

YOUTH SPORTS COMMISSION

Member Requirements

&

Field Allocation & Use Policy

**City of Newport Beach
Recreation & Senior Services Department**

Parks, Beaches & Recreation Commission
Amended August 4, 2015

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1. PHILOSOPHY

The Youth Sports Commission (YSC) is open to all organizations providing athletic opportunities to the youth of Newport Beach. All organizations pledge to participate in the YSC in a spirit of partnership and cooperation; cooperating and communicating with each other and City staff in a timely and respectful manner; practicing good sportsmanship; and agreeing to follow all City Council and YSC policies.

2. PURPOSE

It is the intent of the City of Newport Beach Recreation & Senior Services 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 all available fields under its ownership and/or control, in concurrence with the seasonal priorities (Section 4) and residential percentage priorities (Section 8).

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

- User groups need a procedure to secure fields for the planning of games, practices, and/or events.
- The demand for field usage exceeds the City's ability to permit unlimited and/or unscheduled use by all participants.
- Maintenance and renovation must be scheduled and implemented to maintain the community's high standards of aesthetics and sustain the playability of the City's facilities.
- Allocating field space to qualified organizations assists the City in the fulfillment of the Charter to plan, coordinate and direct community recreational activities.

3. CITY OF NEWPORT BEACH: CODE OF CONDUCT

In addition to each organization's individual code of conduct, all players, coaches, volunteers, and parents are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending YSC Member activities co-sponsored by the City of Newport Beach Recreation & Senior Services Department. The following guidelines are designed to provide safe and enjoyable activities for all participants:

- Be respectful to all field users and City staff.
- Take direction from City staff, including Park Patrol and Park Maintenance Staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other field users, or City staff/supervisors.
- Refrain from damaging City equipment, supplies, fields and facilities.
- Refrain from harassment of City staff and field users.

Failure to follow these rules may result in denial of program participation privileges. The City of Newport Beach Recreation & Senior Services Department strives to make your participation fun-filled, rewarding, educational and safe. Thank you for your cooperation.

4. DEFINITIONS

This section defines the terms used throughout this Policy.

- A. City: The City of Newport Beach and/or the City Recreation & Senior Services Department, as appropriate.
- B. Director: The City of Newport Beach Recreation & Senior Services Department Director.
- C. Member Organization or Organization: Those Organizations, including YSC-Open Member and YSC-Club Member, that have submitted all required documentation with the City.
 - YSC-Open Member Requirements: See Sections 5 & 6, below.
 - YSC-Club Member Requirements: See Sections 5 & 7, below.
- D. Non-profit Organization: A Non-profit Organization is a charitable organization under Internal Revenue Code Section 501c(3), with a State of California Tax Identification Number and proof of tax exemption.
- E. Participant: Those players who are fully registered with the Member Organization. Non-players such as coaches, officials, and staff shall not be considered Participants.
- F. Season: Seasons are defined as follows:

Grass Fields	Fall	Spring
Pre-Season/Tryouts	August 15-September 1	February 1 - 28
In-Season Opening Date	September 1	March 1
In-Season Closing Date	Second Friday in December	June 30
Post-Season/All Stars	As Available	As Available
Sport "In Season"	Football/Soccer	Baseball/Softball

Synthetic Turf Only	Fall	Winter	Spring	Summer
Pre-Season/Tryouts	-	January	-	August
In-Season Opening Date	Last week of August	Second Friday in December	February 1	July 1
In-Season Closing Date	Second Friday in December	January 31	June 30	Last week of August
Post-Season/All Stars	As Available	December & January	Early May-June 30	July
Sport "In Season"	Football/Soccer	-	Baseball/Softball	-

5. GENERAL YSC MEMBERSHIP REQUIREMENTS (includes Open and Club)

To participate in the semi-annual field allocation process, the following requirements shall be satisfied by all YSC-Open and YSC-Club Member Organizations:

- A. Organization shall have and submit a charter and articles of incorporation to City upon initial application for membership.
- B. Organization shall have a Board of Directors and submit a current list to City annually.
- C. Organization shall be a Non-profit Organization. Organizations shall submit their Internal Revenue Service 501c(3) letter to City upon initial application for membership and shall submit a current IRS 990 Form annually.
- D. Organization's Board or League President, Vice President, or an appointed designee shall attend the semi-annual YSC meeting.
- E. 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.
- F. Organization shall submit City Field Allocation Request Form and all supplemental information outlined in the application process semi-annually.
- G. Organization shall only provide services not offered by City programs.
- H. Organization shall immediately inform City staff of changes in liaison or main contact person's name, address, or telephone number.
- I. Organization shall obtain City's prior written permission for any change in the published schedule of field allocations, including decreases in use, and shall report said schedule changes as directed.
- J. Organization shall provide its own publicity, registration and coaches training consistent with YSC membership requirements. Any deviation requires the City's prior written approval.
- K. Organization shall screen all personnel and volunteers for prior criminal records or infractions and provide proof of screening to City.
- L. Organization shall provide at least one responsible adult at every activity scheduled at City facilities.
- M. Organization shall contact participants and organization's board and representatives regarding all matters in their league or team.
- N. Clean area following games or practices of all litter, debris etc.

- O. Organization shall review all City Council policies and facility rules and regulations, including the proper use and care of lights, grounds, keys, facilities and amenities, and shall inform Participants and its Board and representatives regarding all City policies and regulations.
- P. Organization shall apply to Parks, Beaches & Recreation Commission for approval to make any additions or changes to fields, amenities or membership criteria requirements.
- Q. Organization shall pay the hourly rates and field maintenance fees within 30 days of billing.

6. YSC-OPEN MEMBER REQUIREMENTS

YSC-Open Member Organizations receive priority allocation of City athletic fields and voting rights at the semi-annual YSC allocation meetings. In addition to the General YSC Member requirements listed above, the following are required for YSC-Open Member Organizations.

- A. Organization shall sign a contract (memorandum of understanding) of up to five years with the City. Contract renewals are due by the Fall allocation meeting in June.
- B. Organization's roster of Participants shall include at least 50% City residents in first year of Organization's existence. Following years of less than 50% City resident participation may cause review for reclassification of membership. Organizations who are adhering to boundaries set by parent organization will retain Open Member status.
- C. Organization shall employ a "minimum play rule" for Participants, with each player given equitable playing time regardless of skill level.
- D. Organization shall have an open enrollment policy accepting all players regardless of skill level.
- E. Organization shall be strictly volunteer-organized and administered with the exception of referees and umpires.
- F. 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. An individual participant may hire a trainer for personal purposes provided that the trainer applies for and receives a rental permit through the Recreation & Senior Services Department.
- G. Teams formed through a tryout process will be permitted if they meet specific criteria (See Section 6. G1 and G2) and such teams shall receive no additional benefit that would distinguish the team from the organization's recreation teams. Examples of prohibited benefits include, but are not limited to, higher quality uniforms, training equipment, preferential field use or additional field use.
 - 1. YSC member organizations are permitted to have a Select Program (i.e. All-stars) defined as follows: Players will be selected from the season teams for which the

selected team is representative. One Select Team per age division (one male and one female team) will be allowed.

2. Select Program teams must be formed by selecting players out of the organization's recreational team rosters and exclusively play teams within their organization.

7. YSC-CLUB MEMBER REQUIREMENTS

YSC-Club Member Organizations are Organizations that do not meet the requirements of YSC-Open Members. YSC-Club Member Organizations do not have voting rights at the semi-annual YSC allocation meeting. In addition to the General YSC Member requirements listed above, the following are required for YSC-Club Member Organizations.

- A. Teams within a Club organization are formed through a tryout process and are exclusive.
- B. Teams may have paid coaches and trainers.
- C. Organization's roster of Participants shall include at least 50% City residents in first year of Organization's existence. Any season of less than 50% City resident participation will result in reclassification of membership.
- D. Organization's roster of Participants shall include all registered Participants within an Organization.

8. FIELD ALLOCATION REQUESTS

Each Organization shall submit a Field Allocation Request Form and Participant roster by the dates listed below. Organizations missing these deadlines will be allocated any remaining fields on an "as available" basis only.

Field Allocation Request Form and Rosters From Previous Season	
Fall Allocation	Due May 1
Winter Allocation (Synthetic Turf, Allstars and limited camps only)	Due Sept 15
Spring Allocation	Due November 1
Summer Allocation (Synthetic Turf, Allstars and limited camps only)	Due March 15

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 (Section 6) are not up to date and 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 fields.

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
- Number of children per age division

C. Organizations are limited to two clinics and/or camps per year during downtime only (totaling 10 calendar days); camps and/or clinics shall be available to Participants of the Organization only.

9. FIELD ALLOCATION PROCEDURE AND PRIORITY FORMULA

Spring and Fall season field allocations will be reviewed and discussed twice a year at the semi-annual YSC meetings. Minor season allocations for synthetic turf, all-star and limited camp related use will be reviewed and distributed for Winter and Summer seasons. City staff will review all Field Allocation Request Forms, allocate fields equitably based on the priorities listed in this policy and encourage optimum cooperation between all user groups. Every effort will be made to assign fields by priority requested. Any appeals of decisions or allocations may be made to the Parks, Beaches & Recreation Commission within 10 days after the YSC allocation meeting.

A. Fields are assigned in the following priority:

- i. Maintenance of fields and facilities.
- ii. Fields/facilities for organized game use.
- iii. Providing fields/facilities for practices.

B. Field allocation requests will be considered based on the classification priorities set forth in Section D, below.

C. Assignments within each classification will be based on the highest number of City of Newport Beach residents (Classification C) and percentage of resident participants (all other classifications).

- D. Residents will be based on official rosters submitted by each organization as outlined in Section 8: Field Allocation Request.
- E. User Classifications and priorities are as follows:
- Class A: All official Recreation & Senior Services Department initiated and/or conducted activities.
 - Class B: All other official City activities.
 - Class C: All YSC-Open Member Organization programs/activities. In-season sports will have first priority and sports not in season will be considered second. All-star & post season activity will take priority in winter and summer seasons.
 - Class D: Official public agency sponsored programs and activities not included in Classifications A, B, and C, above.
 - Class E: YSC-Club Member Organizations and recreational, social or civic activities of groups which are resident-promoted and sponsored by local Non-profit Organizations. Classification E Organizations are open to the public and have 50% or more of memberships consisting of City residents.
 - Class F: Recreational or social activities of private City residents, which are not open to the public.
 - Class G: YSC-Club Member Organizations and recreational, social or civic activities of groups which are non-resident promoted and sponsored by Non-profit Organizations. Classification G Organizations are open to the public, but not qualifying under E, above.
 - Class H: Schools, colleges, hospitals and other similar civic groups not qualifying as Non-profit Organizations.
 - Class I: Commercial businesses and all others.
- F. Field Allocations will be made based on the number of fields each season that the Director or his/her designee deems are available for distribution. The distribution formula will be as follows:
- 70% of available fields for Class A, B and in-season Class C activities.
 - 15% of available fields for out-of-season Class C activities.
 - 10 % of available fields for Class D through E activities.

- 5% of available fields are not allocated, are used for maintenance rotation, community use, groups in Class G, H and I, or other items not anticipated on an as-needed basis. These fields may be reallocated to qualifying Organizations as they become available based on the allocation formula.

G. Home fields will be determined by the proportion of City residents to the number of field hours allocated within each User Classification. The formula will be as follows:

- In-Season YSC-Open Member Organizations that qualify for two or more fields will be allocated two home fields.
- Out-of-Season YSC-Open Member Organizations that qualify for one field will be allocated one home field.
- YSC-Club Member Organizations that qualify for at least one field will be allocated one home field.
- Each eligible group will be allocated home fields by season in spring and fall only.
- Any requests to change designated home fields will be brought to a meeting of the Youth Sports Commission. Each Organization eligible for home fields will have one vote. Majority vote will determine the outcome.
- The home field counts as a regular field in an organization's total field count as determined by the field allocation formula (Section 9).

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 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 1 for Spring and September 1 for Fall so the field may be reallocated.
- B. Unless written notice is received, an Organization will be billed for all allocations. Field use fees will not be retroactively adjusted.
- C. All fields that are turned back in to the City for reasons of non-use will be allocated to the remaining qualified Organizations based on the User Classification allocation formula.
- D. Any Organization with documented non-use of an allocated field for two consecutive weeks after the following dates will lose that allocation for the remainder of the season
 - March 1 in the Spring
 - July 15 in Summer
 - Labor Day in the Fall,
 - December 15 in Winter

E. 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.

12. FIELD USE FEES

Field use fees and field light fees are assessed to defray the direct costs of lighting and securing the fields.

Field Use Fee					
YSC-Open (Class C)	YSC-Club (Class E)	Private (Class F)	Non-Profit (Class G)	Commercial (Class H and I)	Field Lights
\$1 per hour	\$15 per hour	\$85 per hour (resident)	\$104 per hour (non-resident)	\$145 per hour (resident) \$287 per hour (non-resident)	\$30 per hour

Field Use Fee Due Dates
Fall Allocation: February 1
Winter Allocation: March 15
Spring Allocation: August 1
Summer Allocation: October 15

13. FIELD MAINTENANCE FEES

A. YSC Member Organizations shall pay a maintenance fee of \$10 per Participant, per season based on the previous year’s fall/spring rosters.

1. If the YSC Member Organization is new, the maintenance fee of \$10 per Participant will be assessed on its initial season’s roster.
2. The YSC-Open Member Organization maintenance fee will be based on resident Participants only.

3. The YSC-Club Member Organization maintenance fee will be based on total Participants.
 4. Other groups who reserve fields for five calendar dates or twenty hours during any season will also be assessed the maintenance fee of \$10 per Participant, based on their current roster.
- B. YSC Member Organizations will be billed on July 1 annually for both seasons. Funds will be expended or encumbered by June 30th of each fiscal year. Funds collected for each Organization will be expended on their allocated fields. In general, the maintenance funds will primarily be allocated to recover fields from damages incurred, following each group's field use. Every effort will be made to spend all collected funds within the fiscal year. There may be instances when a small percentage of funds collected from an Organization will not be expended on their allocated fields. The City will follow its bidding and purchasing process in expending the collected funds.
- C. Collected fees will be expended on 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.

14. 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. YSC Member Organization shall pay for any desired or additional maintenance such as field preparation, lining of the fields, setting of bases or a higher standard of maintenance than the City's standard.
- C. YSC Member Organizations shall meet with Recreation & Senior Services and Parks 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.
- D. YSC Member Organizations are responsible for any damage or repairs needed due to implementation of repairs, improvements or renovations. YSC Member 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.
- E. Motorized vehicles are not permitted in the City facilities for the preparation of athletic fields or other activities without prior written City approval.

- F. User groups shall immediately report any and all damage or acts of vandalism to the City.
- G. Bases shall not be removed nor shall base plugs be used without prior written City approval.
- H. User groups/Organizations maintenance responsibilities shall include:
 - 1. Light field preparation, setting of temporary bases or goals, and similar maintenance.
 - 2. Ensuring that the facility is free of trash or debris caused by its usage, including checking restrooms and parking areas.

15. 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.
- 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.

16. 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 3 pm on weekdays, and games no earlier than 8:30 am (arrival and warm-ups no earlier than 8 am) on weekends. No games and/or practices may be scheduled on City holidays without prior approval from the Director or his/her designee.
- C. Games and practices may end no later than 9:45 pm on weekdays, and dusk on weekends, except if approved in advance by the Commission.
- D. Weekend use, on a regular basis, may be subject to limited hours at the discretion of the City.
- E. Organizations utilizing lighted facilities are responsible for ensuring the proper use of lights. The City reserves the right to bill user groups for hourly energy costs incurred during hours that lights are left on and the fields are not being used.
- F. Use of portable lights is prohibited without prior written permission by the Parks, Beaches and Recreation Commission.

- G. Use of metal cleats is prohibited.
- H. Alcoholic beverages are prohibited.
- I. Artificial noisemakers, e.g., horns, rattles, bells, whistles, etc. are prohibited. Officials or coaches, as a necessary part of the activity, may employ such devices with permission by the City.
- J. At the conclusion of games, practices, and activities, Organizations shall leave the park/facility quickly, quietly, clean, and clear of debris. Failure to do so will result in assessment of a maintenance-cleaning fee.
- K. All YSC Member Organizations shall have at least 50% of their City resident members participate actively on a weekly basis. When a team is playing against a team from outside the City, this rule shall apply to only the "host" team representing the YSC Member Organization. Roster changes that affect compliance with residency requirements shall be reported to the City within one week of occurrence. Failure to do so will result in forfeiture of all fields and/or facilities.

17. SYNTHETIC TURF RULES AND REGULATIONS

To protect the field surface and maximize the lifespan of synthetic turf fields, the City of Newport Beach asks that every team official, coach, player, spectator, and parent be aware of the following rules & regulations for use of the synthetic turf field. Coaches are responsible for the conduct and behavior of players and spectators on the field.

- A. Only water is permitted. No flavored drinks are allowed (soda, juice, Gatorade). Glass and other breakable containers are prohibited.
- B. No food allowed on synthetic turf surface. All food including gum, sunflower seeds, nuts and chewing tobacco are prohibited.
- C. Newport Beach municipal code prohibits smoking within 100 feet of a park
- D. No dogs or pets are allowed on the synthetic turf surface. Dogs or other animals are only allowed on the grass perimeter and outfield grass area of Bonita Creek Field 1.
- E. Suntan lotions, oils or creams of any kind that may stain the turf are prohibited. Sunblock should be applied before entering the synthetic turf area.
- F. Athletic footwear must consist of molded rubber cleats (less than 2 inches), turf shoes or running shoes. Metal cleats/spikes and high heeled shoes are also prohibited. Athletic footwear should be clean and free of mud.
- G. Marking or taping on the synthetic turf surface is prohibited. Painting field lines must have prior City approval.
- H. Sharp or blunt equipment are prohibited including chairs, benches, flags, shade structures, tents, stakes, and umbrellas. No temporary or permanent equipment shall be staked down onto the synthetic surface.

- I. Large objects, including goals that need to be moved across the field should be carried or have turf wheels. Dragging heavy items or equipment across the field may cause significant damage.
- J. Vehicles of any kind including bicycles, scooters and skateboards are not permitted. RC cars, planes or other toys that use fuel are also prohibited
- K. User Responsibilities
 - 1. You are responsible to leave the field cleaner than you found it and ready for the next user. Following practices and/or games please inspect the field and remove anything left by your players or spectators such as trash, athletic tape, or equipment.
 - 2. Any foreign substances, including bodily fluids, should be removed and rinsed as quickly as possible. Thoroughly rinse and avoid slippery areas that could result in injury. Immediately report the location of accident or injury resulting in bodily fluids (blood, vomit, urine, etc.) on the turf to city staff.
 - 3. Inspect your playing area before and after practices & games and immediately report any areas of the playing surface that are damaged or deficient.
 - 4. Educate your players, parents and spectators about the Synthetic Turf Rules & Regulations to minimize damages to the playing surface.

18. TRAFFIC AND PARKING

- A. The Organization shall ensure that Participants and spectators utilize off-street public parking areas, when available. If parking conditions warrant, e.g., during pre-, post-, and regular season or tournament play, the Organization shall provide, at its own cost, at least one safety officer to direct Participants and spectators to designated parking areas. The City, at its sole discretion, may require additional parking mitigation on an event-by-event basis.
- B. Driving, operating, or parking any motor vehicle within the City parks and/or fields is prohibited, except in areas specifically designated as parking areas unless prior written permission is obtained from the City. In case of medical emergencies, only emergency vehicles will be allowed on the park for rescue purposes.
- C. All vehicles shall be legally parked.

19. PUBLIC ADDRESS SYSTEM USE

- A. Sound amplification equipment is allowed in City parks only with a Special Event Permit. Special Event Permit applications are available in the Recreation & Senior Services Department and should be submitted at least 15 working days prior to the event.

- B. Only adults 18 years and older are permitted to operate any public address system. All public address systems used for athletic events shall pertain to the game being played. Special announcements should be kept to a minimum. "Play-by-play" announcing is prohibited.

20. STORAGE AND/OR CONCESSIONS

- A. 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 maintained in good and clean condition at all times and any vandalism or breakage shall be repaired immediately.
- B. The City assumes no liability or responsibility for any equipment or storage units or the contents thereof.
- C. The Organization placing the storage unit shall provide keys to City staff for all storage units, locked closets and fenced areas.
- D. No equipment may be left out on fields or outside bins unless approved in advance by the City.
- E. Organizations shall provide City with an inventory of all items stored in said containers. Storage of flammable and/or toxic substances is strictly prohibited.
- F. 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

21. BANNERS

Although there is no cost, there is a limit to the number and times a banner can be displayed.

- A. Determine location according to the following list:
- Lincoln Athletic Center: (3 spots on fence along San Joaquin Hills Road)
 - Mariners Park: 1 on Tennis Court fence
 - Grant Howald Park: 1 on Tennis Court Fence; 1 on Driveway entrance fence
 - 38th Street Park: 1 on Balboa side fence
 - Bob Henry Park: 1 on fence
 - Las Arenas Park: 1 on the tennis court fence
- B. Apply for a 14 consecutive day period in writing to Recreation & Senior Services Department.
- C. Maximum of 30 days per calendar year per event per location.
- D. Apply maximum of 60 days in advance only.

- E. Permitted banners will be listed on a master list. Those not permitted will be cut down by Park Patrol.
- F. This does not apply to sponsor banners on the outfield fences. This does apply to any banners that appear on other than the outfield fences.

22. OTHER

Organizations anticipating a split to form a new Organization/league, or individuals planning to organize a new sports program, shall apply to the City at least six months prior to the estimated starting date of the new program. The City will study the impact of the new program on existing facilities and evaluate the request. If approved after the deadline for submitting the Field Allocation Request Form for the upcoming Season, the City makes no guarantee of field space if all space has been previously allocated.

23. CITY COUNCIL POLICY

This policy is consistent with Council Policy B-13— *Public Use of City Facilities*. In the event of any conflict between this policy and Council Policy, Council Policy takes precedence.

24. VIOLATIONS

The following penalties shall be imposed when Member Organizations failed to comply with the requirements set forth above. Offenses will be by season unless otherwise stated in written warnings.

- **First Offense:** Verbal warning; if situation resolved, no further action taken.
- **Second Offense:** Written warning. A representative of the City as determined by the Director shall also meet with the offending coach (if applicable), the Organization President, and at least one other member of the Board of Directors.
- **Third Offense:** Minimum penalty is loss of one field for the next season; maximum penalty is loss of status as a YSC Member Organization for the next season in which the Organization participates. Penalty shall be determined by the Director. After penalty has been served, Organization may reapply for use of City fields and membership in the YSC.
- **Appeal Process:** Appeals shall be submitted to the Director within 10 days of penalty. Appeals shall be forwarded to the Parks, Beaches & Recreation Commission for discussion. The Commission's decision is final.

The Parks, Beaches & Recreation Commission ultimately determines continued membership. Failure to comply with the requirements and responsibilities listed will result in the Parks, Beaches & Recreation Commission revisiting membership status.

25. OVERVIEW OF IMPORTANT DATES

Spring Allocation	
Field Allocation Request Form and Previous Spring Rosters Due	November 1
Allocation Meeting	Second Wednesday in December
Notice of Non Use Of Field Due	February 1
Final Draft of Allocation Schedule Complete	February 15
Allocation Begins	March 1
Current Spring Rosters Due	June 15
Allocation Ends	June 30
Allocation Invoice Mailed Out	July 1
Per Player Maintenance Billing Mailed Out	July 1
Allocation Billing Due	August 1

Winter Allocation (Synthetic Turf Field only)	
Field Allocation Request Form and Previous Winter Rosters Due	September 15
Allocation Schedule Draft Complete and Distributed	October 15
Notice of Non Use Of Field Due	October 31
Final Draft of Allocation Schedule Complete and Distributed	November 1
Allocation Begins	Second Friday in December
Allocation Ends	January 31
Allocation Invoice Mailed Out	February 15
Allocation Billing Due	March 15

Fall Allocation	
Field Allocation Request Form and Previous Fall Rosters Due	May 1
Allocation Meeting; YSC Open-Member Contracts Due	Second Wednesday in June
Notice of Non Use Of Fields Due	August 1
Final Draft of Allocation Schedule Complete	August 15
Allocation Begins	September 1
Allocation Ends	December 15
Allocation Invoice Mailed Out	January 1
Allocation Billing Due	February 1

Summer Allocation (Synthetic Turf Field only)	
Field Allocation Request Form and Previous Summer Rosters Due	March 15
Allocation Schedule Draft Complete and Distributed	April 15
Notice of Non Use Of Field Due	April 30
Final Draft of Allocation Schedule Complete and Distributed	May 1
Allocation Begins	July 1
Allocation Ends	Last week of August
Allocation Invoice Mailed Out	September 15
Allocation Billing Due	October 15

APPENDIX

PROOF OF NON-PROFIT STATUS COMPLIANCE

Non-profit status is an organization that is so defined by the Internal Revenue Service as a 501(c)(3) charitable non-profit, and has a State of California Tax Identification Number.

In order to receive consideration as a non-profit organization, groups must submit the following documentation*:

1. Copy of Articles of Incorporation stamped and endorsed by the office of the Secretary of State of the State of California – *submit first time only*
2. Copy of IRS letter stating that group is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code – *submit first time only*
3. Copy of IRS tax form 990 (T or EZ), including group identification on page 1 and Section VI – Section 501(c)(3) Organizations Only - <http://www.irs.gov/pub/irs-pdf/f990ez.pdf>; proof that group is maintaining non-profit status – *submit annually*

In addition, the Recreation & Senior Services Department will access the California Secretary of State's corporation website for proof of current status.

3 4

ARTICLES OF INCORPORATION OF

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

A California Nonprofit Public Benefit Corporation

OCT 16 2009

ARTICLE I

The name of this corporation is

ARTICLE II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The purposes for which this corporation is formed are exclusively charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

B. The specific purpose of this corporation is to promote art and science of film making through education of the general public and scientific research.

ARTICLE III

The name and address in the State of California of this corporation's initial agent for service of process is:

Name:

Address:

ARTICLE IV

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.

ARTICLE V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3).

Incorporator



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

NOV 30 2011

Employer Identification Number:

45- 8

DLN:

601318124

Contact Person:

ID#

Contact Telephone Number:

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

May 4, 2011

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter:

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

OMB No. 1545-1150

Form **990-EZ**

**Short Form
 Return of Organization Exempt From Income Tax**

2012

**Open to Public
 Inspection**

Department of the Treasury
 Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)
 Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions).
 All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.
 The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2012 calendar year, or tax year beginning _____, 2012, and ending _____, 20____

B Check if applicable:
 Address change
 Name change
 Initial return
 Terminated
 Amended return
 Application pending

C Name of organization _____
 Number and street (or P.O. box, if mail is not delivered to street address) _____ Room/suite _____
 City or town, state or country, and ZIP + 4 _____

D Employer identification number _____
E Telephone number _____
F Group Exemption Number _____

G Accounting Method: Cash Accrual Other (specify) _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: _____

J Tax-exempt status (check only one) - 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

K Check if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ _____ \$

Part I		Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)	
Check if the organization used Schedule O to respond to any question in this Part I _____ <input type="checkbox"/>			
Revenue	1	Contributions, gifts, grants, and similar amounts received	1
	2	Program service revenue including government fees and contracts	2
	3	Membership dues and assessments	3
	4	Investment income	4
	5a	Gross amount from sale of assets other than inventory	5a
	5b	Less: cost or other basis and sales expenses	5b
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c
	6	Gaming and fundraising events	
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a
	6b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b
6c	Less: direct expenses from gaming and fundraising events	6c	
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
7a	Gross sales of inventory, less returns and allowances	7a	
7b	Less: cost of goods sold	7b	
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	
8	Other revenue (describe in Schedule O)	8	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10
	11	Benefits paid to or for members	11
	12	Salaries, other compensation, and employee benefits	12
	13	Professional fees and other payments to independent contractors	13
	14	Occupancy, rent, utilities, and maintenance	14
	15	Printing, publications, postage, and shipping	15
	16	Other expenses (describe in Schedule O)	16
17	Total expenses. Add lines 10 through 16	17	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19
	20	Other changes in net assets or fund balances (explain in Schedule O)	20
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21

Form 990-EZ (2012)

Page **4**

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	



Part VI Section 501(c)(3) organizations only
 All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51
 Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	
b If "Yes," was the related organization a section 527 organization?	49b	

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee paid more than \$100,000	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A ▶ Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	▶ _____ Signature of officer	_____ Date
	▶ _____ Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

May the IRS discuss this return with the preparer shown above? See instructions ▶ Yes No



CERTIFICATE OF LIABILITY INSURANCE

DATE [MM/DD/YYYY]
03/06/2014

PRODUCER Maguire Insurance Agency, Inc. 27301 Puerta Real Suite 200 Mission Viejo, CA 92691- 877.438.7459	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED <div style="background-color: black; width: 100px; height: 30px; margin-top: 5px;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Insurance Company	18058	INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS																
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	#HPK553598-004	04/06/2014	04/06/2015	<table style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$100,000</td></tr> <tr><td>AMED EXP (Any one person)</td><td style="text-align: right;">\$2,500</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$4,000,000</td></tr> <tr><td>PRODUCTS - COM/POP AGG</td><td style="text-align: right;">\$4,000,000</td></tr> </table>	EACH OCCURRENCE	\$2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000	AMED EXP (Any one person)	\$2,500	PERSONAL & ADV INJURY	\$2,000,000	GENERAL AGGREGATE	\$4,000,000	PRODUCTS - COM/POP AGG	\$4,000,000				
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		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				<table style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td></td></tr> <tr><td>BODILY INJURY (Per person)</td><td></td></tr> <tr><td>BODILY INJURY (Per accident)</td><td></td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td></td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)		BODILY INJURY (Per person)		BODILY INJURY (Per accident)		PROPERTY DAMAGE (Per accident)									
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		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				<table style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td></td></tr> <tr><td>AGGREGATE</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> </table>	EACH OCCURRENCE		AGGREGATE													
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		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N <input type="checkbox"/> (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				<table style="width: 100%; border-collapse: collapse;"> <tr><td>WC STATUTORY LIMITS</td><td></td><td>OTHER</td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td></td><td></td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td></td><td></td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td></td><td></td></tr> </table>	WC STATUTORY LIMITS		OTHER		E.L. EACH ACCIDENT				E.L. DISEASE - EA EMPLOYEE				E.L. DISEASE - POLICY LIMIT			
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		OTHER																				

DESCRIPTION OF OPERATIONS / LOCATIONS/ VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 It is understood and agreed that the following entity is added as an additional insured but only with respect(s) to the operations of the named insured except that liability resulting from the additional insured's sole negligence. The City of Newport Beach, its officers, officials, employees and volunteers

CERTIFICATE HOLDER

CANCELLATION

City of Newport Beach, its officers, officials, employees and volunteers 100 Civic Center Drive Newport Beach, CA 92660-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE <div style="text-align: center; font-family: cursive; font-size: 2em; margin-top: 20px;"> [Signature] </div>

POLICY NUMBER: PHPK553598-004

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04


THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

	Name Of Additional Insured Person(s) Or Organization(s)
	City of Newport Beach, its officers, officials, employees and volunteers 100 Civic Center Drive Newport Beach, CA 92660
	Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

It is understood and agreed that the City of Newport Beach, its officers, officials, employees and volunteers are added as an additional insured but only as respects the operations of the named insured except that liability resulting from the additional insured's sole negligence. This policy is primary and non-contributory

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

City Of Newport Beach -SAMPLE- Field Allocation Request Form

Name of Organization

Tentative Start Date

Tentative End Date

Instructions: For each field you are requesting, list the times of intended 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 you request back up fields, in case your first choice is not available.

FIELD	MON	TUES	WEDS	THURS	FRI	SAT	SUN	RANK
Arroyo Park								
Bonita Creek Softball #1								
Bonita Creek Softball #2								
Bonita Football								
CYC/Grant Howald								
Lincoln #1								
Lincoln #2								
Lincoln #3								
Lincoln #4 & #5								
BCSP # 1								
BCSP # 2								
BCSP # 3								
BCSP #4								
BCSP #5								
BCSP #6*								
Bob Henry #1								
Bob Henry #2								
Buffalo Hills								
Coastal Peak Park #1								
Coastal Peak Park #2								
Eastbluff #1								
Irvine Terrace								
Mariners #1								
Pennisula Park								
San Miguel								

Summer All Star Dates/Days/Locations (Tentative)

Summer Camp Dates/Days/Locations (Tentative)