



**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: November 18, 2008

SUBJECT: Community & Senior Center Sports Facility Scheduling Policy

**Report in Brief**

The City currently operates one multi-purpose sports field, the Woodland Health Care field at the Community & Senior Center Sports Facility. After November 8, 2008, the City will operate an additional 3 multi-purpose sports fields. These fields can host a variety of sporting events. The main sporting activities they will support are softball, soccer and baseball. Because these sports go year round, it is necessary to determine each sport's priority season for these multi-purpose fields. At their July 22, 2008 meeting, the Woodland Sports Council recommended the attached policy to the Parks & Recreation Commission. Representatives from soccer, softball and baseball organizations were present. The Commission met on September 22, 2008 and unanimously recommended this policy to Council for approval.

Staff recommends that the City Council approve the Community & Senior Center Sports Facility Scheduling Policy as presented herein.

**Background**

Understanding that a policy needed to be developed to establish seasonal use of the new fields that would be built through the Community & Senior Center Sports Facility, the Parks and Recreation Commission requested that staff and stakeholders meet with the Woodland Sports Council to develop and recommend a priority use policy for the multi-use sports fields.

With input from representatives of the various sports organizations, the Sports Council developed and recommended the attached policy to the Parks and Recreation Commission.

Further discussion at the Parks and Recreation Commission meeting resulted in the attached recommendation.

The Department was approached by Senior Softball USA requesting the possibilities of hosting the California Challenge Cup August 11-16, 2009. This type of tournament has the potential to make an

economic impact to the Woodland community of \$5 million or more. Acknowledging that the City needs to attract these types of tournaments, staff established in the policy that major tournaments and events can supersede the priority use schedule.

### **Discussion**

The current priority use policy does not address the need to give first priority to regional events that have a significant economic impact to the City. In order to acknowledge this issue, the attached policy states that the Sports Park is designed as a tournament facility to bring regional and national tournaments to Woodland as an economic stimulus. While recognizing this fact, it is important to note that most of these events will likely be limited to weekends during approximately ten months of the year or approximately one-third of the available dates. During the other two-thirds of the year, the Sports Park will be available for community use.

In addition, the current policy does not establish priority seasons for the various sports that will be utilizing these multi-purpose fields. Therefore, it was important to establish the attached policy to give the appropriate direction on these matters.

With City Council's establishment of this policy, staff will be able to work with sports organizations in providing priority use to them during their peak seasons. It will also provide staff the ability to attract large events that have significant economic impact. Upon receipt of such a request, the staff will work with the local permitted group to rearrange their field use schedules to make room for these larger events.

### **Fiscal Impact**

The establishment of a policy that acknowledges the use of the Sports Park for events that have significant economic impact to the community as a first priority will provide more opportunity for local businesses to benefit from the activities and the City to generate resources to operate and maintain the facility.

### **Public Contact**

Posting of the City Council agenda.

### **Commission Recommendation**

The Parks and Recreation Commission unanimously recommend the attached policy.

**Council Committee Recommendation**

This policy was recommended to the Parks and Recreation Commission by the Woodland Sports Council.

**Alternative Courses of Action**

1. Approve the Community & Senior Center Sports Facility Scheduling Policy as presented herein.
2. Direct staff to modify specific elements of the Policy.

**Recommendation for Action**

Staff recommends that the City Council approve Alternative No. 1.

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Parks & Recreation Department

Reviewed by: Daniel W. Gentry, Director  
Parks & Recreation Department

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Mark G. Deven  
City Manager

Attachment: Community & Senior Center Sports Facility Scheduling Policy

# Community & Senior Center Sports Facility Scheduling Policy

## Description

This Policy applies to the four (4) Multi-Purpose Sports Fields at the Woodland Community & Senior Center and any future Multi-Purpose Sports Fields. The current 4 are: Woodland HealthCare Field, Yolo Federal Credit Union Field, and Fields 2 & 3 of the softball triplex.

## Priority Use

Softball/Baseball	April 1 – September 30
Soccer	October 1 – March 31

If the priority activity is not using a field then the City can grant a non-priority user a permit for use of the field. The City of Woodland programs and activities have first priority.

## Priority Users (in order of priority)

**The Woodland Sports Park is designed as a tournament facility to bring regional and national tournaments into the City as an economic stimulus. There is enormous economic benefit for hosting these type of tournaments. Therefore, these types of tournaments can supersede the priority use schedule.**

1. City Use: The City of Woodland programs and activities have first priority
2. Youth & Senior\* Non-Profit, Resident, Teams/Organizations: (over 50% of members must be residents). Non-fundraising activities only. The Woodland Joint Unified School District would be included in this category.
3. Adult Non-Profit, Resident Groups: (over 50% of members must be residents) or Non-Profit Resident Youth Groups conducting fundraising events.
4. Individuals or Groups, Resident: private resident individuals or groups.
5. Commercial, Resident: resident commercial for sports/social functions.
6. Youth & Senior\* Non-Profit, Non-Resident: non-profit teams/organizations (over 50% of members must be residents). Non-fundraising activities only. Other school districts would be included in this category.
7. Adult Non-Profit: adult non-profit, non-resident groups (over 50% of members must be resident) or Non-Profit Non-Resident Youth Groups conducting fundraising events.
8. Individuals or Groups: non-resident, non-profit individuals or groups.
9. Commercial, Non-Resident: non-resident commercial for sports/social functions.

*\*Senior priority will be given at Senior designated facilities/areas: also refer to Senior Center Fee guidelines of the Fee Schedule.*

### **Athletic Field Reservation Procedures**

Persons or groups wishing to use or rent an athletic field may apply according to the following procedure:

1. Complete and sign a Field Request Form. Do not include payment. Full payment is due upon approval of request.
2. Submit form to Parks & Recreation. The request will be evaluated for appropriateness, availability, and facility.
3. If request is approved, reservation agreement will be completed and the applicant notified. Applicant will sign agreement form and submit full payment of fees, including required deposits and insurance.
4. Requests will be processed in order of receipt.
5. The approval process may take up to 10 days. Applicants are encouraged to plan accordingly.
6. Reservation requests may be submitted up to 12 months prior to the requested date.
7. Any group or team who want to practice, play games, or host tournaments or league play on these fields must reserve the fields.
8. Use may be prevented if field conditions are not suitable.
9. Events charging admission for commercial uses require permission from the Special Events Committee.
10. Using the fields without a permit is not allowed.