

**CITY OF ENCINITAS  
ADMINISTRATIVE MANUAL**

**Policy Title:** Athletic Field Use and  
Allocation Policy

**Section:** General

**Responsible Department:** Parks, Recreation and  
Cultural Arts

**Number:** C037

**Approved By:** City Council

**Originally Approved:** 01/24/24

**Last Amended:** \_\_\_\_\_

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**I. POLICY STATEMENT**

The City of Encinitas (“City”) wishes to allow public use of City athletic fields in conformance with established procedures and policies to ensure equitable, proper usage, utilization, and preservation of fields.

This operational policy establishes procedures and priorities for use and allocation of the City’s athletic fields. Interpretation and implementation of this policy shall be made by the Parks, Recreation and Cultural Arts Director or designee. Policy modifications, with the exception of fees or group classifications approved by City Council, may be made by the Parks, Recreation and Cultural Arts Director.

**II. BACKGROUND**

Since incorporation, the City of Encinitas Parks, Recreation and Cultural Arts Department (“Department”) has worked with a variety of qualified youth sports organizations to meet their athletic field use needs through a collaboratively managed Athletic Field Use Policy established in 2004 as a Department Policy and Procedures Manual, PR A005.

The general information and policy criteria were built around bundling youth sports groups under one category identified as the Sports Coalition on Recreation Excellence (SCORE). This system and policy are no longer accurate or effective. This policy needs to be updated to properly represent priority groups, athletic fields available, fees, and hours of operations.

**III. ATHLETIC FIELD USE AND ALLOCATION POLICY (attached).**



**PARKS, RECREATION  
AND CULTURAL ARTS**

# Athletic Field Use and Allocation Policy Implementation Plan

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**2024**

**City of Encinitas  
Parks, Recreation and Cultural Arts Department  
505 South Vulcan Avenue  
Encinitas, CA 92024  
760-633-2740  
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# ATHLETIC FIELD USE AND ALLOCATION POLICY

## I. Introduction

The City of Encinitas, hereinafter referred to as “City”, coordinates and issues permits for the use of City athletic fields for recreational activities and athletic programs. The purpose of this policy is to outline procedures and allocation priorities for the permitted use of the City and joint use sports fields within the City.

## II. Statement of Philosophy

The City is dedicated to creating partnerships with local youth and adult sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain our fields remain safe and of high quality. The permitting/allocation process provides an organization the exclusive use of a field to the exclusion of all others. The objective of this policy is to create clear and written procedures and allocation criteria to:

- Fairly distribute available fields
- Maximize playing time
- Incorporate rest and renovation periods to maintain safe and quality fields
- Communicate fee structure and cost recovery
- Outline field use regulations

## III. Definition of Terms

**Commercial Use** is defined as uses for commercial purposes or any form of consideration such as time or money/donations.

**Competitive League** is defined as a league which holds tryouts to place registrants according to their ability on competitive teams.

**IRS Non-Profit Status** is defined as a non-profit user. To qualify, the organization must meet all criteria as identified by the Internal Revenue Services (IRS). The organization must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit status and submit their most recent 990 forms.

**Non-Resident** means an individual or organization residing or based outside the boundaries of the City of Encinitas or any group with more than 50% of its membership residing outside of the City limits.

**Private** is defined as an individual person or business not affiliated to an organization or profiting from field use.

**Recreation League** is defined as a league in which all athletes are welcome to join the league and play during league games at least 50% of game time. No one is turned away and there are no tryouts.

**Resident** means an individual or organization residing or based within the boundaries of the City of Encinitas with a US Postal Service Code of 92024 or 92007. Use of a City PO Box mailing address is not considered residency. To be considered an Encinitas resident group, more than 50% of the membership must reside within the city limits.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

**Resident Percentage** is defined as the percentage of residents registered in a group or organization. Resident percentage is determined from the group or organization's prior season's actual rosters (fall season for fall season, spring season for spring season). Team rosters, player addresses, picture ID, utility bills, report cards, school ID, etc. may be required by City staff to verify residency status, and the City reserves the right to conduct random audits to establish residency with access to group registration software.

**Youth Status** is defined as persons 19 years of age or under at the start date of the season.

### IV. Priority Group Classifications

An organization's Priority Group Classification determines their priority for field allocations (i.e. Group 1 has first priority for field allocations, Group 2 has second priority for field allocations, and so on). Priority use of fields will be given to traditional primary season sports (see Section VI, Sport Season Priority) and by Priority Group Classification. Historical allocations may also be considered in determining field priority.

**Group 1** City of Encinitas Recreation Program, Special Event or Class

**Group 2** Resident Youth Recreational Sports Nonprofit, Non-competitive

Priority allocation for this group is based on the percentage of resident participation in each league as follows:

- i. Top Priority: 70% or more residents
- ii. Next Priority: 40%-69% residents
- iii. Last Priority: less than 40% residents.

Organizations must meet all the following criteria:

1. Organizations must be recreational play and have an "everyone plays, no child is turned away" philosophy requiring that each player is suited-up, able to play and is entered into games for a significant period of time (i.e. ½ of game, or 2 of every 5 innings, or 2 of 4 quarters, etc.); and
2. Organizations must submit a Letter of Determination or Letter of Affirmation from the IRS that indicates a non-profit 501(c)(3) status certificate; and
3. Organizations must maintain an affiliation with a national, state, or local sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions; and
4. Organizations have an existing, functioning entity within its own governing body (i.e. board of directors or trustees) with By-laws and Articles of Incorporation; and
5. Each organization is responsible for appointing an individual to be the field coordinator for the organization.

**Group 3** Resident Youth Competitive Sports Nonprofit

Priority allocation for this group is based on the percentage of resident participation in each league as follows:

- i. Top Priority: 70% or more residents
- ii. Second Priority: 40%-69% residents

## ATHLETIC FIELD USE AND ALLOCATION POLICY

- iii. Last Priority: less than 40% residents

Organizations must otherwise meet all **Group 2** requirements EXCEPT one of the following:

1. They hold tryouts in order to place registrants according to their ability on competitive teams (select, travel, etc.); applicants may be turned away; or not every player suited up and not able to play in every game, or
2. Provide compensation for local executive/administrative staff, coaches, and/or board members for their service to the league.

**Group 4** Resident Senior Groups 50+

**Group 5** Resident Adult Groups – Recreational

**Group 6** Resident Adult Groups – Private

**Group 7** Resident Adult Groups – Profit Making

**Group 8** Non-Resident Groups

### V. Process for Obtaining/Maintaining Permits

Requests to use City athletic fields are made through the Parks, Recreation and Cultural Arts Department, hereinafter referred to as “Department”, located at 505 S. Vulcan Avenue, Encinitas, CA 92024, (760) 633.2756. Any organized league that wishes to utilize an athletic field must complete and submit all applicable forms and documents.

Athletic fields are allocated and permitted in two (2) seasons annually. January through June encompasses the spring season and July through December encompasses the fall season. The City maintains the right to adjust season dates to facilitate required field maintenance and field rest and renovation.

Each organization is required to sign and submit the following documents by August 31<sup>st</sup> for the upcoming spring season (January – June) and by January 31<sup>st</sup> for the upcoming fall season (July – December):

1. Athletic Field Use Application
2. A current list of board members with current contact information
3. Player rosters identifying residents (travel and competitive leagues must be disclosed)
4. All players are required to sign a copy of the player/participant waiver holding the City harmless.
5. Non-profit groups must also supply an IRS 990 or 990EZ form one time annually.

Applicants must submit proof of liability insurance naming the City as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page or copy of the Blanket Endorsement **at least 30 days** prior to the start of each season. The minimum required endorsement amounts are:

- a. General Liability Insurance \$1 million
- b. Each Occurrence \$1 million

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The policy shall also contain the statement that the City will be notified 30 calendar days prior to termination, reduction, cancellation, suspension, or expiration of the policy. Applicants and

User Groups must agree to hold the City harmless and to indemnify the City. Approved events will require the authorized applicant or event organizer to sign a Hold Harmless Statement on the permit itself. Applications must include a copy of the player waiver for City review and approval. Permits will be issued according to Priority Group Classifications. Submittal of documents does not constitute approval. Every effort will be made to accommodate user groups' requests for use of fields. Deadlines must be met, or field permits may be denied.

### **a. League Splits and New Leagues Applying for Group 2 or 3 Category**

New Leagues or organizations planning to petition for Group 2 or 3 status or leagues anticipating a split to form a new league must submit the request to the Department six (6) months before the next allocation with the following documents:

1. Athletic Field Use Application
2. Bylaws
3. Player roster identifying residency
4. Names and addresses of Board of Directors (if applicable) with current contact information
5. Documentation of affiliation with a national, state, or local sport's governing body
6. Letter of Determination or Letter of Affirmation from the IRS, including a copy of the league's current financial statements on file (IRS Form 990 or 990EZ) that demonstrate the organization's nonprofit 501(c)(3) status, if asking for non-profit status

It will take six months to determine if facilities are available and what the impact of a new league will have on facilities. Staff will review the applications in January and July of each year. Submittal of the application does not guarantee that an organization will be allocated fields. If approved, new leagues may be given a lower priority than existing leagues or in order to maintain adequate field rest and renovation periods.

If a current Group 2 or 3 organization does split up, both organizations must submit required documentation listed above with current official rosters to the Department six (6) months prior to anticipated split. These current rosters will be compared to the previous season's rosters in order to accurately allocate fields based on necessity.

A change in the organization's name, parent or affiliated national, state, regional or local organization (provided the former organization's name is not also being used), may not constitute it as a new organization or user and the Department must be notified of any such name changes. If the organization provides bona fide materials to the Department that demonstrates only a name change and the makeup of the organization stays the same, then the organization shall not be considered new.

An organization choosing to expand its league with a new section with a different name must submit materials that prove the new section is part of the same non-profit number, has the same insurance carrier, and is governed by the same Board of Directions and Bylaws. Failure to notify the Department of the changes in an organization could result in forfeitures of fields.

Submittal of documents does not constitute approval. Every effort will be made to accommodate user group's requests for use of fields. The Department Director may at any time declare a moratorium on league splits or new leagues based on field availability or field conditions.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### b. Permit Cancellation

Permits may be cancelled and/or rescheduled. Permits canceled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits cancelled by the user at least 10 working days prior to the allocated date will receive a 75% refund. No refunds will be issued if permitted use is cancelled with fewer than 10 working days' notice.

For Groups 2 and 3, unused permitted fields must be returned to the City 72 hours before the reserved date. If fields are not returned and are not used, Group 6 hourly fees will be charged to the Group per scheduled hour of disuse. Releasing unused fields ensures space is available for Groups 4-8 and the public.

The City may cancel or re-assign use of City fields for the following reasons including but not limited to:

1. City maintenance or repairs involving any City facility.
2. Concerns related to the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightning, wildfires and earthquakes.
3. Non-adherence to Athletic Field Use and Allocation Policy or City ordinances.

### c. Field Exchange, Sublease, Non-Use

Exchanging or subleasing of the fields is prohibited and will result in revocation of permits for all parties. Any organization that has been permitted to use a field and determines that they will not need to use it shall notify the Department at least 72 hours prior to scheduled usage. Non-use of field for a total of three (3) times per allocation period may also result in revocation of the permit of the allocated field. The league from Group 2 or 3 may be billed for fields that they have reserved and have not used at Group 6 rates.

### d. Disciplinary Action for Field Policy Violations

The City utilizes a "three-strike" policy for violations of Field Use Allocation Policy that occur within one calendar year of the first violation. Violations deemed by City to be of a serious nature may result in immediate termination of permits and field use. Strikes will remain on record for one calendar year from date of the offense. Consequences for multiple offenses within a rolling calendar year are below:

**First Violation:** Verbal or written warning to the user group/individual and restitution for damages/costs if applicable.

**Second Violation:** Verbal and written notice of three-to-seven-day suspension of allocated field dates and restitution for damages/costs if applicable.

**Third Violation:** Verbal and written notice of termination of any existing permits, loss of future rental/allocation privileges and restitution for damages/costs if applicable.

Violation examples include, but are not limited to:

1. *Use of field without a permit.*

## ATHLETIC FIELD USE AND ALLOCATION POLICY

2. *Use of field that has been closed by the City due to inclement weather or for safety or maintenance reasons.*
3. *If an organization has a field permitted at 9:00 a.m. and the teams start an organized practice or game prior to 8:30 a.m.*
4. *At Encinitas Community Park: if teams begin arriving to the field prior to 8:00 a.m.*
5. *Subletting, loaning, sharing or trading fields with other groups or organizations without prior approval by the City.*
6. *Failure to maintain restrooms.*
7. *Leaving trash and litter on the premises.*
8. *Failure to return unused fields to the City.*
9. *Failure to turn off field lights at the conclusion of field use or permitted end time, whichever occurs first.*
10. *Driving vehicles on fields without written permission noted on permit.*
11. *Adding additional fields (either adding to outside boundary or splitting a field within boundaries to create more than two (2) additional fields) to site without permit.*
12. *Falsified or altered documents submitted to the City by the organization.*

### VI. Field Allocation Process

Allocation of fields will follow the guidelines of this document. 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.

#### **Sport Season Priority**

- A sport in its traditional season will have priority field use over an out-of-season sport.
- Spring sports (baseball, softball, lacrosse, rugby) have priority in the spring.
- Fall sports (soccer, football) have priority in the fall.

#### **Additional Considerations**

- Fields will be allocated by Priority Group Classification.
- Fields will be allocated to teams/organizations based on percentage of verifiable total residents proportionately contributed to the total number of residents in that Priority Group Classification.
  - Groups will be required to provide access to registration software to validate residency.
- The City will accommodate, to the extent feasible, emerging sports that fall within the Group 2 categories.
- Verification of residency will be established by providing such documentation requested by the City, which will include team rosters with player addresses, and may include picture ID, utility bill, report cards, school ID etc. City reserves the right to conduct random audits to establish residency.
- 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/football field on multiple use sites.

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- In an effort to provide balanced sports opportunities on athletic fields, the Recreation Services Manager has the authority to limit exclusive use at athletic facilities and to make minor changes to group priorities if deemed necessary.
- Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports.
- The City reserves the right to cancel an allocation to accommodate the needs of any City sponsored/co-sponsored tournaments and/or special events.
- All field users must have a copy of their permit available for inspection by City staff at the allocated site. Requests for additional use that is not covered under the Athletic Field Use and Allocation Policy should be submitted in writing to the Department by emailing [prca@encinitasca.gov](mailto:prca@encinitasca.gov).

### VII. Field Allocation Formula

In order to resolve a discrepancy between organizations in the same Priority Group Classification, the following allocation formula will be used to determine the amount of field use that will be allocated to each organization. This formula shall be applied to all requests for lighted fields.

Fields will be allocated within each Priority Group Classification proportionately based on an applicant's percentage of verifiable residents.

The total number of residents registered in all organizations within that Priority Group Classification will be determined. Each organization's resident number will be divided by the total of all residents registered to determine the percentage of use to be allocated to each group.

For example:

*Baseball Group A has 750 residents and Baseball Group B has 900 residents*

*Total residents registered in both organizations is 1,650*

*750 divided by 1,650 equals 45%. Group A would receive 45% of the field time available. 900 divided by 1,650 equals 55%. Group B would receive 55% of the field time available.*

### VIII. Fees

On June 28, 2023, the City of Encinitas City Council approved [Resolution No. 2023-59](#) which includes Athletic Field Use fees that will be updated annually. Exhibit A outlines fee details.

As part of the Resolution, City Council approved the pass-through of credit/debit card transaction fees as well as the pass-through of recreation software transaction fees.

Groups 2 and 3 that are assessed an allocation fee must submit payment before the end of the allocation period, on June 15 or December 15. Request for a monthly payment plan may be submitted in writing to the Department by groups in good standing. A cost recovery fee may be required by the City for damages or repairs to athletic fields.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### IX. Special Operations Permit

The following are considered special events and will need a special event permit. Special events may include vendors, food trucks, and the sale of merchandise. Submittal of late applications may result in denial. The Special Event Planning Guide and Permit applications may be found on the City's website at: [Applications and Information | City of Encinitas \(encinitasca.gov\)](#)

#### **Sports Organization Tournaments**

A resident organization tournament is defined as a culminating event in which multiple teams compete, and advance as they win their scheduled contests. There are tournaments that are structured as culminating events to the end of a regular season as a means of establishing a "champion" of a specific league. In this example, the same participants who participated throughout a season are matched against each other in a playoff format. Athletes or teams participating in this tournament must have participated in an Encinitas league prior to the tournament and there are no additional entry fees charged for playing in the tournament. Athletes or teams that did not participate in an Encinitas league during league play will not participate in this tournament.

#### **Sports Organization Host – Invitational Tournament**

An invitational tournament is defined as a tournament that includes athletes/teams of multiple organizations (resident or nonresident). The host resident organization charges entry fees to participating teams in the tournament and the tournaments are often used as fundraisers or special events.

#### **Opening Day Ceremony**

Opening Day Ceremonies are defined as the first day of a league's season where multiple teams participate in a planned ceremony outside of regular games, creating additional impacts to the facility and the surrounding neighborhood.

#### **Photo Day**

Photo Day is defined as an event where the league has participants show up throughout the day for the purpose of taking individual and team pictures. This event may affect the facility and surrounding neighborhood more than just a regular day of games. A special event permit is required for photo day.

#### **Commercial Use Activities**

A Commercial Use Permit is required for any proposed camp, class, or clinic on City recreational property per EMC 6.14. The permit application is available on the City's website at: [Applications and Information | City of Encinitas \(encinitasca.gov\)](#)

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### X. Sports Field Maintenance

#### Sports Field Hours of Operation

Cardiff Sports Park: 8:00 a.m. – 9:00 p.m.

Ecke Sports Park: 8:00 a.m. – 11:00 p.m.

Encinitas Community Park: 8:00 a.m. – Sunset, Monday – Saturday  
12:00 p.m. – 4:00 p.m., Sunday

Leo Mullen Sports Park: 8:00 a.m. – 9:00 p.m.

The City requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible ((i.e., goal areas, pitching areas, etc.). Any user failing to comply with this policy, established guidelines, and notification to refrain from use requests for field closures are subject to pay for all damages or costs occurring to the facility and the termination of field use permit.

#### a. Rest and Renovation

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. In addition, City may close fields one day per month to perform maintenance activities. The City attempts to be flexible in accommodating user groups but ultimately, the health and safety of the user and the condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for athletic use.

The Rest and Renovation period shall be consistent with the number of days agreed upon by the Department. No organization/team shall play on fields closed for renovation or repair. Typically, these periods are in the Summer months and from December – January.

#### b. Turf Preservation

Cooperation from user groups is needed for the preservation of the turf on City fields by following these guidelines:

- Field use, especially practices, should be conducted in such a way that the action takes place on different selections of turf, thus reducing excessive turf damage in one area. Organizations should rotate use of areas and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Turf divots should be replaced 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 fields are wet or muddy (see Inclement Weather Policy that follows)
- Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow distance between fields for safe passage of spectators and participants.
- Report hazards immediately to the Department by calling (760) 633-2740.

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- Report emergencies (broken water lines, gushing sprinkler heads, etc.) to the Department by calling (760) 633-2740. 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.
- No vehicles are allowed on City fields or property, other than parking lots, without written permission noted on the use permit issued by City.

### **c. Athletic Field Lining/Marking**

Lining of City fields is prohibited without it being approved by City and noted on field permit. Line colors must be approved by the City. Upon approval, the permitted group is responsible for cost and labor associated with lining of fields.

### **d. Field Closures**

Fields may be closed at the discretion of the Department. Closures are kept to a minimum when fields and facilities remain in a playable condition. Priority is given to maintenance needs, rest and renovation periods and sustainability for all fields. The City may close fields or facilities when the City engages in work involving any of the fields or facilities or when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightening and earthquakes. See Inclement Weather Guidelines below.

### **e. Field Modifications**

All requests for modification to City fields must be submitted by a Field Modification or Improvement Application to the Department. All requests will be reviewed by City staff. The field modification request review process may take up to a minimum of six (6) weeks.

No temporary or permanent structures or equipment may be erected on City fields or facility without prior written approval from the City. Approval of modification requests will be provided in writing and will outline the scope and the parameters of the project. All projects, once completed, must be dedicated for public/community use. Any permanent modification or improvements will become property of the City. Users may not modify a field that is being used by more than two (2) organizations/teams without approval noted on request from each group president or without provision being made for use of other field(s) through the City. Fields modified for multiple uses will be billed appropriate to use.

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### f. Inclement Weather Guidelines

The City reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be canceled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, maintenance issues, lightening and earthquakes.

#### **Criteria for Establishing Field Playability:**

These procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

#### Baseball and Softball In fields – Brick Dust

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

- There is standing water in the infield within the base paths.
- Feet slip while walking through the infield.
- Any of the above conditions are present within the pitching area.

#### Soccer, Utility, Baseball and Softball Out Fields – Turf

Outfields and turf areas 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).
- Feet suction to the ground as participants walk within the majority of a single playing position (playing positions will be determined based on the user group).
- Footprints fill with water in the majority of a single playing position.
- Grass can be easily dislodged from the fields during play.

#### **Procedures for Closures and Re-opening**

- If it has rained within the preceding 24 hours, groups scheduled to use public fields must call the rainout hotline at 760-633-2761. The rainout hotline is designed to relay same-day information regarding field closures and playability, except in the case of extreme conditions or scheduled maintenance. The rainout hotline will be updated by 3:00 p.m. Monday – Friday and by 8:00 a.m. Saturday and Sunday. City personnel will make determination of field conditions/closures, and the decisions are not negotiable.
- The City may declare a field subject to “re-inspect.” Re-inspect fields should be evaluated by the user group at practice/game time for playability. The user group must employ the playability criteria used by City staff and outlined above.
- In the event that the rainout hotline has not been updated or is unavailable, user groups are expected to make educated, responsible decisions regarding field condition playability. The groups should employ the playability criteria used by City staff (as outlined above) and take into consideration the current and future quality of the turf.

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- Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Department at 760-633-2740.

**Failure to follow these guidelines may result in cancellation of existing permit(s) and/or loss of future rental/allocation privileges and/or a strike against the organization. NOTE: Fields will be inspected by City staff for misuse during inclement weather.**

### XI. Appeals Process

An appeal to the Parks, Recreation, and Cultural Arts Director regarding the decision of the staff must be submitted in writing with justification within 10 working days from the date of the initial decision. The decision of the Parks, Recreation, and Cultural Arts Director is final.

### XII. Other Information

#### a. Requests that Require a Special Events Permit:

- Concession Stand and Barbeque Use
- Vendors and Concessions
- Events that require a traffic plan or additional Parking
- Amplified Sound

#### b. Traffic and Parking

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue, or during post-season tournament play, groups may be required to obtain a special events permit. No vehicles are allowed on City property, other than parking lots, without written permission noted on the use permit issued by the City.

#### c. Banners/Signage/Advertisement

Events including promotional signs/banners and other signage items shall not be placed on City facilities or premises without prior written approval from the City and must include a temporary sign/banner permit and site plan. Additional information and the Temporary Sign Permit may be found on the City's website at: [Applications and Information | City of Encinitas \(encinitasca.gov\)](https://www.encinitasca.gov)

*Sponsorship signs/banners may be placed throughout the park on the day of the event only and must be removed at the end of the day/event with written approval by City staff.*

### XIII. Field Use Code of Conduct

The City places great emphasis and value on being able to provide outdoor field space for user groups. The objective is to make sportsmanship and athletics truly part of fields use program while ensuring that everyone always shows respect for one another. It is expected that all user groups that utilize field space display positive sportsmanship, encouragement, and respectable conduct. All user groups are required to comply with the following code of conduct. Failure to comply, as determined by the Department, will result in a strike against a user group.

- All leadership will show true respect for the rules of play, authority of officials and consideration of not only the opponent, but also with whom contact is made.

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- All field users shall behave in a manner that shows good sportsmanship and good citizenship at all times.
  - Any form of obscenity or abuse towards participants, staff, spectators, coaches, and/or officials will not be tolerated. Any individual using abusive or foul language will be removed from the field.
  - All field users will always accept the judgment of the official.
  - The highest ideal in sportsmanship shall be developed and instruction in the proper skills and rules pertaining to the game will be done in a respectful fashion.
  - All field users are required to maintain self-control and respect when dealing with any official, staff or fellow user group.
  - All groups must abide by and observe all rules and regulations which have been established by the City.
  - Animals, Smoking, Vaping and Alcohol, Glass Containers, and Helium Balloons are strictly prohibited at all fields.
- All users and representatives from the user groups, including coaches and spectators will treat all City staff with respect at all times.

## ATHLETIC FIELD USE AND ALLOCATION POLICY

### Exhibit A

#### Athletic Field Fees

Category	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Hourly Fee	\$0	\$0	\$0	\$5	\$15	\$20	\$25	\$30
Hourly Light Fee	\$0	\$0	\$0	\$10	\$10	\$10	\$10	\$10
Resident Per Player Fee	\$0	\$0	\$5	\$5	\$5	\$5	\$5	\$5
Non-Resident Per Player Fee	\$0	\$10	\$15	\$10	\$15	\$15	\$15	\$15

- Groups 2 and 3 permit fees are due before the end of the allocation season, June 15 or December 15.
- Groups 4 – 8 permit fees are due when the permit is confirmed and signed.
- Leagues with players on both recreational and competitive teams will only pay once per allocation at the competitive rate.
- On June 28, 2023, the City of Encinitas City Council approved [Resolution 2023-59](#). As part of this Resolution, City Council approved the pass-through of credit/debit card transaction fees as well as the pass-through of recreation software transaction fees.

*Note: Athletic Field Fees that were approved on June 28, 2023, will be effective July 1, 2024, and assessed annually.*

# ATHLETIC FIELD USE AND ALLOCATION POLICY

## Exhibit B

### Encinitas Community Park

Encinitas Community Park is a 44-acre multi-use park that encompasses a skate park, dedicated dog park, passive play areas, playground, walking trail, and athletic fields. The following conditions are placed on any event held at Encinitas Community Park.

- The skate park, athletic fields, and dog park hours of operation are 8:00 a.m. to sunset. All organized activities are not allowed to begin prior to 8:00 a.m. Special events are limited to daylight hours.
- Events determined to have a parking demand more than 419 parking spaces will require off-site parking, shuttle service, and a traffic management plan.
- Amplified sound must not exceed 50 dBA at the nearest residential property line. An event specific noise study prepared by a qualified acoustical consultant will be required to verify the conditions. Events must also comply with the City Noise Ordinance EMC Section 9.32.414.
- Portable lights are not allowed.
- Concession Facility Use requires a Special Event Permit and available only to Groups 2 and 3.

### All City Parks

Vendors, food trucks, and the sale of merchandise may be permitted during Special Events onl

