice per year in accordance with the following general timeline:

Season	Request Form Available	Request Deadline	Notice of Tentative Allocation	Appeal Deadline	Notice of Final Allocation
Fall/Winter (August – December)	May 1	May 31	June 15	June 30	July 10
Spring/Summer (January-July)	October 1	October 31	November 15	November 30	December 10

Non-recognized sports organizations will be able to rent sports fields for the upcoming season on a first-come, first-served basis after the notice of final allocation date.

**E. Sports Field Blackout Dates**

Certain sports fields are generally unavailable for allocation and use as follows:

Park/Field	Program/Event	Days - Time
Anamax/All fields	Fiesta Sahuarita	Last week of March – 24/7
Anza Trail/Field 1	Adult Softball League	August-December - Monday-Thursday 6-10pm
Anza Trail/Field 1	Adult Softball League	June-July - Monday-Thursday - 6-10pm
Anamax/Fields 4 & 5	Adult Soccer League	February-May – Wednesday - 6-10pm

**F. Allocation Request Process**

The allocation request is a prerequisite to the issuance of field permits to a Recognized Sports Organization (RSO). Submittal of a request does not constitute approval.

1. Department staff announce the availability of Field Allocation request forms for the upcoming season and distribute forms via email to RSOs and, for the transitional year for this updated policy, to sports organizations currently participating in the allocation process. Request forms are also available through Anamax Recreation Center and the Department’s website.
2. Organizations shall submit one Field Allocation Request form per season, per sport.
3. Organizations must submit the Field Allocation Request form by the established request deadline. Late submittals are subject to a waiting list.

4. Organizations must provide a player roster from the previous season in conjunction with the Field Allocation Request form. Player rosters must include the name, home address, city, and zip code for all participants.
5. Player rosters from a RSO with 90% or more Residents will be classified as Category 3 (youth) or Category 4 (adult). An RSO with less than 90% Residents or that is unable to provide player rosters from the previous season will be assigned to Category 5.
6. Organizations must indicate two official representatives who will serve as the primary and secondary points of contact with the Department. The representatives are responsible for submitting field requests, signing the notice of final allocation agreement, submitting field rental payments, and agreeing to adhere to all conditions of use on behalf of their organization.
7. Department staff review requests and prepare a tentative field allocation plan, based on Group Categories and Traditional Sports Seasons.
8. When establishing the tentative field allocation plan, staff will review the organization's record of compliance and cooperation within the allocation program, including timely payment, responsiveness to requests for information, compliance with rules and policies, and field condition after use. A field allocation request will not be considered unless all invoices for prior use or damages have been paid in full.
9. Staff notify each RSO of their tentative field allocations.
10. If there is disagreement by or between organizations on the tentative field allocations, staff will evaluate each organization using the Field Request Evaluation Matrix (Exhibit A). The organization with more points will be given priority and awarded a moderated preferred schedule. Moderation is based on a quantifiable need for fields, and will not be at the expense of another RSO receiving no fields. When the matrix is implemented to resolve disagreement, the involved organizations may need to provide additional documentation to the Department.
11. Staff will review appeals as needed.
12. Organizations must provide required insurance documentation.
13. Staff will schedule MANDATORY field allocation meetings with organization representatives. A notice of final allocation agreement is available for signature at the meeting, if organization has provided all required documents and payments.
14. Staff prepare and issue sports field permits per the executed notice of final allocation.
15. Organizations submit new season player rosters to the Department a minimum of three (3) weeks prior to the first scheduled practice. Organizations that do not submit rosters are subject to cancellation of practice times and revocation of permits.
16. Non-recognized sports organizations will be able to rent sports fields for the upcoming season on a first-come, first-served basis after the notice of final allocation date.

#### G. Insurance Requirements

The Town of Sahuarita is not responsible for accidents, injuries or loss/damage to property of individuals and groups using public sports fields and facilities. The permit holder is responsible for all actions, behavior and damages caused by his/her participants/guests/attendees. All applicants requesting allocation and use of sports fields are required to provide:

##### Certificate of Insurance (COI)

- i. \$1,000,000.00 per occurrence public liability and property damage insurance
- ii. Town of Sahuarita must be named as an additional insured with the following information:  
Town of Sahuarita  
375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

- iii. The policy must be primary and non-contributory
- iv. Provide an Endorsement
- v. The certificate and endorsement must be submitted a minimum of three (3) weeks prior to use to:

Sahuarita Parks and Recreation Department  
375 W. Sahuarita Center Way  
Sahuarita, Arizona 85629

#### H. Field Rental Payments

Sports field rental fees are established by the Town Council; refer to Code section 3.10.150.

Rates are based on Non-Peak Hours (7am – 6pm) and Peak Hours (6pm – 10pm). The sports field lights are not rented separately from the fields. Fields are rented by the hour or half hour.

Sports Field rental fees are due *in advance* of each month within the field allocation agreement.

1. The permit fees for the upcoming month must be paid by the 25<sup>th</sup> day of the month prior (example, payment for June field permits paid by May 25<sup>th</sup>)
2. Payments are accepted online or in person at Anamax Recreation Center.
3. Permit holders are required to pay the established rental fee for all reserved dates and times. Permit holders may request reservation adjustments per paragraph I. Refunds are not available for unused time.
4. Reserved dates that are not confirmed through the payment process as outlined above will be released and available for rent on a first-come, first-served basis.

#### I. Field Reservation Adjustments & Allocation Amendments

The sports field allocation notice, and the resulting sports field permit(s), outline the reservation - a specific organization at a specific park, a specific field, a specific date and a specific beginning and ending time.

The permit holder must notify Department staff in advance of each month within the agreed allocation use term to request changes to their allotment. This is necessary so that unneeded fields can be released for use by other groups and the public. Organizations should not request allocations in excess of a realistic use schedule.

1. All Field Reservation Adjustments for the upcoming month must be submitted by the 20<sup>th</sup> day of the month prior (changes for June use are submitted by May 20<sup>th</sup>).
2. All Field Adjustments must be submitted in writing via email and include the specific name of the park(s), field(s), date(s) and time(s).
3. Field reservations and adjustments will only be accommodated to the hour or half hour.
4. Staff will update the reservation permit and lighting schedule based on the email request.
5. Field Adjustments that are permanent changes to the agreement require the organization to sign an allocation notice amendment. Allocation notice amendments follow the same adjustment timeline as stated above.

#### J. Permit Cancellation

The Department reserves the right to close fields, suspend, or cancel reservations and field use permits when use could result in injury to players or cause damage to fields, including but not limited to, inclement weather, field overuse, unsafe field conditions.

Permit holders shall familiarize themselves and all of their affiliated coaches and managers with the playability criteria and penalties outlined in the Field Closure and Inclement Weather Policy (Exhibit B).

All reasonable attempt will be made by the Department to provide advance notice of the need to cancel a permit and to schedule an alternate location. In the event of an emergency, when short or no advance notice can be provided, permit holders must cooperate with the cancellation so as not to risk revocation of all permits and allocation privileges. The Department is not obligated to provide alternate fields if none are available.

#### K. Sports Field Rules and Regulations

The RSO designated primary and secondary points of contact, and the Board President, are responsible for enforcement of rules and regulations. They are also responsible for ensuring that their affiliated coaches and managers receive a copy of the permit, and understand that the permit must be on site and presentable during field use.

1. A field use permit does not authorize an organization to alter the fields.
2. Portable goals and markers are allowed but must be removed daily and must have received written approval as part of the permit process.
3. Holes may not be dug in the turf or infield.
4. Each organization and affiliates are responsible for picking up trash and debris and depositing it into the proper trash receptacles at the conclusion of practices and games. This includes the sports fields and adjoining areas such as bleachers.
5. Operation of motorized equipment or vehicles on the fields is prohibited.
6. During peak time, any league or team that decides to end early must call MUSCO and turn the sport lights off. Failure to extinguish sport lights after use may result in fines and penalties per Sahuarita Town Code 12.40.040. Please note that field rental refunds are not provided.

#### L. Permit Conditions of Use

1. Permit is not transferable. Subleasing of fields is not allowed under any circumstance and will result in permit revocation.
2. Permit is only valid for date and location identified on permit.
3. Any property damage occurring will be the responsibility of the permit holder.
4. Park hours as posted must be observed by permit holder. Practices and games are not to be held outside of park hours.
5. Permit holder and affiliates must retain possession of permit on park premises at all times while using park and shall show the permit to police or park officials upon request.
6. Permit holder and affiliates shall follow all Town of Sahuarita park rules whether posted or not, as listed in Title 12 of the Town code and as posted on signs at the park, and is responsible for the conduct of all group members.
7. Interfering with another permitted use may result in the revocation of any permit indefinitely pending an investigation.

**M. Sports Field Care & Preservation**

1. Rotate use of areas during practices and, where possible, stay off bare areas to limit erosion and further damage.
2. Replace turf divots at the end of each practice and game to help re-root grass.
3. Tarps and materials that may damage the grass shall not be placed on the turf.
4. Do not use fields during or after a heavy rain, or when fields are wet or muddy (see Inclement Weather Policy – Exhibit B).
5. Remove all equipment at the conclusion of each day.
6. Do not overcrowd or overschedule the fields.
7. Provide distance between fields for safe passage of spectators and participants.
8. Burning or painting lines, and similar modifications, are prohibited without prior written approval from the Department Director or designee.
9. Structures, storage units, and equipment may not be placed on sports fields or in parks without written approval by the Department Director. Organizations must submit all such requests in writing for the Department's review; submittal of a request does not constitute approval.
10. Report field emergencies (broken water line, gushing sprinkler head, etc.) to the Recreation Programs Administrator (520) 668-6641. When calling, fully identify name of caller, name of organization, location, and the specific nature of the emergency; provide a call back number.

**N. Tournaments, Concessions, Other Rentals**

The sports field allocation process and any resulting field use permit only reserves the field and then only for league practices and games. Tournaments, camps, ramada rentals, concessions, etc. must be requested through separate permit applications.

**O. Violations**

Violations of this policy may result in the cancellation of existing field allocations and allotment agreements, the revocation of existing permits, the refusal of future allocation requests, charges to reimburse the Town of Sahuarita for repairs related to violations, and other actions as warranted. The Department will provide written notice of the violation and the action it will take as a result of the violation.

**P. Appeals**

Organizations may appeal tentative field allocation notices or a notice of violation of this policy in writing within 10 business days of the decision or notice of violation, addressed to:

Sahuarita Parks and Recreation Department  
Attn: Recreation Programs Administrator  
375 W. Sahuarita Center Way  
Sahuarita, Arizona 85629

All appeal letters must include the basis of the appeal and will be reviewed by the Department Director who will make the final decision. All decisions will be made in the best interest of the community as a whole and as related to the policies and procedures of the Department, the Parks, Recreation Trails and Open Space Master Plan, and the Sahuarita Town Code.

Exhibit A – Field Request Evaluation Matrix

Exhibit B - Field Closure & Inclement Weather Policy