

City of Manhattan Beach
Parks & Recreation Department

Field Allocation & Use Policy

Modified May 8, 2018

Table of Contents

PURPOSE	2
PHILOSOPHY	2
CODE OF CONDUCT	2
DEFINITIONS	3
GENERAL REQUIREMENTS	4
SEASONS	5
FIELD ALLOCATION REQUESTS.....	5
FIELD ALLOCATION PRIORITY	6
FIELD ALLOCATION PROCEDURE.....	7
NOTICE OF NON-USE OF FIELDS.....	9
NOTICE OF EXCHANGE OF FIELDS	9
FEES	10
FIELD MAINTENANCE AND MODIFICATIONS	10
ATHLETIC FIELD LINING/MARKINGS	11
RULES & REGULATIONS	11
TRAFFIC & PARKING.....	12
STORAGE.....	12
CONCESSIONS.....	13
REGISTRATION & PROMOTIONAL BANNERS	13
SPONSOR BANNERS	14
VIOLATIONS.....	14
APPEAL PROCESS.....	15
APPENDIX.....	16-19
RESOLUTION 6167	16
IMPORTANT DATES	17
FIELD RESERVATION APPLICATION	18
FIELD ALLOCATION REQUEST FORM.....	19

1. INTRODUCTION & PURPOSE: It is the intent of the City of Manhattan Beach Parks & Recreation Department to allocate field use to qualified athletic teams and organizations on the basis of fairness and impartiality. This document sets forth the policy for the City to prioritize and allocate available fields under its ownership and/or control, in concurrence with the seasonal and usage priorities.

It is necessary to formulate this policy for the following reasons:

1. The demand for field usage exceeds the City's ability to permit unlimited and/or unscheduled use by all participants
2. User groups need a procedure to secure field space for the planning of games, practices, and/or events
3. To ensure City residents have priority and access to City facilities
4. To ensure the efficient utilization of fields
5. Allocating field space to field user groups assists the City in the fulfillment of the Parks & Recreation Department's mission to plan, coordinate and direct community recreational activities
6. Maintenance and renovation must be scheduled and implemented to maintain the community's high standards of aesthetics, playability and safety, and sustain the playability of the City's facilities.

2. PHILOSOPHY: The City of Manhattan Beach promotes the use of facilities to all residents and recognizes the importance of partnering with local sport organizations to provide athletic opportunities that teach children values and assist in the development of skills in a safe, positive and fun environment. All local Youth Sport Organizations are welcome to submit an application to be included in the Field Allocation process. As a participating organization, it is important for each group to maintain cooperation, and communicate with each other and City staff in a timely and respectful manner and practice good sportsmanship during athletic events.

3. CODE OF CONDUCT: In the spirit of providing a positive sports experience, City Council adopted Resolution No. 6167 "Our Promise to Kids" (Appendix A). Administrators, coaches, officials, parents and players of each organization will be held accountable for their behavior to create a positive, supportive sports experience. The following guidelines are designed to provide safe and enjoyable environment for all participants:

- Be respectful to all field users and City staff
- Provide positive, supportive comments and encouragement only
- Refrain from the use of alcohol or tobacco
- Refrain from swearing or yelling in anger
- Take direction from City staff, including Park Patrol and Park Maintenance Staff
- Refrain from damaging City equipment, supplies, fields and facilities

Failure to follow these rules may result in denial of facility use privileges for participating programs or individuals.

4. DEFINITIONS This section defines the terms used throughout this Policy.

- a. City: The City of Manhattan Beach and/or the City Parks & Recreation Department when appropriate.
- b. Director: The City of Manhattan Beach Parks & Recreation Director or his/her designee.
- c. Resident: Participants residing in Manhattan Beach as per the Utility Bill or Renters Agreement.
- d. Organizations: Those Organizations who have provided a completed Field Use Application and have been approved to be included in the Field Allocation Process.
- e. Participant: Those players who are fully registered with an Organization. Non-players such as coaches, officials, and staff shall not be considered Participants.
- f. Open Registration: Open enrollment accepting all Manhattan Beach participants on a first-come, first-registered basis regardless of skill level.
- g. Minimum Play Time: A “minimum play rule” for participants with each player given such minimum playing time regardless of skill level. Organization’s application of the “minimum play rule” is subject to annual review and approval by the City, such approval to be determined at the discretion of the Director.
- h. Volunteer Based: Organization is volunteer-organized and administered (with the exception of referees and umpires). Paid trainers may be employed for clinics that are open to the entire Organization membership. Trainers may not be used by individual players or teams.
- i. Draft: Where teams are formed through an individual selection process from the organization’s roster to ensure equitable teams for all divisions consisting of children seven years and older.
- j. Non-Profit: A Non-profit Organization is a charitable organization under Internal Revenue Code Section 501(c)(3), with a State of California Tax Identification Number and proof of tax exemption.
- k. City Field Standards: Reseeded and closed for a minimum of 8 weeks annually, mowed minimum 1x per week, watered daily, infield groomed minimum 3x per week.
- l. Youth: Participants under the age of 18.

5. USER GROUP GENERAL REQUIREMENTS

- a. Organization shall provide City with proof of current Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence, naming the City as additional insured (Appendix E).
- b. Organization shall rank sports seasons priority on an annual basis and submit rankings to City by January 31.
- c. Organization shall submit City Field Application & Allocation Request Form (Appendix C & D) and all supplemental information outlined in the application process on a quarterly basis
- d. Organization shall only provide services not offered by City programs. All camps, clinics, and tournaments shall be subject to approval by the Director.
- e. Each organization must have two designated organization contacts for the City. All communications between the City and the organization shall go through these two contacts. Organizations shall designate which single representative shall represent them on City facility usage requests for all teams and which single representative shall represent them regarding other City communications. One of these representatives must be the organization's President or Regional Commissioner.
- f. Organization shall immediately inform City staff of changes in liaison or main contact person's name, email address and telephone number.
- g. Organization shall obtain City's prior written permission for any change in the published schedule of seasonal field allocations, including decreases in use, and shall report said schedule changes to Director.
- h. Organization shall provide its own publicity, registration and coaches training consistent with Resolution No. 6167 "Our Promise to Kids". Any deviation requires the City's prior written approval.
- i. Organization shall screen all personnel and volunteers for prior criminal records and provide proof of screening to City.
- j. Organization shall provide at least one responsible adult at every activity scheduled at City facilities.
- k. Organization shall clean area following games or practices of all litter, debris etc.

- l. Organization shall apply to Parks & Recreation Commission for approval to make any additions or changes to fields or amenities.
 - m. Organization shall pay all associated fees within 30 days of billing.
 - n. Failure to follow these rules may result in denial of facility use privileges for participating programs or individuals.
6. **SEASONS:** For the purpose of this policy, seasons shall have scheduled priority and must be indicated in writing by each Organization. Organizations are not required to schedule use throughout the entire season.
- Fall shall begin the last Monday in August
 - Winter shall begin the third Monday in December
 - Spring shall begin the last Monday in February
 - Summer shall begin the third Monday in June

**Seasons subject to slight change based on Leap Years*

7. **FIELD ALLOCATION REQUESTS** Each Organization shall submit a Field Allocation Request Form (Appendix D) and participant roster by the dates assigned in Appendix A. Organizations missing these deadlines will be allocated any remaining fields on an “as available” basis only.

The City keeps all personal information confidential and will not publish or distribute it in any manner. General (non-personal) information is subject to disclosure under the Public Records Act. Applications will be considered incomplete and will not be reviewed if the required documents are not up to date and/or the following information is not submitted:

- A. Field Allocation Request Form, including:
 - Start and end dates and times for each field requested
 - Whether field is for practice or game
 - Ranking of preference of requested field
- B. An official Participant roster or league enrollment data (digital format if possible) from the previous season, or from the initial season if being submitted by a new Organization. Organizations agree to allow the City to verify the accuracy of data submitted. Data shall include each participant’s:
 - First and last name
 - Home address
 - Gender
 - Age Division
- C. Organizations are limited to three (3) clinics and camps per year during downtime only (totaling 15 calendar days); camps and clinics shall be available to participants of the Organization only. Camps and clinics must be pre-approved, in writing, by Director

and shall pay 30% of total gross receipts to the City within 30 business days upon completion of the program. Failure to do so may result in a loss of field space for the following season.

D. Tournaments shall be limited to three (3) per year, per organization. Request for a tournament shall be submitted to the City at least six months prior to the tournament date(s) and shall only be approved if City facilities are available. Tournaments must be pre-approved, in writing, by Director and shall pay 30% of total gross receipts to the City within 30 business days upon completion of the program. Failure to do so may result in a loss of field space for the following season.

8. FIELD ALLOCATION PRIORITY: Field allocations will be reviewed and fields will be drafted quarterly during Field Allocation Meetings.

A. Fields are assigned in the following priority:

1. Maintenance of fields and facilities by City.
2. Seasonality of sports as determined by each Organization's priority.
3. Fields/facilities for organized game use.
4. Fields/facilities for practices.

B. Field priority will first be granted to City sponsored or co-sponsored organizations, events or activities, and Manhattan Beach Unified School District events or activities.

C. Field priority will be granted based on primary seasons as defined by each organization.

D. Priority within each classification will be based on the highest number of City of Manhattan Beach residents.

E. Residents will be based on official rosters submitted by each organization. Residency is determined by the address listed on the utility bill of participant, parent or guardian.

F. User classifications and priorities are as follows:

Class A: Approved youth Non-Profit organizations in which at least 60% of their participants are residents, holds Open Registration, employs Minimum Play Rule, 100% Volunteer Based, 100% Draft for participants seven years and older, and plays at least 50% of games within Organization.

Class B: Approved youth organizations in which at least 60% of their participants are residents and meet all, but one of the following criteria: Open Registration, employs Minimum Play Rule, 100% Volunteer Based, 100% Draft for all participants seven

years and older, Non-Profit and plays teams at least 50% of games within Organization.

Class C: Approved youth organizations in which at least 60% of their participants are residents and meet all, but two of the following criteria: Open Registration, employs Minimum Play Rule, 100% Volunteer Based, 100% Draft for all participants seven years and older, and at least 50% of games within Organization.

Class D: Approved youth organizations in which at least 60% of their participants are residents. Players are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including independent travel teams).

Class E: Approved youth organizations with less than 60% of their participants are residents.

Class F: Individual residents, businesses and adult sport organizations.

Class G: Commercial businesses and all other organizations that do not qualify for Classes A through F above.

G. All Stars – 50% or fewer of the Organization’s All Star games may be played on City fields.

H. Organizations anticipating a split to form a new organization, or individuals planning to organize a new sports program must submit a request at least one year prior to the estimated starting date of the new or expanded league. The Parks & Recreation Department shall approve new organizations that meet the requirement stated in Section 5. The Parks & Recreation Department reserves the right to deny the use of any City facility to any organization or group if the City determines that a new or expanded program shall negatively impact the allocation of any City facility. The City cannot guarantee the use of any City facility. New organizations must submit an application for field use up to 90 days in advance, but no later than ten business days prior to the requested reservation. A permit shall be granted after the nearest season’s Field Allocation Meeting. Upon completion of the Field Allocation meeting, the Director or his/her designee shall contact the Organization to reserve field space based on field availability.

9. FIELD ALLOCATION PROCEDURE Youth Sport Organizations classified as Class A, Class B, Class C, and Class D will be included in the Field Allocation Process.

A. Pro-Rata Field Allocation: Field allocation is based on the total number of resident participants per Organization, divided by 12, which, for the purposes of the allocations equals the number of teams for each organization, rounding up to the

next highest whole number. The target allocation for each Organization is 1.5 practice hours and 1 hour per game per team per week based on residents.

Example:

Organization Red: Class A

Primary season: Fall

350 participants; 250 are residents; $250/12 = 21$ teams (rounded up). Target weekly allocation = 31.5 practice hours; 21 game hours.

Organization Green: Class A

Primary season: Spring

300 participants; 280 are residents; $280/12 = 24$ teams (rounded up)

Target weekly allocation = 36 practice hours; 24 game hours

Organization Blue: Class D

Primary season: Fall

200 participants; 150 are residents; $150/12 = 13$ teams (rounded up)

Target weekly allocation = 19.5 practice hours; 13 game hours.

- B. Staff will allocate 20% of each Organizations total number of dedicated hours per the Pro-Rata Formula for a total of five rounds. Practice and game hours will be rounded up to the next half hour (ie. $12/5 = 2.5$ hours). Priority will be granted to Organizations who have identified the season as their highest priority season, then by the highest Classification.
- C. When allocating field time, staff will take into consideration preferences expressed in field allocation request forms, the practical need for schedule blocks (i.e., multiple hour blocks at a single field), participant age groups, and equitable allocation of highly-desirable fields. Staff will keep a record of round-by-round allocations in order to provide Organizations with transparency regarding the allocation process.
- D. Any excess field space upon completion of the fifth round will be negotiated during the Field Allocation Meeting with priority to the defined season. Staff expect optimum cooperation between all user groups.

Example: Based on the Fall Season and the Example in Section 9 A, each Round will consist of the following:

Organization Red will be allocated 6.5 practice hours & 4.5 game hours. Organization Blue will be allocated 4 practice hours & 3 game hours. Organization Green will be allocated 7.5 practice hours & 5 game hours per week.

- E. Organizations with dedicated field time per separate agreements/MOUs with the City shall have such time deducted from their overall targeted field allocation prior to staff allocating fields per season. For example, if Organization Red has 5 practice hours and 2 game hours per week dedicated for use per a field agreement, Organization Red will be allocated 5.5 [(31.5 – 5)/5 Rounds] practice hours and 4 [(31.5 – 2)/5 Rounds game hours] game hours per week.

10. NOTICE OF NON-USE OF FIELDS It is City policy that user Organizations turn in unused fields for reallocation. An Organization that has been allocated field space and does not intend to use it on a regular basis shall notify the City so that the field may be re-allocated to groups based on their priority rankings or otherwise used. Failure to do so may result in forfeiture of fields for the remainder of the season.

- A. Notice of non-use shall be received by March 15 for Spring, July 15 for Summer, September 15 for Fall, and January 15 for Winter so the field may be reallocated.
- B. Organizations shall submit practice and game schedules to City by March 15 for Spring, July 15 for Summer, September 15 for Fall, and January 15 for Winter
- C. All fields hours that are turned back in to the City for reasons of non-use will be allocated to the remaining qualified Organizations based on priority rankings and pro-rata formula.
- D. Notice of Field Allocation Assignments. Within one week following reallocation of fields, City shall post the schedule of Field Allocation Assignments on the City's website.
- E. Unless written notice is received and approved by the Director or his/her designee by the deadlines stated in Section 10A above, an Organization will be billed for all allocations, lights and porta potties. Field use fees will not be retroactively adjusted. For the sake of clarity, an Organization is not obligated to reserve and pay for a specific field for an entire season (eg. 16 weeks for fall season). However, the Organization is obligated to pay for the field for all hours that were reserved and not relinquished prior to the deadlines stated in Section 10A above. The Organization will not be charged if a field is closed by the City due to weather conditions, safety, playability, repairs, or other reasons.
- F. Exceptions to this policy will be made on a case-by-case basis, only with prior written notification to City staff regarding special circumstances.

11. NOTICE OF EXCHANGE OF FIELDS An Organization shall not give or exchange its field allocation or any part thereof, with another Organization without prior written approval of the City. Any such modification request shall be filed with the City and verified in writing by all parties wishing to receive/exchange the field allocation. This allows for accurate billing of use and an accurate record of exchange for tracking purposes. Organizations who switch times/fields without going through the proper process may lose their entire allocation as a result. "Subletting" is strictly prohibited. If space becomes available, an organization may claim the time and will be billed for that usage. The Organization may transfer assigned usage of a different allocation at no additional costs.

12. FIELD USE FEES Field use fees, porta-pottie fees, and field light fees are assessed to defray the direct costs of lighting, maintenance, and securing the fields. Light fees are reviewed and developed within the City Cost Recovery User Fees assessment conducted every five years (Resolution 15-0014). Fees are determined based on each Organizations Category. Organizations are required to provide payment upon approved reservation. Approved Youth Sport Organizations will be invoiced monthly.

- A. Category 1. Fees for Approved Resident Youth Sport Organizations, Class A through D per Section 5 will receive weighted discounts from the Standard Use Rate/Commercial Rate based on the following criteria:
 - a. Approved Youth Sport Non-Profit Organization
 - b. Manhattan Beach Residency
 - c. Open Registration
 - d. Minimum Play Rule
 - e. Equitable Teams
 - f. Volunteer-based
 - g. Plays at least 50% of games within Organization
- B. Category 2. Residents (ex. New Approved Youth Sport Organization, Adult Sport Organizations with 60% residents, Individual Team reservations, birthday parties)
- C. Category 3. Non-Residents (ex. Adult Sport Organizations with less than 60% residents)
- D. Category 4. Commercial Use (ex. Tournaments, Camps, Clinics, For Profit Adult Sport Leagues)

13. FIELD MAINTENANCE AND MODIFICATIONS

- A. The City will maintain parks, facilities, and fields for public use according to the City's standard and will install any required permanent equipment such as pitching rubbers, base anchors.
- B. User groups/Organizations maintenance responsibilities shall include:
 - a. Light field preparation, setting of temporary bases or goals, lining fields and similar maintenance.
 - b. Ensuring that the facility is free of trash or debris caused by its usage, including checking restrooms and parking areas.
- C. Organizations shall pay for any desired or additional maintenance such as field preparation, lining of the fields, setting of bases and goals or a higher standard of maintenance than the City's standard.
- D. Bases shall not be removed nor shall base plugs be used without prior written City approval. Projects above and beyond the City's ongoing maintenance program. Examples of typical projects include sodding, over-seeding, deep-tine aeration, supplemental amendment and fertilizer applications, fencing, and infield renovations. The City will partner with Organizations to determine projects.

- E. Organizations shall meet with Parks & Recreation staff at least once annually to discuss any repairs, improvements or renovations of those fields used during their seasons. No work may be initiated unless approved in writing by the City. No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City and dedicated for community use.
- F. Organizations are responsible for any damage or repairs needed due to supplemental implementation of repairs, improvements or renovations. Organizations are responsible for insurance, worker's compensation, and any contracts required by the City for work being performed on City property. Any failure to complete the repairs, improvements or renovations properly that results in costs to the City shall be reimbursed to the City by the Organization.
- G. Motorized vehicles are not permitted on City facilities for the preparation of athletic fields or other activities without prior written City approval.
- H. User groups shall immediately report any and all damage or acts of vandalism to the City.
- I. In the event of inclement weather, staff will inspect facilities and make a determination of facility status (open or closed). A field use hotline (310-802-5454) is available 24 hours a day and will be updated by 2pm on weekdays and 8am and 11am on weekends. Organizations may opt in to receive email notifications through the City website.

14. ATHLETIC FIELD LINING/MARKING

- A. Lining of City fields with chalk or paint is not permitted without prior written permission by the City.
- B. Burning lines on any City park and/or field is not permitted without prior written permission by the City.
- C. Any Organization failing to comply with these guidelines is subject to the following:
 - Payment for all damages occurring to the field, and
 - Termination of any/all field use permit(s) for one year

15. RULES AND REGULATIONS OF FIELD USE

- A. Organizations shall designate an adult 18 or older, to be present during any and all practice and/or game time(s) at each City field/facility used.

- B. Games and practices may begin no earlier than 3pm on weekdays, and games no earlier than 8:30am (arrival and warm-ups no earlier than 8am) on weekends. No games and/or practices may be scheduled on City holidays without prior approval from the Director.
- C. Organizations shall end games and practice according to their permitted use and shall vacate area immediately to allow the following group to begin use as scheduled.
- D. Games and practices may end no later than 8pm, unless approved in advance by the Director.
- E. Use of portable lights is prohibited.
- F. Use of metal cleats is prohibited.
- G. Alcoholic beverages and smoking are prohibited.
- H. At the conclusion of games, practices, and activities, Organizations shall leave the park/facility quickly, quietly and clean, and clear of debris. Failure to do so will result in assessment of a maintenance cleaning fee.

16. TRAFFIC AND PARKING Organizations shall give priority to traffic safety and the reduction of parking issues such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks. Organization shall educate participants and guests about neighborhood parking restrictions and encourage safe and responsible driving.

17. STORAGE Storage units may be placed on City facilities with City's prior written permission only and are the sole responsibility of the Organization placing the storage unit. Storage units shall be secured and maintained in good and clean condition at all times and any vandalism or breakage shall be repaired immediately.

- A. The City assumes no liability or responsibility for any equipment or storage units or the contents thereof.
- B. The Organization placing the storage unit shall provide keys to City staff for all storage units, locked closets and fenced areas.
- C. No equipment may be left out on fields or outside bins unless approved in advance by the City.
- D. Organizations shall provide City with an inventory of all items stored in said containers. Storage of flammable and/or toxic substances is strictly prohibited.
- E. Any Organization failing to comply with these guidelines is subject to the following:
 - Payment for all damages occurring to the facility
 - Termination of any /all field use permit(s) for one year

18. CONCESSIONS Any flammable or toxic substances are strictly prohibited in any enclosed or indoor areas. Fuels, paints, cleaning supplies and other chemicals or regulated substances shall be stored appropriately. The user group must abide by all Fire code and Building code regulations and be available for inspections by City staff. Organizations are responsible for maintaining a clean and safe environment at all times. This includes proper storage of all food and the prevention of any insect or rodent infestation.

- A. Organizations must abide by all health and safety standards and regulations and be available for inspections by the Health Department and/or City staff.
- B. The City, accompanied by the scheduled user group, will conduct an inspection of the facilities prior to usage.
- C. Unless otherwise permitted and organization has received prior written permission, the exchange of money is to take place at the designated park concession stand only.
- D. Organizations shall be responsible for cleaning of the concession stand (sweeping, trash removal, wiping counters) throughout the duration of their permit.
- E. User group's future concession stand permits will be forfeited if stored material, with the exception of City owned capital equipment, is not removed within fourteen (14) days of completion of the season or activity. The facilities must be free of any perishable items. All permitted user group equipment disconnected from electrical outlets and tanks containing helium or propane must be properly secured. All permitted user group equipment not removed from the facility at the end of the season will be removed by the City at the expense of the Organization.
- F. Adult supervision must be maintained at all times for children under the age of 18 working or volunteering in the concession stand.
- G. Damage to the concession stand or City owned capital equipment, due to misuse, or the facility being left unlocked by the permitted user, will result in the user being billed for all damages; this bill must be paid prior to any future permits being issued for fields or building.
- H. Organizations may not alter or change locks on any City facilities without express written approval from the Director. If approved, Organization shall provide three (3) copies to the City.

19. REGISTRATION & PROMOTION BANNERS Although there is no cost, there is a limit to the number and times a banner can be displayed at the locations specified below for registration banners. Banners are limited to Resident Youth Sport Organizations only.

- A. Determine location according to the following list:
- Live Oak Field: (2 spots on fence along Valley Drive)
 - Dorsey Field: (2 spots on fence along Valley Drive)
 - Manhattan Heights Park (2 spots on fence along Manhattan Beach Blvd)
 - Marine Sports Complex (2 spots on fence facing parking lot)
 - Marine Turf Field (1 spot on fence facing)
 - Manhattan Village Field (1 spots on fence facing parking lot)
- B. Apply for a permit to display promotional banners for a 14 consecutive day period in writing to Parks & Recreation Department.
- C. A promotional banner may only be displayed for a maximum of 30 days per calendar year per event per location.
- D. Application for a maximum of 60 days of display must be done in advance only.
- E. Permitted banners will be listed on a master list. Those not permitted will be cut down. Staff will notify the Organization and the banner will be held for 10 days, then disposed.

20. SPONSOR BANNERS Banners shall not be permitted on outfield fences unless pre-approved, in writing, by the Director. Organization shall pay 10% of total proceeds for outfield banners to City within 30 business days of completion of the season. Permitted banners can be hung during priority 1 season as defined by the user. Banners remaining after the season will be cut down by Park Staff and held for 10 business days upon completion of the season, then, banners will be disposed.

21. VIOLATIONS The following penalties shall be imposed when Organizations fail to comply with the requirements set forth above. Penalties will be by season unless otherwise stated in written warnings. City reserves the right to suspend any individual, team or Organization immediately due to the circumstance of the violations, including, but not limited to alcohol on premises, vandalism, threatening or violent behavior.

Strike One

A letter will be written to the user group's president documenting the violation. A field report of the violation will be included if applicable.

Strike Two

A letter will be written to the user group's president documenting the violation and the group will be assessed a \$100 fee.

Strike Three

A letter will be written to the user groups president documenting the violation, the group may lose field space the following season.

22. APPEAL PROCESS Appeals shall be submitted to the Director within 10 days of penalty. Appeals shall be agendaized and discussed during the Parks & Recreation Commission meeting. The Commission's decision is final. The Parks & Recreation Commission ultimately determines continued usage.

APPENDIX A

RESOLUTION NO. 6167

“OUR PROMISE TO KIDS” YOUTH SPORTS AND FITNESS INITIATIVE RESOLUTION FOR THE CITY OF MANHATTAN BEACH, CALIFORNIA

WHEREAS, the City Council of Manhattan Beach recognizes the need to inspire changes in youth sports and fitness initiatives to make the experience safe, healthy, positive and fun for everyone involved; and

WHEREAS, the Department of Parks and Recreation believes in its Vision of Creating Community and Quality of Life Through People, Parks and Programs; and

WHEREAS, the Department of Parks and Recreation is committed to accomplishing its mission to; promote health and wellness; foster human development; facilitate community problem solving; strengthen safety and security; provide recreational experiences; increase cultural unity; strengthen community image and sense of place; support economic development; and protect environmental resources;

WHEREAS, THE City of Manhattan Beach has the lowest level of childhood obesity among 128 cities and communities throughout Los Angeles County; and

WHEREAS, the Department of Parks and Recreation believes in the benefits and attraction of youth sports as a means to teach the children of this City values and skills that will be of benefit to them throughout life; and

WHEREAS, we believe that in order to realize the true value of youth sports participation and to provide a safe, healthy, positive and fun environment for youth and their families to participate, we must raise the standards among the users of our City's youth sports facilities; and

WHEREAS, the Recommendations for Communities that were derived from the National Summit for Raising Community Standards in Children's Sports outlines a comprehensive community strategy to assist us in meeting these objectives; and

WHEREAS, we believe that the City of Manhattan Beach should appoint qualified professional youth sports staff who have been trained and certified to oversee all organized youth sports programs to ensure a high standard among the users of the community's facilities; and

WHEREAS, we believe that league organizers and administrators should be educated on how to provide a safe, positive and fun youth sports environment before being granted permits to use facilities; and

WHEREAS, we believe volunteer coaches and parents should receive orientation and education as to their individual roles and responsibilities in our City's effort to raise the standard of youth sports programs and that volunteer coaches and parents be accountable for their behaviors; and

WHEREAS, it is necessary and desirable to establish requirements and procedures for youth sports organizations utilizing public facilities; and

WHEREAS, we believe young children must be given the opportunity to develop motor skills and sports specific knowledge with their parents in a structured program before they enter organized sports.

NOW, THEREFORE BE IT RESOLVED, THAT, I, Richard Montgomery, MAYOR OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, on behalf of the City Council and the residents do hereby recognize and encourage official implementation of “OUR PROMISE TO KIDS” to improve the culture of youth sports for all participants in the City of Manhattan Beach

BE IT FURTHER RESOLVED that copies of this resolution be sent to appropriate organizations within the City of Manhattan Beach that might have a collaborative interest in this strategy such as with AYSO, Manhattan Beach Little League, Manhattan Beach Youth Basketball, Mira Costa Pony Baseball, Manhattan Beach Athletic Foundation, Growing Great, and Manhattan Beach Unified School District.

APPENDIX B

Winter Allocation (10 Weeks)

Field Allocation Request Form and Previous Year's Winter Rosters Due	Second Wednesday in November
Allocation Meeting	First Wednesday in December
Notice of Non Use Of Fields Due	December 15
Final Draft of Allocation Schedule Complete	Third Wednesday in December
Allocation Begins	Third Monday in December
Current Winter Allocations Due	December 20

Spring Allocation (16 Weeks)

Field Allocation Request Form and Previous Year's Spring Rosters Due	Last Wednesday in November
Allocation Meeting	First Wednesday in December
Notice of Non Use Of Fields Due	March 5
Final Draft of Allocation Schedule Complete	Second Wednesday in March
Allocation Begins	Last Monday in February
Current Spring Allocations Due	March 15

Summer Allocation (10 Weeks)

Field Allocation Request Form and Previous Summer Rosters Due	Second Wednesday in May
Allocation Meeting	Last Wednesday in May
Notice of Non Use Of Field Due	July 5
Final Draft of Allocation Schedule Complete	Second Wednesday in July
Allocation Begins	Third Monday in June
Current Summer Rosters Due	July 15

Fall Allocation (16 Weeks)

Field Allocation Request Form and Previous Year's Fall Rosters Due	Second Wednesday in May
Allocation Meeting	Last Wednesday in May
Notice of Non Use Of Fields Due	September 15
Final Draft of Allocation Schedule Complete	Second Wednesday in September
Allocation Begins	Fourth Monday of August
Current Fall Rosters Due	September 20

APPENDIX C



Field Reservation Application Manhattan Beach Parks & Recreation Department

1400 Highland Avenue, Manhattan Beach, CA 90266
 Fax: (310) 802-5401 Email: reservations@citymb.info
 Allow 5 working days for processing

Applicant Information				
Name of Representative		<input type="checkbox"/> Organization <input type="checkbox"/> Individual	<input type="checkbox"/> Adult <input type="checkbox"/> Youth	
Street Address		City	State	Zip Code
Primary Phone	Alternative Phone	Email		
Reservation Information				
Percentage of Manhattan Beach residents in organization:		% (must attach a copy of roster)		
Youth Ages:	Number of teams:	Number of total participants:		
League Registration fee:		(Include all costs i.e. officials, etc)		
Will your organization be offering camps, clinics, academies or tournaments? (If yes, you must submit a separate permit)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Camp / Clinic / Academy / Tournament Registration Fee: <ul style="list-style-type: none"> Organized camps / Leagues are not eligible for hourly rates. Professional coaches hired by the league must submit 15% of their gross receipts to the City. Please contact the Sports Manager at 310-802-5405 if you are interested in using the fields for your camp or league. 				
Additional information for consideration:				
Payment Information (All fees, including deposit, will be processed at time of approval)				
<input type="checkbox"/> CASH		<input type="checkbox"/> CHECK: C#		
<input type="checkbox"/> CREDIT CARD: CC# _____		SC: _____	EXP: _____	
Cardholder's Signature: _____		Print: _____		
Applicant Statement				
I, the undersigned, understand all park policies and procedures and general regulations provided to me and will comply with them				
_____ Applicant Signature			_____ Date	
OFFICE USE ONLY		FINAL APPROVAL: <input type="checkbox"/> Y <input type="checkbox"/> N		
<input type="checkbox"/> Insurance		Signature: _____		
<input type="checkbox"/> Security		Date: _____		

Facility: _____
 Date: _____
 P: # _____

APENDIX D

City Of Manhattan Beach Field Allocation Request Form								
Name of Organization								
Tentative Start Date					Tentative End Date			
<p style="color: red; text-align: center;">Instructions: For each field you are requesting, List the times of use in the boxes underneath each of the days below. CIRCLE ALL TIMES REQUESTED THAT ARE GAME DAYS. (Practice times not circled) Be sure to rank your field preference in the Rank Column, one (1) being your first priority. It is recommended that your request back up fields, in case your first choice is not available.</p>								
Location	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Rank
Dorsey Field								
Live Oak Park Field								
Manhattan Heights Field								
Marine Avenue Baseball								
Marine Avenue Turf Field								
Complex East Field								
Complex West Field								
Complex Center Field								
Manhattan Village Turf Field								
Premier Baseball Field								
Begg Soccer Field								
Begg Baseball Field								
MBMS Field								
Meadows School Field								
Pacific School Field								
Center Field								
Robinson Field								
Grandview School Field								
Grandview School Turf Field								
Pennekamp School Field								
Mira Costa Field "A & B"								
Mira Costa Field "C & D"								