



City of Manhattan Beach Parks and Recreation Department



FIELD USE POLICY

Introduction

The purpose of this policy is to outline the procedure for the permitted use and prioritization of all City of Manhattan Beach (CMB) and Manhattan Beach Unified School District (MBUSD) Athletic Fields and priority for allocating these fields. Permits will be issued to organized groups.

Code of conduct

In the spirit of providing a better sports experience all user groups are required to sign the “Our Promise to Kids”. The administrators, coaches, officials, parents and players of each user group will be held accountable for their behavior to create a positive, supportive sports experience.

Each group must provide training to fulfill “Our Promise to Kids”.

Definition of user groups

Group A

City Sponsored and Manhattan Beach School District:

This group is defined as any City sponsored or co-sponsored organizations, events or activities, and Manhattan Beach Unified School District events or activities.

Group B

Community Based Groups:

A community based group is defined as a non-profit group organized for the primary purpose of providing and delivering recreational opportunities to the residents of the City of Manhattan Beach regardless of whether or not a fee for use is charged. Such groups could include but are not limited to, Manhattan Beach Little League, AYSO, and Mira Costa Pony Baseball. Soccer will have field priority during the fall and Baseball/Softball will have field priority during the spring. During the off season, all-star teams will only be eligible if they meet the criteria of category B.

Groups must meet the following criteria:

- 70% resident participants that meet the following criteria
- Hold open registration
- Allow participation for all youth regardless of ability or economic status or gender (fees must be comparable to AYSO and Little League)
- Allow minimum playing time for all participants
- Be a non-profit organization
- Volunteer coaches and administrators
- Demonstrate benefits to the citizens of the City of Manhattan Beach

*A \$15 per participant fee must be submitted to the City of Manhattan Beach for each season.

*Professional coaches hired by the league must submit 15% of their gross receipts to the City.

All groups in this category must meet the “Our Promise to Kids” City of Manhattan Beach Minimum Standards for Field Use (see attachment A).

Group C

Resident Club User Groups:

Youth non-profit organizations with at least 70% Manhattan Beach residents not open to all youth in Manhattan Beach.

All groups in this category must meet the “Our Promise to Kids” City of Manhattan Beach Minimum Standards for Field Use (see attachment A).

Group D

Non-Resident User Groups:

All groups with less than 70% City of Manhattan Beach residents.

All groups in this category must meet the “Our Promise to Kids” City of Manhattan Beach Minimum Standards for Field Use (see attachment A).

Group E

Private / Commercial: Sports camps, tournaments, and commercial activities are given the last priority for use of fields.

Groups in this category must work directly with the Sports Manager in the Parks and Recreation Department for permit approval.

All groups in this category must meet the “Our Promise to Kids” City of Manhattan Beach Minimum Standards for Field Use (see attachment A).

Field Fees

A \$25 nonrefundable application fee and a \$50 refundable deposit apply to all field rentals along with additional fees. For more information regarding the additional fees please contact Ada Wallace at (310) 802-5410.

Process for obtaining permits

Application

Application for field use must be submitted to the City of Manhattan Beach Parks and Recreation Department. Applications must be received a minimum of two (2) weeks prior to the requested date and will be accepted up to one (1) month in advance for non-residents, and up to Six (6) months for residents (for a one day event). Requests shall not be approved for a period exceeding three (3) months, with the exception of community based groups which will be permitted by season.

Approval is given only after a review of field availability, a certificate of insurance is on file and all fees are paid. Every effort will be made to accommodate user group’s request for the use of fields. Priority of fields will be given to traditional primary season sports.

Permit Processing Fee

There is a \$25.00 non-refundable permit processing fee per reservation. Changes or alterations are subject to an additional \$25.00 fee per additional transaction.

Reservation Cancellation (Refund Policy)

Reservations cancelled by the user at least 10 days prior to the scheduled use will be refunded, with a \$25.00 permit-processing fee. No refunds will be issued if canceled with fewer than 10 days notice.

Reservations that are cancelled by the City due to inclement weather or other circumstances may be rescheduled as availability allows or may be refunded in full.

Liability Insurance Requirement

All rental groups must have liability insurance naming the City of Manhattan Beach as additionally insured in the amount of \$1,000,000 per occurrence. Proof of liability insurance and indemnification must be submitted to the Manhattan Beach Parks and Recreation Department before permits are issued.

Field rules and regulations

Organized groups wishing to utilize a field must acquire a permit from the City of Manhattan Beach Parks and Recreation Department. **It is the responsibility of the person who acquires the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.**

These rules include but are not limited to:

- Use will begin no earlier than 8:00 a.m. and end at dusk on unlighted fields and no later than 10:00 p.m. on lighted fields. (8:00 p.m. for all youth groups).
- Use begins and ends at the times stated on the permit **including set-up and clean up**. Groups 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.
- All agencies must read and initial the park policies agreement.

Field use

- Games and practice schedules are required to be submitted to the facility reservation clerk and will be used to insure fields are being used as allocated. If fields are not used in the appropriate manner or are not being used as requested, permits may be rescinded and reallocated to other groups.
- Any user group that has been allocated field space and does not intend to use it shall notify the Manhattan Beach Parks and Recreation Department so fields may be reallocated. If the group fails to do so, permits may be rescinded and reallocated to other groups.
- Use of fields by any agency without a permit may result in loss of field allocation and consideration for future allocations. Any team caught not abiding by the stated permits, failing to have a permit, **or giving space to another group will result a fee assessment, and potential loss of field use.**

Penalties

Penalties will be given to any group that is in direct violation of the City of Manhattan Beach field use and allocation policies or municipal code.

Strike One

A letter will be written to the user group's president documenting the violation. A field report of the violation will be included if applicable.

Strike Two

A letter will be written to the user group's president documenting the violation and the group will be assessed a \$100 fee.

Strike Three

A letter will be written to the user groups president documenting the violation, the group will be assessed a \$100 fee and the groups permit may be revoked.

Inclement weather field closures

In the event of inclement weather, staff will inspect fields and make a determination of field status (open or closed). A field use hotline (310-802-5454) is available 24 hours a day and will be updated by 2:00 pm on weekdays and 8:00 am and 11:00 am on weekends.

Field maintenance

Rest and Renovation

Annual rest and renovation of the fields will be a priority in an effort to provide well maintained fields and ensure the safety of the field users. The annual calendar for regular field maintenance will be posted on the annual field use schedule. Maintenance will be performed during the summer for soccer fields and winter for baseball/softball fields. Additional maintenance may be required as needed.

Field Closures

Fields may be closed at the discretion of the City of Manhattan Beach or the MBUSD. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. Fields may be closed for any of the following reasons:

- City or MBUSD engages in work involving any of the facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, pesticide spraying, and natural disasters.

Persons occupying fields closed for maintenance or without a valid permit are subjected to citation and will be billed for damage to the field.

Athletic Field Lining/Marking

- Burning lines is prohibited unless permitted in writing by the City of Manhattan Beach. Any group burning lines or vandalizing the facility will be responsible for the full cost of rehabilitation of the damaged area(s) and may lose field use permit.

Camps, Tournaments and Special Events

All organizations must submit a separate permit for each camp, tournament or special event for each season – NO EXCEPTIONS.

Permits will be reviewed by the Sports Manager for approval. Groups may also be required to bring additional supplies such as portable restrooms (1 portable restroom for every 100 people - 10% must be handicapped accessible) or other items deemed necessary to coordinate a tournament or special event. Delivery of supplies must be authorized and coordinated through Manhattan Beach Parks and Recreation Department.



FIELD RESERVATION APPLICATION
Manhattan Beach Parks and Recreation Department
 1400 Highland Avenue, Manhattan Beach, CA 90266
 (Allow 5 working days for processing)
reservations@citymb.info



APPLICANT

Organization **or Individual**

Organization Name:

Name of Representative or Individual:

Address:

City:

Zip:

Phone:

Cell:

E-mail:

Percentage of Manhattan Beach residents in organization: _____ % (must attach a copy of roster)

Number of teams: _____ **Number of total participants:** _____

League Registration fee (include all costs i.e. officials, etc.):

Will your organization be offering camps, clinics, academies or tournaments? Y N
 (If yes, you must submit a separate permit)

Camp / Clinic / Academy / Tournament Registration Fee:

Organized camps / leagues are not eligible for hourly rates.

Professional coaches hired by the league must submit 15% of their gross receipts to the City.

Please contact the Sports Manager at 310-802-5405 if you are interested in using the fields for your camp or league.

Additional information for consideration:

Payment Information: (All fees, including deposit, will be processed at time of approval)

Cash Check: C # _____

Credit Card: CC# _____

SC: _____ EXP: _____

Cardholders Signature: _____ Print: _____



City of Manhattan Beach Youth Sports “OUR PROMISE TO KIDS”



City of Manhattan Beach Parks and Recreation Department recognizes the value of youth sports on publicly owned facilities and as a community working together we will do our best to deliver on these promises to our kids.

We promise to provide you the opportunity:

- For a Fun, Safe, Positive environment in which to participate
- To participate under the supervision of positive role models that will help focus on developing skills, teamwork, sportsmanship and how to win and lose graciously
- For all participants to play regardless of skill or ability
- To build self-confidence and self-esteem while respecting oneself and others
- To make new friends
- To continue to improve and enhance the quality of your youth sports experience

Everyone associated with this youth sports program will do their part in keeping these promises to our kids.

To make good on these promises:

1. Each youth sport league/program must agree to abide by the policies and procedures that are established by the public entity.
2. All professionals, volunteer administrators, coaches, and parents must successfully complete an orientation/training program that includes an understanding of the community's philosophy, policies and procedures, and specific knowledge required for each position.
3. Everyone associated shall be held accountable for his or her actions and behaviors.

Representative Name: _____

Signature: _____

AGREED: _____ Date: _____
Name of Program/Organization

**“We create positive youth sports experiences,
better sports for kids, better kids for life”**





Manhattan Beach Parks and Recreation Youth Sports Philosophy

The City of Manhattan Beach recognizes the need to inspire changes in youth sports to make the experience safe, positive and fun for everyone involved, and believes in its vision “Creating Community and Quality of Life Through People, Parks and Programs.” We believe in the benefits and attraction of youth sports as a means to teach the children of this City values and skills that will be of benefit to them throughout life.

In order to realize the true value of youth sports participation and to provide a safe, positive and fun environment for youth and their families to participate, we must raise the standards among the users of our City's youth sports facilities; and the Recommendations For Communities that were derived from the National Summit on Raising Community Standards in Children's Sports outlines a comprehensive community strategy to assist us in meeting these objectives.

We have appointed a qualified professional youth sports administrator who has been trained and certified to oversee all organized youth sports programs to ensure a high standard among the users of the community's facilities and we believe that league organizers and administrators should be educated on how to provide a safe, positive and fun youth sports environment before being granted permits to use facilities.

We believe volunteer coaches and parents should receive orientation and education as to their individual roles and responsibilities in our City's effort to raise the standard of youth sports programs and that volunteer coaches and parents be accountable for their behaviors.

We believe young children must be given the opportunity to develop motor skills and sports specific knowledge with their parents in a structured program before they enter organized sports, and have developed several “Pint-sized sports” classes in addition to National Alliance for Youth Sports “Smart-Start” classes to help provide these opportunities.

RESOLUTION NO. 6167

“OUR PROMISE TO KIDS” YOUTH SPORTS AND FITNESS INITIATIVE
RESOLUTION FOR THE CITY OF MANHATTAN BEACH, CALIFORNIA

WHEREAS, the City Council of Manhattan Beach recognizes the need to inspire changes in youth sports and fitness initiatives to make the experience safe, healthy, positive and fun for everyone involved; and

WHEREAS, the Department of Parks and Recreation believes in its Vision of Creating Community and Quality of Life Through People, Parks and Programs; and

WHEREAS, the Department of Parks and Recreation is committed to accomplishing its mission to; promote health and wellness; foster human development; facilitate community problem solving; strengthen safety and security; provide recreational experiences; increase cultural unity; strengthen community image and sense of place; support economic development; and protect environmental resources;

WHEREAS, THE City of Manhattan Beach has the lowest level of childhood obesity among 128 cities and communities throughout Los Angeles County; and

WHEREAS, the Department of Parks and Recreation believes in the benefits and attraction of youth sports as a means to teach the children of this City values and skills that will be of benefit to them throughout life; and

WHEREAS, we believe that in order to realize the true value of youth sports participation and to provide a safe, healthy, positive and fun environment for youth and their families to participate, we must raise the standards among the users of our City's youth sports facilities; and

WHEREAS, the Recommendations for Communities that were derived from the National Summit for Raising Community Standards in Children's Sports outlines a comprehensive community strategy to assist us in meeting these objectives; and

WHEREAS, we believe that the City of Manhattan Beach should appoint qualified professional youth sports staff who have been trained and certified to oversee all organized youth sports programs to ensure a high standard among the users of the community's facilities; and

WHEREAS, we believe that league organizers and administrators should be educated on how to provide a safe, positive and fun youth sports environment before being granted permits to use facilities; and

WHEREAS, we believe volunteer coaches and parents should receive orientation and education as to their individual roles and responsibilities in our City's effort to raise the standard of youth sports programs and that volunteer coaches and parents be accountable for their behaviors; and

WHEREAS, it is necessary and desirable to establish requirements and procedures for youth sports organizations utilizing public facilities; and

WHEREAS, we believe young children must be given the opportunity to develop motor skills and sports specific knowledge with their parents in a structured program before they enter organized sports.

NOW, THEREFORE BE IT RESOLVED, THAT, I, Richard Montgomery, MAYOR OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, on behalf of the City Council and the residents do hereby recognize and encourage official implementation of “OUR PROMISE TO KIDS” to improve the culture of youth sports for all participants in the City of Manhattan Beach

BE IT FURTHER RESOLVED that copies of this resolution be sent to appropriate organizations within the City of Manhattan Beach that might have a collaborative interest in this strategy such as with AYSO,

Manhattan Beach Little League, Manhattan Beach Youth Basketball, Mira Costa Pony Baseball, Manhattan Beach Athletic Foundation, Growing Great, and Manhattan Beach Unified School District.

STOP!
**BEFORE ENTERING
THE FIELD YOU
MUST AGREE TO
THE FOLLOWING:**



- **Positive, supportive comments and encouragement only**
- **No alcohol or tobacco**
- **No swearing or yelling in anger**
- **Pick up your trash**
- **Set a positive example for our children**
- **Have fun, meet new friends and learn new skills**



**If you do not follow these guidelines,
you are not welcome on the field.**



**“We create positive youth sports experiences,
better sports for kids, better kids for life”**



Manhattan Beach
Parks and Recreation