



Sports Field Use and Allocation Policy

INTRODUCTION

The purpose of this Sports Field Use and Allocation Policy (Policy) is to establish regulations and procedures for the permitted use and allocation of all City of Rolling Hills Estates sports fields.

This Policy has the following goals:

- To establish a fair process for allocating City sports fields for public use.
- To ensure Rolling Hills Estates residents, particularly youth, have priority access to City sports fields.
- To ensure City sports fields are scheduled appropriately with proper maintenance intervals.
- To outline use regulations.
- To communicate financial cost information, including penalties for violations.

AUTHORITY

The Community Services Department Supervisor is authorized to interpret and determine appropriate procedures to implement this Policy. Additionally, the Supervisor has authority to restrict or revoke permits when violations occur that warrant revocation or when deemed in the best interest of the City or user groups and organizations.

The Department will periodically review the Policy and identify needs for updates and changes. An updated draft will then be presented to the Parks and Activities Commission for review and recommendation to the City Council.

DEFINITIONS

“**Adult organization**” – An organization primarily serving participants ages 18 and over.

“**City sports field**” or “**sports field**” – Means any one of the sports fields owned by the City at Ernie Howlett Park and Highridge Park.

“**Department**” – Means the Community Services Department.

“**Non-profit**” – Means an organization that is able to provide written documentation of its non-profit status from the State of California or from the Internal Revenue Service (IRS). The City reserves the right to request IRS 990 forms, financial records, and tax returns to confirm non-profit status.

“**Organized play**” – Play that is ordered, overseen by rules, and managed or directed by another person, such as a coach, parent, volunteer, or group leader.

“Palos Verdes Peninsula organization” – An organization that primarily serves residents of the cities of Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, Palos Verdes Estates, or unincorporated areas of the Palos Verdes Peninsula.

“Resident participant” or **“resident”** – A participant in a group or organization who resides within the city limits of the City of Rolling Hills Estates.

“Supervisor” – Means the Community Services Department Supervisor or the Supervisor’s designee.

“Youth organization” – An organization primarily serving participants ages 17 and under. Examples include Silver Spur Little League, AYSO, Junior League Baseball, and PVP Girls Softball. The organization must have an “everyone plays, no child is turned away” philosophy.

SPORTS FIELD PERMIT APPLICATION PROCESS

1. Exclusive or recurrent use of a City sports field by groups or organizations with 20 or more participants, or organized play of any number of individuals, requires a Sports Field Permit (Permit).
2. All applications for a Sports Field Permit must be made on an official City application provided by the Department or available on the City’s website.
3. All groups or organizations with an existing Sports Field Permit must submit a separate Sports Field Permit application for each camp, league, or special event for each season – NO EXCEPTIONS.
4. A complete Sports Field Permit application must be submitted to the Community Services Department.
5. The Department will review the Permit application, and where applicable for first-time applicants may do so in coordination with the Youth Sports Subcommittee.
6. The Department will determine whether to approve or deny the Permit.
7. All approved Permits will be issued by the Department and will only be issued once all required documentation has been submitted to the Department.

Please note that submitting a Permit application does not guarantee a program or use will be approved. No marketing, registration, or start of activities should take place until final Permit approval. This process could take up to 30-45 business days from date a completed application is received, so the timely advance submission of a Permit application is required.

Permits may be conditioned as determined by the Community Services Department in order to protect the public health, safety, and welfare of participants as well as to ensure proper maintenance and limit impacts to the sports fields or other City Property. Such conditions may be imposed by an addendum to the Permit or by separate contract. The Department will inform a group or organization of the need for any such special contract or addendum required prior to any action on the Permit.

An organization that is denied a Permit or that objects to the terms and conditions of a Permit may file a written appeal with the City Manager’s office within 10 business days from the date of the decision on the application setting forth all grounds of the appeal. The City Manager may request additional information from the appellant and may also schedule an in-person review at City Hall. The decision of the City Manager will be final.

PERMIT AND SPORTS FIELD ALLOCATIONS AND PRIORITIES

Sports field allocations and reservations are prioritized and assigned based upon an approved Permit. Based on the content of the Permit application, groups and organizations will be classified in one of the following classification groups. These groups establish applicability of fees and, in descending order, establish priority of use.

Group A: City Sponsored

This group is defined as any City sponsored (includes organizations contracted with the City) or co-sponsored organization, events, or activities.

Group B: Non-Profit Palos Verdes Peninsula Youth Organizations

In season sports will have priority; for example, soccer will have field priority during the fall, and baseball/softball will have field priority during the spring.

Group C: Palos Verdes Peninsula Unified School District

Any Palos Verdes Peninsula Unified School District events or activities.

Group D: Non-Profit Palos Verdes Peninsula Adult Organizations

Group E: City residents, business, commercial or professional groups, using a sports field for a one-time, non-recurrent non-profit purpose.

Group F: Non Palos Verdes Peninsula Non-Profit Organizations

Group G: All other non-commercial groups or organizations not listed above.

PROHIBITED USES

For-profit sports camps and other commercial activities (including private training), and travel, club, or scout teams (non-profits or private) practices, games and tournaments will not be allowed to rent or use City sports fields.

CLINICS AND CAMPS

Only approved City-sponsored contractors (Group A) and non-profit community youth organizations (Group B) are authorized to offer clinics and camps as defined below. All first-time clinics and camps must follow the City Sports Field Permit application process detailed above.

CLINICS

A clinic is defined as a discrete program that meets outside of team practice once or twice a week for a certain length of time during the specified sport's season.

Group A

A clinic must be run by an approved City contractor to ensure reasonable opportunities for a broad range of participants. Clinic fees must be based upon a price point of the general market rates of similar public programming offered by local municipalities in the region. Clinics must be open to the public and must set a limit on participation based on proper coach to player ratios. Contractors must obtain a City Business License as applicable, provide proof of background checks for all coaches and instructors, and submit a certificate of insurance coverage naming the City as additionally insured prior to the clinic.

Group B

The non-profit community youth organization may schedule clinics during its season, which must be open to all registered participants at no additional cost (costs must be included in the standard season registration fee). Clinic coaches and instructors who are independent contractors that receive payment for services must obtain a City Business License, provide proof of a background check, and submit a certificate of insurance coverage meeting the requirements of this Policy prior to the clinic.

CAMPS

A camp is defined as a program that meets for an entire week (Monday-Friday) during a specified time. Camps can have a half-day or full-day option and/or a partial week option (i.e., M/W/F, Tu/Th, etc.). Camps can be offered in-season or off-season provided there is no conflict with other in-season sports programming.

Group A

A camp must be run by an approved City contractor to ensure reasonable opportunities for a broad range of participants. Camp fees must be based upon a price point of the general market rates of similar public programming offered by local municipalities in the region. Camps must be open to the public and may set a limit on participation based on proper coach to player ratios. Contractors must obtain a City Business License, as applicable, provide proof of background checks for all coaches and instructors, and submit a certificate of insurance coverage naming the City as additionally insured prior to the camp.

Group B

A camp must be open to all current or previously registered players. The cost of the camp should be reasonably priced to allow registrations for all levels of player. Camp fees must be based upon a price point of the general market rates of similar programming in the region. Camp coaches and instructors who receive payment for services must obtain a City Business License, as applicable. In addition, camp representatives must provide written certification of a background clearance and mandated reporter training of all administrators, employees and regular volunteers per AB 506 (Cal. Business & Professions Code § 18975) and submit a certificate of insurance meeting the requirements of this Policy prior to the commencement of the camp.

All camps will be individually reviewed at the time of application submission and asked to provide an itemized breakdown of camp costs to justify the proposed participant cost of the camp.

SPORTS FIELDS AVAILABLE FOR RENTAL

The following City sports fields are available for rental:

Park	Address	Number of Fields	Type of Use	Lights Available
Ernie Howlett Park	25851 Hawthorne Blvd.	4	3 baseball fields 1 universal grass field	NO
Highridge Park	29035 Highridge Rd.	3	2 universal grass fields 1 softball field	NO

RESERVATIONS AND RENTAL FEES

All groups or organizations are required to obtain a Sports Field Permit to secure a reservation for a field. Reservations for sports field use must be submitted to the Community Services Department. Applications must be received a minimum of 14 business days prior to the requested date and will be accepted up to six months in advance for Group B users. For new program applications, a minimum of 45 business days in advance is required for a field reservation. Reservations will not be approved for a period exceeding three months, with the exception of Group A and B users, which will be permitted to reserve sports fields by season.

Approval is given only after a review of field availability, a certificate of general liability insurance is on file, and all fees are paid. In addition, organizations or groups that offer programming to minors must provide written certification of a background clearance and mandated reporter training of all administrators, employees and regular volunteers per AB 506 (Cal. Business & Professions Code § 18975), and sport specific training (i.e., concussion, heat awareness, etc.) for adults volunteering or hired to assist with such programming.

Every effort will be made to accommodate the group or organization’s request for the use of sports fields in accordance with the allocations and priorities in this Policy, including priority of sports fields given to traditional primary season sports.

Late requests for reservations will be scheduled on a space available basis.

All sports fields that are released to the City for reason of non-use will be re-allocated to the remaining permitted groups and organizations, as desired, based on the allocation process and priorities of this Policy.

The following rental fees and cleaning deposit must be paid at time of field permit submittal:

Item	FY 25-26 Fee*
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Peninsula Resident/Organization	\$17.00 per hour
Non Peninsula Resident/Organization	\$34.01 per hour
Cleaning Deposit	\$50 per field
Application Fee	\$25 per permit application

**As adopted by the City Council in Fees and Charges Schedule. The City Council may review and adjust the fees at any time.*

CANCELLATIONS/CHANGES

Any group or organization that has a reservation but does not intend to use the sports field must notify the City in writing at least three days in advance of the anticipated non-use so that the sports field may be reallocated. All requests for refunds must be made at least three business days prior to the event. A 21% administrative fee will be withheld from the total amount paid. Any cancellations after that time will not be refunded or credited. All changes to the reservation must be made at least five business days in advance. You may make one major change (date, locations, etc.) without penalty, however any additional changes will incur a 10% administrative fee.

The City reserves the right to cancel or revoke any Permit or reservation for cause or convenience, including but not limited to any of the following:

1. When the City is engaged in maintenance or other work involving the sports field to be utilized.
2. When inclement weather or other conditions threaten the health or safety of participants and/or may result in damage to a sports field. (Such conditions include rain, mud, standing water, lightning, earthquakes, extreme heat, fires, poor air quality, etc.).
3. Any non-compliance with the Permit, this Policy, or the City’s municipal code.

In the event a Permit for a one-time use is cancelled due to City maintenance or inclement weather and the use cannot be rescheduled, all rental fees or other deposits will be refunded in full.

INSURANCE AND INDEMNIFICATION REQUIREMENT

All groups and organizations renting sports fields must have general liability insurance naming the City of Rolling Hills Estates and its officials, employees and agents as additional insureds in the minimum amount of \$1,000,000 per occurrence. Proof of liability insurance and an executed City-approved form of indemnification agreement must be submitted to the Community Services Department before Permits are issued. Failure to comply or maintain proper insurance is cause for the City to cancel reservations for sports field use until compliance is achieved. Groups or organizations that are unable to provide proper documentation of insurance may have their Permit revoked.

SPORTS FIELD RULES AND REGULATIONS

The designated representatives identified in the Sports Field Permit have primary responsibility for ensuring compliance with the City’s rules and regulations regarding the use of the sports field by the permitted group or organization.

These rules include but are not limited to:

- All groups and organizations and their participants must comply with all applicable provisions of this Policy, the Permit (including any addendum or contract), the City’s park regulations and procedures provided with the Permit, and the City’s municipal code.
- Approved groups and organizations must maintain a copy of their Permit on-site at all scheduled uses.
- A responsible adult must be present at all times during the use of City sports fields.
- Use may begin no earlier than 8:00 A.M. and end at dusk.
- Groups and organizations are not allowed on fields prior to the start time on the Permit and are required to have the fields clean and be off the fields at the ending time indicated on the Permit. Use begins and ends at the times stated on the Permit **including set up and clean up.**
- Games and practice schedules are required to be submitted to the Community Services Department and will be used to ensure fields are being used as allocated. If fields are not used consistent with the Permit, the Permit may be amended or revoked and/or reallocated to other groups or organizations.
- Use of fields by any entity outside of the approved group or organization is not allowed and may result in loss of current field allocation and may be a factor considered in future allocations.
- Commercial use of City sports fields for profit and private gain, including private lessons, is prohibited (unless authorized pursuant to a Special Event Permit).

PENALTIES

The following penalties and procedures may be assessed by the Community Services Department to any group or organization that violates this Policy, its Permit, the City’s park regulations and procedures provided with the Permit, or the City’s municipal code. **The City will not be limited to only the following penalties and procedures and may pursue other legal remedies if necessary:**

- *First Offense* – A letter will be written to the user group or organization’s designated representative documenting the violation. A field report of the violation will be included if applicable.
- *Second Offense* – A letter will be written to the user group or organization’s designated representative documenting the violation, and the group or organization will be assessed a penalty of \$500, which must be paid within 14 days.
- *Third Offense and Any Subsequent Offense* – A letter will be written to the user group or organization’s designated representative documenting the violation, and the group or organization will be assessed a penalty of \$2,500, which must be paid within 14 days.
- The City may also elect in its sole discretion to revoke the user group or organization’s Permit.

Procedures for Correcting Violations

- If a group or organization is in violation of any provision of this Policy, its Permit or the City's municipal code, the group or organization will have five business days upon receipt of a violation letter to submit a letter to the Community Services Department stating how the group or organization intends to make the required corrections. The group or organization will then have 10 business days to make the required corrections from the date of submission of its response letter by the City.
- If the group or organization fails to correct the problem during the applicable time period, the group or organization agrees that the City may take necessary corrective action. The group or organization will be charged a minimum of an additional fee at 1.5x the standard hourly rate for any City of Rolling Hills Estates staff time utilized to make the required corrections. The group or organization will also be required to reimburse the City for any equipment rental costs, supply costs, and/or contracted costs incurred to make the required corrections.
- A group or organization will not have any new Sport Field Permits approved by the City until all previously assessed penalties or additional fees are paid in full.

Appeal of Violation Notification or Permit Revocation

A written appeal of any notice of violation or notice of revocation of a Permit may be filed with the City Manager's office within 10 business days from the date of the decision setting forth all grounds of the appeal. The City Manager may request additional information from the appellant and may also schedule an in-person review at City Hall. The decision of the City Manager will be final.