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Parks & Recreation
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CITY OF SAN MARCOS YOUTH SPORTS COUNCIL POLICIES & PROCEDURES MANUAL

A COUNCIL DESIGNED TO ASSIST YOUTH SPORTS
OFFICERS IN THE CITY OF SAN MARCOS

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SECTION 1 – Statement of Purpose

The City of San Marcos Parks and Recreation (P&R Dept) and Public Works Departments are responsible for working with a variety of youth sports leagues to assist them in accomplishing their goals.

The Youth Sports Council has been developed to coordinate the use of City and designated San Marcos Unified School District facilities for youth sports organizations participating in the City of San Marcos. It shall be the policy of this Council to prioritize facility use according to seasonal priority. Seasons are defined as (I) February to July (Baseball, Softball, Lacrosse), and (II) August through January (Soccer, Football).

The Council will provide an organized forum for open communication and cooperation between the City and the youth sports organizations. The P&R Dept will play an important role in this process by facilitating the use of various public facilities for sports activities, and to serve as the liaison between member organizations.

It is the aim of the Youth Sports Council to work as a unified group to better serve the youth of this community.

SECTION 2 – Youth Sports Council Overview

2.1 Purpose

The purpose of the Youth Sports Council is to provide coordination among, and support for, organized youth sports activities in the City of San Marcos. It further promotes youth sports and recreation activities in San Marcos. **THE COUNCIL IS COMPRISED OF PEOPLE WITH COMMON GOALS WORKING TOGETHER TO DO A JOB, AN IMPORTANT JOB!**

2.2 Youth Sports Council Meetings

Council meetings shall be held on the first Tuesday of each month with a minimum of six (6) meetings per year. Meetings shall be held at the Public Works Department, located at 201 Mata Way, San Marcos, California 92069.

Persons directly associated with the member organization must sign the monthly meeting attendance sheet. Each league/organization shall provide a list of acceptable persons able to sign in as a representative. Two representatives per group are allowed to attend each meeting. It is the responsibility of each league/organization to keep this list up to date.

SECTION 3 – Field Policies and Procedures

3.1 Allocation of City of San Marcos Facilities

The City of San Marcos's athletic fields are available for use and subject to a formal request and allocation procedure. Information on field availability is provided to the Sports Council by Department staff. During the scheduling process, priority will always be given according to seasonal priority.



Seasonal priority is defined as (I) February through July (Baseball/Softball, Lacrosse), and (II) August through January (Soccer/Football).

The following policies and procedure has been established by the Youth Sports Council for allocating the use of City fields:

- a. Priority Use Policy. The facilities under the jurisdiction of the P&R Dept are available for recreation activities under the following order of priority:
 - i. Parks and Recreation Department programs
 - ii. Youth Sports Council member organizations.
 - iii. Youth resident groups
 - iv. Resident groups
 - v. Non-profit City organizations
 - vi. Non-resident groups
 - vii. Commercial enterprise.

Facilities are available to other groups only when City conducted recreation programs are not scheduled. The P&R Dept and Youth Sports Council will make facility assignments. It shall be based on **70%**¹ residency rate.

- b. Field Requests – All field requests shall be completed on the Facility Request Form for use of City Facilities and equipment and submitted to the P&R Dept. The requests shall include all pertinent information concerning the proposed use, times of use, numbers of users, and anticipated and other fields used by the applicant.
- c. Field Allocation. Field request shall be submitted to P&R Dept representative prior to each allocation period.
- d. City Authority over Field Allocation. The P&R Dept must approve the facility use permit before use begins. The Department has veto authority to overrule any field allocation decision by the Council.

The City also reserves the right to adjust the placement of teams regarding practice sites and game fields if circumstances warrant such action, including, but not limited to, the unforeseen closure of a field, or unsafe conditions.

Field Request Appeal Procedure. If the Youth Sports Council disagrees with a P&R Dept decision relating to field allocation, then it has the opportunity to appeal

¹Amended by YSC 2/3/15 from 80% to 70%.



that determination to the City of San Marcos P&R Commission.

- e. Field Negotiations between Member Organizations. Once a field has been allocated, negotiations for fields between Youth Sports Council members is allowed. Allocated fields that are not needed shall be returned to the Council for re-allocation. Any private agreement to change the allocation is outside the purpose of the Youth Sports Council field allocation. There shall be no relocating of games or practices on fields between members unless the fields involved have been officially allocated to the parties involved and the City representative to the Youth Sports Council has been notified and approves the request.

3.2.1 Allocation of Walnut Grove North Facilities

American Youth Soccer Organization 127 and San Marcos Youth Soccer will rotate use of Walnut Grove North in 2013 for games on Saturday's. Beginning June 2014, each group will have to submit registration forms or matrix detailing residency for each player by the 3rd Monday in June. These forms must be verified by their governing bodies and P&R Dept. Participant information submitted at that time will be used as the sole criterion to allocate the seasonal use of Walnut Grove North.

Residency requirements for use of the Walnut Grove North fields include:

- a. Seventy percent (70%)³ of all registered participants must reside in the City of San Marcos.¹
- b. Walnut Grove North will be allocated to the group meeting the required 60/40% ratio.² If the 60/40% ratio is not met, then Walnut Grove North will continue to be allocated on a yearly rotating basis.

¹ Only San Marcos Unified School District students that reside in the City of San Marcos will be considered City residents and count toward satisfying residency rate.

² The ratio refers to the group that has at least 60% of all registered participants between AYSO and SMYS

³ Amended by YSC 2/3/15 from 80% to 70%

3.3 Allocation of San Marcos Unified School District Facilities

The P&R Dept conducts after school activities at various school sites under a Joint use program with the San Marcos Unified School District (SMUSD). The P&R Dept will have first priority over all field use requests and school sites.

The Department will act as a liaison between SMUSD and the Council for coordinator of school field allocation and scheduling. Once a school field is assigned, it will be the responsibility of the organization president to contact the appropriate school directly to complete all necessary paperwork and obtain a field use permit.

The following procedures govern allocation of SMUSD school fields:



- a. Allocation of SMUSD fields shall be part of the allocation process conducted by the P&R Dept representative. Youth sports organizations participating at the time of the field allocation meeting will submit their request for SMUSD fields to the P&R Dept.
- b. The P&R Dept Director, or his/her designated representative, will receive information from the SMUSD regarding fields available for allocation.
- c. Information regarding field availability will be made available at the Council Field Allocation meeting.
- d. The organizations must contact the schools to sign contracts and submit proof of insurance. Groups must file necessary documents with individual schools in January for the February 1 through July 31 Spring/Summer seasonal allocation period and in July for the August 1 through January 31 Fall/Winter season allocation period. Final allocation of SMUSD fields will be approved by the SMUSD facilities and operation department. All applicable permits, insurance and hold harmless agreements must be submitted to the SMUSD before any use of school fields.
- e. At the end of the two weeks, the SMUSD will notify City staff regarding what groups have not contacted them.
- f. Any SMUSD field requested after the allocation meeting must go through the Council for approval. The Council appeal process must be followed for any disagreements involving allocation of SMUSD fields.
- i. Once approved, organizations are bound to follow the approved allocation of these fields. *Any organization or individual that approaches and receives a permit for any SMUSD field not on that organization's approved list of fields shall be subject to disciplinary³ action from the Council.*

It is understood that the individual school principals are bound by the existing 10 year MOU agreement. There is always the possibility that space will not be available at the schools requested by the Council member organization.

- j. Organizations are responsible for the condition in which they leave the school field premises, and should take extraordinary measures to maintain cleanliness and protect that premises from damage and mistreatment. In cases of facility abuse, the organization may be liable for the cost of repair. The school site administrator may suspend the use of SMUSD facilities if carelessness or abuse is determined.

3.4 Good Neighbor Policy

All member organizations shall be aware of the P&R Department's "Good Neighbor" policy and respect the property and needs of schools, nearby residents, other team and the City of San Marcos. Building constructive working relations with the property owners bordering the City's athletic fields essential. The City has established a policy that cancellation of field use may occur if there are numerous community complaints. This would limit field use to specific leagues and specific



seasons, and deny field space to supplement users (i.e. public rentals, club organizations, City recognized adult leagues). Being a good neighbor includes maintaining clean and attractive facilities, supervising the conduct of players and spectators, and respecting the interests of property owners. In addition, when there are several leagues using the same field, it is important for each league to stay within their assigned time limits. Courtesy and consideration given to each league makes living with crowded field conditions much easier, and makes it possible for each league wanting field time to get it.

3.5 City/Joint Use Field Closures

a. Field Closures. Fields may be closed at the discretion of the Public Works Department or its designated representatives. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs, rest and renovation periods, and sustainability for all City shared athletic fields. The City/Joint Use may close fields under any of the following non-exclusive circumstances:

- i. City engages in work involving any of the fields.
- ii. Health and safety of participants is threatened due to impending conditions, including but not limited to: inclement weather, over irrigation, muddy or wet conditions, etc.
- iii. Use could cause excess damage to fields if played on.

All organizations shall agree to postpone all practice and/or games when “Field Closed” signs are posted.

b. Playability Criteria. City staff will inspect all City athletic fields and determine the playability of those fields based on the following criteria:

- i. Baseball and Softball In-Fields. City staff will step onto the playing surface to determine moisture content. If his/her foot sinks into the topsoil at least ½-inch, then the field will be deemed unplayable.
- ii. Multi-Purpose Baseball and Softball Outfields-Turf. To determine the playability of turn areas such as soccer, football and baseball and softball outfields areas,

City staff will walk the fields looking for saturated areas of pooling water. If found, the field will be deemed unplayable.

b. Notification of Unplayable Fields. In all Council-conducted organizations, the following timetable shall be followed for all organizations:

- i. Personnel shall evaluate the conditions of playing fields by 7:00 am on weekends and holidays. Personnel shall evaluate field conditions by 2:00 p.m. on weekdays.
- ii. Personnel that close a field shall notify organizations of postponements at least one (1) hour prior to the first scheduled game or practice. After cancellations are



announced, field conditions should be noted and notification of possible postponements should be conducted, if weather conditions appear to be deteriorating.

- iii. In the event that field conditions deteriorate prior to the start of the first scheduled game or practice, the following steps shall be taken:
 - a. If field preparation crew has already started preparing the fields, they shall evaluate the playability of the field they are working on. City staff will then recommend whether the field will be playable.
 - b. If the first scheduled game has started, the game officials and organizations shall provide the final decision on the playability of the games for that individual field.
- iv. If the organizations are notified by City staff that the fields are no longer playable less than one hour prior to the start of the first scheduled game or practice, or after the start of the first scheduled game or practice, the following steps shall be taken:
 - a. P&R staff shall notify organization presidents via www.Rainedout.com, or as soon as possible to attempt to prevent players from making unnecessary trips to the field.
 - b. P&R Dept staff will update the weather line announcement, available at (760)744-9494 x2.
 - c. P&R Dept staff will update the City sports weather page and email the organization representatives on weekdays.

SECTION 4 – Roles and Responsibilities

4.1 City of San Marcos

By assisting the Youth Sports Council, the City will:

- a. Assist in assigning and locating fields for youth leagues.
- b. Mow and water all City fields on a year round basis.
- c. Maintain sprinkler system on all City fields.
- d. Fertilize and aerate City fields as needed.
- e. Provide trashcans at City fields and dump on a weekly basis or as needed.
- f. Repair fences and backstops that are City owned.
- g. Repair/replace and paint bleachers that are owned by the City.
- h. Maintain artificial turf.
- i. Pending availability, provide a room at a City Community Gymnasium for board meetings and registration at no charge during normal operating hours.² During non-operational hours Youth



Sports Council members will be charged an hourly staff fee of \$15 an hour as outline in the Master fee schedule will be charged. Cancellations for reservations Monday-Friday will require 24 hour notice. Failure to provide notice may result in being charged the full rental rate. Weekend reservations must be cancelled the Friday prior to your reservation. Failure to provide notice of cancellation for space reserved during non-operational hours will result in the minimum staff fee being charged and may result in the full rental rate being charged.

²Applies only to Youth Sports Council Members using City facilities for general membership meetings, board meetings, and organization registration. Use of City for any other function requires payment of standard facilities rental rates.

4.2 Youth Sports Council Members

By Membership on the Youth Sports Council, the youth sports organizations will:

- a. Maintain fields and facilities that are not maintained by the City. All facilities should be kept in a safe, attractive condition, and remain free of litter by a thorough litter pick-up following each day's activities.
- b. Perform necessary repairs to organization-owned facilities resulting from vandalism. Whenever possible, the City will temporarily secure buildings in emergencies, but permanent repair work must be performed by the organizations.
- c. Furnish keys to the P&R Dept for organization-used facilities on City property. The organization must supply all locks. The City will not perform services when access is not available.
- d. Maintain concession stands in a clean, uncluttered condition, which meets all health department rules. The organization should contact the County department of Environmental Health Services for rules, standards, and inspections. In addition, youth groups are responsible for maintenance/wear and tear on city concession buildings both inside and outside.
- e. Request permission in writing from the P&R Dept and Public Works Departments prior to adding, altering or modifying structures (*or fields**) located on City property.
- f. Update the P&R Dept on new organization officers. The organization must submit a list of their officers to the P&R Dept. This list should be updated whenever any changes occur, within one week of the change.
- g. Adhere to the City's policy of requiring that field lights must be turned off no later than 10:45pm. In addition, no new innings shall be started after 9:30pm. Practices and games must not start before 8:00am.
- h. Require that all organization volunteers and Board members have passed background checks by local authorities or have been fingerprinted and screened by local authorities or the Department of Justice.



- i. Adhere to all City of San Marcos Municipal codes and ordinances.

SECTION 5 BY-LAWS

ARTICLE I Name

This council shall be known as the City of San Marcos Youth Sports “Council.”

ARTICLE II Purpose

The purposes of the Council are:

1. To establish a set criteria for new members, due to the increased number of club and travel teams requesting Youth Sports Council Membership. Club and travel teams extend beyond the definition of “recreational” in that they are traditionally composed of select players; membership on club and travel teams is not always open to the unskilled or new player to the sport and this deviates from the recreational philosophy of “everyone plays.”
2. To advise the City of San Marcos P&R and Public Works Departments of athletic and sports concerns.
3. To unite all youth athletic organizations participating in the City of San Marcos.
4. To provide support to youth sports organizations by assisting in the coordination of sports and recreation activities in the City of San Marcos.
5. To assure that policies and ethics of high standards govern the athletic programs at all times, bearing in mind the aims and ideals of each youth sports organization.
6. To assure development of a program of good sportsmanship, good character, citizenship, and physical and mental well-being for the athletic participants in youth sports organizations.
7. To act as a coordination body between each of the member youth sports organizations and the City of San Marcos.

Article III - Membership

1. Eligibility for Membership. Eligibility for membership in the Council is limited to the following:
 - a. Youth serving, non-profit leagues, organizations and club teams that are not affiliated with public or private schools. Member organizations must be tax-exempt 501(c)(3) non-profit organizations or registered State/Federal tax-exempt organizations.



- b. At least **seventy percent (70%)**¹ of the participants must reside within the jurisdictional limits of the City of San Marcos. League rosters may be required for verification.

2. Types of Members. The categories of Council membership are as follows:

- a. Active Member. Active membership in the Council is open to individuals and organizations that meet the general membership requirements. Active Members are individuals and organizations responsible for the coordination and implementation of a youth sports program. Coaches, organization staff, and the board are mostly made up of parent volunteers.

There are currently nine (9) Active Member youth sports organizations serving in the Youth Sports Council. All organizations that are members as of February 1, 2013 and have maintained continuous membership from this date forward shall be grand fathered in and will receive Active Member status. Active Members shall have the privileges and voting powers enumerated herein.

The following table demonstrates those organizations that are Active Members of the Council as of July 1, 2015:

San Marcos Resident Youth Sports Groups	San Marcos Resident Youth Club Sports Groups
SM AYSO 127	SM United
San Elijo AYSO 1505	SM Youth Lacrosse
SM Youth Soccer (SMYS)	
SM Pop Warner	Associate Member
SM Youth Baseball	SM Rugby
SM Girls Softball	NFL Flag SD
SM Youth Basketball	

- b. Associate Member. Associate membership on the Council is open to individuals and organizations that meet the general membership requirements. Associate Members must attend every Youth Sports Council meeting for one (1) year. There is a three (3) year probationary period to become an Active Member.

¹Amended by YSC 2/3/15 from 80% to 70%.

Associate members shall be allocated fields during each successive allocation period only after the needs of the Active Membership have been met. Associate members in-season will have seasonal



priority for fields over out-of-season Active Members. During the scheduling process, priority will always be given according to seasonal priority.

- c. City Staff Ex-Officio Liaison. The P&R Dept Director or his/her designated representative shall serve as liaison of the Council to observe and assist the Council and keep the City informed about the Council. The City liaison shall have no voting rights with respect to any actions of the Council but retains his/her ability to vote on any issues that may come before the P&R Commission.

3. Application for Membership.

Any youth sports organization applying for membership in the Council must be approved by a vote of two-thirds (2/3) of the Active Members. Applications for membership in the Youth Sports Council will not be approved, and will be placed in a pending file in the order they were received. Applicants will not have any membership rights or privileges, and will not be allocated field space at City facilities. Any new membership application submitted for approval and is approved shall be taken only as an Associate member. If any new member qualifies for active membership they may apply for active status after the moratorium has ended. This moratorium will be in effect until such time as additional City facilities are made available for allocation, current membership needs are met, and the Council amends the by-laws.

4. Amendment to Membership. Changes to membership can occur by motion of any active member and voted on by the active membership. A vote of two-thirds (2/3) of the active member organizations is required. Any organization voted in as an Associate Member during this time can reapply for membership as an active member after 6 months or at the date this amendment has been removed by the membership.

5. Termination of Membership.

- a. Any Active or Associate member who shall cease to have connection with a youth sports organization shall be automatically terminated as a member.
- b. Any member who has been inactive for a period of one calendar year, no meeting attendance or allocation requests, shall be subject to termination of membership. The Youth Sports Council shall notify organizations or individuals in writing that their membership has been terminated.

That organization or member will have thirty days from the dated letter to submit a written appeal regarding their membership status. The appeal is to be mailed/delivered to the City of San Marcos P&R Dept to the attention of the Youth Sports Council.



- c. Any member organization who conduct is inconsistent with the aims and objectives of this Council shall be subject to termination of membership, including but not limited to the following circumstances:
 - i. Inappropriate sponsorships.
 - ii. Continued use of fields when those fields have been closed for maintenance or due to weather conditions.
 - iii. Failure to handle continuing discipline issues within your organization that affect other Youth Sports Council members or community interests.
 - iv. Failure to abide by the Youth Sports Council By-Laws.
 - v. Failure to abide by decisions/direction given from the Youth Sports Council or the City of San Marcos.
6. Appeal of membership Termination. The Youth Sports Council Active membership shall vote on any appeal. A two thirds (2/3) vote shall determine the appeal.

ARTICLE IV – Membership Obligations

1. Member Obligations. To remain a member in good standing, each youth sports organization shall comply with the following obligations:
 - a. Maintain the residency ratio in accordance with Article III, above.
 - b. Submit the proper City/SMUSD facility use forms, when applicable, and keep information current.
 - c. All team coaches and board members must pass a background check and/or be fingerprinted, as determined by the team’s parent organization.
 - d. Adhere to all City of San Marcos Municipal codes and ordinances.
 - e. Work in close cooperation with the Youth Sports Council, P&R Dept.
 - f. Provide evidence of proper insurance coverage. All members must maintain Commercial General Liability Insurance in the amount of \$1 million per occurrence. Coverage must be issued with a company with an A.M. Best rating of “A”, “V”, or better and be licensed to do business in the State of California. An additional insured endorsement must be provided naming the City of San Marcos, its officers, officials, employees and volunteers as additional insured, the liability for which shall be single limit liability of not less than \$1,000,000. The insurance provided shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers.



Any insurance or self-insurance maintained by the City shall be excess of the Member's insurance and shall not contribute to it. The organization agrees to keep said policy in force so long as the City continues to permit the organization to use fields or facilities located within the City, and the policy shall be endorsed to state that coverage shall not be cancelled by the insurer except after thirty (30) days written notice has been given to the City.

Any organization that fails to provide the proper Certificate of insurance along with the additionally insured endorsement shall be restricted from use of City facilities until proper documents have been submitted and approved by the City of San Marcos. Proof of

Spring/Summer insurance is due at the January Council meeting and proof of Fall/Winter insurance is due at the July Council meeting.

- g. Pay the required Council dues and fees, as applicable, according to Article VI, below.

ARTICLE V - Voting

1. Active Member Voting Rights. Each Active Member organization of the Youth Sports Council in good standing shall be entitled to one (1) vote at any Council meeting. Voting by proxy is expressly prohibited.
2. Voting Representative. Each Active Member organization shall designate a voting representative or appointed member to vote at Council meetings on behalf of that organization.
3. Voting Restricted to Active Members. Associate Members and City Staff Ex-Officio Members do not have voting privileges.

ARTICLE VI – Dues/Fees

1. Payment of Dues. To finance the Youth Sports Council's operation, member organizations may be assessed an annual membership fee by a majority vote of Council.
2. Youth Organization League Fees. Fees shall be billed quarterly by the City of San Marcos according to seasonal priority (Fall/Winter allocation: August through January; Spring/Summer allocation: February through July). Any unpaid per player/lighting fees may cause an organization to lose field space and/or lighting privileges.
3. Delinquency of Dues/Fees. Any member who is delinquent in the payment of dues/fees upon written notice shall have 14 days to make payment in full of all delinquent fees. *Youth Sports Council fees for team registration (see Classification and Fee Schedule) and use of lights must



be paid prior to the start of the next allocation period. Failure to make payment shall cause the organization to be placed on an inactive status with no voting or allocation privileges until all fees have been paid.

4. Sports Field Fee. All San Marcos Youth Resident non-profit sports groups hosting a tournament that accepts non-resident teams will pay for use of the City sports fields. The sports field fee will be based upon the City of San P&R Dept “Classification and Facility Charges- Sports Fields” approved in December 2011.
5. City Staff Member Fee for Tournaments. A Public Works parks employee or an
6. assigned contractual maintenance person will be assigned to all major all-star or tournament events. They will be responsible for all standard park support tasks and emergencies during the course of the event. All groups must provide payment for these services at the following rates:
 - a. Public Works employee: TBD
 - b. Contractual maintenance person: \$32.50 per hour

ARTICLE VII - Meetings

1. Regular Monthly Meetings. Regular monthly membership meetings of the Youth Sports Council shall be held six (6) times each year. Exact dates to be determined by the Council.
2. Attendance at Meetings. A member organization in good standing shall be determined by regular attendance. Attendance shall be required at five of the six regularly scheduled Youth Sports Council meetings. Two representatives per member organization are allowed to attend each meeting. Each organization shall submit an updated list of representatives permitted to attend the meeting on its behalf.
3. Rules of Order. Roberts Rules of Order shall be used to conduct all meetings insofar as they are consistent with these bylaws.

ARTICLE VIII – Amendment of the Bylaws

Any proposed amendment to these bylaws shall be presented in writing at a regular or special meeting, but action on such proposed amendment may be taken only on a second reading at a following or special meeting, and the affirmative vote of two-thirds of the member organization present shall be necessary for amendment adoption.