



CLAREMONT YOUTH SPORTS COMMITTEE

FIELD ALLOCATION REGULATIONS

A. DEFINITIONS

1. Primary User – This is a Youth Sports Committee qualified organization and as such has first priority for field use during the season in which they are classified as a primary user. Example: American Youth Soccer Organization – primary user during the fall/winter allocation season, Claremont Little League would be viewed as a secondary user.
2. Secondary User – This is a Youth Sports Committee qualified organization. A secondary user may obtain field use allocations only if a field is not usable by a primary user, all primary users have received all the field time requested, and there is field time not allocated to primary users.
3. Resident – Any participant that lives in Claremont or attends a Claremont based school will be considered a resident by the Youth Sports Committee for priority status evaluation and allocation percentage of City and School District athletic facilities.
4. Non-Resident – For the purpose of this document, non-resident shall be defined as any individual living outside the boundaries of the City of Claremont that does not attend a Claremont based school. Non-resident groups or teams having less than 65% of the participants living within the City or not attending a Claremont based school shall be classified as non-resident.
5. Participant – Shall include only those players up to and including nineteen-year old's that are fully registered with a user organization. Non-players such as coaches, officials, staff, etc., shall not be included in the total number of organizational participants for the purposes of allocating fields and or shall be counted in the over-all percentage of residency.

B. ALLOCATION PROCEDURES

1. Each Claremont Youth Sports organization is required to submit an Athletic Field Use Request for City and School District athletic fields to the Human Services Department during the fall/winter, spring/summer athletic field allocation process. Users that fail to submit the required athletic field application forms before a deadline, as established by the Committee, may not receive some or any of the fields requested.
2. Each organization filing an Athletic Field Use Request via the Youth Sports Committee will be required to submit the following information to the Human Services Department during each athletic field allocation process:
 - a. Complete team rosters including: Participants' name, city, zip code and phone number. These rosters serve as the purpose of proof of residency and ensure the 65% residency policy. City staff may call names from submitted rosters at any time to verify participation with said league/organization.

- b. Complete list of names, addresses, telephone numbers, and email addresses of current Board of Directors.
 - c. Certificate of Insurance and Endorsement (coverage not to expire during allocation period).
 - d. Comply with State Gender Equity requirements.
 - e. Submit proof of current non-profit status with the State of California or proof that league falls within definition of non-profit organization as specified by the State of California.
 - f. Submit the proper City and/or School District facility use forms.
 - g. Pay the required field, facility, and/or lighting usage fees determined by the City and School District.
 - h. Submit a master calendar to include:
 - Tryouts/Draft Skills Evaluation (date, time, place)
 - Date practices begin
 - Date league games begin
 - Date league games end
 - Dates of tournaments hosted by league
 - Dates of All-Star practices and games
 - League schedule for opening and closing dates
 - Dates of all other organization activities which may require fields or facilities
3. Failure to submit this information within the specified times may result in loss of priority status, as well as possible loss of some or all requested fields.

C. CLAREMONT UNIFIED SCHOOL DISTRICT FIELDS AND FACILITIES

The City of Claremont Human Services Department coordinates the use and allocation of City parks, athletic fields and facilities, and selected athletic facilities of the Claremont Unified School District. Organizations' field needs may be met by using a combination of City and School District facilities.

D. RELEASE OF FIELDS

1. Any user organization that has been allocated space and does not intend to use it regularly, should notify the Human Services Department of their intent to release their allocation. Released allocations will be evaluated and re-allocated per the allocation guidelines.
2. At no time will subletting or swapping of allocations be permitted between organizations. All released fields will be re-allocated through the Human Services Department.

Revised and Adopted 05/05/2021