



## COMMUNITY SERVICES DEPARTMENT

November 16, 2011

TO: Parks and Recreation Commission

FROM: Katrina Whiteaker, Recreation Services Manager  
Todd Zeo, Recreation Coordinator

RE: Field User Group Approval Process & Update

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### **Field User Group Approval Process**

In March 2010, the Parks and Rec Commission approved a new athletic field use policy. As part of the new policy (see Attachment A), athletic field user groups were required to fill out a Field User Group Application (see Attachment B). The application requires a presentation to the Parks and Recreation Commission for all new user groups. Returning user groups are only required to submit their updated paperwork. While the returning user groups are welcome to come to the annual presentation meeting, it is not a requirement for renewal unless the user group violated city field policies during the past year and is on probation.

### **Existing Field User Group Update**

Although 11 user groups were approved last year, only eight groups used field space. All of the returning user groups have provided their updated resident information to ensure the priority for field space for the upcoming year.

<b>Approved User Groups</b>				
<b>Organization</b>	<b>Residents</b>	<b>Non-Resident</b>	<b>Total Users</b>	<b>% of Residents</b>
AYSO	1307	387	1694	77.15%
Alpine Strikers Football Club (CYSA)	202	122	324	62.35%
Menlo Atherton Adult Soccer League (MAASL)	26	72	98	26.53%
Alpine Little League (ALL)	497	310	807	61.59%
Menlo-Atherton Little League (MALL)	357	180	537	66.48%
Menlo Atherton Lacrosse Grizzlies (MAL)	60	11	71	84.51%
Association de Futbol Latino Americana (ADF)	10	10	20	50.00%
Bulldog Sports	51	32	93	65.59%
<b>Totals</b>	<b>2459</b>	<b>1092</b>	<b>3551</b>	<b>69.25%</b>
City	Adult Sports Leagues, Kids Love Soccer Classes, City Summer Camps			
Other	1-time rentals and other smaller non-approved rental groups			

In addition, an analysis of the field space was conducted this year to help determine if there is still capacity for additional user groups. All of the field areas were evaluated to determine the total number of hours based on after school hours, 4-7 pm and 4-5:30 pm during day light saving time. Fields with lights (Kelly and Nealon park) were calculated from 4-10 pm. All fields' hours are included on Saturday and Sunday from 9am-6 pm for natural turf fields and 9am-10pm for Kelly Park. We also calculated just the peak season hours, determined to be the 3<sup>rd</sup> week in August through the 3<sup>rd</sup> week in November (FALL) and the beginning of March through the end of June (SPRING). The table below shows the total sports field hours available for user groups within the City of Menlo Park. Please note that in 2012-2013 Hillview Field will add an additional 6,864 hours overall and 3,900 hours during peak season but was not included in the calculations below.

<b>Total Sports Field Hours</b>	<b>Hrs Available</b>	<b>Hrs Used</b>	<b>Total %</b>
Overall	51,594	22,977	45%
Peak	34,845	22,977	66%

Staff has analyzed the individual user group percentage for the past year in the table below. Please note both the fall and spring peak seasons were included in this analysis. Therefore, groups that play year round will have a larger percentage for the entire year.

*Existing User Group Field Usage*

	<b>AYSO</b>	<b>CYSA</b>	<b>MAASL</b>	<b>ALL</b>	<b>MALL</b>	<b>MAL</b>	<b>ADF</b>	<b>BS</b>	<b>City</b>	<b>Other</b>
Hours Per Group	5,235	6,645	456	2,625	3,496	582	898	38	1,671	1,333
% of Overall Hours	10%	13%	1%	5%	7%	1%	2%	0%	3%	3%
% of Peak Season Hours	15%	19%	1%	8%	10%	2%	3%	0%	5%	4%

Note: Acronyms are described in the previous table on page 2.

This analysis indicates there is space for other groups to use the sports fields; however, the space can be found only during the following times and days:

- During non-peak season
- Later afternoon during Saturdays and Sundays
- Nealon Park, Oak Knoll, and Belle Haven School have additional availability during the weekends
- Less desirable areas (i.e. Area 9 at Burgess Park)

**New User Group Applications**

New user group applicants' presentations should take no more than 5 minutes and should cover the following:

1. Overview of Organization (location, board members, affiliations, vision/mission)
2. Total number of users
3. Percentage of residents and non-residents
4. Process for registration/enrollment (open, tryouts, etc)
5. Description of intended use of fields for 2012

6. Overview of field needs (locations, times, seasons)
7. Any other comments that would be beneficial to the Commission

*New Field User Group Resident Information*

<b>Proposed New User Groups</b>				
<b>Organization</b>	<b>Residents</b>	<b>Non-Resident</b>	<b>Total Users</b>	<b>% of Residents</b>
Bay Area Wave	24	134	158	15.19%
Stanford GOALS (Stanford University)	30	0	30	100.00%
St. Raymond School	42	0	42	100.00%
Mid-Pen High School	65	0	0	100.00%
<b>Totals</b>	<b>161</b>	<b>134</b>	<b>230</b>	<b>70.00%</b>

At the November 16 Commission meeting, we will be hearing from the above four new Field User Group applicants. We encourage you to ask questions or for points of clarification after each presentation, if needed, for each individual user group. At the conclusion of all of the presentations the Commission will be asked to provide approval, conditional approval, or denial for each of the User Group requests.

**Approval:** Complete information; demonstrated ability to follow the field use policies; an appropriate and intended use of City athletic fields

**Conditional Approval:** Incomplete information; on probationary status due to not following field use policies

**Deny Approval:** Failure to follow field use policies over the past year; not an appropriate or intended use of Menlo Park’s athletic fields

Approval of a User Group only guarantees field space for the user group; it does not guarantee the amount of field space, the field location, or times. The field allocation criteria stated in the athletic field policy will guide staff in making these field allocations as equitable as possible.

If additional groups have not filled out their paperwork in advance of the deadline or request field space after the review process, they may still be allotted field space. However, the field space will be allocated after all of the approved user groups have been allocated their field space.

*New Field User Group Presentation status*

<b>Proposed New User Group</b>	<b>Approval</b>	<b>Conditional Approval</b>	<b>Deny Approval</b>
Bay Area Wave	Meets criteria		
Stanford GOALS (Stanford University)	Meets criteria		
St. Raymond School	Meets criteria		
Mid-Pen High School	Meets criteria		
All Returning User Groups	Meets criteria, no violations		