



City of Wildomar Sports Field Allocation Policy

INTRODUCTION

The City of Wildomar Community Services Department coordinates the use of and allocation of City parks, athletic fields and facilities. These facilities and athletic fields are available for the use of youth organizations and general public use.

The Director of Community Services or designated staff representative will coordinate the allocation of fields and adherence to the policies and procedures by all organizations. These policies and procedures may be interpreted by the Community Services Director or designated staff representative for enforcement.

DEFINITIONS

- A. **New User** - This is an organization, which has not requested field allocations in the twelve-month period preceding its submission of a City of Wildomar Sports Field Reservation Form. New users must adhere to the deadlines established in order to be eligible for field allocations. An organization, which changes its name, but which otherwise remains the same shall not be considered a new user. Splinter, spin-off, or subsidiary organizations will be considered new users. A current organization which merges with another organization shall not be considered a new user, provided the presidents of both merging organizations sign the City of Wildomar Sports Field Reservation Form for the season in which the allocation is to take effect.
- B. **Primary User** - Organization has first priority for field use during the season in which they are classified as a primary user.
- C. **Secondary User** - organization that requests field use out of season as established by the primary user season schedule.
- D. **Resident** - Any participant that resides within the city limits of Wildomar
- E. **Non-Resident User** - These are organizations that are not based in the City but who cater to multiple cities, including Wildomar.
- F. **Youth Recreation Organization** - Organizations that meet one or more of the following:
 - a. Programs are primarily inclusive of all participants regardless of skill. Tryouts or skill evaluations may exist for placement of the participant and to balance teams; however, the organization primarily accepts all participants. Organizations may limit participation based on various factors excluding skill level.
 - b. Rules are defined with minimum playing time for all participants.
- G. **Youth Travel/Competitive Organization** - Organizations that meet one or more of the following:
 - a. Programs primarily travel to other cities to play competition of a higher level beyond the competition of a recreation based program. (Exception: when the structure of a sport has a limited number of teams and participants in Wildomar, and travel to other cities for league games (i.e., football.)
 - b. Programs are primarily suited for participants with advanced skill beyond the play of recreation based programs. Tryouts or skill evaluations are conducted to select only top athletes.

- c. Rules are not defined with minimum playing time for participants.
- H. **Allocation** - This refers to the allocation of field use for a specific purpose for a specific period of time.
- I. **Priority** - This is a reference to an organizations qualifications based on City guidelines.
- J. **Season Priority Period** - This refers to an organization's period of use that is deemed as primary or high priority.
 - a. Spring/ Summer Season (February 1-July 31)- Baseball, Softball
 - b. Fall/ Winter Season (August 1- January 31)- Football, Soccer

ALLOCATION PRIORITIES AND PROCEDURES

- A. Priorities - Priority for use of athletic fields will be as follows:
 - a. City of Wildomar
 - b. Primary Users
 - i. Resident Youth Recreation Organization with season priority.
 - ii. Resident Adult organization with season priority.
 - iii. Resident Youth Travel/ Competitive Organizations with season priority.
 - iv. Resident New User with season priority.
 - c. Secondary User
 - i. Non-resident Youth Recreation Organizations with out of season priority.
 - ii. Non-resident Adult Organizations with out of season priority.
 - iii. Non-resident Youth Travel/ Competitive Organizations with out of season priority.
 - iv. Non-resident New User with out of season priority.
- B. Requests to reserve the use of City of Wildomar Fields are made through the City of Wildomar Community Services Department.
- C. Each organization is required to submit a Sports Fields Reservation Form through the City of Wildomar Community Services Department.
- D. Each organization is required to submit a Sports Field Reservation Form to the Community Services Office no later than December 15 for Spring/Summer use and June 15 for Fall/Winter use. Failure to file this Reservation Form within the specified times may result in denial of or limited allocation of fields.
 - a. Master Schedule to include:
 - i. Specify Requested Field
 - ii. Dates and Times of Field Use
 - b. Proof of Residency
 - i. If one or more apply:
 - 1. Wildomar Based Organization
 - 2. 2/3 Board Residency
 - c. Certificate of Insurance and Additional Insured Endorsement
 - d. Proof of current nonprofit status with the State of California or proof that the league falls within the definition of nonprofit organization as specified with the State of California.
 - e. Payment of Fees

- i. Field Use Fees due upon approval
 - ii. Leagues will be billed for ALL requested dates/times approved during allocation period. It is the responsibility of the league to give the City of Wildomar 72 hour notice for fields/lights that will not be in use. Rain-outs will be credited on accounts only.
 - iii. Light Fees due (1) week prior to use.
- E. For one-time use reservations a City of Wildomar Sports Field Reservation Form must be turned (5) days prior to date of use.
- F. Release of Fields – Any user organization that has been allocated space and does not intend to use it regularly, should notify the Community Services Department of their intent to release their allocation. At no time will sub-letting or swapping of allocation be permitted between organizations. All release time will be allocated through the Community Services Department.

INSURANCE

- A. The City of Wildomar requires users to provide General Liability Insurance in an amount no less than \$1,000,000 per occurrence. The coverage shall include bodily injury, personal injury, and property damage. An Additional Insured Endorsement from the user group naming the City of Wildomar as additionally insured must accompany the evidence of General Liability Insurance. If the User Group maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the User Group. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- B. For any claims related to this contract, the User Group's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- C. User Group hereby grants to City a waiver of any right to subrogation which any insurer of said User Group may acquire against the City by virtue of the payment of any loss under such insurance. User Group agrees to obtain any endorsement that may be necessary to affect this waiver or subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
- D. User Group shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, User Group shall forthwith obtain and submit proof of substitute insurance.
- E. User agrees that it will indemnify and hold harmless the City of Wildomar and its elected officials, officers, agents and employees free and harmless from all claims for damage to persons or property for reason of user's acts or those of

user's employees, agents, guests, or invitees in connection with User's use and occupancy of the facilities.

- F. Proof of Policy must be deposited with the City of Wildomar Community Services Department and approved by the City's Risk Management Staff prior to the first scheduled usage of the facility, unless otherwise stated previously in this document.

APPROVED PERMITS

- A. Approved Sports Field Reservation Forms are referred to as Permits and these or copies should be available and on-site during use. A representative or Board Member should also be on site during use. These should be copied and made available to all Board Members and Coaches.

MOTORIZED VEHICLE USE

- A. This is restricted to approved vehicles only and use on Athletic Fields is restricted to field maintenance and preparation. Vehicles must be in good operational condition. Full size vehicles are restricted from infield areas. Insurance proving the operation of motorized vehicles must be submitted before use is authorized.

FACILITY MAINTENANCE

- A. All maintenance such as field preparation, lining of the fields, marking of the fields, or installation of goal posts will be performed by the user assigned to the facility.
- B. Each user group is responsible for the facility being free of trash and debris (sunflower seeds) caused by group usage upon conclusion of facility use.
- C. Water based paint or chalk may be used to mark or line athletic fields. Burning is prohibited.

IMPROVEMENTS

- A. All requests to modify or improve facilities or Athletic Fields must be submitted to the Community Services Department for approval

BANNERS

- A. All banners must be in compliance with the City Sign Ordinance. User group must submit a Temporary Sign/Banner Application to the Community Services Department specifying the Promotional Banner requirements. All banners must be maintained in good condition and hanging properly. All banners must be of appropriate nature. The city can request banners be removed for any reason.

GENERAL PARK AND FACILITY RULES AND REGULATIONS

- A. The user group is subject to all City of Wildomar Park Rules and Regulations and comply with General Rules from the Sports Field Reservation Form.