



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: September 8, 2014

TO: Recreation Council Members

FROM: Herman D. Parker, Park and Recreation Director

SUBJECT: Revision to Department Instruction 8.3, Priority Classifications for Scheduling Reserved Use of Park and Recreation Athletic Fields (*revised*)

As you may be aware, over the past year the Park and Recreation Department has been updating Department Instruction 8.3 (DI 8.3) related to field use prioritization to address the diverse and evolving needs of our citizens for the use of athletic fields. The Department, in partnership with Recreation Councils, oversees field allocations in compliance with the fee schedule.

It is my pleasure to introduce the September 2014 version of DI 8.3, which is attached for your information and replaces the 2009 version. Key modifications to DI 8.3 include:

- Flexibility for the end of youth priority and beginning of adult priority to range between 6:00 and 7:00 p.m. while retaining adult priority on Sunday (staff should work with recreation councils to determine when to shift from youth to adult priority)
- Priority 4 replaces “non-profit organization” with an “everyone plays” philosophy to support an environment appropriate for recreational sports
- Priority 5 now adds groups that “hold selective tryouts and/or registration” to include teams across the competitive spectrum

Note that the version of DI 8.3 issued in August contained restrictions related to Sunday permit use at joint use facilities. This restriction has been removed in the September version. We value your continuing interest and involvement in park and recreational programming, and we appreciate and thank you for your volunteerism. If you have any questions about the new field use DI 8.3, please feel free to contact your recreation center or me at (619) 236-6643.

A handwritten signature in black ink, appearing to read "Herman D. Parker".

Herman D. Parker
Park and Recreation Director

Attachment: Updated DI 8.3, Priority Classifications for Scheduling Reserved Use of Park and Recreation Athletic Fields

cc: Deputy Directors, District Managers, Area Managers, Recreation Center Directors

CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – 8.3	DEPARTMENT PARK & RECREATION
SUBJECT PRIORITY CLASSIFICATIONS FOR SCHEDULING RESERVED USE OF PARK AND RECREATION ATHLETIC FIELDS	PAGE 1 OF 6	EFFECTIVE DATE SEPTEMBER 8, 2014
	SUPERSEDES DI 8.3 DATED AUGUST 1, 2014	

8.3.1 BACKGROUND

In order to serve the recreational needs of its citizens, the City of San Diego has constructed athletic fields throughout the City. These facilities are used for activities conducted by the Park and Recreation Department (Department) and by its recognized recreation councils. Other groups and organizations may schedule use of the athletic fields when available and in compliance with the Park and Recreation Department Fee Schedule (Fee Schedule). The overall volume of field use applications received cannot be accommodated given the limited number of athletic fields available.

8.3.2 PURPOSE

To establish a priority system for scheduling reserved use of Department athletic fields.

8.3.3 AUTHORITY

Park and Recreation Department Director.

8.3.4 ROLE OF RECREATION COUNCILS REGARDING SCHEDULING OF ATHLETIC FIELDS

- A. Recreation councils assist Department staff in coordinating the use of athletic fields by user groups and act as a central point of communication between the City of San Diego and the user groups. Recreation councils include, among their members, volunteers who represent a variety of user groups and bring with them a wide range of knowledge, skills and expertise. They assist staff in evaluating the needs of each represented user group, assist in recommending to Department staff the allocation of athletic field use, foster the appreciation, development and maintenance of athletic fields, and assist by funding improvements to existing athletic fields to best meet the needs of the entire community. Recreation councils may form subcommittees called sports councils where the number of user groups is sufficiently large as compared to the available athletic fields. City staff is required to attend all sports council meetings.
- B. Recreation councils are responsible for compliance with Department Instructions and the Fee Schedule in all activities, including those involving the maintenance, use, and reservation of athletic fields.

CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – 8.3	DEPARTMENT PARK & RECREATION
SUBJECT PRIORITY CLASSIFICATIONS FOR SCHEDULING RESERVED USE OF PARK AND RECREATION ATHLETIC FIELDS	PAGE 2 OF 6	EFFECTIVE DATE SEPTEMBER 8, 2014
	SUPERSEDES DI 8.3 DATED AUGUST 1, 2014	

C. Recreation councils and sports councils may request additional documentation from user groups when conflicts arise concerning athletic field usage, including:

- (1) proof of the number of participants currently registered for seasonal play;
- (2) the number of resident versus non-resident participants; and
- (3) the number of other athletic fields being requested by the user group outside the jurisdiction of the reviewing sports council and/or applicable recreation council.

D. Department staff may also request additional documentation from user groups when conflicts arise concerning athletic field usage, including but not limited to any of the documentation previously collected by a recreation council or sports council pursuant to Section 8.3.4(C) above.

E. The Department is ultimately responsible for final decisions regarding the Department's athletic fields, including but not limited to the following: (i) the use and permitting of athletic fields; (ii) authorization of special events; (iii) the closure of athletic fields for inclement weather, unsafe playing conditions, or other unforeseen emergency; (iv) the closure of athletic fields for renovation, or field maintenance; (v) the seniority of athletic field usage; and (vi) resolution of any disputes arising out of athletic field usage or permitting.

8.3.5 POLICY

A. It is imperative that all groups requesting athletic fields work together in mutual cooperation to maximize the scheduled use of athletic fields. Staff, assisted by recreation council or sports council recommendations (if applicable), may determine that sharing of athletic fields by more than one group will meet the needs of the individual organizations.

B. The priority classifications for scheduling reserved use of the Department's athletic fields are as follows:

Priority 1 - Department programs that are organized, scheduled, or conducted by Department staff or Department volunteers, to include basic level of service, open play,

CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – 8.3	DEPARTMENT PARK & RECREATION
SUBJECT PRIORITY CLASSIFICATIONS FOR SCHEDULING RESERVED USE OF PARK AND RECREATION ATHLETIC FIELDS	PAGE 3 OF 6	EFFECTIVE DATE SEPTEMBER 8, 2014
	SUPERSEDES DI 8.3 DATED AUGUST 1, 2014	

facility maintenance and/or renovation, and citywide activities (i.e., senior citizen services, therapeutic services, coordinated leagues and City-staff conducted dance).

Priority 2 – Programs with approved non-exclusive preferential use and occupancy permits, recreation council contractual programs operating within the recreational council’s jurisdictional area, and special use permit holders.

Priority 3 – Schools with Joint-Use Agreements shall have preferential status only during normal school hours plus 30 minutes before and 30 minutes after school, during the normal school year (traditional/year round) at designated joint-use sites (identified in the Fee Schedule), unless otherwise designated in the applicable Joint-Use Agreement.

Priority 4 – Youth and adult sport groups, comprised of at least 75% City of San Diego residents, operating during their designated seasonal period of activity as identified in the fee schedule, provided that the group conducts an “open to all” registration regardless of skill level and promotes an “everyone plays” philosophy.

- Youth sport groups in Priority 4 will be given priority over adult sport groups in Priority 4 during daytime hours Monday-Saturday, generally starting at 7:00 a.m. and ending between 6:00 p.m. and 7:00 p.m. The specific end time of daytime hours is determined by the Park and Recreation Department for each athletic field, based on the needs of the community.
- Adult sport groups in Priority 4 will be given priority over youth sport groups in Priority 4 during evening hours Monday- Saturday, generally starting between 6:00 p.m. and 7:00 p.m. and all day on Sundays. The specific start time of evening hours is determined by the Department for each athletic field, based on the needs of the community.
- Athletic fields at joint-use sites, as designated in the Fee Schedule, may be permitted by any youth sport group or adult sport group on Sundays if allowed by the relevant joint-use agreement for that site.

Priority 5 – Youth and adult sport groups comprised of at least 75% City of San Diego residents, not operating in their designated seasonal period of activity as identified in the Fee Schedule, or who selectively choose players according to skill level (i.e.,

CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – 8.3	DEPARTMENT PARK & RECREATION
SUBJECT PRIORITY CLASSIFICATIONS FOR SCHEDULING RESERVED USE OF PARK AND RECREATION ATHLETIC FIELDS	PAGE 4 OF 6	EFFECTIVE DATE SEPTEMBER 8, 2014
	SUPERSEDES DI 8.3 DATED AUGUST 1, 2014	

everyone does not make the team). This priority level also includes other resident groups providing recreation and community service within the City of San Diego.

- Youth sport groups in Priority 5 will be given priority over adult sport groups in Priority 5 during daytime hours Monday through Saturday, generally starting at 7:00 a.m. and ending between 6:00 p.m. and 7:00 p.m. The specific end time of daytime hours is determined by the Department for each athletic field, based on the needs of the community.
- Adult sport groups in Priority 5 will be given priority over youth sport groups in Priority 5 during evening hours Monday through Saturday, generally starting between 6:00 p.m. and 7:00 p.m. and all day on Sundays. The specific start time of evening hours is determined by the Department for each athletic field, based on the needs of the community.
- Athletic fields at joint-use sites, as designated in the Fee Schedule, may be permitted by any youth sport group or adult sport group on Sundays if allowed by the relevant joint-use agreement for that site.

Priority 6 – Youth and adult sports groups comprised of less than 75% City of San Diego residents, nonprofit recreation or community service groups (open to the public), and other non-profit private groups composed of less than 75% City of San Diego residents.

- Youth sport groups in Priority 6 will be given priority over adult sport groups in Priority 6 during daytime hours Monday through Saturday, generally starting at 7:00 a.m. and ending between 6:00 p.m. and 7:00 p.m. The specific end time of daytime hours is determined by the Department for each athletic field, based on the needs of the community.
- Adult sport groups in Priority 6 will be given priority over youth sport groups in Priority 6 during evening hours Monday through Saturday, generally starting between 6:00 p.m. and 7:00 p.m. and all day on Sundays. The specific start time of evening hours is determined by the Department for each athletic field, based on the needs of the community.

CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – 8.3	DEPARTMENT PARK & RECREATION
SUBJECT PRIORITY CLASSIFICATIONS FOR SCHEDULING RESERVED USE OF PARK AND RECREATION ATHLETIC FIELDS	PAGE 5 OF 6	EFFECTIVE DATE SEPTEMBER 8, 2014
	SUPERSEDES DI 8.3 DATED AUGUST 1, 2014	

- Athletic fields at joint-use sites, as designated in the Fee Schedule, may be permitted by any youth sport group or adult sport group on Sundays if allowed by the relevant joint-use agreement for that site.

Priority 7 – Promotional or commercial groups and organizations.


8.3.6 PROCEDURES

- A. Priority classifications will be allowed to permit and pay, in advance, reserved use of athletic fields as follows:
- Priority 1 – Unlimited.
 - Priority 2 – May be scheduled up to one (1) year in advance.
 - Priority 3 – May be scheduled up to one (1) year in advance.
 - Priority 4 – May be scheduled up to six (6) months in advance.
 - Priority 5 – May be scheduled up to ninety (90) days in advance.
 - Priority 6 and 7 – May be scheduled up to sixty (60) days in advance.
- B. Scheduling of Department programs (Priority 1) supersedes scheduled activities previously reserved, as set forth in those certain “Rules and Regulations for Use of City Park and Recreation Department Sites” adopted by the Department.
- C. Within each priority classification:
- (1) Requests for reserved use of athletic fields will be honored utilizing the date of receipt of an “Application and Permit for Park Use.”
 - (2) The user groups shall be assigned athletic fields based on longevity in community, continued use of athletic fields, and total number of participants.
 - (3) In areas where there is not a sports council, the representatives of the user groups will work with City staff to determine a fair and equitable use of the athletic fields.

CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – 8.3	DEPARTMENT PARK & RECREATION
SUBJECT PRIORITY CLASSIFICATIONS FOR SCHEDULING RESERVED USE OF PARK AND RECREATION ATHLETIC FIELDS	PAGE 6 OF 6	EFFECTIVE DATE SEPTEMBER 8, 2014
	SUPERSEDES DI 8.3 DATED AUGUST 1, 2014	

- (4) In the event of a conflict with a new user group and a user group that used the athletic field during the immediately previous season, the Department will send the previous user group written notice, by registered mail, informing the previous user group that the athletic field(s) used by that previous user group during the immediately previous season have been requested by a new user group. The notice will also inform the previous user group that in order to maintain its seniority, the previous user group must submit an “Application and Permit for Park Use” and pay the applicable fees within seven (7) business days from receipt of the notice.
- (5) In the event that a user group has decreased in its number of participants since the previous season, the Department, in its discretion, may assign that user group to an alternate athletic field(s) that is more appropriate for the number of participants.
- (6) In the event that a user group does not use all of its athletic field allotment during the immediately previous season, the Department, in its discretion, may elect to not grant that user group future permits.

AUTHORIZED BY: _____


Herman D. Parker
Park and Recreation Director

DATE: _____

9/8/14