

PARKS & RECREATION POLICIES AND PROCEDURES

Subject: SPORTS PHILOSOPHY	Policy No. 10-14	Date: 06/27/2013
	Author: Sue Barry, Recreation Supervisor	

Sports Philosophy:

The City of Brentwood embraces the philosophy that recreation is a fundamental need for people of all ages and is essential to the psychological, social and physical well being of a person.

We believe recreation includes all of those activities in which an individual chooses to participate during their leisure time and embrace a sports culture where participants have fun, look forward to the play of the game, and continue to participate throughout their lifetime.

We also believe the community is better served when focus is placed on introductory, developmental, or recreational programs which allow the participant to engage in a broader “sample” of experiences and guarantee each player a right to play. This is in opposition to a culture where all recreation resources flow to an elite level and participation is determined by ability and performance. That is not to say that participation at a higher level does not have value.

Definitions:

For the purpose of this document, unless otherwise apparent from the context, certain words and phrases used are defined as the following:

“**Activity**” is defined as a specified form of action in the area of recreation. An Activity may include, but is not limited to, a class, program, sports league, special event, training, or meeting.

“**Brentwood Residency Requirement for Individuals**” a Brentwood resident is a person who has a permanent home address in the Brentwood city limits.

“**Brentwood Residency Requirement for a Group**” a Brentwood group must have a minimum of 75% of its registered participants who are Brentwood residents.

“**Commercial**” when use of the facility is for profit or sale, with the proceeds benefitting an individual or organization.

“**Competitive Team/League**” is defined as a team or smaller program where membership is determined by skills and ability most often demonstrated through a tryout process. Competitive teams’ customarily participate in tournaments or travel for a higher level of competitive play in a designated geographical area. Competitive play typically exceeds the recognized season of recreational play which may include year round competition.

“**Draft**” is defined as selecting from a group of available times or locations for a specific time and/or location.

“**Evaluation**” is defined as a means of accessing skill level.

“**Game**” is defined as performing a sport or other competitive activity, typically played as part of a customary season in an organized league.

“**Meet**” is defined as a group of competitors coming together in a series of contests whose combined scores determine the winner.

“**Non-profit**” when use of the facility is by a non-profit organization, as determined by the Internal Revenue Service/State of California, with at least 75% of its membership made up of Brentwood residents, and the purpose of the use is to raise funds for community, charitable, or educational projects within Brentwood, or that benefit Brentwood residents.

“**Non-resident**” an individual whose primary residence is outside the city limits of Brentwood

“**Official**” is defined as an authorized authority who supervises the play of a sport or event.

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“Organized League” is defined as a group of more than ten players or a group that hold games on a regular schedule. A Sports League typically parallels a nationally recognized or customary season of play identified for their specific sport season, and play (games) occurs locally in their community amongst an identified group of like skill-level teams.

“Parent” is defined as mother, father, legal guardian, grandparent, aunt, uncle, brother, sister or anyone representing that child at an event.

“Participant” is defined as one who takes part in an activity or program.

“Person of Authority” is defined as any full or part-time City of Brentwood employee authorized to supervise and enforce City of Brentwood rules, regulations or codes as they pertain to a specific activity.

“Practice” is defined as performing an exercise or action repeatedly to acquire or improve a skill.

“Recreational League” is defined a program where all individuals who are interested in participating are allowed to play in the program without the requirement of try outs or the possibility of being “cut” or dropped from the program based on a certain skill level. The skill level of the program is intended to be from introductory to average and the participants play for the pure enjoyment of the sport. The program itself has a start and finish during a nationally recognized or customary season of play (e.g. for soccer it would be July – November and for baseball it would be February –July) within the City of Brentwood service area and does not lead to higher levels of play or participation in other leagues or programs. Recreation league teams play games against other teams within that recreational league.

“Resident” an individual whose primary residence is within the city limits of Brentwood.

“Scrimmage” is defined as a practice session game, the results of which are not considered as part of a league record.

“Serpentine draft” is defined as a draft method that snakes from left to right for the first round of selections, then right to left for second round of selections, and so on until all available slots are full or requests have been granted.

“Spectator” is defined as an observer or on-looker of an activity.

“Tournament” is defined as a contest composed of a series of elimination games. Tournament play typically occurs at the conclusion of the customary season play for Recreational Leagues and may be the sole or primary customary season for Competitive Leagues.

“Volunteer” is defined as an individual, coach, manager, team parent, umpire, referee, teacher, or other official who is giving their time and expertise, and acting in a non-paid capacity.

Levels of Play:

The Parks and Recreation Department has identified two levels of play; recreational and competitive.

- **Recreational** play is an environment where participants play for the pure enjoyment of the sport. Recreational players level of skill may be defined as “introductory to average”, or despite their skill level, they wish a different kind of playing experience. Recreational players typically play in a nationally recognized or customary season of play identified for their specific sport season and play occurs locally in their community.
- **Competitive** play is an environment where placement on a team and playing time are determined by skills and ability in a “merit” system. Competitive players have achieved more than “average to advanced” skill levels and typically travel for game or tournament play. Many competitive

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participants play beyond the customary playing season identified for their specific sport season which may include year round play.

Use of Facilities:

Order of Priority of Use ~ The following is the order of priority from first to last of use at City owned or City facilitated joint use locations as outlined in the joint use agreements between the City and the Brentwood Union School District (BUSD) and Liberty Union High School District (LUHSD):

City Facilities Priority of Use for Swim Teams

1. City
2. BUSD and LUHSD (through joint use agreements)
3. Brentwood groups that meet resident requirements
4. Brentwood individuals
5. All others use throughout the year after the draft has occurred

City Facilities Priority of Use for All Other Sports Activities

1. City
2. BUSD and LUHSD (through joint use agreements)
3. Brentwood groups that meet resident requirements
4. Brentwood individuals
5. All others use throughout the year after the draft has occurred

Rental Period ~

The rental period for fields is for one (1) calendar year starting on January 1st through December 31st of each year. The rental periods for Heritage Pool are bi-annual for the months of April through September and October through March. Each field/pool is available only during non-maintenance and/or school use time periods that have been established. The availability of a particular facility will coincide with the City's and School District's annual maintenance schedule.

Application ~

For fields, individuals/groups who wish to participate in the selection process may pick-up an application on September 1st of each year. This application is due back to the Parks and Recreation Department by September 30th. For Heritage Pool, individuals/groups who wish to participate in the selection process may pick-up an application on January 1st and July 1st. These applications are due back to the Parks and Recreation Department by 5 p.m. on January 31st and July 30th respectively. The application will include information on the contact person, proof of Brentwood residency, and copies of respective team rosters (current or previous year) for teams. Brentwood residency and team rosters will be reviewed by the City and determined either as meeting established criteria or not, and will then be turned back to the organization – the City will not retain copies and the City's determination is final. For fields, the draft(s) will be held between the middle of October and the first week of November for use in the following calendar year. For Heritage Pool, the draft(s) will be held in the months of February and August. Applications for use of City facilities must be submitted to the Recreation Manager or their designee at the City of Brentwood Parks and Recreation Department 35 Oak Street, Brentwood, CA 94513

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Selection Process ~

In each level of the priority, a selection will be held with all qualified applicants at that level. Only two people from each qualified organization can represent that organization during the selection process.

As a first step, the City will inform the applicants as to how much space/time is available and offer the applicants the opportunity to work together to determine how available space should be used. If the groups cannot build consensus on how the fields/pool are to be allocated, the City will intervene and conduct step two in the selection process.

In step two, the applicant's number of total Brentwood Residents is divided by twelve (12) participants (equivalent to one team) will then equal the number of picks for the draft. (Example: 600 Brentwood residents divide it by 12 equals 50 picks in the draft.) Each applicant will be given one draft pick of a total number of picks that is based on the total number of qualified entries in that draft. Numbers will be picked randomly and given to each qualified entry and the draft will go in order starting with number 1 and shall be a "serpentine draft". The draft will have a weight of one pick for each qualified team; not a preference of one group over another. Each draft pick will be for one two-hour block of time (Example: January 10th, 5pm-7pm, Sunset Field 5) and the draft will continue until the applicants are done.

The City reserves the right at the end of each year to determine the actual hours booked during the draft verses the actual hours contracted and utilized as a basis for what can be reserved for the following year's draft and use.

Contract/Payment ~

Prior to participating in the selection process, applicants will be required to pay all applicable fees and deposits. Application processing fees are non-refundable. Within two weeks of completion of the selection process, the City will create a final contract for each qualified individual/group who has participated. The selection process is not considered complete until the contract has been signed; applicable insurance and documents provided, and all appropriate fees have been paid.

In an effort to assist each qualified individual/group from incurring charges for fields that they may not need, the City offers an opportunity for the individual/group to return excess time that has been reserved, provided the City has adequate notice to make the time available to others. The individual/group can release dates back to the City with no fee penalties, if the following deadlines are met and provide a written request that specifically indicates the dates, times, and fields being released. This is a once-a-month release only, opportunity. More than one month's time can be returned as long as it is proceeding the deadline dates.

Release dates with no fee penalties:

- January 1st for bookings in the Month of March
- February 1st for bookings in the Month of April
- March 1st for bookings in the Month of May
- April 1st for bookings in the Month of June
- May 1st for bookings in the Month of July
- June 1st for bookings in the Month of August

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July 1st for bookings in the Month of September
August 1st for bookings in the Month of October
September 1st for bookings in the Month of November
October 1st for bookings in the Month of December

After the release date deadlines listed above have passed, the individual/group has forfeited the opportunity to relinquish the purchased field space. Should an unforeseen incident occur, and ample notice of cancellation is given prior to the start of the rental, the City will refund the light and field preparation fees, but not the per field use fee.

If an individual/group picks up additional time that was not selected previously, a contract modification fee will not be charged to the individual(s)/group(s) contract(s) if the addition is made 14 days prior to the rental. Additions with less than 14 days may be subject to a contract modification fee.

Original Contracts and “Grace” Period ~

Once a contract is prepared, the renter has 5 business days to review, make changes to existing requested dates and times, return time, and remit payment. Examples of a change is adjusting the time requested or switching fields, not adding an additional day. Any changes made to the original request during the 5 day “grace” period will not incur additional fees. Once the “grace” period changes and/or additions have been requested, a new contract will be issued and payment is due immediately upon receipt. There is no additional “grace” period for review.

Payment Options ~

As a courtesy, renters may opt to be billed on a monthly, quarterly or semi-annual basis. If requested, a Billing Processing Fee will be added to the contract each time a billing occurs. Payment is due 15 business days prior to the first day of use.

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