



CITY OF LA HABRA YOUTH SPORTS AFFILIATE POLICY



2014-2015

CITY OF LA HABRA

YOUTH SPORTS AFFILIATE POLICY

I. PURPOSE & SPIRIT OF USE

The City of La Habra welcomes the use of City and community facilities by local youth sports organizations and is interested in developing relationships with these organizations. Our intent is to create a policy that takes into account the needs of the Affiliate, and the needs of the community while minimizing the impact on the neighbors surrounding the various park sites. We expect that each organization would always be respectful to the neighbors, staff and community as a whole.

The City's policies are designed to create fairness in the allocation of facilities and are based on the accurate provision of information by the youth sports leagues. Although the City may check to verify accuracy, all youth organizations are expected to verify the residency requirements in good faith. If information is found to be inaccurate or overstated, the City has the authority to rescind its original agreement and re-issue field use so that it best meets the needs of the community.

II. DEFINITIONS:

City – City of La Habra

Affiliate – Sport groups that meet minimum requirements included in Section III.

Competitive – Teams that are formed on a try-out basis with no guarantee for players to be placed on a team or receive minimum play time.

Friendlies – Competition with four (4) or less teams.

Liability Insurance – The affiliate is required to have liability insurance for all their programming. This may or may not be part of the leagues insurance coverage provided by the National governing body. In cases where the activity is not covered by the National organization the affiliate must obtain insurance that names the City as additionally insured for that activity.

Recreation – Teams that registered with a National body and players are guaranteed to be placed on a team with minimum play rules.

Team – A gathering of 6 or more players lead by an adult

Tournaments – Competition with five (5) or more teams.

III. AFFILIATE GROUPS DEFINED

Community youth organizations obtaining Affiliate Status are considered independent of the City. Decisions regarding league functions and activities are the sole responsibility of each organization. The City assumes no jurisdiction

over the administration, operation and/or planning of league activities. The City expects each youth sports organization to conduct its league business in a professional manner. This includes posting of meeting notices, taking meeting minutes, making financial reports available to the membership, and keeping their membership well informed of league activities and board decisions.

The affiliate recreational organizations must provide recreation programs which complement existing programs of the Community Services and Park Departments and other affiliates.

All groups must have an affiliation with a national governing body. Those national bodies must have governance over the association. This includes requirements to submit rosters of Boards of Directors, financial reports, association constitutions, and by laws. The City of La Habra will manage the athletic facilities to insure that there is NO duplication of services. For example: National Little League Organizations has rules that require everyone must play (defined as recreation), whereas All Star/Travel/Club baseball has no minimum play rule (defined as competitive); thus these two organizations are similar in activity but have very different goals. The City will not consider any application that represents a program where an existing program exists. This will also extend to marketing materials to promote non affiliate groups programs.

The Community Services Commission may annually review the groups affiliate status. This review process shall include, but is not limited to, reviewing rosters that include name, address, school of attendance, and phone number; the group's annual operating budget and annual financial report. All registered players must have "THREE FORMS OF IDENTIFICATION" for proof of residency consisting of a utility bill, parents California Drivers License or identification card, and a third document that is consistent with current address (such as school letter, medical card, school identification card, school report card). To ensure that residency requirements are met, before approval for facility use is given, all rosters must be submitted to the Community Services Department for review. Rosters are to be submitted on an Excel spread sheet with the information identified above. These rosters will be kept by the Community Service Department and not used for any other purpose other than City resident verification.

Groups wishing to review rosters must demonstrate a reasonable foundation about eligibility or residency and must make a written request to the Director of Community Services. Time will be set aside so that requesting group can review the roster(s) at the La Habra Community Center. The review will be supervised by a staff person, and a representative of the challenged organization may be present. The first hour of staff time for the review will not be charged; however the requesting organization will be assessed an hourly rate of \$50 for staff support for any additional time needed. If the challenge is upheld there will be no charge for the staff time.

Groups who have been approved as a La Habra Based Youth Organization but for a short period of time fall below the participant minimum, will be given one

regular season to meet the requirements. If they do not meet the requirement by their next season then they will lose their affiliate status.

Each group shall provide the City of La Habra with a Certificate of Insurance, naming the City as an additional insured, for \$2 million dollars. If school district property is being used, the school district must also be named as additional insured.

Seventy five percent (75%) of the Recreational type youth sports participants shall have La Habra mailing addresses.

All Star/Travel/Club Teams are defined as organizations that accept participants on their ability to play. Ninety percent (90%) of their participants shall have a La Habra home mailing address.

The majority of the group's adult membership shall live or work in La Habra and must be open to all persons.

IV. APPLICATION PROCESS

A letter of request must be submitted to the Director of Community Services, 101 W. La Habra Blvd, La Habra, CA 90631. The following information must be submitted before a group will be considered for Affiliate Status:

- A. Names of officers, term limits, addresses, and phone numbers.
- B. Board of Directors and general membership meeting dates, times, and locations.
- C. The most recent membership roster with addresses and phone numbers.
- D. A copy of the organizations by-laws and Articles of Incorporation.
- E. A signed copy of the City's Indemnification Form.
- F. Groups must be recognized as a legal non-profit organization. Acceptable proof of non-profit status will include:

- 1. Determination Letter of Internal Revenue Service (IRS)

Recognition of Section 501 (c) 3 tax exempt status. (An organization that submits an application to the IRS and has it approved must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection).

Confirmation of acceptance into the national organization that would have governance over affiliate candidate.

V. COMMUNITY SERVICES COMMISSION REVIEW

The Community Services Commission must approve Affiliate Status before any benefits are granted to any new organization.

VI. CITY COUNCIL REVIEW

The City Council may periodically review actions of the Community Services Commission relating to requests for Affiliated Status.

VII. CONDITIONS AND BENEFITS UPON ATTAINING AFFILIATION

An affiliate may receive benefits related to facility use, as the annual City budget permits, including:

- A. Use of City-owned facilities on a priority basis.
- B. Assistance in obtaining use of non-city owned school facilities.
- C. Use of sports lighting is paid by each youth organization.
Fees for general maintenance may be required in the future.
- D. Affiliate groups will have access to City buildings, when available, for meetings and registration Monday through Thursday at no cost. For weekend use, fees will be based on the La Habra fee schedule resident non-profit category.
- E. Affiliate groups contact information will be placed in the City's quarterly brochure (this is not an ad but contact information for people wanting information on your program).
- F. Affiliate groups must state their affiliation with the City of La Habra Community Services and Park Departments on its flyers, letterhead or other forms of communication.
- G. Affiliate groups may receive assistance from the Community Services and Park Departments on a limited basis. Requests for assistance should be forwarded to the Director of Community Services and/or the Director of Public Works.
- H. All Star/Travel/Club affiliated groups will receive benefits after in season recreational sports groups are accommodated. The first priority of all field usage will be provided to teams who are competing in regular season competitions before use by All Star/Travel/Club teams.

VIII. FACILITY USE

The City is supportive of the activities scheduled by La Habra youth based groups; however, we must also be sensitive to the neighbors who surround the facilities and be respectful of their privacy. An agreement between the City and

the Youth Sports Organization will be created listing the field use, facility requirements, and conditions of use. The agreement will be reviewed and renewed annually and will be scheduled based on the leagues needs and season of use. The agreement will include the following conditions, but is not limited to:

- A. Limit parking on an as needed basis on local streets. Make sure participants do not block driveways or park vehicles where “No Parking” signs are located.
- B. Notify the surrounding community of any special event or activity that might create more than normal vehicle traffic and attendance. A flyer summarizing the event with contact information for local residents and businesses will be submitted to the Community Services Department for review and approval three weeks before distribution. The approved flyer must be distributed two weeks prior to an event and within a two block radius of the facility.
- C. Each facility will have its own schedule of dates and times activities can be presented. The youth sports groups will be responsible to insure their activities are scheduled appropriately.
- D. The use of a public address system needs to be limited to general announcements and not play by play. Speakers are to be pointed away from surrounding neighbors. This may limit the public address system use at your event. Special requests for major events will be considered. The group must submit an outline of the program and a timeline of the event. Please do not submit any request that will obviously disrupt the surrounding community.
- E. Team gatherings including warm-up and meetings need to be held at least 20 yards from neighboring homes or facilities. Structures, fencing or block walls shall not be used for “pepper” or any other form of activity.
- F. Affiliate groups will be required to post facility use rules on their websites for their participants and others to review.
- G. Organizations hosting non La Habra teams must certify that their insurance will provide liability coverage for those teams to participate in the scheduled activity. **At no time does any organization have the authority to allow a non-affiliated group to participate on any City field or for any form of competition without prior City approval.**
- H. The parking of vehicles on city or school district property, other than in parking lots, will no longer be permitted. Each group must make arrangements to use a small pick up truck or lightweight utility vehicle to transport snack bar supplies and any other equipment needed for any activity from the parking lot to the field areas. **Parking restrictions will be strictly enforced. Vehicles may be cited or towed and continued violations may result in a termination of use.**

- I. Sunday field use varies depending on the facility. Listed below is the general Sunday schedule by facility;
 1. La Habra City School District facilities will be closed on Sundays.
 2. La Bonita Park and Esteli Park will be closed 27 Sundays per year to be determined by City staff with youth sports needs and maintenance needs taken into consideration.
 3. Portola Park will be closed 16 Sundays per year for maintenance needs.
- J. No facility locks are not to be changed by any organization. The Community Services Department will work with groups who request to change locks in a timely manner. All associated repair and replacement costs will be the responsibility of the group.
- K. The City of La Habra Public Works Department, Parks Division is responsible for daily maintenance and pre-season renovation periods. These dates are pre-determined and all youth organizations must adhere to them. Any group violating this policy will jeopardize use of the facility.
- L. The City of La Habra Public Works Department may hire a sub contractor to assist in their duties. No organization is to hire a sub-contractor or use their own volunteers to perform any site improvements without the approval of the Public Works Department.
- M. All site improvements must be approved by the Public Works Department. If an organization wishes to perform the site improvements the proposed improvements and plans must be submitted in writing at least 30 days in advance and no more than one year prior to the work beginning. The proposal should include projected costs, and who will be responsible for them, and a project timeline.
- N. All site improvements must be consistent with the regularly scheduled renovation period for the site with no disruption to the next user.
- O. All improvements will be held to the same standard that the Public Works Department has adopted for their improvements.

VIII. EQUIPMENT USE POLICY

Youth organizations generally require additional equipment in order to conduct and facilitate each program. This additional equipment usually includes, but is not limited to, portable backstops, soccer goal structures, pitching machines, additional fencing, and any other non-affixed/non permanent secured equipment. To ensure the additional equipment is used for its designed purpose and installed/secured properly, the youth organizations shall comply with the following:

- A. All equipment added to the facility shall be clearly identified on the facility use application. This includes, but is not limited to, fencing, pitching machines, backstops, soccer goals, and any other non-affixed/non-permanent secured equipment. This does not include, and is not limited to, corner flags, footballs, soccer balls, line markers and other similar or like equipment.
- B. The additional equipment shall be purchased from a reputable company and used for its designed purpose. For example, a baseball backstop shall be used for baseball only and not used as a soccer goal.
- C. The additional equipment shall be secured or installed by the youth organization, or it's agent, at the beginning of the season according to manufacturer specifications.
- D. The youth organization shall inspect the additional equipment on a daily basis to ensure that it is being used for its designed purpose and is secured and maintained properly.
- E. City staff will inspect the equipment prior to start of the season, during the season, and will verify that it is removed at the end of the season.
- F. It is the responsibility of the youth organization to install/secure and remove the additional equipment. The youth organization shall be assessed a fine of \$50.00 for each day, after the last calendar day of use, that the additional equipment remains at the facility. In addition, if the youth organization fails to remove the additional equipment in a timely manner and the City is compelled to remove it, the youth organization shall pay all labor costs associated with its removal.
- G. The youth organization acknowledges and understands that the City of La Habra shall not be responsible for any injuries or damages sustained by anyone that were caused by, or a result of, the additional equipment.

IX. Utility and Pest Control payment

EDISON

In 2009, the City instituted a policy that each affiliate youth organization is responsible for the electricity charges as a result of their field use. The formula is based on the following: The City will be responsible for the amount of electricity required to maintain the basic needs of the facility. That will include opening of restrooms, operation of landscape controllers, and security lighting. On average, this basic electrical consumption is 15% of use. When the facility is closed for maintenance, the City will pay 100% of the Edison charges.

The City will draft an invoice and attach a copy of the original Edison Bill and will expect payment within 14 days of the group receiving it. Checks should be delivered to the City of La Habra Community Services Department, 101 W. La

Habra Boulevard, to the attention of the Recreation Manager. Any concerns regarding the bill must be addressed immediately following the receipt of the invoice.

RODENT CONTROL

La Habra Little League and La Habra Pop Warner agreed to a year round pest control program at Esteli Park to curb the rodent problem. La Habra Little League will pay for 6 months (January through June) of the service and La Habra Pop Warner will pay for 6 months of July through December. The payment will be made directly to RPW Services, Inc. P.O. Box 2342 Fullerton, Ca phone 714-870-6352.

PORTABLE TOILETS

Portable toilets will be ordered by the City and billed to the youth organization. The affiliate will be responsible for opening and closing the portable toilets.

X. QUARTERLY YOUTH SPORT MEETINGS

Each La Habra Based Youth Organization will be required to send a representative to the quarterly meetings. The discussions include facility use requests, scheduled events, repair needs, and park rehabilitation schedules. These meetings are MANDATORY. Non-attendance places your organization at a disadvantage in receiving accurate information and jeopardizes the use of facilities.

XI. SPECIAL NEEDS PROGRAMS

The City understands that sport programs that are designed to meet the needs of youth with mental or physical challenges accept participants on a regional basis. Residency requirements will be relaxed if the program is an extension of a La Habra affiliated youth organization. The sponsoring organization must show that an effort was made to meet the Affiliate Policy residency requirements.

XII. SUB-CONTRACTORS

The City recognizes that as part of the ongoing effort to improve the quality of instruction to its members, sub-contractors/trainers may be hired to perform instructional services. All organizations must notify the City of any sub-contractors providing services for their organization. The youth organization is responsible for making sure that the sub-contractor/trainer is cleared by the league for participation. The sub-contractor/trainer can only use the same facilities as the La Habra Based Youth Organization. Sub contractors are required to have a City business license, and must supply the City with liability coverage, naming the City as additional insured. Priority should be given to La Habra based contractors.

XIII. TOURNAMENTS

The City is interested in hosting tournaments that do not conflict with existing La Habra Based Youth Organization use. The City acknowledges that tournaments may be one alternative to help generate revenue for both the youth organizations and for the City to help offset maintenance and staff costs.

In order to host a tournament, the group must submit a proposal in writing and request must be supported by the Affiliates governing body.

The proposal must include the Tournament dates and times and the name of the governing body. Tournament dates are to be submitted in June for the following season beginning September 1st through June 30th

- A. All applications must be submitted by the affiliates governing body and include a certificate of liability insurance naming the City as additional insured for 2 million dollars, a statement outlining the purpose of the tournament, and that only the affiliates members can participate.
- B. Summary ensuring that the field meets the tournament guidelines. Simple modifications may be considered however removal of sod, fencing or any major modifications will not be allowed.
- C. Tournament expectations regarding sponsors and signs.
- D. A plan detailing the efforts to ensure that the facility is clean and neat prior to, during, and following the tournament.

Tournaments will be assessed fees, 10% of the gross revenue generated for the first tournament and 20% of gross revenue for additional tournaments by the same organization, in the same season, for staff costs, field use and maintenance, and any damages.

Following the submittal of a request the Community Services Department will review it and respond within two weeks. The response will include any conditions required for the tournament and any fees associated with said use.

XIV. FRIENDLIES

Friendlies are competitions designed to serve as a training for specific teams. Friendlies will have no more than four (4) teams competing in any given age group. Friendlies on City fields will only be held with one age group at a time.

XV. CITY USE

On occasion, the City or School District may want to hold a program at a park or school site. We reserve the right to require the youth organization to re-schedule an event should the city or school district have a need for that facility. Every effort shall be made to notify the organization as soon as possible and to avoid this type of change.

XVI. OUTSIDE GROUP USE

This Youth Sports Affiliate Policy applies to those groups who have met the City requirements and are certified as a La Habra Based Youth Organization. This affiliation extends only to the local organization. Any affiliate groups, including governing bodies, must submit a separate joint application with a La Habra based group for consideration of any field space for non-resident team games.

The City has other categories of use that are fee-based. Request for fee-based use can be submitted to the La Habra Community Services Department, where it will be reviewed and considered based on field availability. The City reserves the right to determine any fee base user.

The City has established these guidelines to help facilitate the demand for sports facilities for use by La Habra based youth groups. It is not our intention to hamper the growth of the organizations, but to provide a set of guidelines that ensure that La Habra residents get the maximum benefit of use, while encouraging opportunities to fund raise and a setting for player and team development.

XVII. Closures for Holidays

Sport fields will be closed for games and practices during the following holidays:

Presidents Day
Easter Sunday
Memorial Day Weekend
Mothers Day
Fathers Day
4th of July
Labor Day Weekend
Veterans Day
Thanksgiving Weekend
Christmas
New Years

Note: The City reserves the right to host any co-sponsored event on any restricted days.

XVIII. Lights

The City instituted two lighting systems. These systems are designed to better manage use. A summary of each of the systems:

Esteli Park has installed a Skylogix system. Each season the assigned organization (La Habra Pop Warner or La Habra Little League) will be responsible for turning on and turning off the system. You will not be able to turn on lights prior to 5:05pm or go past 9:30pm. You will provide a list of people that will be given a pin number. La Habra Pop Warner pin numbers will begin with 8 followed by the last four digits of social security number. La Habra Little League pin numbers will begin with 9 followed by the last four digits of their social security number.

At the end of the season we will deactivate the previous group's pin numbers and activate the new pin numbers for the incoming group.

Katie Elmore and Bernard Nolen are the point of contact and should the group need assistance they will be the people you will contact. You can reach them via email at kelmore@lahabraca.gov or bnolen@lahabraca.gov or at (562) 383-4206.

La Bonita Park has installed has installed a Skylogix control system. Each season the assigned organization (La Habra Girls Softball and Wicked Softball) will be responsible for turning on and turning off the system. You will not be able to turn on lights prior to 5:05pm or go past 9:30pm. You will provide a list of people that will be given a pin number. La Habra Girls Softball pin numbers will begin with 8 followed by the last four digits of social security number. La Habra Wicked pin numbers will begin with 9 followed by the last four digits of their social security number.

XIX. SPECIFIC PARK RULES

LA BONITA PARK RULES

- A. Facility game times are Monday through Saturday 9:00am to 9:00pm, lights off at 9:30pm. No new game will begin later than 7:30pm. Sunday use begins at 10:00am to 8:00pm, lights off at 8:30pm. No new game will begin after 6:30pm. No one will be allowed on the field before 8:00am on Saturdays and 9:00am on Sundays. All noise and activities should be kept to a minimum during this one hour period prior to when games begin.
- B. Facility will only be used 27 Sundays each year. *A schedule will be developed by the Community Services Department denoting the closed days.*
- C. Facility will be closed for renovation from December 1st through January 31st and July 1st through August 31st of each year. It is the intent that the

Parks Division complete any needed renovation within these dates. Your organization will be informed should any additional time will be needed.

- D. Teams that qualify for ASA Recreational National Tournament will be granted access to the park and a specific field will be approved for use by the Public Works Department. Practices will be allowed Monday through Friday, 10:00am to 7:30pm, only. One Saturday will be scheduled for each team continuing in the national playoffs after July 1, 2015. Practice times will be allowed until the team has been eliminated from further ASA competition. All use must be completed by July 31st.
- E. The Facility will be reopened for one day for try-outs and only one softball field will be designated for use by the City of La Habra Public Works Parks Division on Saturday, January 17, 2015.
- F. Disney Sports will hold a Collegiate Division 3 Women Softball Tournament Monday through Friday, Beginning February 21st through Friday, February 25th.
- G. No parking Monday through Saturday on Fahringer Way adjacent to the Boys and Girls Club, Skate Park and Futsal Courts.
- H. No vehicles are to be driven on site for any purpose without prior written approval.
- I. Youth groups will be responsible for paying for additional maintenance outside of the scope of this agreement.
- J. Fields are to be watered prior to dragging and lining to reduce dust.
- K. Fields 3 and 4 (south fields) should be used before fields 1 and 2 (north fields) as a courtesy to the neighbors.
- L. Portable public address system should be directed to the audience and away from the neighboring homes. The City's sound ordinance (12 decibels) will be strictly enforced.
- M. A special provision for ASA Nationals will allow practice on specific fields approved by the Public Works Department, to go beyond July 1st. Those practice days beyond July 1st are restricted to 10:00am to 7:00pm (no lights) Monday through Friday (no weekends).
- N. Failure to follow the park rules may result in City staff being assigned to the facility, at the sports groups cost, to ensure compliance with the rules.

ESTELI PARK RULES

- A. Facility opens for activity Monday through Friday 8:00am to 10:00pm, Saturdays 8:00am to 10:00pm and Sundays 9:00am to 9:00pm.
- B. Facility is closed for renovation December 1st through January 28th and June 15th through August 15th for the football field and Dick Gross field. Skeeter Holt field renovation is from December 1st through January 28th and July 5th through August 15th. It is the intent that the Parks Division complete any needed renovation within the set time. Your organization will be informed should any additional time be needed. It is our expectation that each group will honor the set release date and no program activity be held prior to that date.
- C. Skeeter Holt and/or Steve Anderson field to be available January 24th through the 31st, 2015 for try-outs.
- D. Two vehicles will be allowed to be parked near the snack bar for volunteers. No other vehicles are to be driven on site for any purpose without prior written approval.
- E. Youth groups will be responsible for paying for additional maintenance outside of the scope of this agreement.
- F. Portable public address system should be directed to the audience and away from the neighboring homes. The City's sound ordinance (12 decibels) will be strictly enforced.

Failure to follow the park rules may result in City staff being assigned to the facility, at the sports groups cost, to ensure compliance with the rules.

LADERA PALMA SCHOOL GROUND / BASEBALL FIELDS

School baseball fields will be closed for renovation June 15th through August 1st, 2015 and December 1st through January 28th for Volunteer and Don Steve's fields. Anderson field will be closed for renovation July 5th through August 28th or the last Saturday of the month, whichever ever comes first and December 1st through January 28th. It is the intent that the Parks Division complete any needed renovation within the set time. Your organization will be informed should any additional time will be needed. It is our expectation that each group will honor the set release date and no program activity be held prior to that date.

Note: The La Habra Little League will be responsible for all the field renovations for La Dera Palma School Grounds during the renovation period of June 15th through August 28th or the last Saturday of the month, whichever ever comes first. The City of La Habra Public Works Park Division will provide the scope of work that needs to be completed for each renovation period.

PORTOLA PARK

- A. Facility opens for activity Monday through Friday 8 AM to dusk, Saturdays and Sundays 9 AM to dusk. Portable field lighting may be used for soccer practices.
- B. Facility will be closed for renovation July 5th through August 28th, 2015 or the last Saturday of the month, whichever comes first and December 1st through February 1st. It is the intent that the Parks Division complete any needed renovation within the set time. Your organization will be informed should any additional time will be needed. It is our expectation that each group will honor the set release date and no program activity be held prior to that date.
- C. No vehicles are to be driven on site for any purpose without prior written approval.
- D. Youth groups will be responsible for paying for additional maintenance outside of the scope of this agreement.
- E. Failure to follow the park rules may result in City staff being assigned to the facility, at the sports groups cost, to ensure compliance with the rules.

OSORNIO PARK

- A. Facility opens for activity Monday through Friday 8 AM to dusk, and Saturdays and Sundays 9 AM to dusk.
- B. Facility will be closed for renovation June 15th through August 15th, and December 1st through February 1st. It is the intent that the Parks Division complete any needed renovation within the set time. Your organization will be informed should any additional time will be needed. It is our expectation that each group will honor the set release date and no program activity is held prior to that date.
- C. No vehicles are to be driven on site for any purpose without prior written approval.
- D. Youth groups will be responsible for paying for additional maintenance outside of the scope of this agreement.
- E. Groups are responsible for placing portable toilets on the site and making sure they are serviced regularly.
- F. Failure to follow the park rules may result in City staff being assigned to the facility, at the sports groups cost, to ensure compliance with the rules.

LA HABRA SCHOOL DISTRICT FACILITIES

- A. All La Habra School District facilities are closed on Sunday's.
- B. Renovation days are determined by the district and your group will be notified when they are scheduled.
- C. No vehicles are to be driven on school district property for any reason.
- D. Groups are responsible for placing portable toilets on the site and making sure they are serviced regularly and removed at the end of their season.
- E. In 2015, we will be revisiting the Joint Use Agreement with the City and School District.

XX. FIELD RENOVATION

While realizing that youth sports have begun year round programming, the City must continue to manage a field renovation schedule that will allow the turf and facilities to be properly maintained. The Parks Division staff oversees this activity and they will develop and distribute a schedule of planned field renovations. While we will be sensitive to the youth sport facility needs, these renovations will be scheduled based on the following:

- A. Regular season sport completion. All Star teams or special travel competitions are not considered part of the regular season.
- B. The best time of the year for renovating warm season turf is June, July, and August, and for renovating cool season turf is December, January and February.
- C. The amount of resources available.

XXI. MAJOR FIELD RENOVATION

Because of the level of demand on facilities, major work may be required. This may include drill and fill of the turf, painting of buildings, repairing of bleachers, sealing restrooms floors, redesign upgrades and repairs to the irrigation systems. We will work with the youth organizations to minimize any impact; however, at times modifications of their schedules may be required. We will notify the group as soon as the work schedule has been determined.

XXII. OPENING CEREMONY PROTOCOLS

Prior to the start of the season, each organization may host an “Opening Ceremony” and it is a matter of protocol to invite the City Council and Community Services Commission

1. Opening Ceremony dates and times need to be communicated to the Community Services Department at least two months in advance.
2. A final copy of the Opening Day agenda must be provided to the Community Services Department staff three days before the event.
3. If you plan special entertainment and/or activity that will increase the number of cars and trucks on the facility the group will need to provide a list of those additions at least two weeks prior to the event. A meeting with the Parks Division will be scheduled to go over driving paths, any facility limitations before final approval for the scheduled activities.
4. Notify the surrounding community of the event and make sure no car is parked illegally as they will be cited and towed away at owner’s expense.

XXIII. INCLEMENT WEATHER

The City of La Habra has the authority to cancel previously scheduled games or practices if it is deemed a field is unsafe. Below is the procedure that will be followed in the event of inclement weather. It is important to encourage everyone affected by a potential change in field use in the event of inclement weather condition to like the La Habra Recreation Division on Facebook.

We will post the first field assessment at 9:00am and final assessment at 3:00pm. The City of La Habra’s decision will supersede any decisions made by an organization. Organizations that violate the closure will be held responsible for field damage or player injury that occurs in the event that they choose to use fields after they have been deemed not in playable condition.

The protocols for inclement weather are as follows:

1. City staff will make initial assessment at 9:00am that morning.
2. An announcement will be made on the “La Habra Recreation Division” Facebook page.
3. At 3:00pm, City Staff will make a second assessment and a final announcement will be made on “La Habra Recreation Division” Facebook Page.

We encourage all your Board members, coaches, managers, and parents to “like” the La Habra Recreation Division Facebook page so they can get the most updated information on the field conditions.

XXIV. POINTS OF CONTACT

1. We are making every effort to ensure that we are serving the sport facility needs of all our Affiliates. We want to make sure that if there are any concerns or issues you are directed to the right person to address them;
2. Field Allocation Administration, Lights, and Special Events:
Bernard Nolen is responsible for field allocation, lights and any special events. If he is not available please contact Katie Elmore. These functions will fall under their duties.

Should there be any other concerns please contact David De Leon, Recreation Manager (562-383-4206), and if the issue is not resolved contact Sal Failla, Director of Community Services (562-383-4200).

Park Maintenance:
David Villalba, Parks Supervisor oversees the maintenance of the parks. Any concerns or issues of these functions will fall under his duties.

Should there be any other concerns or please contact Mark Compton (562) 383-5187, Public Works Manager and if the issue is not resolved then contact Elias Saykali, Director of Public Works (562-383-4171)

XXV SUMMARY

This Sport Affiliate Policy will take effect immediately upon Commission approval. The City reserves the right to manage the facilities in the best interest of the community and to modify this policy as needed.

Printed Name

Date

Signature

Position

Addendum A

Esteli Park Renovation Period

Facility is closed for renovation December 1st through January 28th and June 15th through August 15th for the football field and Dick Gross field. Skeeter Holt field renovation is from December 1st through January 28th and July 5th through August 15th .

Skeeter Holt and/or Steve Anderson field to be available January 24th through the 31st, 2015 for try-outs

La Bonita Park Renovation Period

Facility will be closed for renovation from December 1st through January 31st and July 1st through August 31st

Orsonio Park Renovation Period

Facility will be closed for renovation June 15th through August 15th, and December 1st through February 1st

Portola Park Renovation Period

Facility will be closed for renovation July 5th through August 28th, 2015 or the last Saturday of the month, whichever comes first and December 1st through February 1st.



Youth Sports Affiliate Policy

CITY OF LA HABRA

Community Services Department

101 W. La Habra Blvd., La Habra, CA 90631 (562) 905- 9708

I have received, reviewed, and understand the City of La Habra's Youth Sport Affiliate Policy. I agree to abide by this policy and understand that any violation could result in my organization's loss of field usage.

Print Name

Date

Organization

Title

Signature