



Founded in 2012 based on a vision to provide the
community at large a
"clean, well- lighted place to play"

Eleven years later, community service
remains at our core

Parks, Recreation, Marina and Cultural Commission

Special Edition May 2023

Agenda

- ▶ Re-introduce NorCal Courts and provide additional client updates
- ▶ Explain who the current LLC members are and our roles
- ▶ Introduce the Sopak family; Beverley, Kelly, Lauren and Leah and hear their vision for keeping what works and adding new energy and additional offerings
- ▶ Learn how familiar the committee might be with NorCal and respond to any feedback. Note that all businesses adapt and change
- ▶ Listen for your ideas!



Reintroduction!



Demographic: Age 5 to 75



Tiny kids: Futsal, basketball and T-ball



Senior folks: Pickleball



Everyone in between: Basketball, Futsal, Volleyball, Baton



Martinez provided the shell NorCal Courts built the facility



Three maple basketball floors



Two sport courts

Open seven days per week





Whom we serve

More than 15 youth club programs including

Girls Clubs

- Excecleration Volleyball—12 year-round team
- Cal Stars Basketball—Events
- Baton!

Clubs with both boys and girls teams

- Diablo Futsal Club
- NorCal Futsal
- St Catherine's
- Christ the King
- Contra Costa Christian
- West Coast Elite Basketball
- New! Fencing

Adult Futsal every Tuesday, Thursday & Friday
Adult Basketball every Tuesday, Thursday & Saturday



Residential Educational Services
One of our first customers! BACK after the
“Covid Holiday”!

The crew



Joe likes
to help-4
years



David makes
cards and
posters





Xceleration Volleyball

One of the premier girls' volleyball clubs in Northern California

12 teams

145 participants





Various Basketball Programs

Including the...

NIKE sponsored

CAL STARS

Girls Basketball
program

Under Armour's
West Coast Elite





CYO Basketball

West Diablo CYO Winter Basketball programs



Adult Basketball Leagues



Little Folks Futsal



Adult soccer leagues



Baton Twirlers

Girls travel from around the country to train with Sandy!



Summer Camp

Including
visits from
Park & Req!



Occasional Customers



Muslim Community;

EID service twice
per year.

County Election Board

Twice per year
(sorry, no picture!)

Occasional Customers



First Fencing Meet

Perhaps three per year





Current LLC Members

- Dan Middleton; he had the vision and the passion
- John Cowee; our architect
- Senz family; we had a son and bought into the vision
- Our TEAM makes it happen!



New (proposed) Owners

- Sopak Family
 - Beverley Sopak
 - Kelly Sopak
 - Lauren Sopak 24
 - Leah Sopak 21





About Kelly Sopak

- * 23 Year residents of Contra Costa County
 - * Owners of Cal Stars Nike Basketball
 - * Partners w/ Elite is Earned and End of Trail Tournaments
 - * Camp Director of SI20 (Sabrina Ionescu) Camps
 - * Head Girls Basketball Coach Carondelet HS
 - * Owner Kelly Sopak Insurance Agency Inc.
 - * 20+ Years of local coaching experience
 - * Developed over 300+ Female College Basketball Players
 - * 50 Professional Players
- *** All of these players have trained, practiced and played at Nor Cal Courts *****



NEW VISION

- * Maintain the legacy that NCC has developed the past decade
- * Continue to offer a variety of sports & activities for all ages
- * Expand offerings to include Camps, Clinics and Skills Academies
 - * Add additional high level National Basketball Tournaments
 - * Expand Community Recreational Outreach
- * Increase employment & volunteer opportunities for HS/College students
 - * Increase traffic/revenue with local businesses
- * Martinez residents & teams - specialized priority, pricing & discounts

NORCAL

C O U R T S



Cal Stars Basketball Club est. 2006



MISSION STATEMENT

The Cal Stars Basketball Organization was created to improve the game of basketball from the ground up. We continue to demonstrate our ability to train and develop female athletes of all ages.

In addition, our long-standing goal is to provide a platform for young women to showcase their talent in hopes of earning a college scholarship at all levels

NCC/MARTINEZ HOME

Cal Stars are excited to call NCC and the City of Martinez home. We look forward to expanding our program portfolio to include boy's programs at both the elite and recreational level.

Cal Stars Basketball Club est. 2006

NORCAL

C O U R T S



NOR CAL COURTS TOURNAMENTS



NOR CAL COURTS EXPANDED TOURNAMENTS

CYO LEAGUES

RECREATIONAL LEAGUES/TOURNAMENTS

AAU TOURNAMENTS

ADULT LEAGUES

HIGH SCHOOL SUMMER LEAGUES

NCAA VIEWING TOURNAMENTS



CAMPS AND SKILL TRAINING



CAMPS & SKILLS TRAINING

ON-SITE SKILLS TRAINER (MULTIPLE SPORTS)

SI20(SABRINA IONESCU CAMP) 2X Per Year
Boys & Girls – 3rd grade – 8th grade

ELITE IS EARNED ELITE BASKETBALL CAMP
High School Aged Girls

LITTLE BALLERS WEEKEND CAMPS
K-3RD Grade – Boys & Girls

WEEKLY SKILLS ACADEMY
6 - week program – On going registration (Boys & Girls)

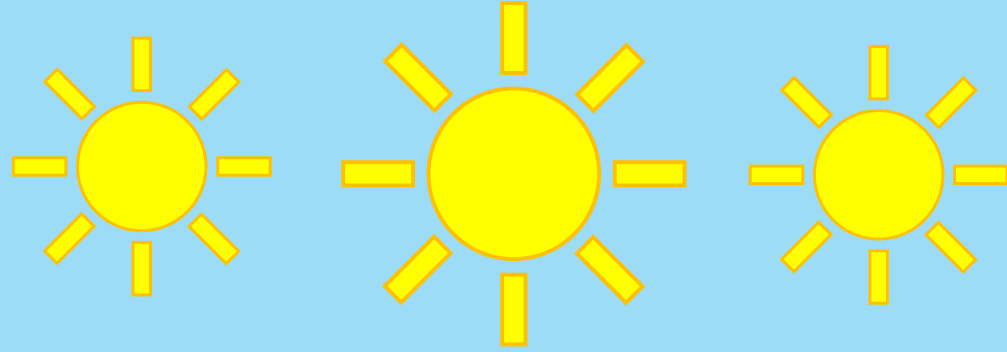
**** All Programs DISCOUNTED for Martinez Residents ****

Feedback?

- ▶ Do you know NorCal outside of annual presentation?
- ▶ Any suggestions as we adapt and change?



In-Person Programming



Restarted in July 2022

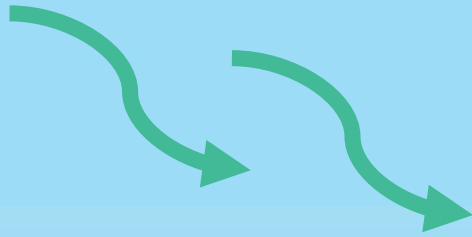
- **Weekly Storytime on Saturdays**
- **Monthly Book Club**
- **Special Programming**



VIRTUAL PROGRAMS



Databases





THERE IS MORE TO THE STORY...



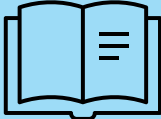
Check out a hotspot and connect.



Continuing Education



Career Online High School



Project Second Chance



**SUPPORT LIBRARIES AND
THE FREEDOM TO READ**

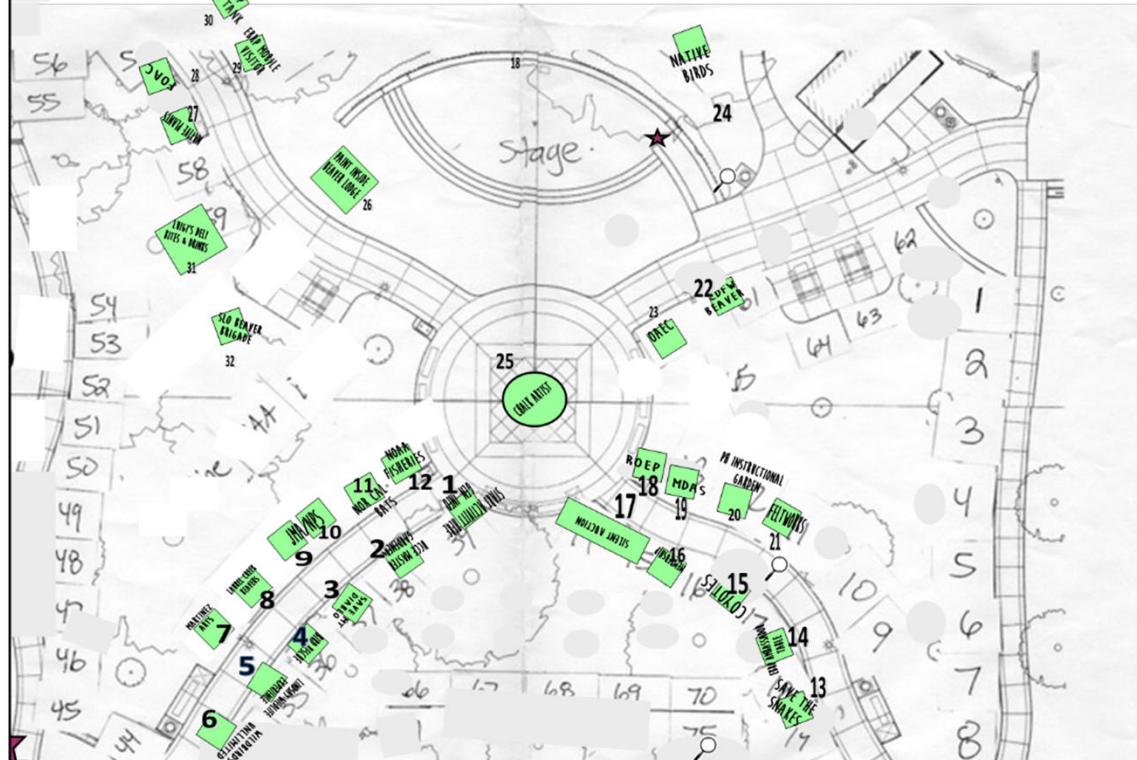


@Martinezlibrary

Instagram,
Facebook



1. Worth A Dam: Start Climate clues here/Gen info
2. UCCE Master Gardeners
3. Save Mt Diablo
4. International Bird Rescue
5. Lindsay Wildlife Experience
6. Wildbirds Unlimited
7. Martinez Arts Association
8. Laurel Creek Beavers
9. John Muir Association
10. John Muir National Historic Site NPS
11. Nor Cal Bats
12. NOAA National Marine Fisheries Service
13. Save the Snakes
14. East Bay Regional Parks Ambassador Table
15. Project Coyote
16. Worth A Dam: Membership
17. Worth A Dam: Silent Auction
18. River Otter Ecology Project
19. Mt Diablo Audubon Society
20. PH Instructional Garden
21. Salamander Feltworks
22. California Fish and Wildlife Beaver Restoration
23. Occidental Arts and Ecology: Water Institute
24. Native Birds
25. Chalk Art by Amy G. Hall
26. Worth A Dam: Watercolor Inside beaver Lodge
27. California Native Plant Society - East Bay
28. Friends of Alhambra Creek
29. EBRP Mobile Visitors Center
30. EBRP Mobile Fish Tank
31. Luigi's Sandwiches and bites





BEAVER PONDS SATURATE SOIL AND PLANTS, MAKING THEM MORE RESISTANT TO FIRE.

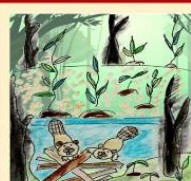
CLIC

THE WEIGHT OF THE POND BEHIND DAMS FORCES WATER FROM UNDERGROUND, COOLING FISH



BEAVER PONDS SOAK IN AND SPEED UP

BEAVER POND PLACES FOR TAKE REFUGE D



PLANTS AND PONDS ARE AND REBOUND

BEAVER PONDS STORE WATER ABOVE AND BELOW GROUND EVEN DURING DROUGHT.

HEROES



THE CLIMATE IS CHANGING AND Beavers can Help







FIRST ANNUAL SLO COUNTY

BEAVER FESTIVAL

SATURDAY,
APRIL 1st
10AM-3PM
SLO MISSION
PLAZA
San Luis Obispo
CA 93401

LIVE MUSIC & DANCING
ENGAGING SPEAKERS
BOOTHS, LOCAL ORGS

FOOD & DRINK
INTERACTIVE DISPLAYS
KIDS CRAFTS & GAMES



HABITAT CREATORS
FIRE PROTECTORS
WATER BRINGERS



Sponsored by San Luis Obispo Beaver Brigade, Santa Barbara Beaver Brigade, Ojai Beaver Brigade
For more information www.slobeaverbrigade.com

BEAVER FEST

Saturday, May 13th
1:30pm-4:00pm
@ Mei-Fete Island

Kids Activities

- Arts & Crafts,
- Face Painting, Raffle,
- Bubbles!

Booths & Events

- Learn about the management of beavers at Carleton

Dr. Emily Fairfax
Learn how beavers help fight climate change

Food & Drinks!





Thank You



STAFF REPORT

Parks, Recreation, Marina, and Cultural Commission

Date: May 16, 2023
To: Parks, Recreation, Marina, and Cultural Commission
From: Lauren Sugayan, Assistant City Manager
Prepared By: Gina Gravert, Acting Recreation Manager
Jaylyn Valenzuela, Recreation Supervisor
Christian Hill-Smith, Recreation Coordinator
Subject: Draft Athletic Field Use Policy

Recommendation

Receive report, hold discussion, and provide input on the Draft Athletic Field Use Policy.

Background

Recognizing that the increased demand for athletic fields creates substantial challenges to effectively coordinate reserved use, the draft Athletic Field Use Policy outlines the allocation and rental policies to regulate the permitted use of athletic fields in the City of Martinez. It is anticipated that the tremendous growth of organized league use of athletic fields will continue well into the future and will far exceed the ability to be met on the supply side with new or refurbished athletic fields. The ultimate goal is to provide high quality athletic fields that are attractive, safe, well maintained, and help to foster a healthy lifestyle and improved quality of life to the Martinez community.

There have also been significant changes to City staffing over the last decade, with which a lack of comprehensive guidelines has made it challenging for newly hired Community and Recreation staff to properly effectuate the sports field use program. Without a comprehensive set of guidelines, the playing field is not even for user groups and staff are often put in a difficult position with regards to ensuring rules are met.

Before the pandemic, prior Community and Recreation Staff brought forward a draft Field/Facility Use Priority Policy to user groups and the PRMCC in December 2019 for review and consideration. The staff report and draft policy is attached to this staff report for reference. The current draft Athletic Field Use Policy is much more comprehensive than the prior draft brought forward to the Commission.

Discussion

The draft policy was developed by Community and Recreation Services staff in conjunction with the Public Works Department. Over the course of the last few months,

staff have been conveying to user groups that a new policy is forthcoming. The draft policy was sent to all user groups prior to the May 16 PRMCC meeting with the purpose of providing them the opportunity to review and provide comment.

The draft policy contains the following information:

1. An inventory of available fields
2. Field rental availability per municipal code and a schedule for lights
3. A process of obtaining permits
4. Classification of priority groups for field scheduling
5. The process for allocating fields to the various priority groups
6. Guidelines for tournaments
7. Field permit rules and regulations
8. Policy regarding inclement weather
9. Enforcement steps related to permit violations
10. Fees

The City will soon be beginning a fee update process in Fall 2023, which will cover all Recreation fees, including fees associated with fields and lights. The City Council adopted updated fees governing planning, engineering, and other areas of administration at their May 3, 2023 meeting. When the fee update is complete for Recreation, the 'Fee' section of the Athletic Fields Use Policy will be updated to reflect the new fees and will also include a new payment schedule. Currently, there is no consistency among field users regarding their payment schedule, which is difficult to properly manage.

After the May 16 PRMCC meeting, staff will immediately start implementation of this new policy for the upcoming July – December field use schedule.

Staff welcomes the Commission's input and support regarding the draft policy.

Fiscal Impact

While a more comprehensive fee update will be coming back soon to the Commission, the only change being added is the addition of a 'same day cancellation fee' of \$25 and a 'permit modification fee' of \$15.

Attachments

- Attachment A – December 17, 2019 Staff Report
- Attachment B – Prior Proposed Field Use and Rental Policy
- Attachment C – New Proposed Draft Athletic Field Use Policy



YOUTH PROGRAMS • SPECIAL EVENTS • AQUATICS • SPORTS

Athletic Field Use Policy

Establishes guidelines for reserved use of athletic fields within City of Martinez Parks

Adopted:
Revisions:

City of Martinez

FIELD RESERVATIONS

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- VII. Allocation Process**
- VIII. Tournaments**
- IX. Field / Permit Rules & Regulations**
- X. Weather Policy**
- XII. Three Strikes Policy**
- XIV. Fees**

Introduction

Organized sports are a fundamental benefit to the community and many of these activities are provided through the considerable effort of non-profit adult and youth organizations, such as baseball/softball and soccer leagues. Community and Recreation Services is responsible for coordinating and issuing permits for any type of organized use of athletic fields available at City of Martinez parks. This policy has been established to assure that the fields are utilized for recreational, cultural, educational, social and community service functions that meet the needs of the community, as well as, set clear policies, procedures, regulations and rental fees for such uses.

Multiple funding sources are necessary to provide high quality athletic fields and appropriate fees are established for all reserved use of athletic fields and recreation facilities within the City. Considering that the permitting process provides an organization the exclusive use of a field to the exclusion of all others, this policy is designed to:

- Fairly distribute available fields
- Maximize playing time
- Incorporate “turf recovery periods” to maintain safe, quality fields
- Outline cost recovery and fees
- Outline field use regulations

Due to the limited number of fields available and significant demand for use, criteria have been established for priority use. **Community and Recreation Services will give priority to Martinez residents (organizations, groups and teams), facilitate field permitting and monitor use.**

Community and Recreation Services reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, individual facilities within the parks, and the users of the parks. Although reserved use of public facilities is permitted by this policy and encouraged by the City of Martinez, unreserved park and athletic fields are available for open, unstructured, public recreation activities on a first come/first served basis. During such periods, organized play, practice, and league activities shall not be permitted at the specified park or athletic field facility.

The dedicated use of any park facility or athletic field area shall be considered the priority use for that area unless written permission for an alternate use has been obtained from the Director of Recreation or their designated staff representative.

The City of Martinez reserves the right to deny the use of City Athletic Fields to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Martinez residents.

Definition of Terms

Resident Status

Resident status is defined as groups or organizations comprised of at least **51% Martinez residents**. Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status. Leagues are required to provide verifiable residency data upon submittal of all *Field Rental Applications*. If *Field Rental Application* is being submitted prior to finalization of participant numbers, then the City of Martinez reserves the right to retract any issued permits if resident status changes to less Martinez residents.

Youth Status

Youth status is defined as persons 17 years of age or under.

Non-Profit Status

To qualify as a Non-profit user, the organization must meet all criteria as identified by the Internal Revenue Service. The organization must be registered as a not-for-profit corporation by the State of California. If the organization is not registered with the State, they must have a constitution, set of bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.

Athletic Fields

Athletic fields are located inside City of Martinez parks, Martinez Unified School District, and on Mt. Diablo Unified School District property maintained by the City through joint use agreements. Each athletic field has a specific size unique to each park or school and has boundaries that usually do not encompass all available grass turf areas within each park. A reasonable amount of turf space is left open for general public use at each park and/or shared use with other permitted field users. Questions about athletic field boundaries should be brought to the attention of the designated Community and Recreation Services staff member responsible for implementing this policy.

Facilities Reserved

Athletic fields located within City of Martinez parks are considered “reserved” upon the payment of assigned fees and issuance of a **City of Martinez Field Use Permit** provided by Community and Recreation Services. Field Use Permits must be carried on-site (during practice, scheduled games or tournaments) by coaches or authorized individuals in order to be deemed valid. Other documentation or signage may be required by field users to keep on site. Reserved use of athletic fields is not enforceable without appropriate documentation.

Permit Required

Athletic Field Use Permits are required for exclusive use or for any repeated, organized use of athletic fields maintained by the City of Martinez. Community and Recreation Services issues all field use permits. Fields will be permitted for the activities that the field(s) are intended for, designed for, classified as, or for activities conducted in a manner that does not compromise public safety or field quality and integrity. A sport is considered organized if any of the following are true:

- It is played more than two times a month

- Uniforms are worn
- Coaches are used
- Referees are used
- Schedules have been planned and distributed
- Goals and other equipment that need to be placed in the ground are used
- Organized gameplay takes place

| ATHLETIC FIELD PERMITS ISSUED BY CITY OF MARTINEZ | | |
|--|---|---------------------------------------|
| Park / School Name | Number of Fields (Depending on Size) | Type of Fields |
| <u>Golden Hills Grass Field</u> | 1 | Soccer/Multi-use |
| <u>Hidden Lakes Park</u> | 2 1 | Baseball/Softball Soccer (turf) |
| <u>Hidden Valley Park</u> | 2 1-2 | Baseball/Softball Soccer/Multi-use |
| <u>Holiday Highlands Grass Field</u> | 1 | Soccer/Multi-use |
| <u>Mountain View Park</u> | 1 1 | Baseball/Softball Soccer/Multi-use |
| <u>Tavan Field</u> | 1 | Baseball/Softball |
| <u>Waterfront Park/Complex</u> | 5 2-3 | Baseball/Softball Soccer/Multi-use |

Field Rental Availability and Light Schedule

Athletic Fields in City Parks:

One hour after sunrise – Sunset*

*Required to be on 30 minutes before sunset

*Lighted fields available until 10:00 pm

Field preparation and participant warm-up are only allowed within the parameters of use times indicated on the permit. Field use after sunset may not occur on an unlit field. Martinez Municipal Code (8.24.150) allows for general public use of park facilities until one hour after sunset:

8.24.150 - Hours of Use.

A. All City parks, open spaces and public parking lots serving City parks or open space areas, and cemeteries shall be closed for public use from 1 hour after sunset to sunrise. It is unlawful for any person to enter, loiter or remain in any City park, open space area, public parking lot adjacent to such areas, or cemetery during hours of closure except as permitted and pursuant to restrictions

of a permit issued by the Park and Recreation Commission or as stated in subsection B of this Section.

When completing applications for athletic field rental, please indicate both the start and end times for each request with a minimum of 1 hour. Scheduled use of athletic fields is based on the average time of sunset in order to ensure public safety.

Lighted fields are available for use at Tavan and Waterfront Park ballfields 1-4 during certain periods of the year (generally outside of traditional recreation programming schedule including adult softball leagues and tournaments). The use of temporary or portable lighting at any park or school facility is strictly prohibited unless approved by City Council.

Process for Obtaining Permits

The City of Martinez offers two types of athletic field permits issued to individuals and organizations based on priority group classifications. Field Rental Applications must be completed and submitted ahead of actual use for consideration. A request does not constitute approval. Permits will only be considered for issuance after all necessary documents (as outlined on the application form) and fees have been submitted. The City of Martinez has exclusive discretion scheduling City athletic fields.

Requests must be made from organization's/league's designated main contact only. Requests from managers, coaches, parents, etc. will not be accepted.

A. Non-Priority Use

Casual or short-term field use permits will be accommodated on a space available basis throughout the year. Casual use is defined as an application containing less than three dates of use and only one field for each date of use. An application must be submitted a minimum of 14 business days prior to the requested use date.

B. Priority Use

Long term or continuous field use permits providing exclusive use of a City athletic field for more than three dates of use and/or more than one field in use at a time (including league organized tournaments) are allocated on a semi-annual basis. Field Rental Applications and supporting documentation such as insurance and verifiable evidence of the percentage of Martinez residents participating (anticipated based on previous year) must be submitted to Community and Recreation Services according to the following schedule:

| <u>Long Term Reservation Period</u> | <u>Application Deadline*</u> | <u>Field Meetings*</u> | <u>Insurance Due*</u> | <u>Permits Issued*</u> |
|---|----------------------------------|------------------------|-----------------------|----------------------------|
| July – December | March | April | May | June |
| January - June | October | November | December | December |

*Dates are subject to change due to Recreation program needs.

Any person or organization missing these deadlines will have access to any remaining fields after the permitting process is finalized on a first come, first served basis.

Classification of Priority Groups

- Group 1:** City of Martinez sponsored or cosponsored events. City operated youth/adult recreation activities, programs or athletic leagues.
- Group 2:** Public Agencies serving youth in the Martinez Community including schools in the Martinez Unified School District. Private schools operating campuses within the Martinez and similar civic or educational groups will also be considered for this category on a space available basis.
- Group 3:** City of Martinez Co-sponsored recreational organizations. Co-sponsored organizations are made up of over 75% Martinez Residents (based off district limits- see <https://redistrictingpartners.com/wp-content/uploads/2022/02/City-of-Martinez-Draft-A3.html>), current IRS 501(c)(3) status (Organized sports league groups with current IRS non-profit status, whose membership is open to the public.)
- *City co-sponsored groups will be required to pay full rental rates during “off-season” play (baseball/softball = July-November; soccer = January-July).
- Group 4:** Youth Sport League Organizations that serve over 51% or more girls regardless of Martinez Resident or non-profit participant status ([AB 2404](#)).
- Group 5:** Martinez based non-profit Youth Sports League Organizations (aka *Local Youth Recreation Provider* with current IRS 501(c)(3) status (Organized sports league groups with current IRS non-profit status, whose membership is open to the public.) A *local youth recreation provider* is defined as a non-profit organized for the primary purpose of providing and delivering recreational opportunities. Participants make up at least 51% Martinez residents.
- Group 6:** Non-resident Youth Sport League Organizations.
- Group 7:** Non-profit Adult Sports League Organizations with current IRS 501(c)(3) status (Organized sports league groups with current IRS non-profit status, whose membership is open to the public and primary purpose is to serve Martinez residents.)
- Group 8:** Individuals or Other Groups (Groups who do not meet the criteria listed above and/or activities such as games or practices, etc.)
- a) Martinez based Charitable and Social Welfare Organizations (Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Martinez community.)

- b) Resident (Individuals must reside or own property within Martinez City Limits; Groups must have membership made up of at least 51% Martinez residents; current roster must be submitted with application)
- c) Non-Resident

Group 9: Commercial Uses (Companies, groups, or individuals whose events have the primary purpose of generating a profit such as tournaments, fee-based training programs or camps, etc.)

- a) Resident (Company facility must be located within the Martinez City Limits and have current City of Martinez Business License. If there is no company facility, person responsible for event must reside or own property within the Martinez City Limits)
- b) Non-Resident

Field Allocation Process

Allocation of fields will follow the guidelines of this document. Fields will be allocated and permitted semi-annually as sustainability allows. These allocations are not intended to interrupt the field assignments for teams and/or organizations during the course of a season that has already started.

A. Non-Priority User

Primary Considerations for Reservation Decisions

- Fields will be allocated to teams/organizations based on the percentage of verifiable total Martinez residents in relation to all teams in that priority group.
- Verification of Martinez residency will be established by providing such documentation requested by the City including team rosters, player addresses, picture ID, utility bill, etc.
- Fields will be allocated by priority use. Although Martinez may allow continuous use of fields by a single sport on a year-round basis, traditional sports seasons may be given priority over select/shoulder seasons based on demonstrated need.
- With regards to sports that play year-round (with a primary and off-season play), the primary season of each sport will determine whether the field is considered a baseball/softball or a soccer/utility field on multiple-use sites.
- Preference and priority will be considered in accordance with the [AB 2404 Fair Play Act](#) to allow for equality for girls in sports. Priority can be awarded should current field requests not reflect current gender percentage trends of the City in order to better reflect equity in community programs.
- The City will attempt to accommodate emerging sports that fall within the Group 5 category.
- Turf recovery periods will be established by the City during which time only limited scheduled field use will occur. *The City reserves the right to set aside additional time during the year for turf recovery, improvement and maintenance. Typical annual recovery time is from November-January.*

- Teams and organizations may be required to provide schedules to show that all of the allocated fields are being utilized. If an allocated field(s) is not utilized by the designated organization/teams a total of three times during a season/or-reserved period of use, the field(s) will be reassigned. Teams/organizations will be notified by City staff when it has been determined a field(s) is not being used (and prior to reassignment).
- The City reserves the right to cancel an allocation to accommodate the needs of any City sponsored/co-sponsored tournaments and/or special events.
- A field use permit (authorizing use of City fields) will be issued after all requirements have been met and payment has been received. A request for field use does not constitute approval.
- All field users must have a copy of their permit available for inspection by City staff, and/or police during field use.
- Requests for additional use, programs or facilities not covered by the Athletic Field Use Policy should be addressed in writing to the City.

**** Leagues/teams must practice and/or play at their assigned reserved parks. Teams that practice/play at non-reserved fields are subject to sanctions or loss of field reservations.**

B. Priority User (Group 3 City Co-Sponsorship Organizations)

Benefits and Responsibilities of Co-Sponsorship

Benefits of Co-Sponsorship:

- Priority reservations for facility usage at lowest available rates for practice and games.
- Scheduling for requested practices and games on a quarterly basis.
- “Best Efforts” of Staff will be made to accommodate facility preferences and requests.
- Approval status of co-sponsorship is granted for 2-year increments.

Responsibilities of Co-Sponsorship:

- Organizations agree to work in partnership and in cooperation with City Staff and other user groups recognizing that no one group has a permanent claim to public facilities.
- The organization shall designate, in writing, a member to be the point of contact with Recreation Staff. All communication with the City must be made through this point of contact for the purpose of eliminating confusion and establishing one-on-one, direct, efficient communication.
- Organization shall conduct the programs and activities on the City owned or operated facilities in a safe manner.
- All rental fees must be paid by designated deadlines.
- Co-sponsored groups are required to submit documents (proof of non-profit status, rosters with residency percentages, insurance, and all permit application requirements) annually.

- ***Co-sponsored groups must serve at least 75% Martinez Residents in order to submit co-sponsorship application for review.***
- Organizations shall maintain non-profit status in good standing, in accordance with IRS and state requirements.

Allocation Discrepancy

The purpose of this section is to clearly convey steps to address discrepancies in the field permitting process. In the event of a discrepancy between or among field users, the City will first encourage organizations to resolve the issue amongst themselves. If resolve is not easily accomplished, the City will ask each organization to present their case in writing to the City. Each organization's request will be reviewed by City staff and a decision will be made based on the information provided.

Tournaments

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 Recreation Leagues and may be the sole or primary customary season for Competitive Leagues.

Tournament applicants must complete a field use request at least 6 months in advance. Requests received less than 6 months in advance will be granted as conditions allow. Tournament deposits will be required and will be used towards the final balance due.

Non-refundable Reservation fee: \$150 per field, per day.

Tournament Directors will be responsible for the following during field rental: Bathroom janitorial needs, trash management of cans and recycling (keeping items bagged and near cans), trash pickup in dugouts, fields, stands, and surrounding areas, locking of gates and fences, field prep between games if City staff are unavailable, proper use of provided City equipment and field tools, entrance and exit management of participants, other details as assigned by City staff if applicable.

If a tournament request requires more than Fields 1-4 at the Joe DiMaggio Waterfront Park, requests for Field 5 and/or Tavan Field must be made at time of original field reservation request. Tavan can be reserved for tournament overflow from July-November only. Field 5 may be available if other groups have not reserved the field prior.

The City does not currently provide baseball mounds. Mounds must be provided by renting organization.

Field Closures

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. The City makes every effort to accommodate groups and organizations, however, the health and safety of the user and the condition and playability of the fields takes precedence. As a result, the City may close fields, deny use of a field, and/or alternate sites for athletic use. Closures are kept to a minimum when fields are in playable condition. A user group is not allowed to lock field gates or make a determination that a field is closed. Any field user that locks gates may be subject to the Three Strikes Policy stated later in this policy.

Notice of Non-use of Permitted Fields

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action shall result in the loss of rental privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use. Field users must notify the City to report any reserved time that can be released for general public use.

Notice of Field Exchange

Organizations may “give up or exchange” their allocation, or any part of it, with an organization of *equal or greater allocation priority* only when all parties mutually agree in writing and Community and Recreation Services reissues updated permits to each organization. Users **may not sublease** fields under any circumstance. **Subleasing of fields may result in the immediate revocation of all field use permits.**

Field Lights

All organizations are required to pay for field lights for the duration of their reservation. The City utilizes Musco to help track the number of minutes and hours the lights are on during a reservation. Lights are required to be on 30 minutes before sunset and will be turned off at the end of an organization’s reservation.

If an organization fails to report a cancellation of a reservation, and the lights remain on, the organization will still be charged for those lights.

Light fee: \$35.00/hr

Traffic and Parking

Athletic Field Permit Holders must inform their participants and spectators to park in facility parking lots and public parking areas. Field users should post directional signs, if needed, to guide participants and spectators to appropriate parking areas. If traffic/parking is an issue, the user group/organization must provide volunteers to direct participants and spectators to designated parking areas. It is the user’s responsibility to alleviate parking and traffic issues. In post-season, tournament play, or other heavy use periods the user should provide at least one person to direct participants and spectators to designated parking areas. No vehicles are allowed on athletic fields

or park areas, other than parking lots, without written permission noted on the permit issued by the City of Martinez. Some neighborhood streets adjacent to park property are not allowed for parking. It is the field user's responsibility to notify participants and spectators of these no parking zones. Violators may be ticketed.

Soccer Goal Policy

To prevent soccer goals from overturning and causing serious injury, the City of Martinez has established a policy that all soccer goals used in City parks must be firmly secured to the ground at all times. The elements of this policy are as follows:

- Portable soccer goals must be properly secured in a pre-designated and approved location with a chain and lock when not being used.

Trash Disposal

All groups must properly dispose of waste and garbage throughout the term of your field use and immediately upon conclusion of use the area must be returned to a clean condition. User groups that fail to perform adequate clean-up or if damage occurs to City property and facilities will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future permits. If trash receptacles are full, please bag waste and place bags next to trash barrels.

Concessions & Vendors

The City of Martinez reserves the right to operate concession stands for tournaments/events/activities and retain all proceeds. The City also has complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property including, but not limited to, gate admissions, concessions, souvenirs, programs, parking permits, etc. Field users and/or other vendors are expressly prohibited from operating concessions or selling items except by special permission and by obtaining appropriate permits as determined by the City, County Health Department and Fire Department.

A business license is not required for Athletic Field Permit Holders operating concessions; however food sales must meet Contra Costa County Health Department and Fire Department codes and requirements. Insurance requirements are met as a condition of field use. All vendors must receive City approval for concession operations and have permission noted on their field use permit. Athletic field permit holders conducting fundraising activities may elect to utilize outside companies (other than the permit holding user groups) to sell items and share in the proceeds, these are considered outside vendors. Outside vendors are obligated to obtain a City of Martinez "single day" business license for each event they are approved to participate in (unless the restaurant, caterer or retail business already has a valid business license issued by the City of Martinez). Business Licenses are available through the City of Martinez at (925) 273-7439 or [online](#).

Maintenance Issues

Rest and Renovation

An annual rest and renovation program is scheduled at all allocated athletic field sites. The City does attempt to be flexible in accommodating organized group field use, but ultimately, the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use. Please see below for the “Three Strikes Rule”.

Field/Facility Closures

Fields/Facilities may be closed at the discretion of City staff. Closures are kept to a minimum when fields/facilities remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The City may close field facilities for any of the following:

- City engages in work involving any of the fields or facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog/poor air quality alerts, pesticide application and earthquakes.

Athletic Field Lining/Marking

1. Lining of athletic fields with chalk is not permitted without a permit.
2. Burning or painting lines on athletic fields is not permitted unless authorized in writing by Recreation staff and/or Parks Supervisor.
3. Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit.

Please see “Three Strikes Rule”.

Modifications

Requests to modify or improve any City field/facility shall be submitted for review to Community and Recreation Services for consideration. A request to modify or improve a site does not constitute approval. Approval will be given according to City policy and will be provided in the form of a written document outlining the scope of the modifications as approved. No permanent structures or equipment shall be erected on City facility unless approved by the City and is dedicated for community use.

Turf Preservation

Cooperation is needed for the preservation of the turf on City and school fields by following these guidelines:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Rotate use of areas, and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at end of each day to help re-root grass.
- No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- Do not use fields during or after a heavy rain, or when wet or muddy

- Soccer practices are NOT to be held on the infield area of a softball/baseball diamond.
- Remove and/or properly store all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a distance between fields for safe passage of spectators and participants.
- Report hazards to the Parks Maintenance Division office at (925) 372-3582
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to Park Maintenance during business hours or Martinez Police Department Dispatch at (925) 372-3440 during non-business hours. When calling, be prepared to fully identify yourself, your location (park/school), and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
- Do not drive or park cars, motorcycles, or other motorized vehicles on turf or park areas.

Special Notes

- Please do not attempt to repair or service CITY equipment and facilities.
- Restrict public access by placing a barrier or signage indicating the area of any problem identified.
- No sunflower seeds allowed in/around the fields. This will help keep our drains free of clogs.
- Report vandalism or graffiti immediately.

Inclement Weather Policy

City athletic fields have been designed and are maintained for the enjoyment and use of Martinez residents. The purpose of this policy is to guide the use of City athletic fields, to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sport complexes. User groups are asked to help us by accepting and adhering to these rules. Groups who use the City athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

Users may not use any field while it is raining, or the field is wet. Use of a wet field can cause extreme damage. ***FIELD USE, INCLUDING INFIELDS AND OUTFIELDS, IS NOT PERMITTED FOR AT LEAST 72 HOURS AFTER IT HAS RAINED MORE THAN 0.10" AND SUBJECT TO THE CRITERIA BELOW.*** In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped. Fields may be closed due to frost or other conditions that may damage the turf or playing surface. ***Any group/team found playing on a wet or closed field will lose their use permit.***

If a group or organization's scheduled activities become disrupted by weather, it is understood that groups or organizations are making reasonable predictions as to the amount of makeup they will need during the season. Should a group or organization reach the end of reserved time and still need more, the City will attempt to provide more time, but it is highly unlikely to occur due to the continual high demand for City athletic fields and facilities. The group or organization understands that this additional time may not exactly match the dates and times that may have been booked in any previous usage agreement.

Criteria for Establishing Field Playability

The following information is the City of Martinez policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

Baseball and Softball In-fields

Infields will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the base paths
- Your feet slip as you walk through the infield
- The depth of your footprint is greater than one inch
- Any of the above conditions are present within the pitching area

Multi-Use, Soccer, Utility, Baseball and Softball Outfields – Turf

Outfields and turf area will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the majority of a single playing position (playing positions will be determined based on the user group)
- Your feet suction to the ground as you walk within the majority of a single playing position
- Your footprints fill with water in the majority of a single playing position
- The depth of your footprint is greater than one inch in the majority of a single playing position
- Grass can be easily dislodged from the fields during play
- Any time when use of wet field will adversely affect current and future quality of turf

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other serious weather conditions:

- If it has rained within the preceding 24 hours, groups scheduled to use public fields must email the Recreation Division to be notified of field status. Field status and usability will be determined by the Public Works Department.
- Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Martinez Police Department at (925) 671-3333 or the designated Recreation staff member (number on permit).
- Abuse/use during wet conditions shall result in a minimum \$50.00 fine* upon the first occurrence and a minimum \$100.00 fine* for the second infraction. A third infraction in a calendar year will result in the loss of all field rental/allocation privileges. It is user group's responsibility to ensure that all coaches/parents understand and enforce this policy (*Fine may be higher if cost of repairs exceed minimum fine amount).
- **FAILURE TO FOLLOW THE GUIDELINES OF THIS POLICY WILL RESULT IN CANCELLATION OF EXISTING PERMIT(S) AND LOSS OF RENTAL/ALLOCATION PRIVILEGES. NOTE: FIELDS MAY BE INSPECTED BY CITY STAFF FOR MISUSE DURING INCLEMENT WEATHER.**

Three Strikes Policy for Violations to Permitted Use of Martinez Athletic Fields

The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy. The City utilizes a three strikes policy for violations and reserves the right to cancel or suspend field/facility permits for games, practices, and other usages.

STRIKE ONE

Strike one consists of documented activity in direct violation of the City Municipal Code or Athletic Field Use Policy.

Penalty: A letter will be written to the user group's field allocation representative documenting the violation. A field report and/or pictures of the violation will be included for reference if possible. The letter will be placed in the group's file.

STRIKE TWO

Strike two occurs after a second documented violation within one year from first strike.

Penalty: The group will be provided written notice of three-day suspension and restitution for damages/costs if applicable. In certain cases, a City of Martinez staff member may be assigned to observe the groups permitted activities at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the City staff member at a rate equal to 100% cost recovery per hour. The staff person will monitor activity at the site to address and report further violations. This may be appealed to the designated Recreation Division staff member responsible for issuing field use permits.

STRIKE THREE

The third documented violation within a year time frame from the first violation.

Penalty: Written notice of termination of any existing permits or, loss of future rental/allocation privileges and restitution for damages/costs if applicable. This may be appealed to the Director of Recreation or designee.

Fees

Permit Modification Fee

A fee of \$15 will be added to overall balance due for each update and change request made. Changes to issued permits must be done in writing via email only.

Permit Cancellation

Community and Recreation Services reserves the right to cancel any reservations (permits and/or reserved dates) for school or city field use for any of the following reasons:

- It conflicts with any city sponsored league, program, activity or event

- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. If there are no alternate fields the City is not obligated to provide an alternate field(s).

Same-day Cancellation

If an organization needs to cancel a same-day reservation, the organization will be able to do so without being charged a fee up until 3:00pm on the day. Any requests for cancellations received after 3:00pm for that same day, the organization will be charged \$25.00.

Damage to Fields

In the event that any damage to the fields is sustained, the repair and maintenance charges will be billed to the applicant (amount to be determined by the City of Martinez).



PRMCC MEETING
December 17, 2019

Date: December 13, 2019
To: Parks, Recreation, Marina and Cultural Commission
From: Kara Galindo, Recreation Supervisor
Subject: Field/Facility Priority Scheduling Policy Update

Recommendation

Hold discussion and consider approval of revisions to the Field/Facility Priority Scheduling Policy for the 2020 season.

Background

The City's longstanding Field/Facility Priority Scheduling Policy is in need of revision due to changes in community needs, an expansion of interested youth sports user groups in the area, and State of California legislative actions pertaining to inclusion of girls' youth sports opportunities. This initial revision will address these concerns for the coming 2020 season and will be followed by a more comprehensive process and policy update over the next year for a 2021 implementation date.

Staff met with the Parks and Waterfront Subcommittee of the PRMCC on December 12, 2019 to discuss this issue. The Subcommittee provided input to staff and recommended forwarding to the Commission for consideration.

Discussion

For the 2020 season, necessary changes must immediately take place in order to schedule field space for the Spring-Summer youth sports user groups. After meeting with the PRMCC Parks and Waterfront Subcommittee, the following items were up for discussion to clarify and revise within the current Field Priority Scheduling Policy:

- Defining the City staffs' discretion points when coordinating and facilitating the field/facility scheduling process.
- Adding Martinez schools within the Mount Diablo School District into the hierarchy of school districts considered, along with the Martinez Unified School District.
- Redefining and expanding the "Martinez Resident" qualifier to include youth residing within the City's sphere of influence and/or enrolled in any Martinez School.

- Clarifying administrative options for how staff should verify (1) gender and resident status of youth and (2) City of Martinez Co-Sponsored Groups' "recreational status" meaning every registrant plays.
- Adding "Martinez-based organization(s)" as a higher category than "Non-Martinez-based organization(s)" within the hierarchy, along with sub-qualifiers to take into account non-profit, for-profit, and girls' youth sports groups.
- Including hierarchy component outlining AB 2404 requirements for equal opportunities of Martinez girl residents to participate in community youth athletic programs that are equal, both in quality and scope, to boys.
- Discuss percentage rate of Martinez residents required for priority scheduling of girls' youth sports groups not already covered within another category, with lower threshold requirements currently proposed at 30% of Martinez residents.

Attachment

Exhibit A – Redlined Field Priority Scheduling Policy

Exhibit A – Field/Facility Use Priority Scheduling Policy

City of Martinez Recreation Division FIELD/FACILITY USE PRIORITY POLICY FOR SCHEDULING OF YOUTH SPORTS ACTIVITIES AT CITY FIELDS/FACILITIES

Field/Facility Permits are required for any organized sport associated with a team, league or school. Non-allocated groups who wish to use an athletic field must make a written request at least three weeks in advance. The City of Martinez reserves the right to exercise its discretion when coordinating and facilitating the field/facility scheduling process with user groups and enforcing of Field Priority Scheduling Policy, including taking into consideration the number of Martinez youth being served by the groups' programs and whether the program affords fair play opportunities for girls' youth sports consistent with AB 2404. Field/facility permits are issued to priority groups as identified under priority group classifications. Written requests or applications must be submitted by a single designated representative. Requests from coaches/parents/managers are not accepted. Payment is due in full at the time the permit is issued.

1. City of Martinez and Recreation Department Programs have absolute priority.
2. Martinez Unified School District and Martinez schools within the Mount Diablo Unified School District.
3. City of Martinez Co-sponsored groups recreational programs. Recreational programs are defined as programs (boys, girls or coed) in which every youth registrant plays (i.e. no tryouts resulting in youth cut from the program) and are at least 50% comprised of Martinez Residents, youth living within the sphere of influence, or youth enrolled in Martinez schools. Staff will require verification of a program's recreational status.
- 4(a). Martinez-based non-profit groups (boys, girls or coed sports) which are at least 50% comprised of Martinez Residents, youth living within the sphere of influence, or youth enrolled in Martinez schools (i.e., clubs and traveling teams).
- 4(b). Martinez-based for-profit groups (boys, girls or coed sports) which are at least 50% comprised of Martinez Residents, youth living within the sphere of influence, or youth enrolled in Martinez schools (i.e., clubs and traveling teams).
- 4(c). Non-Martinez-based non-profit groups (boys, girls or coed sports) which are at least 50% comprised of Martinez Residents, youth living within the sphere of influence, or youth enrolled in the Martinez schools (i.e., clubs and traveling teams).

- 4(d). Non-Martinez-based for-profit groups (boys, girls or coed sports) which are at least 50% comprised of Martinez Residents, youth living within the sphere of influence, or youth enrolled in the Martinez schools (i.e., clubs and traveling teams),.
- 5 (a). Martinez-based girls sports teams comprised of at least 30% Martinez Residents, youth living within the sphere of influence, or youth enrolled in the Martinez schools (i.e., clubs and traveling teams), which are not already covered within another category listed above.
- 5 (b). Non-Martinez based girls sports teams comprised of at least 30% Martinez Residents, youth living within the sphere of influence, or youth enrolled in the Martinez schools (i.e., clubs and traveling teams), which are not already covered within another category listed above.
6. Non-resident groups- organizations or individuals, private businesses & all for profit groups.

All leagues/teams/groups must be permitted for field/facility use and submit a certificate of insurance naming the City of Martinez "Additional Insured" with an Endorsement for \$2 million.

A copy of the insurance certificate and endorsement are required prior to the issuing of a permit.

PROCESS FOR OBTAINING PERMITS

Permits are issued after a request has been presented, all required documents are submitted, fees are paid, insurance requirements are met, and approval has been granted. A request does not constitute approval. Game and practice schedules may be required for verification and to ensure that fields are being used as designated.