



**CITY OF SCOTTSDALE  
PARKS AND RECREATION DIVISION  
YOUTH SPORTS FACILITY ALLOCATION POLICY**

**Section 1 – Philosophy**

**Scottsdale Parks and Recreation Mission Statement:**

*The Parks and Recreation Division provides exceptional recreation experiences to enrich the quality of life for our community.*

It is the goal the of the City of Scottsdale to provide recreation services that improve the quality of life of all citizens and respond to the leisure needs and desires of all segments of our community which include youth, adults and families.

The Parks and Recreation Division also cooperates with public, private and commercial groups, entities and organizations to assist them in providing recreational services and meet community leisure needs. Offering suitable facilities to assist them in providing recreational services is an important strategy to achieve goals set forth in the mission statement of the City of Scottsdale’s Parks and Recreation Division.

**Section 2 – Purpose**

The purpose of this policy (“Policy”) is to outline the procedures by which youth sports organizations shall request facility allocation from the City of Scottsdale. The allocation procedures for City controlled sports facilities, including designated school district facilities are also set forth in the Policy. The services that the City will provide to youth sports organizations and the obligations of those groups receiving such services are also outlined in the Policy.

**Section 3 - City Services**

The City will provide the following services (“City Services”) to eligible groups or organizations:

- Youth sports facilities at reduced and/or waived fees.
- Waiver of facility use fees to accommodate organizational business, such as board meetings and participant registration.
- Basic field maintenance of all City park facilities (mowing, watering, infield dragging, fence repair, etc.). Maintenance will vary from site to site.
- Limited seasonal maintenance of selected Scottsdale School District youth field facilities, based on Intergovernmental Agreements with the District.
- Coordination of special maintenance and other facility use needs.
- System maintenance and lamp replacement on fields that have City installed lighting systems.
- Serve as a clearinghouse of information for the public concerning all youth sports leagues operating for Scottsdale residents.

**Section 4 – Definitions**

Unless otherwise required by the context, the terms below shall have the following meanings when used in the Policy:

- *City recreational facilities* or *facilities* means facilities, including but not limited to City parks, athletic fields, buildings, structures and rooms, that are owned by the City, or has the authority to

control and/or schedule the use of, including those that are owned by a school district, when the use of the facilities is the subject of an intergovernmental agreement

- *Non-profit* means that the group or organization requesting City recreational facility allocation has received a determination from the United States Internal Revenue Service that it is exempt from federal taxes, pursuant to section 501(c) of the Internal Revenue Code, and/or is registered in good standing with the Arizona Corporation Commission as a non-profit organization.
- *Resident* means youth who live within the boundaries of the City of Scottsdale, or attend a Scottsdale Unified School District or Paradise Valley Unified School District school that is subject to an Intergovernmental Agreement between the City and the respective School District, which relates to the use of that District's facilities for City youth sports programs.
- *Non-Resident* means youth who do not live within the boundaries of the City of Scottsdale, or do not attend a Scottsdale Unified School District or Paradise Valley Unified School District school that is subject to an Intergovernmental Agreement between the City and the respective School District, which relates to the use of that District's facilities for City youth sports programs.
- *In good standing* means that the group or organization currently adheres to and meets all requirements of their governing youth sport organization, the City's Facility Allocation Policy and has no outstanding financial balances with the City.
- *History* means the past record of a group or organization considering the following factors:
  - the number of consecutive years requesting and using City of Scottsdale facilities, while being in good standing
  - no outstanding financial balances owed to the City
  - no negative issues with School Districts, municipalities, or other agencies (i.e. has not had fields/use revoked, use of fields not assigned, sub-letting fields)
  - has meet all Youth Sports "use expectations" (see Responsibilities, Section 6, below)
  - compliance with field and spectator area cleaning, maintenance and trash pick up requirements
  - positive use of field/facility time
  - compliance with the Community Services Behavior Management Policy (attached)
  - followed proper rain-out policies
  - facility improvements for the benefit of Scottsdale residents
  - number of years in a specific location
- *Youth* means individuals 18 years of age or under.
- *Season* includes try-out dates, clinics/camps, practices, games and end-of-season tournaments.

## **Section 5 – Eligibility**

Non-profit youth sports organizations that provide services to youth 18 years of age or under, which includes services to Scottsdale residents and demonstrates benefit(s) to the citizens of Scottsdale, are eligible to apply for reduced fees for the use of City recreational facilities. An eligible group or organization will be considered for the use of City recreational facilities for league play, practices and tournaments associated with league play. An administrative fee will be charged, however, for each facility use permit issued, in accordance with the approved Community Services fees and charges policy. Meeting rooms in City facilities for the use of eligible groups and organizations to conduct business, such as board meetings and participant registration, will be provided by the City at no use fee, subject to availability. Activities conducted by an eligible group or organization that are not associated with league play will be subject to an hourly fee, at a rate of 60% of the approved facility fee, for field or facility use. Fees for lighting used by eligible groups at City recreational facilities for non-league play will be charged at 50% of the approved fee. Non-eligible groups will pay full facility use and lighting fees and will be considered at a lower priority.

All applicants seeking City services or other benefits, pursuant to this Policy, must comply with any and all insurance and indemnification requirements deemed necessary by the City of Scottsdale risk management department, as a condition of receiving the services or benefits. Insurance and indemnification requirements will be provided to an applicant upon request.

### **Section 6 - Responsibilities of Youth Sports Organizations**

A non-profit youth sports group or organization seeking City recreational facility allocation will complete an application provided by the City and submit it to the Parks and Recreation Division. This information is necessary for staff to be able to provide important information to the public, make responsible decisions on field allocation and help justify future budget requests for field improvements and additions. An applicant will provide any additional information and documents determined to be necessary and requested by the Parks and Recreation Division for full consideration of the application.

Responsibilities of youth sports organizations approved for City facilities include, but are not limited to the following:

- Meet all deadlines and requirements of the Facility Allocation Policy.
- Clean and maintain the field and spectator areas assigned to them by picking up trash after day and evening use.
- Maintain control over the conduct of participants and spectators, while using assigned facilities.
- Refrain from using fields when muddy, or when standing water is present.
- Provide a representative to participate on the Scottsdale Youth Sports Task Force, when requested by City staff.
- Park only in designated areas and not allow driving on park or school field areas.
- Be a good neighbor and keep sound levels to a minimum and adhere to all park noise policies.
- Turn off lights after their assigned use period, if no other assigned groups are waiting to use field space.
- Submit season practice and game schedules and current rosters to the Youth Sports Liaison Office as outlined in Section 8 – Field Allocation Procedure. All other use of Facilities outside of the schedule that is submitted will be evaluated after primary allocations have been determined.

### **Policy Violations**

City Parks and Recreation staff members will monitor field use throughout the season, watching for fields not being used as allocated and as outlined in Section 6 - Responsibilities of Youth Organizations. The following procedures will be used to address policy violations as they arise. City staff will track and keep record of violations to insure league/user group or organization continues in good standing and reserves the right to determine the scope and severity of violations on a case by case basis, in its sole discretion.

Policy violations include, but are not limited to:

- those responsibilities listed in Section 6 of this Policy – Responsibilities of Youth Organizations
- failure to use a reserved field at the designated time
- permitting a group or organization other than itself to use field(s) without the prior approval of the City
- failure to turn off facility lighting equipment after a permitted use
- using lighting equipment without prior permission or for a non-scheduled use.

In the event of a violation(s), the following actions will be taken by the City:

1. Initial violation -- City staff will contact the user group/league contact, either by telephone or e-mail and notify them of violation.
2. Repeated violations -- City staff will provide the user group/league contact with written notification and documentation of violations.

3. Continuing violations -- If violations continue after written notification has been provided to the user/league group contact, staff will require user group/league contact and/or authorized representatives to meet and discuss violations, required corrective actions and/or possible loss of field allocations.

### **Section 7 - Facility Allocation Criteria**

Youth groups and organizations (collectively “youth organizations”) that meet the field allocation criteria will be given priority consideration for free use of city and school sports fields. The field allocation criteria which will be considered are:

1. Youth organizations that provide services to the greatest number of youth who are Scottsdale residents, as defined in this Policy.
2. Youth organizations must have current non-profit status, as defined by this Policy.
3. Youth organization’s “History” of serving Scottsdale residents in a specific sport and location in a positive manner.
4. Youth organizations must be in good standing with the City of Scottsdale and local School Districts.
5. Youth organizations provide opportunities to participating residents for reduced fees (e.g. scholarships, reduced fees for multiple siblings, etc.).
6. Youth organizations must certify that they have completed background checks to the standards of their league or organization on all paid and non-paid staff and volunteers and only allow those who have met their standards to work or volunteer for the organization.
7. Youth organizations must provide training on the standards of their league or organization to all coaches and managers.

It is the goal of the City of Scottsdale to promote the best use of all athletic fields and sports facilities under the control of the City and to serve as many of the requesting groups as possible. The first priority of the City, however, will always be to provide service to Scottsdale residents and existing user groups in good standing. The other criteria will be evaluated based on each individual request.

It is possible that a group may not receive all the field time that it has requested due to other groups requesting the same times and space. The Youth Sports Liaison Office will use its best efforts to attempt to accommodate the needs of all applicants. This may make it necessary for one or more groups to alter the way in which they schedule games and/or practices.

### **Section 8 - Facility Allocation Procedure**

Sport facility uses will be reserved for City programs, City sponsored programs, maintenance needs and contractual obligations, prior to consideration for youth group or organization use.

The applicant will initially contact the Youth Sports Liaison Office to determine whether the group or organization is eligible pursuant to this Policy, and if so, to determine the availability of facilities. Following this initial meeting, the applicant will develop the required organizational information for the Facility Allocation request and complete the required application form. If the applicant is a new user group to Scottsdale, they will detail in writing all present and past relationships with other municipalities and youth sports organizations. The Youth Sports Liaison Office will obtain information relating to all such pre-existing relationships.

The applicant will then submit the application form, with all supplemental and requested information to the Youth Sports Liaison Office, which will approve requests for Facilities, if the applicant is eligible and there are no other groups requesting the same Facilities at the same times. If there is a conflict between requests for use, the Youth Sports Liaison Office will evaluate all the information submitted by the applicants, based on the provisions set forth in this Policy, and will use their best efforts to arrive at use agreements that will accommodate the needs of all applicants. The Youth Sports Liaison Office will make every effort to avoid disrupting existing youth sports user groups in good standing and will assign new applicants underutilized facilities first. This may make it necessary for new applicants to modify the way in which they schedule games and/or practices. If the applicant

objects to the facilities assigned to it, they may submit their objections in writing to the Youth Sports Liaison Office for consideration and possible further action.

The following information applies to applications for Facility Allocation:

Facility allocation priority will be given to youth sports organizations serving the following sports during the months indicated:

- Softball: January through May Request due by June 30
- High School/Junior High Lacrosse: January through April Request due by June 30
- Baseball: February through July Request due by June 30
- Football: August through November Request due by January 31
- Soccer: August through February Request due by January 31
- Youth Lacrosse: October through December Request due by January 31
  
- **January through July:** Priority given for **baseball/softball/high school/junior high lacrosse**
- **August through December:** Priority given for **football/soccer/youth lacrosse**
  
- Some overlap between seasons may occur  
From January through July, baseball & softball organizations will have priority on baseball & softball fields.  
From August through December, soccer, football and lacrosse will have priority on all fields.

Groups must show both practice and game schedules that use all allocated field time. Proposed practice schedules are due by the first scheduled practice. Youth groups may not use fields until practice schedules have been submitted. Final practice schedules are due 14 days after the first practice. Game schedules are due by the first game. Game schedules are to be submitted by division (ie: majors, minors, recreational, competitive, etc.) or by field location. Final game schedules are due 7 days after the first game.

Rosters are due 2 weeks after the last try-out date. The next season's initial field allocation will be based on actual field use from the previous season. Therefore, final rosters from the previous season must be submitted with the next Field Allocation request.

The facilities allocated will be based on the field space required to accommodate preseason practice at a rate of three practices per week per team. Unused time will be removed from the facility use permit and re-allocated to other groups. Future requests will not be considered until all fees are paid. If a group continues to not use reserved space, further allocations will either not be considered, or considered only on a low priority basis.

When two or more groups have requested the same space and time, all requesting groups will be contacted, after staff has reached a decision on the field allocation. The successful group or organization will be issued a facility use permit following the determination of any appeal (see section 11 below).

The applicant is responsible for providing updated participant registration information as requested by the City. Groups that miss the application due dates will only have their applications considered, if there is available space at the time the application is received. Once the facility use is determined, a facility use permit will be issued to the group by the City. The facility use permit is effective for one season only. Groups and organizations must re-apply on a yearly basis.

Field allocation requests made by individual teams will be considered only when fields are not subject to a league or group allocation, or after all allocations have been made for the upcoming season. Teams participating in a league or group that has received an allocation pursuant to this Policy, will not be considered for additional facility allocation.

## **Section 9 - Field Use Allocation Guidelines**

The following guidelines will be used to determine field use allocation:

1. The number of Field Allocation “spaces/slots” will be determined by the number of Scottsdale “residents” being served by each organization.
2. Locations of the Field Allocation will be determined with consideration to organizational boundaries.
3. Appropriate use of the time allocated (i.e. 2 activities per night, either 2 practices, 2 games or 1 practice & 1 game).
4. The number of slots allocated will vary, based on neighborhood, community center, school or parking restrictions.
5. The number of slots will vary based on pre-season, season and post-season use.

### **Use of facility lighting**

- City staff members are responsible for the operation of lights at City facilities, unless the using group or organization has made other arrangements with the City. City staff will program lights according to practice and game schedules received.
- Times and dates of agreed uses of facility lighting must be strictly adhered to at all times.
- Only groups/organizations approved by the City are allowed to use lighted sports fields. The privilege of using the facility lighting may not be transferred to another person or group without the prior approval of the City of Scottsdale Parks & Recreation staff.
- All field lighting must be turned off by 10:30 p.m. nightly, except by prior agreement with the City.

## **Section 10 – Field Sharing Guidelines**

Two groups or organizations that share fields will meet and discuss the details of their shared use, arrive at a written agreement as to the terms and conditions of the shared use and submit the agreement to the Youth Sports Liaison Office. Shared use agreements are subject to the approval of the City. Each group or organization must submit exact weekend field use to the Youth Sports Liaison Office by the Wednesday prior to the proposed use(s).

## **Section 11 - Appeal Process**

Any group or organization that has been denied its application for City Services, including facility allocation, may appeal the denial to the Parks and Recreation Youth Sports Task Force (“Task Force”) for its consideration and determination. If the group or organization objects to the determination made by the Task Force, it may appeal to the Parks and Recreation Commission (“Commission”).

Appeals to either the Task Force or the Commission must be in writing and state the reasons for the appeal. Appeals from denials made by City staff, or that have been affirmed by the Task Force and that the group or organization wishes to appeal to the Commission, must be filed with the Youth Sports Liaison Office not later than two weeks after the representative of the group or organization has been notified by City staff of the denial, or the Task Force has determined the appeal, as applicable. The appeal will be considered by the Parks and Recreation Youth Sports Task Force at its next scheduled meeting.

Groups or organizations may appeal to the Parks and Recreation Commission only after a timely appeal has been made to the Youth Sports Task Force and the Task Force has made a decision in respect to the appeal. All groups or organizations that may be affected by the decision of either the Task Force or Parks and Recreation Commission, as applicable, will be notified of the date, time and place of the appeal, and given an opportunity to make a presentation or be heard. Failure to file a timely appeal to the Task Force or Parks and Recreation Commission, as applicable, will constitute a waiver of the right to appeal.



PARKS AND RECREATION

### CITY OF SCOTTSDALE PARKS AND RECREATION DIVISION YOUTH SPORTS FACILITY ALLOCATION AND FEE WAIVER APPLICATION FORM

This form must be filled out completely, including attachments by any youth sports organization (including leagues, teams, sports associations and any other youth-serving group) requesting use of facilities reserved by the City of Scottsdale. Application form and attachments are due June 30 for the spring/summer season and January 31 for the fall/winter season. See policy for further information.

**Season Allocation Request:**

Check One: <input type="checkbox"/> January – July	<input type="checkbox"/> August – December
Check One: <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Soccer <input type="checkbox"/> Football <input type="checkbox"/> Lacrosse <input type="checkbox"/> Other:	

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Phone # to be given to the public: \_\_\_\_\_

Cost per participant per season (By Age Group/Division): \_\_\_\_\_

\_\_\_\_\_

Registration Dates: \_\_\_\_\_

Try-out Dates: \_\_\_\_\_

Rosters Due: \_\_\_\_\_

Practices Begin: \_\_\_\_\_ Practice Schedules Due: \_\_\_\_\_

Games Begin: \_\_\_\_\_ Game Schedules Due: \_\_\_\_\_

Post Season Tournament Dates: \_\_\_\_\_

“Black-out“ Dates (Spring/Fall Break, Holidays, etc.): \_\_\_\_\_

**Current Season Field Allocation Request:**

\*Avg. # of practices/games per team per week per age group requesting = Slots

Age Group Served:	League/Division Name:	Requested Field(s):	Number of Youth Served:	Number of Teams:	Days:	Time (hours)

**Summary of Last Season Allocated Field Use:**

- From last season: Total number of Scottsdale Residents served: \_\_\_\_\_
- Total number of Teams: \_\_\_\_\_
- Total number of slots allocated for games/practices last season: \_\_\_\_\_

Please provide actual breakout of use of allocated fields/facilities below:

Age Group Served:	League/Division Name:	Requested Field(s):	Number of Youth Served:	Number of Teams:	Days:	Time (hours)

List all Non-City of Scottsdale Allocation fields used by organization:

Age Group Served:	Field Location Park/School:	Lighted or Non Lighted:	Days:	Times:

**Please Attach the Following Information:**

1. Philosophy/Organization mission statement.
2. Organization officers with phone numbers, e-mail addresses and Website address.
3. Participant safety: Include your organization's process for completing background checks & what kind of training procedures you have in place for all staff and volunteers (paid or non-paid) associated with your organization's operation.
4. When and where the organization began serving Scottsdale residents.
5. When and which fields the organization used in the past year (dates and locations).
6. List all field/facility improvements.
7. Pertinent organization information: (incorporation papers, by-laws, charter with national youth sports organization, State/Federal tax returns, financial statement, provide current 501 (c) non-profit status.
8. Certificate of Insurance for \$1 million dollars naming the City of Scottsdale and the Scottsdale Unified School District as additionally insured.
9. Registration information: Team or membership roster (in Excel format) with name, address with zip code, birth date and school. *If non-public school, add the public school the individual would attend.*
10. Organization boundaries – include a map.

Return requested information to: Sports Liaison Office, City of Scottsdale, Parks & Recreation Department, 7340 Scottsdale Mall, Scottsdale, AZ 85251. E-Mail: [jcameron@scottsdaleaz.gov](mailto:jcameron@scottsdaleaz.gov). Fax: (480) 312-2301.