

Rialto Parks, Recreation, & Community Services

214 N. PLAM AVE.

RIALTO, CA. 92376

PHONE (909) 421-4949

WWW.YOURRIALTO.COM



Meeting Objective

In order to provide the best possible service to the greatest number of Rialto residents, the staff has gathered information on best practices from other municipal entities on field allocation. The following are suggestions that would help alleviate some of the challenges our own field allocation procedures are currently facing with grandfathered youth sports leagues and other organizations.



Field Allocation Policy

OBJECTIVES

- 1. Scheduling available fields and dates of usage
- 2. Providing scheduling procedures and policies
- 3. Defining fees and charges
- 4. Defining rules and regulations regarding use
- 5. Managing the limited number of City athletic fields in a fair and equitable manner

Priority Of Use

Priority 1: City of Rialto / Other Government Agencies

Priority 2: Rialto Unified School District / Other Government Agencies

Priority 3: Youth Non-Profit Resident Group

Priority 4: Youth Resident Group

Priority 5: Rialto Residents

Priority 6: Adult Resident Group – Organizations

Priority 7: Rialto Non-Profit Civic & Religious Organizations

Priority 8: Non-Rialto Based

Suggestions : One

Add a schedule of due dates to the existing table, shown below, that specifies when rosters, light fee payment, insurance, practice and game schedules are due.

Current

Usage	Fall/Winter	Spring/Summer
Opening	August 1	February 1
Closing	January 31	July 31
In Season	Football/Soccer	Baseball/Softball 2 nd Week of January
Out of Season	Baseball/Softball	Football/Soccer
Allocation Request Due	May 1	November 1
Allocation Meeting	Mid-May	Mid-November
Proof of Residency Due	September 15	March 15

Updated

SEASON OF PLAY

For the purpose of this policy, sports shall be considered "In-season **Priority Season**" and "Out-of-sason **Secondary Priority Season**" in accordance with the following:

Usage	Fall/Winter	Spring/Summer
Opening	August 1	February 1
Closing	January 31	July 31
In-season Priority Season	Football/Soccer	Baseball/Softball 2 nd Week of January
Out of Season Secondary Priority Season	Baseball/Softball	Football/Soccer
Allocation Request Due	July 1 June 1st	January 15 December 1st
Allocation Meeting	Mid-May	Mid-November
All required documents turned to PRCS	September 15	March 15

Suggestion: Two

The Rialto Field Allocation Policy defines “Group Resident Status” as those organizations that have 75% or more of their registered participants as City of Rialto residents. This designation is supposed to be reviewed every year.

Our recommendation is to enforce the already existing policy and recognize those who meet the qualifications and lower the status of those who are not serving a great majority of Rialto residents. For those grandfathered organizations that have not met the requirement in years, we need to provide an ultimatum or risk losing their grandfathered status.

THREE STRIKES RULE

Purpose

The City of Rialto Parks, Recreation & Community Services Department reserves the right to cancel or suspend permits for games, practices, and other usage based upon user groups violating the Rialto Municipal Code or the established Athletic Field Use and Allocation Policy. The purpose of the three strikes rule is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy. Violations may constitute a strike against the organization.

Examples of Strike Violations (examples are not all inclusive)

Violations that may constitute a strike against the organization.

- Groups and individuals found to be playing on fields that have been closed.
 - It is the responsibility of the User to call the Parks Division at 909-421-4949 to verify field closures. If play does take place, the user group may also be billed for damage to field(s).
- Fields not used as requested. Organizations not using fields as stated on the permit may lose field and/or priority field allocation consideration for future allocations.
- Any User that has been allocated space and does not intend to use it regularly and does not notify the Parks, Recreation & Community Services Department.
- Sub-leasing fields to anyone for any reason. **Sub-leasing field space is prohibited with zero tolerance.** Any approved person or approved group found to be taking part in this act will have their permits cancelled immediately.

Strike One

Strike one consists of documented activity in direct violation of the Rialto Municipal Code or Athletic Field Use and Allocation Policy. **Penalty:** A letter will be written to the user group's representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file. 50% of the deposit will be forfeited by the user group.

Strike Two

Strike two occurs after a second documented violation within one year from first strike. **Penalty:** The group will be informed by letter that a Department staff member may be assigned to its permitted activity at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the staff member at the appropriate rate per hour. The staff member's duty will be to monitor activity at the site and to report further violations to the Parks, Recreation & Community Services Department. The remainder of the deposit will be forfeited by the user group.

Strike Three

The third documented violation within a one year (365 days) time frame from the first violation. **Penalty:** Permits will be revoked for the remainder of the year and possible loss of future allocation. Strikes against any person or any organization are appealable to the City Administrator. Appeal must be in writing within 10 business days of the penalty.

Suggestion: Three

There are leagues who take advantage of their designation status to reserve space that gets little to no use. We have gotten reports from users and staff that some fields are not being used even though leagues have permits to use them at those times. This limits the availability for other community groups to take advantage of community resources.



We propose a fee that other municipalities are currently implementing. It is called a “No Use Fee” and it would be imposed when leagues have reserved fields that they do not use on days and times identified by their permit.

If during a multiple-use reservation and one or more field(s) is not in use, user groups must alert Parks, Recreation & Community Services Department a minimum 2 hours prior to no usage. If a scheduled multiple-use reservation has changed, user group must report all changes to Parks, Recreation & Community Services Department immediately. Non-use of fields is considered when an organization fails to cancel and does not notify department prior to non-use. A \$25 fee per field per day will be charged to groups who are in violation of non-use of fields.



Suggestion: Four

Create a history documentation systems for any work orders, missed deadlines or any other issues that arise for any group using City of Rialto athletic fields. This will allow staff to follow up on pending issues and issues that are considered high priority. This will also allow to have an accurate history documented when issues arise with a league or requirements are not being met.

Suggestion: Five

Use a mathematical formula to decide on field allocation space based on the number of Rialto residents each sports league has registered.

We feel, all things being equal, that a league who serves a greater number (or percentage) of Rialto residents should be able to use more athletic field space than those leagues who are serving more non-resident participants.

The total number of all local residents registered in all organizations within that Priority Group Classification will then be determined. Each organization's local resident number will be divided by the total of all local residents registered to determine the percentage of use to be allocated to each group.

An example of this would be: Baseball Group A has 750 local residents Baseball Group B has 900 local residents Total local residents registered in both organizations is 1,650. 750 divided by 1,650 equals 45%. Group A would receive 45% of the field time available. 900 divided by 1,650 equals 55%. Group B would receive 55% of the field time available



Suggestion: Six



Grandfathered Leagues should meet certain minimum requirements. The leagues with such designation do not pay field rental or staff fees. Recently a fee was established as a cost recovery for a portion of what the City spends for light fees. This fee consists of each sports league paying \$5.00 dollars for every participant who is not a Rialto resident. This fee does not make a significant contribution to the costs of lights.

Our suggestions are that the leagues meet the following:

- 1. Have leagues maintain a working website that includes all information on current board of directors members, updated registration dates information, all fee charged to registered participants, updated schedules of practices and games.
- 2. Have all grandfathered leagues make all teams and activities they provide at Rialto City Parks available to all residents of Rialto. Despite skill level. Activities should be open to everyone.
- 3. All tournaments and activities outside of practices and league games do not fall within the scope of the season permit. All such activities should go through the special events process. All vendors at such activities such follow the proper vendor protocol used in all City special events.
- 4. All grandfathered leagues should be associated with a regional or state sports organization.
- 5. All Volunteers involved in any league activity should have a current background check approved by the City of Rialto.
- 6. Board members should also go through a background check approved by the City of Rialto
- 7. There should be at least three board members in each organization's board.

Suggestion: Seven

The current permit system has lived its usefulness and does not presently represent an effective way of monitoring the use of the City's athletic fields. It is highly recommended that the permit system is replacement by a user agreement/contract. The user agreement/contract will allow to specify in detail what the City's and the organization's responsibilities are. It will be an opportunity for greater collaboration from the leagues and a tool to hold those that break the policies accountable.

