

PURPOSE:

To establish a policy governing the use of the City's athletic fields.

Field use permits are required for exclusive field use for any ongoing league, tournament, camp, clinic, or organized use of athletic fields maintained or managed by the City. The exclusive use of an athletic field requires an advanced reservation and is subject to fee and security deposit requirements.

POLICY: It is the responsibility of the City's Community Services Department's athletic fields coordinator to allocate field use based upon the following process:

Step 1. Athletic Field Reservation Application

A complete athletic field reservation application must be submitted to the City's athletic field coordinator to be eligible for an athletic field permit. Athletic field applications along with the most current roster and proof of insurance, as required by the City, must be submitted for each season before the deadlines listed below. The three seasonal brokering periods are as follows:

<u>Season</u>	<u>Dates</u>	<u>Deadline</u>
Spring	March 1 through July 31	December 31
Fall	August 1 through December 15	June 30
Winter	December 16 through February 28	October 31

Step 2. Group Priority

The application will be categorized based on the following group priority system:

1. First priority will be given to City of Mountain View and Mountain View Whisman School District leagues and activities.
2. Second priority will be given to the recognized Mountain View youth sports organizations (YSOs) listed on the City of Mountain View Recognized Youth Sports Organization List maintained by the Community Services Department.

3. Third priority will be given to unrecognized youth sports organizations.
4. Fourth priority will be given to adult sports groups (over 18 years old).

Step 3. Sport Priority

The application will be divided in each category by the following sport priority system:

1. First priority for use March through July will be given to baseball and softball; second priority for use March through July will be given to soccer and football; and third priority for use March through July will be given to all other sports.
2. First priority for use August through December will be given to soccer and football; second priority for use August through December will be given to baseball and softball; and third priority for use August through December will be given to all other sports.
3. First priority for use December through February will be given to rugby; second priority for use December through February will be given to all other sports.

Step 4. Ranking

The applications will be ranked within each of the following categories and placed in descending order from the highest number of Mountain View residents to the lowest number of residents.

1. City and school district leagues and activities.
2. Recognized YSOs which are in season.
3. Recognized YSOs which are in a second-priority season.
4. Recognized YSOs offering all other sports.
5. Unrecognized YSOs which are in season.

6. Unrecognized YSOs which are in a second-priority season.
7. Unrecognized YSOs offering all other sports.
8. Adult sports groups.

Step 5. Field Allocations

The athletic field coordinator will go in order using the ranking determined during the application process. The organizations will be allocated the number of fields needed, space available, to reasonably accommodate the number of Mountain View residents in the organization.

Should any situation arise that is not specified in this policy, the City's athletic fields coordinator shall use good judgment in determining the field allocations for the season. Consideration may be given to history of use or past practice.

Becoming a Recognized Group

Should interest in a new emerging organization grow over a period of years, the group may request the City include the group in the Athletic Field Use Policy as a recognized Mountain View youth sports organization. In order to become a recognized YSO, the following criteria are recommended:

- Group is established and show growth for at least three years.
- Group will need to explain why becoming a recognized group will be a benefit to the community.
- Group is a recognized nonprofit 501(c)(3) group.
- Group is sponsored or affiliated with an established local or national organization.
- Group has experienced a successful board/leadership change.

A group may begin the public process by submitting a formal written request to the City. Staff will then submit this request to the Parks and Recreation Commission where the group will be invited to make a formal presentation of their request at a regularly scheduled Commission meeting. After the formal presentation, the Commission will then either approve or deny the status change. If approved, the group's status change will be included and formally implemented with the next scheduled season and the City of Mountain View Recognized Youth Sports Organization List will be updated to reflect the change.

Turf Preservation

In order to preserve the turf of the athletic fields, athletic use permits will be limited during the winter season (December 15 through February 28) to artificial turf fields and a limited number of natural turf fields depending on field conditions. The City's Community Services Department will identify the natural turf fields available each winter season to be made available for athletic use. Exceptions may occur in the event the regular fall season is not able to be completed by December due to unusual circumstances or if limited field use is required for spring preseason tryouts.

The master field renovation schedule will be updated annually by the City's Community Services Department. The schedule will provide for periodic closures of athletic fields when renovations are required.

Wet Field Guidelines

Athletic use of a wet or saturated field may cause extensive damage resulting in field closures and renovations. One day of use on a wet field can generate weeks of recovery time which may have adverse impacts on other field use permits. Groups will not be permitted to play on wet fields. A field is considered too wet if standing water is visible or a "squishy" sound is heard when walking on the turf. City staff will decide if the fields are suitable for play and update the Field Closure Hotline, (650) 903-6416, as needed Monday through Friday by 1:00 p.m. If weather conditions diminish after 1:00 p.m. or on the weekend and fields become wet, groups are expected to stop or not use the athletic fields. The City of Mountain View reserves the right to close a field at any time if it has been determined necessary.

Organizations failing to follow the wet field guidelines of this policy will first receive a verbal warning from the Community Services Department, second be issued a written warning of misuse, and the third offense will result in loss of priority for one year and/or having existing permits revoked.

Field Use and Compliance

Groups issued athletic field permits are expected to follow the schedule listed on the permit. At no time is an organization authorized to sublet or reissue the use of the fields to other groups. Groups will be responsible for notifying the City of any permitted time that can be released and reallocated to another group. Coaches will be required to have team rosters and permits on-site during each field use, available for inspection. The City will make spot field checks and any organization found to be misrepresenting its use may first be given a verbal warning from the Community Services Department, second be issued a written warning of misuse, and the third offense will result in loss of priority for one year and/or having existing permits revoked.

User Group Meetings

Three times per year, the City will hold a meeting for groups who regularly use the City's athletic fields. A representative(s) from each organization, typically the organization's president or field coordinator, is required to attend. Topics for discussion may include a review of the previous year, special circumstances for the upcoming season, maintenance responsibilities, etc.

Maintenance Responsibilities

Groups who regularly use the City's athletic fields will be responsible for various maintenance tasks. The maintenance responsibilities will vary according to the site and sport with specific instructions communicated at the three annual meetings and listed on the field use permit. Examples of maintenance responsibilities include litter pickup, cleaning of bleachers, painting of backstops or benches, dragging or watering of infield, and maintenance of storage areas.

Good Neighbor Guidelines

Many of Mountain View's athletic fields are located on school property and in residential neighborhoods. Groups that use these fields will be expected to be respectful to the schools and neighbors by keeping noise levels to an appropriate volume, following speed limits on residential streets, and parking in appropriate or designated parking areas.

Mutual Respect and Cooperation

The overall success of a community sports program in Mountain View will depend upon the exercise of mutual respect and cooperation by each of the organizations with one another and with the City and a willingness to work together for the good of the community of Mountain View.

Mountain View Athletic Fields Available for Reservation:

Crittenden and Callahan Fields	1500 Middlefield Road, 94043
Monta Loma Park	460 Thompson Avenue, 94043
Slater Park	220 North Whisman Road, 94043
Stevenson Park	750 San Pierre Way, 94043
Whisman Park	310 Easy Street, 94043
Bubb Park	680 Barbara Avenue, 94040
Castro Park	650 Escuela Avenue, 94040
Cooper Park	500 Chesley Avenue, 94040
Eagle Park	652 Franklin Street, 94041
Graham Athletic Complex	1185 Castro Street, 94040
Huff Park	253 Martens Avenue, 94040
Landels Park	115 West Dana Street, 94041
McKelvey Park	930 Miramonte Avenue, 94040
Sylvan Park	550 Sylvan Avenue, 94041

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