



Athletic Field Use And Allocation Policy

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Athletic Field Use And Allocation Policy

I. Introduction

Rancho Santa Margarita Landscape and Recreation Corporation, hereinafter referred to as SAMLARC, coordinates and issues Permits for the use of athletic fields within parks in SAMLARC for cultural, social and recreational activities and programs.

The purpose of this policy is to outline procedures and allocation priorities for the permitted use of SAMLARC athletic fields within SAMLARC.

Athletic fields are allocated and permitted in two (2), six-month periods from January through July and from August through December, as availability allows. SAMLARC will monitor proper use of allocations and Permits. Priority will be given to SAMLARC-approved user groups and non-profit organizations. SAMLARC may charge to recover costs to operate, maintain, supervise, and administer the use of, parks and athletic facilities. Submission of an Application and Agreement Request does not constitute approval.

Requests for additional use or programs not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the SAMLARC Park Use and Sports Field Manager. The Park Use and Sports Field Manager or Community Executive Officer will interpret the Athletic Field Use and Allocation Policy. An appeal of any Park Use and Sports Field Manager decisions are covered in Section XI, Appeals Process.

A security deposit of \$500 and an Application and Agreement Request form is required to confirm field use time. If a security deposit is depleted, the league must pay the difference and replenish the \$500 within ten (10) working days or field privileges will be revoked until deposit is replenished. If funds are remaining, the deposit may be applied to the final invoice.

II. Statement of Philosophy

SAMLARC is dedicated to creating partnerships with local youth sports organizations that are SAMLARC resident based to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields remain safe and of high quality. The permitting/allocation process is "first come first served" and provides an organization the exclusive use of a designated field to the exclusion of all others during the reserved time. The objective of this policy is to create clear and written procedures and allocation policies that:

1. Fairly distribute available fields;
2. Maximize playing time;
3. Incorporate "turf recovery periods" to maintain safe, quality fields;
4. Outline field use regulations; and
5. Leave open time available for unstructured Member use.

III. Definition of Terms

1. Non-Profit Status 501(c)(3)

To qualify as a non-profit user, the organization must meet all criteria as identified by the Internal Revenue Services (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates nonprofit 501(c)(3)



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- status and is required to submit 990 forms and other appropriate documentation, including but not limited to, financial records and tax returns demonstrating the non-profit status. Visit www.irs.gov for additional information on non-profit status.
2. Resident Percentage Status
Resident Percentage Status is important in determining an organization's Priority Group Classification. Resident Percentage Status will be determined from the group or organization's prior season's actual rosters (fall season for fall season, spring season for spring season). Team rosters, player addresses, picture ID, utility bills, report cards, school ID, etc. may be required by SAMLARC staff to verify residency status, and SAMLARC reserves the right to conduct random audits to establish residency. Teams will be required to have proper forms on hand to prove SAMLARC residency and must be prepared to provide documents to SAMLARC staff upon request.
 3. SAMLARC Resident
SAMLARC Resident is defined as persons living within SAMLARC boundaries.
 4. Youth Status
Youth status is defined as persons 19 years of age or under at the start date of Permit in accordance with national sports organization charter.

IV. Priority Group Classifications

An organization's Priority Group Classification determines their priority for field allocations (i.e. Group I has first priority for field allocations, Group II has second priority for field allocations, and so on). Priority use of fields will be given to traditional primary season sports and by Priority Group Classification. (See Section VI, Sport Season Priority.)

1. Group I:
Defined as SAMLARC Approved Events, Classes or Activities.
Approved Events, Classes or Activities as are approved by the SAMLARC Board of Directors.
2. Group II:
 - a. Saddleback Valley Unified School District (SVUSD) or Capistrano Valley Unified School District (CVUSD) related programs
 - b. SVUSD and CVUSD have priority use at SAMLARC Parks adjacent to elementary and junior high sites prior to 3:00 p.m. on weekdays
 - c. City of Rancho Santa Margarita Sponsored Events approved by the SAMLARC Board of Directors
3. Group III (A):
Defined as SAMLARC Approved youth, resident, volunteer, nonprofit 501(c)(3) organization with more than 50% SAMLARC residents conducting recreational (non-competitive) youth sports activities. The criteria for approval as a "SAMLARC Youth Organization Group III (A)" includes, but may not be limited to, the following:
 - a. Organization, or portions of the organization, must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent rather than grouping teams based solely on talent levels. Organizations must be recreational in nature and have an "everyone plays, no child is turned away" philosophy requiring that each participant plays in games for a significant period of time.
 - b. League must consist of multiple teams in each division with a boundary map identifying the service area and the criteria for participant registration.



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- c. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates they are in current status as nonprofit 501(c)(3) certified organization.
 - d. Organizations must maintain an affiliation with a national or state sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks, and disciplinary actions.
 - e. Organizations must have a Charter and a non-paid Board of Directors.
 - f. Organization must be volunteer based; no paid coaching.
 - g. Organization must submit player rosters showing proof of residency.
 - h. Calendar of Organization events (listing dates for signups, player evaluations, start of practices, opening day, start of regular season games, playoffs, start of All Stars practices, tournaments, camps etc.).
 - i. Organizations must designate one representative as the SAMLARC contact responsible for all communication pertaining to Permits, field use and all requests related to use of SAMLARC facilities.
4. Group III (B):
SAMLARC Approved Youth, resident, volunteer, nonprofit 501(c)(3) organization with 49% or less SAMLARC residents conducting recreational (non-competitive) youth sports activities. The criteria for approval as a "SAMLARC Youth Organization Group III (B)" includes, but may not be limited to, the following:
- a. Organization, or portions of the organization, must assign registrants to teams in an effort to make the teams in each division of equal playing experience and talent rather than grouping teams based on talent levels. Organizations must be recreational in nature and have an "everyone plays, no child is turned away" philosophy requiring that each participant plays in games for a significant period of time.
 - b. League must consist of multiple teams in each division with a boundary map identifying the service area and the criteria for participant registration.
 - c. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates they are in current status as nonprofit 501(c)(3) certified organization.
 - d. Organizations must maintain an affiliation with a national or state sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions.
 - e. Organizations must have a Charter and a non-paid Board of Directors.
 - f. Organization must be volunteer based; no paid coaching.
 - g. Organization must submit player rosters showing proof of residency.
 - h. Calendar of Organization events (listing dates for signups, player evaluations, start of practices, opening day, start of regular season games, playoffs, start of All Stars practices, tournaments, camps etc.).
 - i. Organizations must designate one representative as the SAMLARC contact responsible for all communication pertaining to Permits, field use, and all requests related to use of SAMLARC facilities.



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5. Group IV (A):

SAMLARC Approved adult, resident, nonprofit sports leagues and organizations conducting sports activities. An example would be AYSO Adult Soccer and Rancho Santa Margarita Arena Soccer.

- a. Organization's entire league enrollment must consist of 50% or greater SAMLARC residents.
- b. League must consist of multiple teams in each division and have a boundary map that identifies the service area and the criteria for participant registration.
- c. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a current nonprofit 501(c)(3) status certificate.
- d. Organizations must have a Charter and a non-paid Board of Directors.
- e. Organization must be volunteer based; no paid coaching.
- f. Organizations must designate one representative as the SAMLARC contact responsible for all communication pertaining to Permits, field use and all requests related to use of SAMLARC facilities.
- g. Organization must submit player rosters showing proof of residency.
- h. Calendar of Organization events (listing dates for signups, player evaluations, start of practices, opening day, start of regular season games, playoffs, start of All Stars practices, tournaments, camps etc.)

6. Group IV (B):

SAMLARC Approved Youth, resident, with at least 30% SAMLARC residents, volunteer, nonprofit 501(c)(3) competitive leagues conducting youth sports activities. An example would be OC Bears Baseball Club. The criteria for approval as a "SAMLARC Youth Organization Group IV (B)" includes, but may not be limited to, the following:

- a. League must consist of multiple teams in each division with a boundary map that identifies the service area and the criteria for participant registration.
- b. Competitive leagues are defined as have try outs and not every player is accepted into the program.
- c. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a current nonprofit 501(c)(3) status certificate.
- d. Organizations must maintain an affiliation with a national or state sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions.
- e. Organizations must have a Charter and a non-paid Board of Directors.
- f. Organization must be volunteer based; no paid coaching.
- g. Organization must submit Player rosters showing proof of residency.
- h. An organization must submit a calendar of events (listing dates for signups, player evaluations, start of practices, opening day, start of regular season games, playoffs, start of All Stars practices, tournaments, camps etc.).
- i. Organizations must designate one representative as the SAMLARC contact responsible for all communication pertaining to Permits, field use and all requests related to use of SAMLARC facilities.

NOTE: Organizations that have both recreational and competitive teams will be assigned status based upon the nature of play. Recreational and Advanced



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Placement teams will have Group III user status and competitive (select/travel) teams in that organization will have Group III status.

7. Group IV (C):

SAMLARC Approved Youth resident with at least 30% SAMLARC residents for profit competitive leagues conducting youth sports activities. An example would be OC Rebels Lacrosse. The criteria for approval as a "SAMLARC Youth Organization Group IV (C)" includes, but may not be limited to, the following:

- a. League must consist of multiple teams in each division with a boundary map that identifies the service area and the criteria for participant registration.
- b. Organizations must maintain an affiliation with a national or state sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions.
- c. Organization must submit Player rosters showing proof of residency.
- d. Organizations must designate one representative as the SAMLARC contact responsible for all communication pertaining to Permits, field use and all requests related to use of SAMLARC facilities.

8. Group V:

SAMLARC Resident, one time use, private party, neighborhood oriented activities closed to the public. A SAMLARC resident is defined as someone who lives in the SAMLARC Membership boundaries.

9. Group VI (A):

Nonprofit, Non-Sports, Local Service Organization - Includes, but not limited to, organizations such as Chamber of Commerce, American Cancer Society, and Boy Scouts/Girl Scouts, school PTA's.

10. Group VI (B):

Non Profit out of Area Service Organization - Any other nonprofit that is not local to Rancho Santa Margarita area.

11. Group VII:

Commercial or Corporate Events - Local companies wanting to have a company event, picnic, softball game. An example would be PADI Americas doing a company softball game, or Applied Medical for a team building event and picnic.

V. Process for Obtaining/Maintaining Permits

Requests to use SAMLARC athletic fields are made through the SAMLARC Park Use and Sports Field Manager located at 22342A Avenida Empresa, Suite 102A, Rancho Santa Margarita, CA 92688. Any group of ten (10) or more individuals that wishes to utilize an athletic field must complete all applicable forms and documents.

Athletic fields are allocated and permitted in two (2), six (6)-month periods from January through July and from August through December, as availability allows. Each organization is required to sign and submit the following documents (available from the Park Use and Sports Field Manager) by the first week of August for the January 1 – July 30 use period, and by the first week of April for the August 1 – January 31 use period:

1. Application and Agreement Request of Use for SAMLARC Athletic Fields.
2. Field User Information Sheet.
3. Athletic Field Use Rules and Regulations.



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4. Public Liability and Property Damage Insurance in an amount no less than \$1,000,000 per occurrence, naming SAMLARC and First Service Residential LLC as Additionally Insured.
5. Hold Harmless and Indemnity Agreement.
6. A current list of Board of Directors with current contact information.
7. Player rosters showing proof of residency; and,
8. Nonprofit groups must also supply an IRS 990 or 990EX form or other documents showing nonprofit status.

Permits will be issued according to Priority Group Classifications. Submittal of documents does not constitute approval. Every effort will be made to accommodate user group's request for use of fields. Deadlines must be met or field Permits may be denied.

Separate Permits are required for:

1. Concessions
2. Amplified Sound
3. Picnic Shelter
- a. League Splits and New Leagues - New Leagues or organizations planning to apply for Group III status, or leagues anticipating a split to form a new league, must submit to the Park Use and Sports Field Manager, six (6) months prior to the estimated starting date. Criteria for New league as follows:
 - i. Application and Agreement Request for Use for SAMLARC Athletic Field.
 - ii. Submit League Governing Documents.
 - iii. Player roster identifying local residents.
 - iv. Names and addresses of Board of Directors (if applicable) with current contact information.
 - v. Documentation of affiliation with a national, state or local sport's governing body.
 - vi. Letter of Determination or Letter of Affirmation from the IRS, including a copy of the league's current financial statements on file (IRS Form 990 or 990EX) that demonstrate the organization's nonprofit 501(c)(3) status, if asking for non-profit status.

It will take six (6) months to determine if facilities are available and what the impact of a new league will have on facilities. Staff will review the application of an organization applying as a new league for a higher priority classification, or an organization applying for Group III status, in November and May of each year. Submittal of the Application does not guarantee that an organization will be allocated fields.

If a current Group III organization does split up, both organizations must submit required documentation listed above, with current official rosters, to the Park Use and Sports Field Manager six (6) months prior to anticipated split. These current rosters will be compared to the previous season's rosters in order to accurately allocate fields based on necessity.



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A change in the organization's name, parent or affiliated national, state, regional or local organization (provided the former organization's name is not also being used), may not constitute it as a new organization or user and SAMLARC must be notified of any such name changes. If the organization provides bona fide materials to the Park Use and Sports Field Manager that demonstrates only a name change, and the makeup of the organization stays the same, then the organization shall not be considered new.

An organization choosing to expand its league with a new section and with a different name, must submit materials that prove the new section is part of the same nonprofit number, has the same insurance carrier, and is governed by the same Board of Directors and Bylaws. Failure to notify the Park Use and Sports Field Manager of changes in an organization could result in forfeitures of fields.

Submittal of documents does not constitute approval. Every effort will be made to accommodate user group's requests for use of fields. The Park Use and Sports Field Manager may at any time declare a moratorium on league splits or new leagues based on field availability or field conditions.

b. Permit Cancellation

Permits may be cancelled and/or rescheduled. Permits cancelled by SAMLARC, or due to inclement weather, may be rescheduled as availability allows, or may be refunded in full. Permits cancelled by the user at least five (5) working days prior to the event will be refunded. SAMLARC may cancel or re-assign use of SAMLARC fields for any of the following:

- i. SAMLARC begins renovations involving any of the facilities.
- ii. When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightening and earthquakes.
- iii. Non-adherence to Athletic Field Use and Allocation Policy or SAMLARC Policies and Guidelines or Athletic Field Use Rules and Regulations.
- iv. Special Events hosted by the SAMLARC throughout the year.

c. Field Exchange, Sublease, Non-Use - Users may not transfer, assign, sell, exchange or sublease fields under any circumstance. Transfer, assignment, sale, exchange or sublease of fields will result in revocation of Permits for all parties involved. Any organization that has been permitted to use a field and determines that they will not need to use it shall notify SAMLARC. Non-use of field for a total of three times may also result in revocation of the Permit of the allocated field. All user Groups III – VII may be billed for fields/parks that they have reserved and have not used.

d. Disciplinary Action for Field Policy Violations – There are two types of violations. Maintenance and Misuse defined as follows (if a league is in violation, monies may be deducted from their security deposit):

Maintenance Violations to include, but are not limited to:

- i. After permitted use the organization fails to clean up and/or leaves trash and litter on the premises.
- ii. Damage caused to fields and or facilities as a result of use.
- iii. Use of field lights without Permit approval.



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In the event of a maintenance violation, SAMLARC will correct the violation and assess a fee against the organization for the cost to SAMLARC of correction and/or repair to come from the security deposit provided by the Permit Holder. In the event the cost to SAMLARC exceeds the security deposit amount, the Permit Holder will be billed for the additional funds, and have thirty days in which to reimburse SAMLARC for the costs incurred to SAMLARC. Failure to do so will automatically revoke and terminate the Permit.

It is recommended that Permit Holders take and send photographs to the Park Use and Sports Field Manager following each use to confirm the condition of each field following use.

Misuse Violations to include, but are not limited to:

- i. Use of field that has been closed due to inclement weather or for safety or maintenance reasons.
- ii. Failure to adhere to the conditions of the Permit, i.e., starting before or ending after approved time indicated on Permit; amplified sound without an approved Permit; use of fields not approved on the Permit; use of field lights without Permit approval, etc.
- iii. Permitted User #1 allowed non-permitted User #2 to use their permitted field without SAMLARC approval. In this case both users would be in violation.
- iv. Failure to return unscheduled fields to the "inventory of fields" held by SAMLARC.
- v. Driving vehicles on fields without written approval noted on Permit.
- vi. Adding additional fields (either adding to outside boundary or splitting a field within boundaries to create more than two additional fields) to site without written approval.
- vii. Damage to fields from misuse.

SAMLARC utilizes a "three-offense" policy for Misuse violations of Field Use Allocation Policy that occur within one calendar year of first offense. Offenses are defined as follows:

- i. First Offense:
- ii. Verbal and written warning to the user group/individual and restitution for damages/costs, if applicable.
- iii. Second Offense:
- iv. Verbal and written notice of three-day suspension of all field use and facility use, and restitution for damages/costs, if applicable.
- v. Third Offense:
- vi. Verbal and written notice of termination of all existing Permits, loss of future rental/allocation privileges and restitution for damages/costs, if applicable.

The Park Use and Sports Field Manager shall have authority to determine and issue all violations and implement and manage the violation process.



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VI. **Field Allocation Process**

Allocation of fields will follow the guidelines of this document. These allocations are not intended to interrupt the field assignments for teams and/or organizations during the course of a season that has already started.

A. Sport Season Priority (Exhibit A)

1. A sport in its traditional season will have priority field use over an out-of-season sport.
2. Spring sports (baseball, softball, tennis) have priority in the spring.
3. Fall sports (soccer, football, tennis, lacrosse, basketball) have priority in the fall.
4. Summer (swim team).

B. Additional Considerations

Fields will be allocated by Priority Group Classification.

1. Fields will be allocated to teams/organizations based on percentage of verifiable total local residents in relation to all teams in that Priority Group Classification.
2. SAMLARC will attempt to accommodate emerging sports that fall within the Group III category.
3. Verification of local residency will be established by providing such documentation requested by SAMLARC including team rosters, player addresses, picture ID, utility bill, report cards, school identification, etc. SAMLARC reserves the right to conduct random audits to establish residency. Teams will be required to have proper forms on hand to prove SAMLARC residency and must be prepared to provide documents to the Park Use and Sports Field Manager upon request.
4. With regard to sports that play year-round (with a primary and off-season play), the primary season of each sport will determine whether the field is considered a baseball/softball or a soccer/football field on multiple use sites.
5. In an effort to provide balanced sports opportunities on athletic fields, the Park Use and Sports Field Manager has the authority to limit exclusive use at athletic facilities and to make minor changes to group priorities, if deemed necessary. Minor changes include, but are not limited to, changes in date and time for a particular field use to allow for a one time use request. (An example could be for Back to School Night at Tijeras Creek Park.) Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports.
6. Teams and organizations are required to provide schedules to show that all of the allocated fields are being utilized. If an allocated field(s) is not utilized by the designated organization/teams a total of three times during a season or reserved period of use, the field(s) will be reassigned. Teams/organizations will be notified by SAMLARC staff when it has been determined that a field(s) is (are) not being used (and prior to the reassignment).
7. In addition to the fields being reassigned, lack of use of the field may also result in the revocation of the Permit for the allocated fields. The team or organization will be billed and the fields will be reassigned.
8. SAMLARC reserves the right to cancel an allocation to accommodate the needs of any SAMLARC Approved Events.
9. A field Use Permit (authorizing use of SAMLARC fields) will be issued after all requirements have been met. A request for field use does not constitute approval.



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10. All field users must have a copy of their Permit available for inspection by SAMLARC staff.
11. Requests for additional use, programs or facilities not covered by Athletic Field Use and Allocation Policy should be addressed in writing to the Park Use and Sports Field Manager.
12. The first Sunday of each month shall be designated as Community Park Day, and Permits will not be issued for organized play, with the exception of Cañada Vista, Tijeras Creek, and Trabuco Mesa Sports Parks. For all other parks, this time is to be open for general community use. Exceptions would be made for League scheduled Tournaments or Playoffs.

VII. **Fees**

All fees are per hour, per field unless otherwise noted. Fees may be waived at the discretion of SAMLARC Board of Directors. (Based on Board approval.)

1. Fee Payment for Permits

For groups who are assessed a use fee, payment of 10% of the total use fee is required a minimum of ten (10) working days prior to the approved use. Continuous monthly usage will be invoiced at the end of each month of usage and payment *must be received prior to due date*. A maintenance fee may be required by SAMLARC to maintain and/or repair athletic fields. Full payment is required at least 10 working days prior to one-day use or special events.

2. Security Deposit

A security deposit of \$500 will be required and an Application and Agreement Request form is required to confirm field use time. The security deposit shall be used to reimburse SAMLARC for expenses incurred to SAMLARC as a result of Permit Holder's use and/or, if necessary, reimburse SAMLARC for any unpaid use fees and violations. If a security deposit is depleted, the league must pay the difference and replenish the \$500 within ten (10) working days or field privileges will be revoked until deposit is replenished. If funds are remaining, the deposit may be applied to the final invoice.

VIII. **Tournaments/Camps**

All general rules and reservation procedures as specified in the Field Use and Allocation Policy are applicable during tournaments and camps. Additional provisions for tournaments are stated in this section.

Tournament applicants must complete an Application and Agreement Request, sign the Athletic Field Use Rules and Regulations and review the Tournament Orientation Checklist with SAMLARC staff at least 30 days prior to the tournament date. The Application and Agreement Request form, Athletic Field Use Rules and Regulations and Tournament Orientation Checklist are available through the Park Use and Sports Field Manager. Submission of these forms does not constitute approval. Approval is given according to this policy, after deposits and fees are paid and when a Permit is issued. Tournament applicants must receive SAMLARC approval to sell food, use food trucks or use a concession stand and/or barbeque on SAMLARC property. This approval must be noted on the Use Permit prior to use.

Tournaments canceled by SAMLARC, or due to inclement weather, may be rescheduled as availability allows, or may be refunded in full. Tournament Permits cancelled by the user at



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least 5 working days prior to the event will be refunded. No refunds will be issued if the tournament is cancelled with fewer than 2 working days' notice.

Game times and field use must follow all policies outlined in the Athletic Field Use and Allocation Policy and all Athletic Field Use Rules and Regulations.

In addition to the Athletic Field Use and Allocation Policy and all Athletic Field Use Rules and Regulations, the following guidelines apply to the use of SAMLARC outdoor park facilities by day camp providers for youth recreation-level programs:

1. Only the park areas specified in the Park Use Permit may be used.
2. While all effort will be made by SAMLARC to schedule park maintenance around the Permit Holder use, any maintenance activities that must be scheduled at a particular park area, at a particular time, have precedence over the Permit Holder's use.
3. Use of restrooms located on the Permitted Park is allowed. Restroom will be open for use.
4. Modifications to any of the park fields, tables, turf, or any other area are not authorized.
5. Temporary day-camp equipment used - cones, markers, table cloths, bats, balls, etc. must be properly stored when not in use, and removed from the park at the end of the day.
6. Permit Holder must provide attendance data each week detailing ages and residency.

For Inclement Weather closures during organizations' tournaments, camps and other large scale events, please see Inclement Weather Policy under Section X.

SAMLARC reserves the right to have a tournament reviewed by other SAMLARC departments to minimize the impact on neighbors, fields, parking, traffic, etc. SAMLARC also reserves the right to deny a tournament based on field availability, rest and renovation schedules, and staffing levels.

IX. Maintenance Issues

SAMLARC requests that individuals and groups refrain from, or limit their use of, heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible, i.e., goal areas, pitching areas, etc. Any users failing to comply with this policy or established guidelines or notification to refrain from use requests for field closures are subject to pay damages or costs occurring to the facility and the termination of Field Use Permit.

1. Rest and Renovation (Exhibit A – Page 23)

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. In addition, SAMLARC may close fields as needed to perform maintenance activities. SAMLARC attempts to be flexible in accommodating user groups but ultimately, the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for athletic use. No organization/team shall play on fields closed for renovation or repair.

2. Turf Preservation

Cooperation from user groups is needed for the preservation of the turf on SAMLARC fields by following these guidelines:



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- a. Field use, especially practices, should be conducted in such a way that the action takes place on different selections of turf, thus reducing excessive turf damage in one area. Organizations should rotate use of areas and, when possible, stay off fringe or bare areas to limit erosion and further damage.
 - b. Turf divots should be replaced at end of each day to help re-root grass.
 - c. Tarps or material that may damage the grass may not be placed on the turf. Any turf coverings used must be made of a breathable material.
 - d. Do not use fields during or after a heavy rain, or when fields are wet or muddy - see Inclement Weather Guidelines.
 - e. Soccer/football practices are NOT to be held on the infield area of a softball or baseball diamond.
 - f. Remove all equipment at the conclusion of each day.
 - g. Do not overcrowd fields by scheduling multiple games in areas reserved.
 - h. Allow distance between fields for safe passage of spectators and participants.
 - i. Report hazards to the Lago Santa Margarita Beach Club at 949-858-1390.
 - j. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Lago Santa Margarita Beach Club at 949-858-1390. When calling, be prepared to fully identify yourself, your location (park/field), and the specific nature of the emergency so that staff can notify the appropriate contractor.
 - k. Vehicles are not allowed on SAMLARC fields or property, other than parking lots, without written approval. No vehicles are allowed on the park facilities during active and/or league play.
3. Athletic Field Lining/Marking
- a. The Permit Holder must supply its own field prepping equipment.
 - b. Lining of SAMLARC fields is prohibited unless approved by SAMLARC and noted on Field Permit. Line colors must be approved by SAMLARC.
 - c. Burning lines on SAMLARC fields is prohibited.
 - d. Any user failing to comply with established guidelines and notification requests is subject to pay for all damages occurring to the facility and termination of Field Use Permit.
4. Field and Facility Closures
- Fields and facilities may be closed at the discretion of the Park Use and Sports Field Manager and/or its designated representatives. Closures are kept to a minimum when fields and facilities remain in a playable condition. Priority is given to maintenance needs, rest and renovation periods, and sustainability for all SAMLARC fields. SAMLARC may close fields or facilities when SAMLARC engages in renovations involving any of the fields or facilities or when the health and safety of participants is threatened, due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightning, and earthquakes.
5. Field Modifications
- Requests to modify, resize or add multiple-use fields, or make improvements to a SAMLARC field shall be submitted with conceptual drawings to the SAMLARC Park Use and Sports Field Manager and presented to the Landscape Facilities and Enhancement Committee for a recommendation to the SAMLARC Board of Directors. The SAMLARC Board of Directors' decision is final. Users may not modify a field that is being used by



Athletic Field Use And Allocation Policy

more than two organizations/teams without approval noted on request from each group president or without provision being made for use of another field(s) through SAMLARC. NOTE: Fields may not be split into more than two without written permission from the Park Use and Sports Field Manager and noted on Permit. Should the Park Use and Sports Field Manager deem it necessary, due to extenuating circumstances, fields may be temporarily split more than twice. (Short sided games in U5-U6 may be split to fill the turf areas as needed.)

6. Inclement Weather Guidelines

The purpose of this section is to guide the use of athletic fields to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use the athletic facilities are expected to assist in protecting its participants and fields during periods of rain or inclement weather.

SAMLARC reserves the right to cancel or suspend Field Use Permits when field conditions could result in injury to players, or cause damage to the fields. Permits may also be cancelled when the health and safety of participants is threatened, due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightning, and earthquakes.

Procedure - During inclement weather, SAMLARC's staff will assess the playability of all SAMLARC fields to determine if use will occur. The Park Use and Sports Field Manager or designated representative shall have the authority to close any/all fields within SAMLARC.

a. Criteria for Establishing Field Playability

The following information is SAMLARC's policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

b. Baseball and Softball Infields – Brick Dust

Infield will be deemed unsafe and unplayable when any of the following conditions are present:

- i. There is standing water within the base paths.
- ii. Your feet slip as you walk through the infield.
- iii. The depth of your footprint is greater than one inch.
- iv. Any of the above conditions are present within the pitching area.

c. Soccer, Utility, Baseball and Softball Outfields – Turf

Outfields and turf areas will be deemed unsafe and unplayable when any of the following conditions are present:

- i. There is standing water within the majority of a single playing position. Playing positions will be determined based on the user group.
- ii. Your feet suction to the ground as you walk within the majority of a single playing position. Playing positions will be determined based on the user group.
- iii. Your footprints fill with water in the majority of a single playing position.
- iv. The depth of your footprint is greater than two inches in the majority of a single playing position.
- v. Grass can be easily dislodged from the fields during play.



Athletic Field Use And Allocation Policy

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other serious conditions:

- a. If it has rained within the preceding 24 hours, groups scheduled to use SAMLARC fields must call the Mudline at 949-448-6217, or visit the SAMLARC website at www.samlarc.org. The Mudline is designed to relay same-day information regarding field closures and playability, except in the case of extreme conditions or scheduled maintenance. The Mudline message will be updated by 2:30 p.m. Monday – Friday and by 7:30 a.m. Saturday and Sunday. SAMLARC personnel will make the determination of field conditions/closures. Decisions are not negotiable.
- b. SAMLARC may declare a field subject to “re-inspect.” Re-inspect fields should be evaluated by the user group at practice/game time for playability. The user group must employ the playability criteria used by SAMLARC staff and outlined above.
- c. In the event that the Mudline has not been updated or is unavailable, user groups are expected to make educated, responsible decisions regarding field condition playability. The groups should employ the playability criteria used by SAMLARC staff (as outlined above) and take into consideration the current and future quality of the turf.
- d. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Orange County Sheriff Department (949) 770-6011.
- e. Failure to follow these guidelines will result in cancellation of existing Permit(s) and/or loss of rental/allocation privileges, and/or a strike against the organization.
NOTE: Fields will be inspected by SAMLARC staff for misuse during inclement weather.

X. Appeals Process

A right of grievance or appeal process shall be determined by the Board of Directors at the time of need.

XI. Other Information

1. Concession Stand and Barbeque Use

Snack Bar facilities, where available will be permitted to Priority Group III leagues. All organizations using a Park or Sports Field or hosting an event utilizing a concession stand and/or barbeque must receive SAMLARC approval. Permitted use of a concession stand will be included in the Use Permit. Groups VI, VII, as part of their Special Park Activity need to apply for a Concession Stand Permit.

Personal, portable barbeques utilizing propane or similar type gas canisters for the fuel source are allowed only at Tijeras Creek Park and Trabuco Mesa Park, at locations adjacent to concession stand.

Use of a concession stand must be specifically authorized in writing in a Concession Stand Use Permit for the date, time, and place (DTP) specified in the Park Use Permit. Such Permits will be issued only to a nonprofit organization for fund-raising purposes. If an organization wants to use a concession stand (permanent or temporary), they must obtain a Concession Stand Use Permit from the Park Use and Sports Field Manager.



Athletic Field Use And Allocation Policy

Use of permanent or temporary concession stand at SAMLARC parks and sports fields is not allowed unless specifically authorized by SAMLARC through a Concession Permit. If such a Permit is granted, use must be in accordance with the following guidelines:

Permanent Concession

Currently there are only two (2) permanent concession stands, Tijeras Creek Park and Trabuco Mesa Park. The Concession building at Trabuco Mesa Park is owned by Rancho Trabuco Girls Softball.

- a. The concession stand may only be used for the day, time and place (DTP) set forth in the Permit.
- b. Keys to the concession stand are available from the Park Use and Sports Field Manager.
- c. If the concession stand is jointly used, or has been used by another Permit holder, coordination of turnover must be accomplished between organizations. This includes, but is not limited to, exchanging keys, disposition of food items, sharing of appliances, trash removal, etc.
- d. There is no access allowed to other locked or secured recreation building areas.
- e. Shells from seeded products and all other trash is the responsibility of the Permit Holder to manage and mitigate.
- f. Use of appliances in the concession stand is authorized. However, appliances may not exceed the available amperage.
- g. A vehicle may be used to transport food or equipment to stock the concession stand providing that:
 - i. Vehicle and driver are licensed and insured.
 - ii. Vehicle to drive no faster than walking speed.
 - iii. Vehicle to remain on ingress and egress walkways or access paths. In no case should a vehicle traverse the park via the turf areas.
 - iv. Vehicle may stay only long enough to load or unload.
 - v. This should not take place during active use of the Sports Fields.
- h. Other concessionaires are not authorized to be on the park other than those specifically authorized by the Permit.
- i. Pre-packaged food and beverages may be served. Unpackaged food or beverages shall only be prepared, assembled, processed, displayed, or served if they meet the requirements of: County of Orange, Health Care Agency, and Environmental Health Standard Operation Procedure – Requirements for Commercial Temporary Food Facilities and any local City of Rancho Santa Margarita code or policy that may apply. Compliance with these requirements is the responsibility of the Permit Holder.
- j. Power outlets inside the concession stand are available for use. However, loading wattage must be observed for outlets as there will be no access to circuit breakers in any maintenance building if breakers overload. If power cord extensions are necessary, all cabling must be secured in a safe manner, so as not to cause a safety hazard for users.
- k. Use of Permit Holder's own appliances is allowed provided they:
 - i. Do not use more power than the amperage rating of power outlets; and
 - ii. Appliances are UL approved.



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- l. Use of portable barbeques is permitted, only at Trabuco Mesa and Tijeras Creek Parks, and only under certain circumstances. These circumstances are:
 - i. On Opening Days, Saturday and Sunday games, and season-end approved tournaments.
 - ii. Propane tanks are acceptable.
 - iii. Equipment must be UL approved.
 - iv. Flammable liquid starting methods may not be used. Self-starting or electric starters only are to be used.
 - v. Barbeques must be placed outdoors. If placed on concrete, some type of barrier is to be used to keep waste off the concrete.
 - vi. While in use, barbecue must be attended by authorized organization adult(s) at all times.
 - vii. Barbeque must be secured and locked in a safe storage area (e.g. concession stand or storage bin.)
- m. The concession area must be kept clean and safe at all times during use.
- n. Inventory and equipment items may be left overnight during ongoing permitted use providing concession stand is securely locked. Any theft, vandalism, injury, food spoilage, etc., is the responsibility of the Permit holder.
- o. At the conclusion of each day's use and final use, the concession stand and area must be left in the same condition as received. Acceptable concession Stand conditions include, but are not limited to, the following:
 - i. Food or trash on floor or work surfaces is not permitted.
 - ii. All work surfaces are to be cleaned at the end of each day.
 - iii. All appliances must be disconnected, cleaned, and securely stored.
- p. When stocking the concession stand, no packaging may be placed in trash cans reserved for resident use. All packaging must be broken down and dispose of off-site or in approved dumpster.

Temporary Concession Stand

- a. A temporary concession stand may only be used for the day, time and place set forth in the Permit.
- b. A temporary concession stand may consist of a booth-type, portable concession stand, or moveable trailer or food-stand type vehicle. Trailer or food-stand type vehicles must be insured and licensed by appropriate state agencies. Temporary concession stand must be approved by the Park Use and Sports Field Manager.
- c. Shells from seeded products and all other trash is the responsibility of the Permit Holder to manage and mitigate.
- d. A vehicle may be used to transport food or equipment to stock the concession stand providing that:
 - i. Vehicle and driver are licensed and insured.
 - ii. Vehicle to drive no faster than walking speed.
 - iii. Vehicle to remain on ingress and egress walkways or access paths. In no case should a vehicle traverse the park via the turf areas.
 - iv. Vehicle may stay only long enough to load or unload.
- e. A temporary concession stand may be left overnight if the Permit allows and the Permit Holder makes provisions for public safety and security. Theft, vandalism,



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- or injury is the responsibility of the Permit Holder. In no case may any food, appliances, utensils, or any other unsecured items be left overnight.
- f. Concessionaires are not authorized to be on the park other than those specifically authorized by the Permit or Special Park Use Permit.
 - g. Pre-packaged food and beverages may be served. Unpackaged food or beverages shall only be prepared, assembled, processed, displayed, or served if they meet the requirements of County of Orange, Health Care Agency, Environmental Health, Standard Operation Procedure – Requirements for Commercial Temporary Food Facilities and any city of Rancho Santa Margarita code or policy that may apply. Compliance with these requirements is the responsibility of the Permit holder.
 - h. Use of the available park barbeques is permitted by operators of Temporary Concession Stand. No Portable barbeques are allowed. Use of the on-site barbeques should be in accordance with following guidelines:
 - i. The barbecue closest to the Temporary Concession Stand must be used.
 - ii. While starting and in use, barbecue must be attended by authorized organization adult(s) at all times.
 - iii. Barbeques must be used in a safe and secure manner at all times.
 - iv. When finished each day, coals must be thoroughly extinguished, wet down, and safely disposed of offsite.
 - i. Use of one (1) external power generator is allowed provided it meets all applicable codes, ordinances and regulations for noise and safety regulations.
 - j. All equipment must be completely removed from the Park once the authorized time specified in the Permit has elapsed.
 - k. When stocking the concession no packaging may be placed in trash cans reserved for resident use. All packaging must be broken down and dispose of offsite or in approved dumpster.
2. Vendors and Concessions
- a. User groups operating concession stand, are considered first party vendors. However food sales must meet Orange County Health Department codes and requirements. As a condition of field use, insurance requirements must be met. User groups operating concessions must receive SAMLARC approval for concession operations and have permission noted on their Permit.
 - b. Outside companies are considered secondary party vendors and are allowed at tournaments and special events only. Secondary party vendors are allowed only if under contract with a user group. Secondary party vendors are required to furnish a certificate of Commercial General Liability Insurance with coverage no less than \$1,000,000 per occurrence. "Product Liability" coverage should be included and, SAMLARC and First Service Residential LLC must be listed as "Additionally Insured."
 - c. All second party vendor food preparations and sales have to meet Orange County Health Department codes and requirements. Vendor information, and certificate of insurance must be submitted to SAMLARC no later than two weeks days prior to the event.
3. Traffic and Parking



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User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue, or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the user's responsibility to alleviate traffic and parking issues. No vehicles are allowed on SAMLARC fields or property, other than parking lots without written approval. No vehicles are allowed on the park facilities during active and/or league play. Sports league parking is not permitted on residential streets in front of homes.

4. Banners/Signage/Advertisement

- a. A separate and specific Banner Policy is available at the Lago Santa Margarita Beach Club. Banner Permit Request Forms are also available at the Lago Santa Margarita Beach Club.
- b. The following outlines the guidelines for placing banners on SAMLARC sports field facilities for the purpose of allowing sports leagues to benefit by raising revenue from sponsorships, announcing upcoming league events, and proclaiming league titles received.
- c. For placement of league announcement information in locations other than at sports fields, refer to SAMLARC General Banner Policy.
- d. Sports field facilities that allow use of banners are: Tijeras Creek Park, Cañada Vista Park, Arroyo Vista Park, and Trabuco Mesa Park. Banners are not allowed at the remaining SAMLARC parks.

5. General - The intent of this guideline is as follows:

- a. Allow leagues to install banners at approved locations allowing leagues a way to raise funds, make announcements, and proclaim league successes.
- b. Sponsorship banners may remain until current season ends and league championship banners may remain indefinitely as long as they are in good condition.
- c. To expose the banners to the pedestrian traffic in the facility and to those watching games.
- d. Banners shall not exceed 24 square feet.
- e. Banners may not be placed earlier than February 1, for the spring season and must be removed upon completion of the end of season's tournaments, or July 30th. New or renewed banners may be put up September 1 for the fall season and must be removed by December 1.
- f. Registration Banners shall be consistent with the SAMLARC Temporary Banner Policy. Only one registration banner is allowed per park at the park where play will take place and removed once registration has concluded. Time allowed will be 10 days.
- g. Banner(s) may not block or obstruct irrigation.
- h. All banners must be in good repair. All 4 corners must secure to the fence via zip ties.
- i. Banners should be limited to a white background, and limited to printed words and logo.
- i. Specific Use and Placement of Banners (see Exhibit B page 25)



Athletic Field Use And Allocation Policy

- ii. Use and placement of banners at each of the four sports fields follow the general intent outlined in 1 above. However, because all of the fields are of different design and layout, separate guidelines for each are be outlined in Exhibit B.
6. Sports Field Lights
- a. Portable lights are not allowed at any SAMLARC Park.
 - b. Tijeras Creek and Cañada Vista parks have sports field lighting and are the only parks where lighting is allowed.
 - c. Sports field lights may only be operated in conjunction with a Use Permit.
 - d. Lights are set to turn on half hour before dusk.
 - e. Lights are set to turn off at 10:00 p.m.
 - f. Leagues to provide Park Use and Sports Field Manager with a list of authorized league personnel to turn off lights early.
 - g. Games must end no later than 9:45 p.m.
 - h. Lights are not to be left on if the field is not being used.
7. Insurance
- a. The Permit Holder shall provide evidence of Commercial General Liability insurance coverage in the form of a certificate of insurance (ACORD form 25-S or the equivalent) at limits of no less than \$1,000,000 per occurrence subject to an annual aggregate limit of \$2,000,000. Products and Completed Operations coverage at comparable limits must be included. An endorsement to the policy naming SAMLARC, its officers, directors and agents as an additional insured. Said policy shall be primary and non-contributory as to any SAMLARC owned policies of insurance; and said policy shall provide for thirty (30) days written notice to SAMLARC of cancellation, termination and/or non-renewal. Said policy shall indemnify, hold harmless and defend SAMLARC against the claims, demands, suits, actions, damage(s) to property, both real & personal, personal injury, bodily injury, or death or and the like (hereinafter cumulatively the "claims") for any claim whatsoever which derives from, through or out of any activity other than SAMLARC's sole negligence, gross negligence or willful misconduct. A copy of the Certificate of Insurance and Endorsement for the policy shall be given to SAMLARC prior to each season and thereafter whenever renewed, modified or replaced.
 - b. Any concession, or other concession, operated on SAMLARC community property shall be fully insured as to the operation by the Permit Holder in the amount noted above.
 - c. A copy of each policy of insurance (together with all endorsements) intended by Permit Holder to meet the minimum insurance provided herein, must be provided to SAMLARC annually in order to secure a Park Use Permit.
 - d. All vehicles which are used by the Permit Holder at the Recreational Facility (ies) covered by the Park Use Permit shall be covered by insurance to the following minimum: \$100,000 per person, \$300,000 per occurrence.
 - e. All Permit Holders, whether they have employees and/or volunteers associated with the activities being conducted by the Permit Holder on SAMLARC property, must provide evidence of Workers Compensation insurance coverage subject to statutory limits. In addition, evidence of Employers Liability insurance must be provided at limits of no less than the following limits of liability: \$500,000 each



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accident / \$500,000 each employee / \$500,000 Policy limit. A Waiver of Subrogation endorsement in favor of SAMLARC, its officers, directors and agents must accompany the evidence of insurance.

- f. Any organization with an approved structure on SAMLARC property will provide property insurance coverage in the amount to cover the replacement cost of the structure.
 - g. An example of the certificate and endorsement is attached to the application.
8. Amplified Sound

Requests for amplification of sound must be submitted in writing at the time of submission of a Field Use and or a Special Park Use application. If approved, an Amplified Sound Permit will be issued with the Field Use Permit or a Special Park Use Permit.

The use of amplified sound (PA systems) requires an Amplified Sound Permit and adherence to the guidelines listed therein.

- a. Amplified sound is for the purpose of music and general announcements within the venue and volume should be kept at a level within those borders as much as possible so as not to disturb neighboring residents. It should only be at the permitted park type activity, in the designated area and at the times noted. Amplified sound must be directional to the venue as much as possible.
- b. The exact location and hookup must be approved by the SAMLARC Park Use and Sports Field Manager or their designate.
- c. Amplified sound may only be used on the dates and times listed on the Permit and only at specific events, i.e., opening day, playoffs, tournaments and picture day.
- d. Permission to use amplified sound in SAMLARC parks is granted or denied by the Park Use and Sports Field Manager and SAMLARC General Policy and Guidelines.



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XII. Exhibit A: Sports Season Priority and Rest and Renovation

"These time frames are flexible and not permanent."

Altisima Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest & Renovation		Spring Sport Priority Use				Rest & Renovation		Fall Sport Priority Use		Rest & Renovation	

Arroyo Vista Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest & Renovation		Spring Sport Priority Use				R&R		Fall Sport Priority Use		R&R	

Cañada Vista Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest & Renovation		Spring Sport Priority Use				R & R		Fall Sport Priority Use		R&R	

Monte Vista Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest & Renovation		Spring Sport Priority Use				R & R		Fall Sport Priority Use		R&R	

Solana Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest & Renovation		Spring Sport Priority Use				R & R		Fall Sport Priority Use		R&R	

Tijeras Creek Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rest & Renovation		Spring Sport Priority Use				R&R		Fall Sport Priority Use		R&R	

Trabuco Mesa Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Spring Sport Priority Use						R&R		Fall Sport Priority Use		R&R	

Vista Verde Park

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
R&R		Spring Sport Priority Use				Rest & Renovation		Fall Sport Priority Use		Rest & Renovation	



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XIII. Exhibit B Sports Field Banners

A. Cañada Vista Park

1. Attachment A
 - a. Figure 1 – Field 1
 - i. Banners may be placed on the permanent outfield fence, facing in only. They must fit inside each panel dimension – 10' x 5'. No more than 30 banners on outfield fence.
 - b. Figure 2 – Field 1
 - i. Banners may be placed on the dugouts 1st base side.
 - c. Figure 3 –Field 1
 - i. Banners may be placed on the dugout 3rd base side.
 - d. Figure 4 – Field 1 & 2
 - i. Banner language may be placed on scoreboard space allowed by manufacturer. The Scoreboard shall not be expanded to accommodate additional banners without prior review by SAMLARC and City.
 - e. Figure 5 – Field 2
 - i. Banners may be placed on the permanent outfield fence, facing in only. Banner must fit inside each panel dimension – 10' x 5'. No more than 30 banners on outfield fence.
 - f. Figure 6 – Field 2
 - i. Banner may be placed on backstop in the 2nd 10' panels, one side only, as shown. Banners may be centered but should not be more than 5' in height.

B. Arroyo Vista Park

1. Attachment B
 - a. Figure 1 – Fields 1 and 2
 - i. Banners may be placed on either backstop in the fence space behind the backstop header board. The banner should not exceed 3'x 4'.

C. Tijeras Creek Park

1. Attachment C
 - a. Figure 1 – Field 1
 - i. Banners may be placed on 1st base and 3rd base side 4' permanent foul ball extension fences. They must not start until the 5th panel (following the dugout). They must fit inside each panel dimension – 10' x 5'. Banners may also be placed in the 15' or 20' max backstop panel level.
 - b. Figure 2 – Field 1
 - i. Banners may be placed on the 3rd and 4th back stop tier facing field. (20 ft. high max).
1. Attachment D
 - a. Figure 1 – Field 2
 - i. Banners may be placed on 1st base side 4' permanent foul ball extension fences. They must not start until the 6th panel (following the dugout). They must fit inside each panel dimension – 10' x 5'. Banners may also be placed



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in the 15' or 20' max backstop panel level. Banners are to be placed forward to the field.

- b. Figure 2 – Field 2
 - i. Banners may be placed on 3B side 4' extension fences. They must not be placed before the 8th panel (past chair seating). They must fit inside each panel dimension – 10' x 5'. Banner may face away from the field.
- c. Figure 3 – Field 2
 - i. Banner language may be put on scoreboard space allowed by manufacturer. The Scoreboard shall not be expanded to accommodate additional banners without prior review by SAMLARC and the City.
- 1. Attachment E
 - a. Figure 1 – Field 3
 - i. Banners may be placed in the 15' or 20' max backstop panel level. Banners may not be on both sides at the 20' panel level, only on both sides at the 15' panel level. They must fit inside each panel dimension – 10' x 5'. They may also be placed on the side fencing and the 15' panel level and may only face inward. They may also be placed on 4' extension fencing where bull pen is only. They must fit inside each panel dimension – 10' x 5'. No banners are allowed on 1B side (school side) of this field. All banners to face the field.

D. Trabuco Mesa Park

- 1. Attachment F
 - a. Figure 1 – Area location for Banners at Trabuco Mesa Park.
 - b. Figure 2 – Banners on backstop 1, 2, 3, at the backstop board levels.
 - c. Figure 3 – Banners allowed on all dugouts backs.
 - d. Figure 4 – Banners allowed on batting cages.
 - e. Figure 5 – Banners allowed on the dugouts facing the center courtyard area.

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Attachment A - Figure 1



Attachment A - Figure 2



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Attachment A - Figure 3



Attachment A - Figure 4

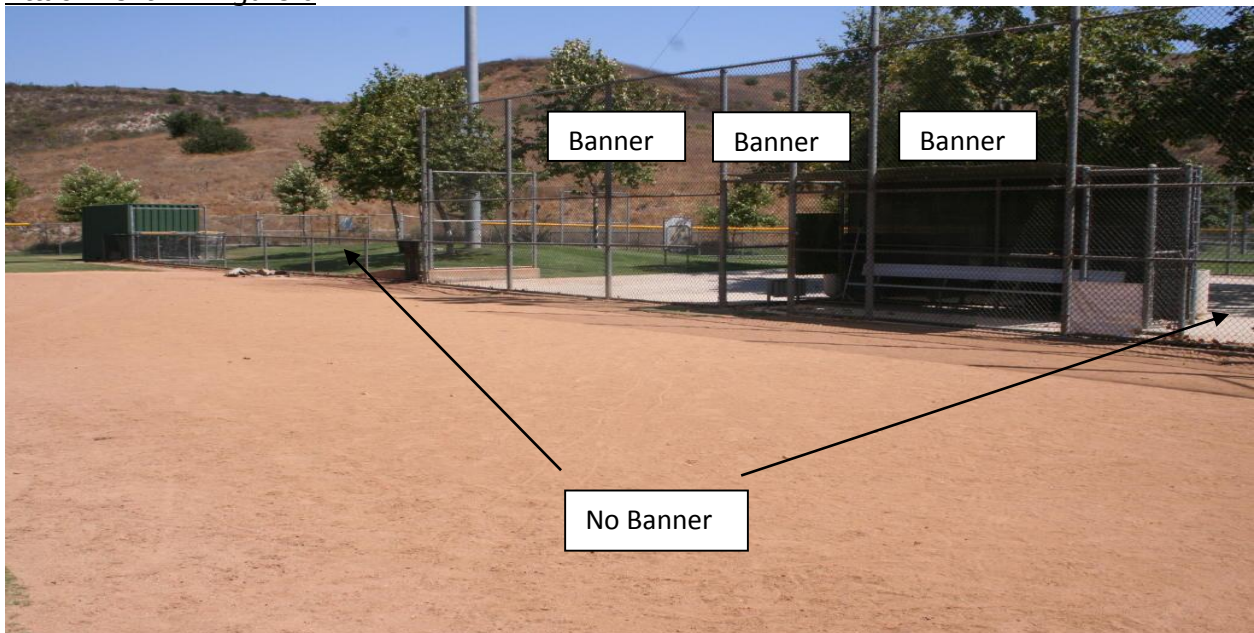


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Attachment A - Figure 5



Attachment A - Figure 6



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Attachment B - Figure 1



Attachment C - Figure 1 & 2

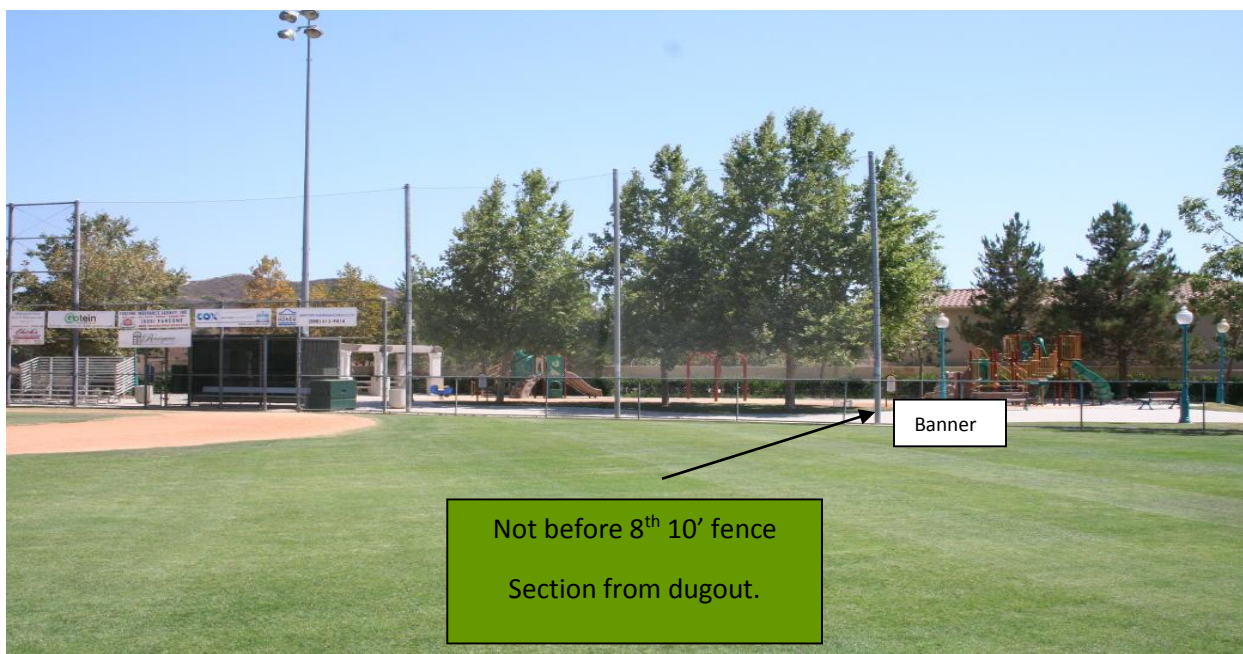


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Attachment D - Figure 1



Attachment D - Figure 2

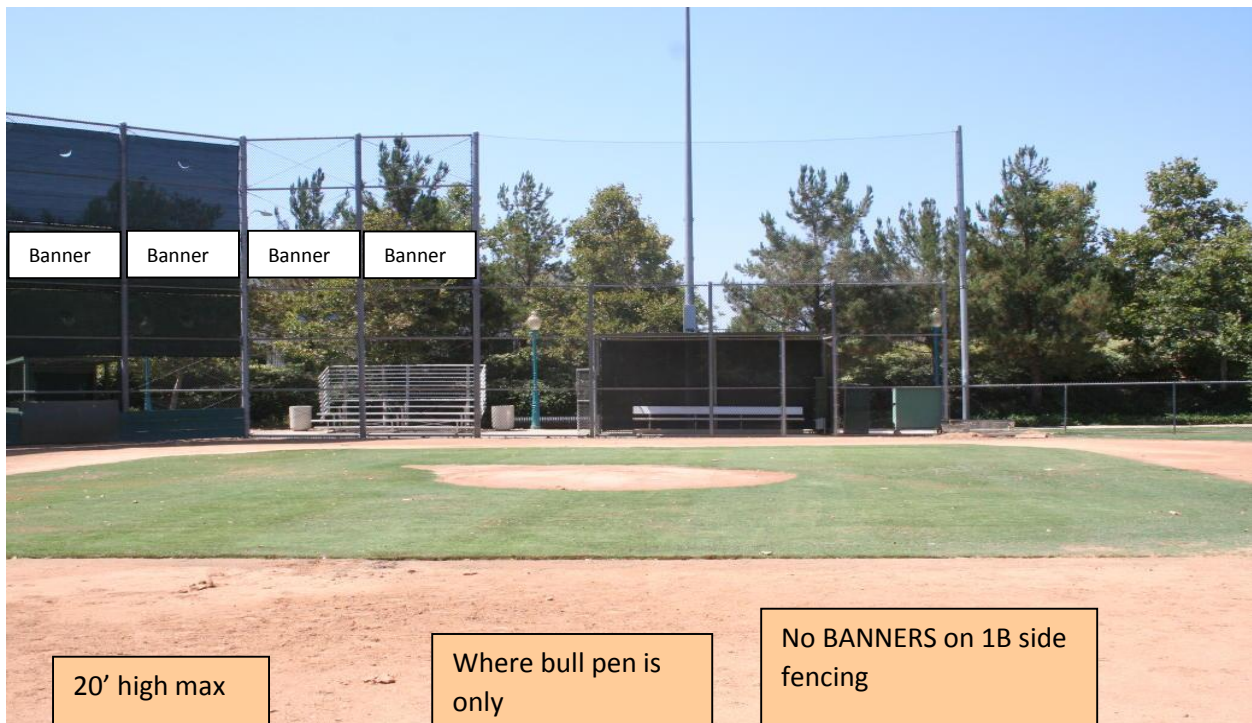


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Attachment D - Figure 3 All Score Boards

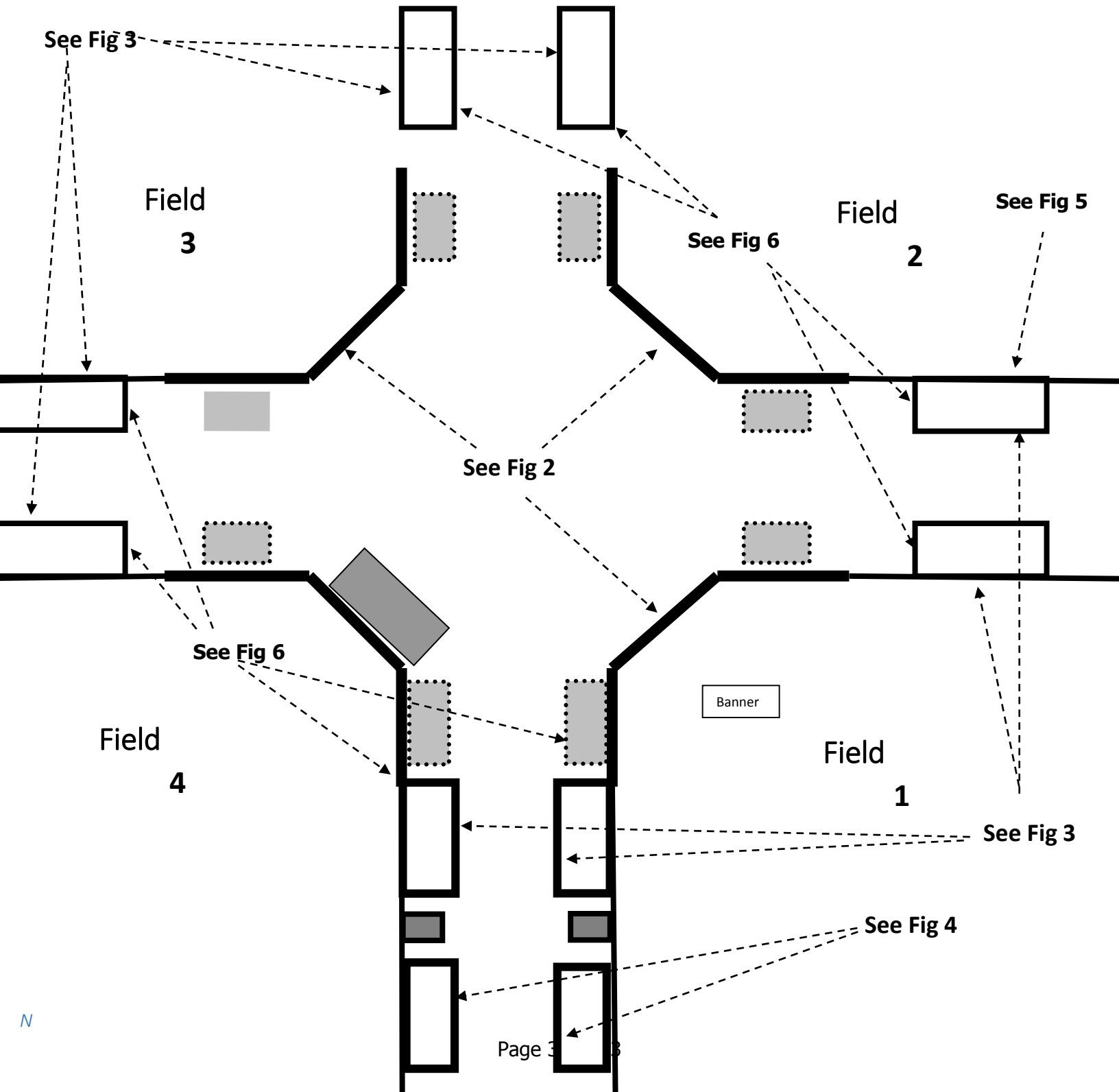


Attachment E - Figure 1



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**Attachment F – Figure 1
Area Location for Banners
Trabuco Mesa**



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Attachment F - Figure 2



Attachment F - Figure 3

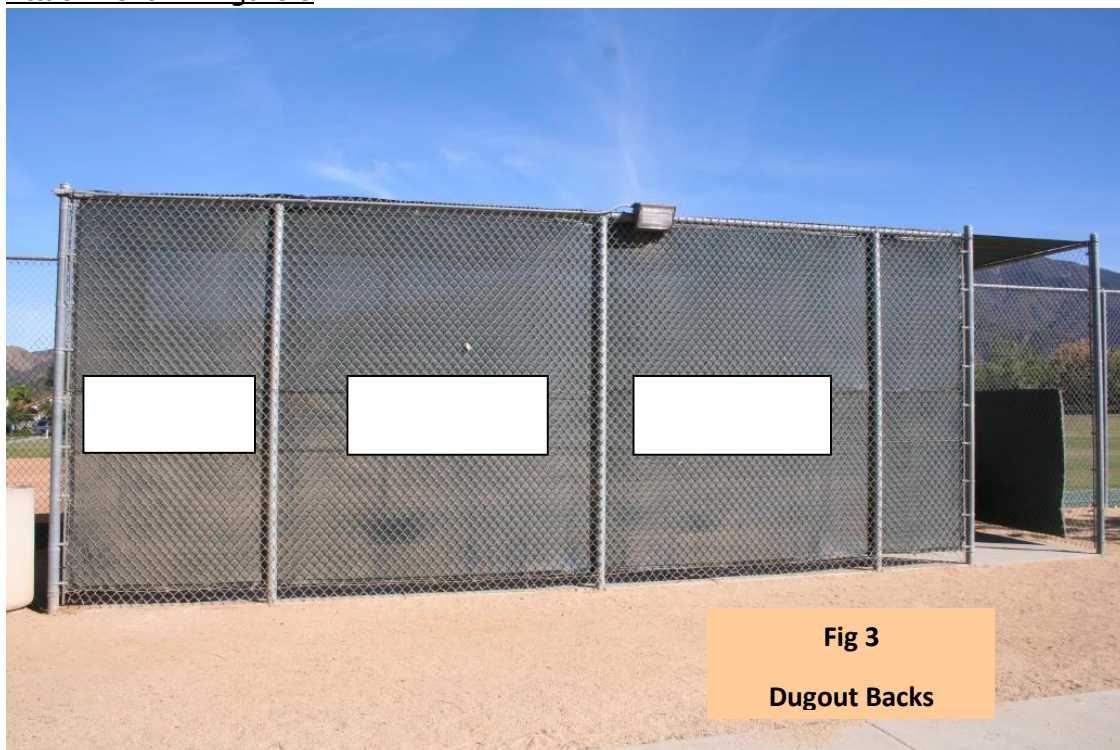


Fig 3
Dugout Backs

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Attachment F - figure 4



Attachment F - Figure 5

