



**OFFICE OF COUNCIL PRESIDENT TODD GLORIA
COUNCIL DISTRICT THREE**

M E M O R A N D U M

DATE: March 21, 2013
TO: Mayor Bob Filner
FROM: Council President Todd Gloria 
SUBJECT: Request to Make Youth a Higher Priority by Changing Park and Recreation Department Instruction No. DI-8.3: *Priority Classifications for Scheduling Reserved Use of Park and Recreation Athletic Fields*

On behalf of over 700 of San Diego's youth ages 5 to 19, I respectfully request that Park and Recreation Department Instruction DI-8.3: *Priority Classifications for Scheduling Reserved Use of Park and Recreation Athletic Fields* (DI) be reviewed and amended to allow organized non-profit youth groups greater access to recreational field space.

The DI consists of seven priority classifications which are used to schedule/reserve recreation centers and athletic fields. Non-profit youth groups are currently classified as Priority 4 and are given priority field use until 6:00 p.m. While I respect the Department's work to balance the diverse needs and demands for recreational space, I ask that consideration be given to provide non-profit youth groups an additional hour of access until 7:00 p.m. daily.

Many families in our City rely on non-profit sports groups to assist youth with developing invaluable skills. Additionally, after school recreational programs have been greatly impacted with the financial constraints of the State of California and school district. Our support for non-profit youth groups is an excellent way for the City to contribute to promote healthy and positive choices for our youth by providing an outlet for developing teamwork and building confidence.

Thank you for your consideration.

TG:ab/pi

Attachment: Parks and Recreation Department Instruction DI-8.3: *Priority Classifications for Scheduling Reserved Use of Park and Recreation Athletic Fields*

cc: Stacey LoMedico, Park and Recreation Department Director
Francisco Estrada, Mayor's Office
Ben West, North Park AYSO Regional Coach Administrator
Mario Ramirez, North Park AYSO Regional Commissioner

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| 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 4 | EFFECTIVE DATE JANUARY 1, 2009 |
| | SUPERSEDES 8.3 PAGES 1 AND 2 DATED SEPTEMBER 16, 1986 | |

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 and by its recognized recreation councils. Other groups and organizations may schedule use of the fields when available and in compliance with the Park and Recreation Department Fee Policy and Fee Schedule. The overall volume of field use applications received cannot be accommodated given the limited number of fields available.

8.3.2 PURPOSE

To establish a priority system for scheduling reserved use of Park and Recreation athletic fields

8.3.3 AUTHORITY

Park and Recreation Department Director.

8.3.4 ROLE OF RECREATION COUNCILS

The Recreation councils assist Park and Recreation staff in coordinating the use of athletic fields by youth and adult leagues and act as a central point of communication between the City of San Diego and the sports leagues. These volunteers represent a variety of sport participants and bring with them a wide range of knowledge, skills and expertise. They assist staff in evaluating the needs of each represented sport's league, assist in recommending to City staff the allocation of field use, foster the appreciation, development and maintenance of sporting fields, and assist by funding improvements to existing fields. In some areas, local recreation council(s) has formed subcommittees called sports councils. Recreation Councils are typically formed where the number of sports leagues is sufficiently large compared to the available facilities so as to make strong coordination of field usage essential.

Recreation Councils are responsible for compliance with Department Instructions, the Park and Recreation Fee Schedule, and City guidelines. City staff is required to attend all sports council meetings. Staff may request additional documentation from sport representatives when conflicts arise between groups. This may include proof of the number of participants currently registered for seasonal play, number of resident versus non-resident, number of other fields being requested outside the jurisdiction of the reviewing sports council and/or applicable Recreation Center Director.

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The City is ultimately responsible for final decisions regarding closure of fields for inclement weather, closure of fields for renovation, approval of field permits and permitting special events on athletic fields. The Park and Recreation Director and/or his or her designate has ultimate authority regarding use of City Park and Recreation facilities.

8.3.5 POLICY

The priority classifications for scheduling reserved use of Park and Recreation centers and athletic areas are as follows:

Priority 1 - Park and Recreation Department programs that are organized, scheduled and conducted by department staff or volunteers, to include basic level of service, open play, facility maintenance and 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 and special events with approved Special Use Permits.

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 Park and Recreation Department Fee schedule).

Priority 4 - Youth and adult sport groups, open to the public, and comprised of at least 75% City of San Diego residents, operating during their designated seasonal period of activity as identified in Department Instruction or Park and Recreation fees and charges guidelines. Non-profit youth groups within the City of San Diego. Adult groups have priority for fields use after 6:00 p.m. and all day Sundays. The user groups shall be assigned fields based on longevity in community and continued use of City park fields and number of participants. Groups that do not use all of their field allotment previously could lose their continued use for the next season.

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. Resident groups providing recreation and community service within the City of San Diego. Adult groups have priority for fields use after 6:00 p.m. and all day Sundays. The user groups shall be assigned fields based on longevity in community and continued use of City park fields and number of

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participants. Groups that do not use all of their field allotment previously could lose their continued use for the next season.

Priority 6 – Non-resident youth and adult sports, 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.

Priority 7 – Promotional or commercial groups and organizations.

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

8.3.5 PROCEDURES

A. *Priority classification will be allowed to schedule, in advance, reserve use of facilities 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 year in advance

Priority 4 – May be scheduled up to six 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 Park and Recreation programs (priority 1) supersedes scheduled activities previously reserved, consistent with the Rules and Regulations for use of City Athletic Areas (Permit for Use of City Athletic Area).*

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- C. Within each priority classification, requests for reserved use of fields will be honored by date of receipt of Permit for Use of City Athletic Area, except in cases where there is a conflict with a sports council recommendation for allocation of fields or where an established league has previously used the field. If an established league used the same fields for the previous season and has not submitted a permit at the time a new application has to be submitted, the league representative will be notified by registered mail that the group has been given the opportunity to submit its application within 5 working days to retain its seniority. In areas where there is a sports council, league representatives will work with City staff to determine a fair and equitable use of fields. Fees, where applicable, must be paid within two (2) working days of notification of proper fee in order to retain priority.

AUTHORIZED BY: _____

DATE: _____