

CITY OF BELMONT  
PARKS & RECREATION DEPARTMENT  
ATHLETIC FIELD USE POLICY  
(Approved 03-02-05)

A. PURPOSE

The purpose of this document is to establish policies and procedures that govern the allocation and permitted use of City of Belmont athletic fields, with the overall goal of fair and equitable distribution among all eligible users. The policy will outline who is eligible to receive permitted use of City of Belmont athletic fields and identifies the process used to allocate and schedule the use of athletic fields.

B. POLICY REVIEW

The City of Belmont Parks & Recreation Department will periodically review this policy, and may make changes to the policy. In addition, all City of Belmont athletic field user organizations are encouraged to identify items of concern regarding the Athletic Field Use Policy, and provide the Belmont Parks & Recreation Department staff with a written summary of those concerns for consideration during the periodic review process.

C. SPORTSMANSHIP

The City of Belmont Parks & Recreation Department requires all sports organizations that utilize City athletic fields to adopt a “Code of Conduct” policy, which will be kept on file with the Parks & Recreation Department, to promote good sportsmanship and appropriate behavior throughout their respective organizations. The policy should apply to all coaches, officials, participants, and spectators. Any violations must be dealt with swiftly and consequences must be enforced.

D. PRIORITY OF USE

GROUP I:

Belmont Parks & Recreation Department programs

City non-profit youth sports organizations (in season)

- Spring/Summer (baseball, softball)
- Fall/Winter (soccer)

Belmont Redwood Shores School District programs (on school sites)

GROUP II:

City non-profit youth sports organizations (out of season)

- Spring/Summer (Soccer)
- Fall/Winter (baseball, softball)

City public high school sports

City public elementary school sports (on City park sites)

GROUP III:

New City non-profit youth sports organizations (in season)

City non-profit adult sports (not affiliated with Belmont Parks & Recreation Department programs)

GROUP IV:

City private school sports

City for-profit sports

Regional non-profit youth sports organizations

GROUP V:

Corporate/Private organizations

Private individuals

Private Sports Camps & Clinics

Community College sports

E. CRITERIA

Residency (City of Belmont/Redwood Shores boundaries)

All youth sports organizations:

- Recreational Programs - 85% MINIMUM
- Competitive/Select Programs
  - 75% (\*\*U10 and under)
  - 55% (\*\*U11 and U12)
  - 40% (\*\*U13 and U14)
  - 30% (\*\*U15 and up)

**\*\*Must have originated as a City of Belmont resident team with 75% residency at the initial time of request for field space to qualify. Team rosters must be submitted to the City of Belmont Parks & Recreation Department upon request.**

Proof of non-profit status (Tax I.D #, Board of Directors, etc...)

Proof of insurance, (\$1,000,000 coverage, City of Belmont named)

Open tryouts for all eligible residents (City of Belmont/Redwood Shores boundaries)

F. FIELD SCHEDULING PROCESS

Bi-annual field scheduling meetings are held to allocate athletic field use in accordance with the Athletic Field Use Policy for City of Belmont Parks & Recreation Department programs, City youth sports organizations, sports camps, tournaments and clinics, and City school sports programs. The meetings are held on a seasonal basis with spring/summer field allocations determined at the January/February meetings, while the fall/winter field allocations are determined at the June/July meetings. Typically, the initial meeting is used to collect information from each seasonal user group, followed by a final meeting to confirm field use allocations. It is the responsibility of the requesting organization to assign a league representative or designee to attend the field scheduling meetings. Failure to do so may result in a loss or the organization's field use allocation.

G. PERMITS

Athletic field use permits should be carried by the permittee at all times, during scheduled use of the athletic fields and must be presented upon request. These permits are non-transferable and may not be passed on to other user groups. All field users must adhere to their designated activity, times, locations and dates of assigned use. Authorized permits will only be distributed after the athletic field scheduling meetings, and all required documentation has been submitted (ie..proof of insurance). Any organized sports activity must have an authorized permit for use of City athletic facilities.

H. REQUESTS BY NEW ORGANIZATIONS

A new youth sports organization must submit written request to participate in the field schedule process at least 9 months prior to the athletic field scheduling meetings. It must meet all other criteria as indicated above for consideration. If the new youth sports organization is in direct competition (age, sport, or gender) with an existing youth sports program, it will only receive field space if available. If the new youth sports organization offers either a new sports opportunity, or an age group not being offered by an existing program, it may receive consideration before a new youth sports organization that is in direct competition with an existing sports program.

I. MAINTENANCE

In lieu of user fees, all youth sports organizations that use City athletic facilities are required to adopt an organizational maintenance program, which must be submitted to the Belmont Parks & Recreation Department prior to the start of their season. This should also include any in-kind services provided by the organization to maintain the quality or appearance of City athletic facilities. All areas of City athletic facilities should be considered including: dugouts, scorebooths, backstops, soccer goals and nets, batting cages, turf areas, infields, concession stands, and parking areas. A written summary of services rendered during the season, must be submitted to the Belmont Parks & Recreation Department within 60 days of the completion of scheduled use.

J. FIELD CLOSURE FOR MAINTENANCE

To maintain the quality of City athletic facilities and to allow for appropriate rest and repair of turf areas, mandatory field closure periods will be identified by Park Maintenance staff, either by site or athletic field. The closed site or athletic field, will be identified by posted signs and/or fencing.

Consequences for not adhering to the field closure periods will result in the following:

- 1<sup>ST</sup> Offense – Written warning to the league representative
- 2<sup>ND</sup> Offense – Suspension of field use by the offender
- 3<sup>RD</sup> Offense – Hearing before the Parks & Recreation Commission with a potential loss of the field use permit for the organization

K. INCLEMENT WEATHER POLICY

Athletic fields may be closed due to inclement weather or saturated conditions. Organizations must call the inclement weather hotline number 650-592-7557 for updates. The hotline should be updated by 1:00pm on the day in question. For all \*weekend activity, it is the responsibility of the league representative to determine the safety and playability of their respective sites.

\*weekend activity (Friday, Saturday & Sunday)

Consequences for not adhering to the Inclement Weather Policy will result in the following consequences:

- 1<sup>ST</sup> Offense – Written warning to the league representative
- 2<sup>ND</sup> Offense – Suspension of field use by the offender
- 3<sup>RD</sup> Offense – Hearing before the Parks & Recreation Commission with a potential loss of the field use permit for the organization

L. SPORTS CAMPS, TOURNAMENTS & CLINICS

All sports camps, tournaments and clinics that are conducted at City of Belmont athletic facilities must be authorized by the Belmont Parks & Recreation Department. The requesting organization or instructor(s) must enter into a contractual use agreement with the Belmont Parks & Recreation Department for the authorized use of any athletic facility. The agreed upon contract must be completed prior to any advertising or publication of dates and location, as the requested facilities may or may not be available. Conditional use fees will be based on a percentage of registration or flat rate, as determined by the Belmont Parks & Recreation Department.

I: Athletic Field Use Policy

