

**City of Alexandria, Virginia  
Park and Recreation Commission**

**REGULAR MEETING**

**Thursday, April 18, 2013, 7:00 p.m.  
Charles Houston Recreation Center  
901 Wythe Street, Alexandria, Virginia**

**Agenda**

- I.** Call to Order by Chair, Judy Guse-Noritake.
- II.** Presentation- Fields Allocation Policy- William Chesley and Staff.
- III.** Items for Action:  
Approval of Green Play Resource Allocation and Cost Recovery Policy- David A. Miller.
- IV.** Approval of Special Events Policy – Jack Browand.
- V.** Approval of Summary Minutes from March 21, 2013.
- VI.** Division Updates:
  - A. Recreation Programs and Service Update - William Chesley
  - B. Park Operations Report – Dinesh Tiwari
  - C. Marketing, Special Events and Waterfront Operations - Jack Browand.
  - D. Park Planning Reports – Ron Kagawa and Division Team
- VII.** Director’s Report - James Spengler.
- VIII.** Civic Awards Discussion- Jack Browand.
- IX.** Commissioner Assignments Update.
- X.** Report from Commissioners (verbal updates):
  - A. Waterfront Commission - Gina Baum
  - B. Youth Sport Committee.
  - C. Four Mile Run - Ripley Forbes
  - D. Freedmen’s Cemetery.
  - E. ACPS & Capital Improvements - Judy Guse-Noritake
  - F. Community Gardens Policy- Judy Guse-Noritake
  - G. Ft. Ward - Ripley Forbes
  - H. ACPS School Projects- Judy Guse-Noritake
  - I. Jefferson Houston School - William Cromley
  - J. Beauregard Corridor Plan Task Force - Stephen Beggs
  - K. Open Space - Judy Guse-Noritake
  - L. Braddock Plan Park- Judy Guse-Noritake
- XI.** At the close of the meeting, the Commission will take comments on any other topic from the public

**XII.** Agenda items for May 2013, meeting and location: May 1, 2013 - Large Parks Master Plan, May 16, 2013, Regular Meeting.

**XIII.** List of upcoming public meetings

# City of Alexandria, Virginia

## MEMORANDUM

**DATE:** APRIL 18, 2013

**TO:** MEMBERS OF THE PARK AND RECREATION COMMISSION

**THROUGH:** JAMES SPENGLER, DIRECTOR, RPCA

**FROM:** WILLIAM CHESLEY, DEPUTY DIRECTOR, RECREATION SERVICES

**SUBJECT:** ATHLETIC FACILITIES ALLOCATION POLICY- ITEM- II

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**ISSUE:** The Recreation Services Division is responsible for allocating athletic facilities for City of Alexandria youth and adult organizations and for other user groups at all City and School District locations. Since there are a finite number of fields to meet the numerous needs of various groups in our community, staff has worked with the Youth Sports Advisory Board (YSAB) to develop an Athletic Facilities Community Allocation Policy for the City of Alexandria.

**RECOMMENDATION:** That the Commission endorse the Athletic Facilities Community Allocation Policy as an Administrative Policy of the Department.

**BACKGROUND:** In September 2002, RPCA Department Director Sandra Whitmore proposed the formation of the YSAB as a sub-group of the Park and Recreation Commission. Ms. Whitmore recommended that the Board be made up of an officer from Alexandria Little League, Alexandria Lacrosse, Alexandria Soccer Association, Titans Youth Football Advisory Board, Tennis Advisory Board, Skateboard Advisory Board, representatives from parents or coaches in the City's basketball, softball and coach pitch programs, a representative from Alexandria City Public Schools, a member from the business community and a citizen at large. The Park and Recreation Commission approved the recommendation to form the YSAB and worked with RPCA to form the YSAB. The first meeting of the YSAB was held in December 2002. The YSAB's Charge of Work was to address field and facility usage, coaches training, sponsorships, fundraising and other related matters.

**DISCUSSION:** The YSAB has been working on behalf of City youth sports programming since December 2002. Improving the quantity and quality of athletic facilities has been one of the YSAB's top priorities. The YSAB has done a very good job working with RPCA staff to improve coordination and collaboration around scheduling and maintenance of athletic facilities. Moreover, the YSAB has played a huge role in advocating for increased resources to build, renovate and maintain of athletic facilities. The improvements in scheduling and maintenance of athletic facilities by RPCA over time has been largely due to the cooperative and collaborative

work of the YSAB, especially among the members representing organizations that rely on athletic fields for their programs. The level of cooperation and collaboration by these members over the past several years or more made it easy to get to the point where we can adopt an Athletic Facilities Community Allocation Policy for the City. The YSAB unanimously supports the adoption of the Policy.

The Athletic Facilities Community Allocation Policy sets forth the policies and procedures that govern allocation and use of City of Alexandria (“City”) athletic fields, tennis courts and indoor facilities (“Facilities”) with the goal of fair and equitable allocation of use among all users. It outlines who is eligible to receive permitted use of the City’s Facilities.

Under the Facility and Outdoor Maintenance and Use Agreement executed by the City and the Alexandria City Public Schools (“ACPS”) in or about January 2012 (“City/ACPS Maintenance and Use Agreement”) ACPS has delegated the scheduling of use of certain designated ACPS properties when not in use by ACPS to the City.

This policy affords RPCA with a transparent process to allocate athletic facilities fairly and equitably among all users based on the “Priority of Use” status of the organization or individual as outlined in the Policy. The City through the Department of Recreation, Parks and Cultural Activities (“RPCA”) is authorized to grant approval for usage and to schedule athletic facilities, tennis courts and ACPS Facilities in accordance with the policies and procedures established by the City set forth in this Policy. RPCA will maintain a schedule for use of assigned Facilities. RPCA will provide fair distribution of facilities to all for permissible activities. RPCA has the authority to make changes to the allocation, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the Policy. RPCA has the authority to restrict or terminate a permit when a violation occurs that warrants termination or when it is deemed in the best interests of the City or ACPS.

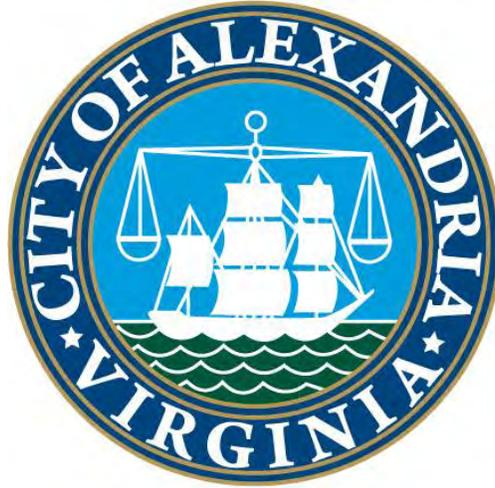
The Policy will be reviewed annually by RPCA staff, with input from key stakeholders, the YSAB, and the Park and Recreation Commission.

**FISCAL IMPACT:** None

**STAFF:**

James B. Spengler, Director, RPCA  
William Chesley, Deputy Director, RPCA  
David Miller, Division Chief, RPCA  
Joseph Petrella, Division Chief, RPCA  
Mac Slover, Director of Sports Programs, RPCA

# Alexandria Department of Recreation, Parks and Cultural Activities



## **ATHLETIC FACILITIES COMMUNITY ALLOCATION POLICY**

**FOR SPORTS ORGANIZATIONS AND COMMUNITY USERS**

**JULY 2013**



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## **I. Policy**

This document sets forth the policies and procedures that govern allocation and use of City of Alexandria (“City”) athletic fields, tennis courts and indoor facilities (“Facilities”) with the goal of fair and equitable allocation of use among all users. It outlines who is eligible to receive permitted use of the City’s Facilities.

Under the Facility and Outdoor Maintenance and Use Agreement executed by the City and the Alexandria City Public Schools (“ACPS”) in or about January 2012 (“City/ACPS Maintenance and Use Agreement”) ACPS has delegated the scheduling of use of certain designated ACPS properties when not in use by ACPS to the City.

The City shall implement this Policy, comply with these regulations and provide equal access to the City’s and ACPS’ properties in accordance with this Policy. The City through the Department of Recreation, Parks and Cultural Activities (“RPCA”) is authorized to grant approval for usage and to schedule athletic facilities, tennis courts and ACPS Facilities in accordance with the policies and procedures established by the City set forth in this Policy. The RPCA will maintain a schedule for use of assigned Facilities. Every effort will be made to provide fair distribution of facilities to all for permissible activities. The RPCA has the authority to make changes to the allocation, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the Policy. RPCA has the authority to restrict or terminate a permit when a violation occurs that warrants termination or when it is deemed in the best interests of the City or ACPS.

## **II. Permissible Activities**

Approved community activities may include, but are not limited to, recreational sport practices, games, tournaments, festivals or instructional programs. Activities which do not fall into the above categories or are inconsistent with the intended use of the Facility will be referred to the RPCA for a determination of whether the activity is permissible.

Use of Facilities by for profit organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services are prohibited except as specifically authorized by this Policy.

In order to provide space for spontaneous play, some of the City’s properties will be designated for such activity and therefore, do not require a permit and may not be reserved through a permit. These properties can be used on a first come, first served basis. This provision applies only to City Facilities and ACPS facilities upon approval by the ACPS Facilities Office.

## **III. Permits**

### **1. Facility Use Permits**

City Facilities may be scheduled for use. All use assignments may be confirmed by "Athletic Field and Outdoor Court Permit" at [www.alexandriava.gov/recreation](http://www.alexandriava.gov/recreation).

The following conditions require an *Athletic Field and Outdoor Court Permit*:

- A. Any person or organization sponsoring an organized gathering/activity of more than fifteen (15) persons upon property owned, under the control of or scheduled by the City (Attachment I);
- B. Any person or organization collecting monies (to include donations) while on property owned by or under the control of the City;
- C. Any person or organization conducting classes, camps, or other activities where the participants pay a fee for the activity while on property owned or under the control of the City; and
- D. Any field/facility designated by the City or ACPS as “Use by Permit Only.”

## **2. Other Required Permits**

In addition to the permits outlined above, any person or organization using or providing activities such as moon bounces, dunk tanks, tents, fireworks, carnival rides, or pony rides, etc. regardless of the size of the group is responsible for contacting the RPCA Special Events Office, City of Alexandria Code Administration, the Alexandria Health Department and any other appropriate federal, state or local agency to arrange for permits and inspections. Guidelines can be found under the Special Events Section at <http://www.alexandriava.gov>.

## **3. Filing an Application for a Permit**

- Individual or organization must obtain an approved Athletic Field and Outdoor Court Permit.
- All groups requesting use of public schools and fields, courts and park facilities, except leagues that have been approved for league play, shall complete the Athletic Field and Outdoor Court Form and an ACPS School Facilities Use Form.
- Applications for single or multiple use dates must be submitted fifteen (15) business days prior to the date of use.
- Applications for seasonal use must be submitted sixty (60) days prior to the date of use.
- Any application requesting an exception to the Policy must be submitted to the Director of Sports ninety (90) days prior to the start date.
- A current certificate of General Liability insurance coverage naming the City of Alexandria as an “Additional Insured” on the policy may be required for certain activities.
- A request for a particular athletic facility or court does not guarantee availability or assignment.

- Requests for Facilities by for-profit organizations will be considered by RPCA on an individual basis, based on resources, ground conditions, specific facility and availability.
- Facilities removed from use for renovation, rehabilitation, maintenance or other reason, by the City will not be permitted for use.

#### **IV. Priority of Use**

Set forth below is the prioritization of organizations/individuals in descending priority, who wish to use City and ACPS Facilities. Accordingly, Level I Organizations have first priority in the scheduling use of City Facilities.

##### **A. Priority of Use by Organizations for City Facilities**

###### **1. Level I Organizations:**

- A. Alexandria City Public Schools on ACPS property or City property.
- B. Recreation, Parks & Cultural Activities Sponsored Programs - those activities planned on City property.

###### **2. Level II Organizations:**

- A. Not for Profit Affiliates, Agencies/Organizations located in the City; for example, the Alexandria Soccer Association, Alexandria Little League, Alexandria Lacrosse Club, Alexandria Rugby Club, public and private schools which provide services open primarily for City residents and are scheduled by RPCA.

###### **3. Level III Organizations:**

- A. Not for Profit Agencies/Organizations located inside the boundaries of the City of Alexandria with recognized programs such as the Alexandria Aces.

###### **4. Level IV Organizations:**

- A. For Profit Organizations - those agencies or organizations or individuals who are in the business of charging a fee and make a profit,
- B. For Profit Organizations - those agencies/organizations or corporations/businesses restricting participation to only those employed, regardless of location of residence of employees and/or organization/business.
- C. Organizations or individuals who want to use a City Facility on a one time rental basis.

###### **5. Level V Organizations:**

- A. Agencies/Organizations located outside the boundaries of the City of Alexandria.

**B. Priority of Use of Organizations for ACPS Facilities Scheduled by City**

1. The use of facilities that the City is responsible for scheduling in conjunction with the ACPS will be scheduled in the following order of descending priority:

- A. **School Groups** - Parent Teacher Organizations, Alexandria City Public Schools and Booster Clubs shall have first priority for use of ACPS facilities for conducting meetings, ACPS sponsored programs and similar activities;
- B. **City Sponsored Activities** – activities planned, promoted, staffed, and scheduled by the City.
- C. **RPCA Approved Agencies/Organizations** - those organizations which meet league requirements and are scheduled by RPCA;
- D. **Not for Profit Agencies/Organizations**- those organizations or individuals located within the City
- E. **Not for Profit Agencies/Organizations located outside of the City of Alexandria;**
- F. **For Profit Organizations** - those agencies/organizations or individuals that charge fees and are in business for making a profit.

**C. For Profit Activities**

In the event that an agency/organization or individual desires the use of public property for any commercial purpose, RPCA (Sports Section working with Special Events Section) will charge for and including all facility use fees, supervision, clean up, utilities, security, etc. Gross revenues include any participation fees, spectator fees, concessions sales and merchandise sales. A full accounting of these revenues must be provided within two (2) weeks of completion of the event. A Not for Profit group, organization or agency cannot co-sponsor a commercial venture for the sake of altering the classification of the activity being sponsored.

**D. Grandfathered Rights**

Generally, organizations requesting Facilities that were used in the prior year will be given priority consideration in scheduling. However, if during the prior year it was found upon periodic checks of the facility, that the league was not making use of the facility during timeframes assigned to them, the grandfathered rights during those time frames may be considered void.

Many organizations have invested significant funding into the improvement of City facilities and may have been granted priority use. This funding does not grant the organization sole use of the facility. When it is in the best interests of the public, the facility will be scheduled for another groups. No school fields shall be

scheduled based on grandfathered rights.

**E. Field and Court Availability**

In order to conduct a preventive maintenance program for playing fields, the City reserves the right to close athletic ball fields and courts at any point during the year.

**F. Conflict of Use**

All conflicts of use of City Facilities will be resolved by the Director of RPCA or his or her designee. All conflicts of use of ACPS Facilities will be resolved by the Director of RPCA or his or her designee and ACPS Facilities Director or his or her designee.

**V. Seasonal Allocation Priority**

**A. Outdoor Sports**

The priority of field and court use is as follows: TC Williams High School, Recreation Department Youth and Adult Sports, classes & special events, affiliated groups/organizations, travel programs and public/private rentals. RPCA and ACPS reserve the right to close any athletic facilities at any time.

<b>Fall</b> August 15 - November 1	High School Seasonal Sports, Football, Soccer, Lacrosse, Baseball, Rugby, Field Hockey, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Softball, Flag Football, Gaelic Football, & etc.
<b>Spring</b> Last Monday in February – June 30	High School Seasonal Sports, Baseball, Softball, Lacrosse, Soccer, Rugby, Gaelic Football, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Flag Football, & etc.
<b>Summer</b> July - August 14	High School Age Baseball Field Hockey, Baseball, New Sports, and Rugby, Soccer, Lacrosse, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Gaelic Football, & etc.
<b>Winter</b> November 15 – Third Sunday in February	High School Seasonal Sports, Rugby, Soccer, Lacrosse, Kickball, Gaelic Football, Football & etc.

The resources will be allocated to sports groups in their primary season.

**Secondary season allocation (based on space available)**

1. One game period and up to two practice periods per team per week
2. Future adjustments to these allocations will be based upon availability of resources and competing needs.
3. Organizations are required to notify Director of Sports of any allocated athletic facilities and/or facility use hours that the organization does not use when the rosters are submitted.

## **B. Indoor Sports**

Indoor school or City Facility priority will be given to basketball, volleyball and indoor soccer during November through March or July through August. Out-of-season requests will be considered after priority sport needs for a season are satisfied. Each out-of-season request will be handled on an individual basis, based on resources and Facility availability. All requests must come through the Sports Office. The Sports Office will then work with the Recreation Centers or ACPS on space availability and cost of the rental.

## **VI. Specific Facility Scheduling**

The City reserves the right not to schedule a Facility for use when an insufficient number of teams have registered to utilize the Facility and/or the City determines based on the registered use that it is not cost effective to use the Facility.

### **A. Scheduling Allowances**

Specific facility use scheduling for practices and games will depend upon the size of facility requested, parking, and availability and field conditions. RPCA must approve facility use schedules prior to a permit being issued. Scheduling guidelines for each facility will be outlined in the organization's MOU or facility permit. Failure by an organization to follow these guidelines will result in and up to suspension of their permit.

To make maximum use of the limited time available to schedule winter programs in gymnasium facilities, as well as the most effective use of supervisory personnel and budgetary resources, RPCA will require organizations to conduct no more than two (2) practice sessions each week night and up to two games in each facility assigned, subject to the hours of gym use authorized by the respective school administrators.

Each of these practice/game periods will be at least one (1) hour, but not more than one (1) hour and thirty (30) minutes in length. This will require all winter programs to focus on expediting the transition from one game or practice session to the next so that valuable time is not lost. Failure to complete the required number of practices or games in the time allotted will not entitle the program to additional gym time.

When organizational demand in any sport exceeds the supply of suitable facilities, each program will be required to limit their registration based on available resources.

### **B. Tournament Scheduling**

Completion of the Athletic Field and Outdoor Court Form is required for all tournament requests. Fees and conditions will be based on the City of Alexandria's Fee Schedule. (Attachment II). The approval process will follow the procedures set forth above in Section IX Participation, Processing, Team and Rental Fees. Depending upon the tournament host needs, fees will be charged accordingly based on Section IV C For Profit Activities.