



Interoffice Memorandum

May 11, 2022

**AGENDA ITEM**

TO: Mayor Jerry L. Demings  
--AND--  
County Commissioners

THRU: Lavon Williams, Esq., AICP *Lavon B Williams*  
Interim Deputy Director, Community and Family Services Department

FROM: Matt Suedmeyer, Manager  
Parks and Recreation Division

SUBJECT: **Discussion Agenda Item – May 24, 2022**  
Multi-Purpose Field Allocation Procedures Update

On May 24, 2022 staff will update the Board on the Multi-Purpose Field Allocation Procedures previously presented at the November 30, 2021 Board meeting along with recommended changes.

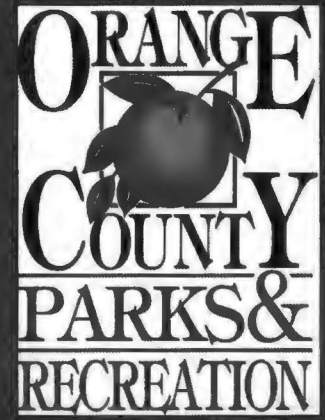
The Multi-Purpose Field Allocation Procedures changes have been discussed with the Parks Advisory Board. In addition, four stakeholder meetings have been held to review recommended changes and receive input from the existing and future user groups. Changes to the procedures have been reviewed and approved by the Parks Advisory Board. As a result, staff has updated the Multi-Purpose Field Allocation Procedures.

If you have questions prior to the Board meeting, please do not hesitate to contact me at (407) 836-6202.

**ACTION REQUESTED: Approval of changes to the updated 2022 Multi-Purpose Field Allocation Procedures and authorization of any future changes to the Field Allocation Procedures to be approved by the Parks Advisory Board. All Districts**

MS:jamh

Attachment



## Multi-Purpose Field Allocation Procedures



Orange County Parks and  
Recreation Division  
4801 West Colonial Drive  
Orlando, FL 32808

**ORANGE COUNTY PARKS AND RECREATION  
MULTI-PURPOSE FIELD ALLOCATION**

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## **ORANGE COUNTY PARKS AND RECREATION MULTI-PURPOSE FIELD ALLOCATION**

### **BACKGROUND:**

The Orange County community is fortunate to have a tremendous interest in field sports with high participation levels in County programs, organized youth sports organizations and school programs. This demand has taxed the limited playing field resources to an extreme level. Although the County's maintenance efforts are much higher than most, because of the high level of activity it is difficult to keep field conditions at a premium level throughout the year. The guidelines for allocation of playing fields provide a clear and equitable process that allows for a balance of use and attempts to reduce wear of natural turf fields.

The field allocation procedures consists of an application process which requests information about the sports organization desiring to be an Youth Sports Partner, scores and ranks the organization using criteria that best meets the mission of the County and issues field space reservation permits for use of the fields. This process is designed to give preference to Orange County youth for organized athletic activity while still providing opportunity for broader public access and adequate field maintenance.

### **PURPOSE:**

The Orange County Parks and Recreation Division seeks partnerships with non-profit sports organizations to provide recreational opportunities, for all ages, at our facilities. Orange County seeks to establish one Youth Sports Partner per park.

### **PROCEDURES:**

The field allocation process is divided into three distinct processes:

1. Application Process for Youth Sports Partners
2. Completion of a Youth License Agreement
3. Issuance of Field Space Reservation Permits

Entities not awarded field space through the Youth Sport Partner process may utilize fields based on space availability, following the seasonal schedule outlined for Youth Sports Partners (See page 6, *Application Process for Non-Youth Sports Partner*).

### **Application Process for Youth Sports Partners**

Once every two years, Orange County Parks and Recreation Division will accept Applications from organized youth sport groups wishing to become a Youth Sports Partner.

**In order to be eligible to be a Youth Sports Partner and submit an application, the organization must meet the following criteria:**

- Be an Organized Youth Sport Group that is sanctioned and governed by a recognized regional, state or local body.
- Provide athletic programs to a specific service area in close proximity to requested playing fields.
- The Organized Youth Sport Group must run its programs in such a manner that its activities are open to all persons who wish to participate, regardless of race, gender, national origin or disability.
- Organized Youth Sport Group whose general membership is not based exclusively on ability and performance through a “try out” system and who do not reserve the right to “cut” players from teams.
- Organized Youth Sport Group shall be composed of at least 85% Orange County Residents.
- Organized Youth Sport Group must operate as a non-profit corporation under the laws set forth for incorporation by the State of Florida. A certificate of incorporation and copy of the organization’s by-laws must be supplied to the Parks and Recreation Division.
- The Organized Youth Sports Group must provide proof of a scholarship program for underprivileged youth.
- The Youth Sports Organization must list Orange County Parks and Recreation Division as an authorized user under the organizations governing body to allow the Division to check roster addresses. For the 2022 cycle, applicants may submit a 2021-2022 roster in lieu of the governing bodies roster access. By September of 2022, all roster must be updated with the governing body and are subject to audit.

Organized youth sports groups are invited to apply for seasonal use of park playing fields. These organizations may also apply to use the County’s sports storage space, concession stands and hang banners. The established application timelines are:

- Applications Available      Fourth Week in May

- Application Deadline Fourth Week in June

Organizations that miss the application submittal window will be subject to the Application Process for Non-Youth Sports Partners.

Youth Sports Partners who violate Youth Sports Partner Eligibility Criteria will lose their standing as a Youth Sports Partner.

One application per park organization is allowed. No applicant will be awarded more than two Park locations.

Organized youth sports groups and community groups desiring ongoing field space must submit rosters with addresses of participants. The amount of field time allocated to each group is dependent upon the number of Orange County resident participants in relationship to the available permit hours as well as the priority use designated for each season, field and time frame. While fields have been assigned based on historical data, County staff will work with the Parks Advisory Board as needed regarding field assignments.

Applications will be reviewed and scored by the Parks Advisory Board. Point rankings will determine which Youth Sports Partner will be awarded an agreement. Youth License Agreements are a binding two-year contract, authorized by the Board of County Commissioners.

#### **Completion of a Youth License Agreement**

All Youth Sports organizations awarded an agreement will be required to adhere to the Athletic Facility Management Plan.

#### **Games & Practices**

The Orange County Parks and Recreation Division has the responsibility to manage facility uses to accommodate the greater need of all Orange County residents and users and to ensure facility access to the greatest number of users.

#### **Residency Requirement**

If residency is questioned, physical proof will be required through documentation (i.e. water bill or power bill). All user organizations or teams may be composed of youth residing in different locations throughout Orange County, if not prohibited by their sanctioning body.

### Fees & Payment

Uniform hourly scheduling and fees apply to ALL users. Youth Sports Partner contracts will include a fixed monthly payment plan based upon the agreed upon allocation. Since fields are allocated before season, eliminating access for other groups, refunds will not be made for unused allocations.

Each organization will be required to have all applicable fees paid before their monthly usage period. If payment does not occur, the organization will incur late fees and be restricted from reserving any future field space or any other Orange County facility until the debt is rectified.

### Background Screening

The Division requires all organized youth sport groups to comply with Florida Statutes.

### Issuance of Field Space Reservation Permits

Youth Sports Agreements will be issued based on the field ranking criteria scoring results. The following steps will take place if an organization is awarded facility usage rights:

Field space will be distributed to the Youth Sports Partner with no more than 4.5 hours per week (3 hours for practice and 1.5 hours for game) per team for half a field. This will be determined by the number of team rosters recorded by the sanctioning agency the prior season. The Youth Sports Partner will choose the days to use the fields for their allotted time in January and July. The 4.5 hours of allotted field space must be used by the teams identified in the roster and cannot be used by other teams.

If, for example, a club has 20 teams:

- 20 teams x 3 practice hours each week = 60 team practice hours per week;
- resulting in 60 hours of access to 1/2 of 1 full multi-purpose field per week;
- meaning if a park has 2 full multi-purpose fields, divide 60 by 4 (number of 1/2 fields) = 15 hours;
- i.e. 15 hours for 2 full fields per week, meaning 3 hours on each of the 5 weekdays (Mon-Fri)

Time blocks will be awarded by days to allow Non-Youth Sports Partners to use full days.

Field Space Reservation approval requires authorization by the Site Supervisor to ensure there are no programmatic, scheduled events or operational conflicts. A copy of the approved Field Space Reservation permit will be given to the applicant.

Parks and Recreation will permit space with good faith that groups are not simply monopolizing fields. Groups who have not used fields responsibly or have violated any of the use guidelines may jeopardize renewal of their Contract. Permitted Youth Sports Partners may request a reduction of their annual allotment during the field allotment process in January and July. Youth Sports partners request to expand will be included in the next application window.

Permits are issued in one-hour increments. Permits must end by 10:00 pm at parks with field lights; and at dusk at parks without field lights.

The Youth Sports Partner's fields must be the host fields for the Recreational League. Recreation Leagues must have priority use over Competitive Teams.

#### **Application Process for Non-Youth Sports Partner**

Seasonal field space reservation permits for recreational play will be issued by the Park Site based on space availability following the seasonal schedule outlined for Youth Sports Partners. A Certificate of Insurance naming Orange County as Additional Insured will be required.

All applicable fees are located in the Division's fee schedule. A field reservation will not be considered permitted until a Facility Use Contract is signed and appropriate fees have been collected.

Conducting or operating organized leagues and tournaments is prohibited without a permit.

Sundays will be dedicated to adult community groups. Adult community groups desiring field time besides Sundays will be permitted after Youth Sports Partners have been allocated.

#### **Non-Youth Sports Partner Field Allocation Process.**

Every six months in January and July the Site Supervisor from each park site will hold a Field Allocation Meeting with all organizations wanting field space. Field space not being used by the Youth Sports Partner will be divided between all Orange County participants in attendance by the following method:



- The demand formula takes into account the field capacity for prime time hours (weekdays from 5 pm to 9 pm, Saturdays and Sundays from 9 am to 5 pm) and field requests and allocates field space based upon the number of participants in the organization (i.e. If Organization A has a 400 participants and Organization B has 600 participants, Organization A would have the right to 40% of the field space and Organization B would have the right to 60% of the field space).
- A lottery or draw system will be used by the Division to implement this demand formula in the fairest manner.

### **Field Allocation Decisions**

Any disputes with the Field Allocation Awards may be appealed to the Parks Advisory Board in writing within one week of the decision. The Parks Advisory Board will review the appeal at the next available meeting. The Board's decision will be final and binding to both users and the Division.

2022 FIELD ALLOCATION EVALUATION

Organization \_\_\_\_\_ Score: \_\_\_\_\_

Park Site: \_\_\_\_\_

*Orange County Parks and Recreation will be solely responsible for evaluating submissions.*

**1. Number of players living within a 10 mile radius of fields requested, verified by roster/addresses.**

- \_\_\_ 500+            10 points
- \_\_\_ 301-500        8 points
- \_\_\_ 201-300        6 points
- \_\_\_ 101-200        4 points
- \_\_\_ 50-100         2 points

**TOTAL \_\_\_ Points**

**2. Percent of Orange County resident participants.**

- \_\_\_ 90%-100%      10 points
- \_\_\_ 75-89%         5 points

**TOTAL \_\_\_ Points**

**3. Percent of budget dedicated to paid staffing or personnel.**

- \_\_\_ 0-10%            10 points
- \_\_\_ 11-25%          5 points
- \_\_\_ 26+%            2 points

**TOTAL \_\_\_ Points**

**4. What percentage of your participants are under the age of 10? (1 point for each 10%)**

\_\_\_\_\_

**TOTAL \_\_\_ Points**

**TOTAL POINTS PAGE 1: \_\_\_\_\_**

**5. What percentage of your revenue is dedicated to (Make sure both combined equal 100%).**

\_\_\_ U10 and under (1 point for each 10% for U10 and under ONLY)

\_\_\_ U11-U19

**TOTAL \_\_\_ Points**

**6. Percent of program which is non-selective (no cuts; all play regardless of ability)**

\_\_\_ 80%-100%      10 points

\_\_\_ 50-79%      5 points

\_\_\_ less than 49%      2 points

**TOTAL \_\_\_ Points**

**7. Prior use and historical relationship with Orange County.**

Five (5) points will be awarded for each of the following\*:

Yes \_\_\_ No \_\_\_      \_\_\_ Pts      Timely Payments

Yes \_\_\_ No \_\_\_      \_\_\_ Pts      Verified Volunteer Backgrounds

Yes \_\_\_ No \_\_\_      \_\_\_ Pts      Timely submittal of practice and game

Yes \_\_\_ No \_\_\_      \_\_\_ Pts      Good communication between Division and Representatives

Yes \_\_\_ No \_\_\_      \_\_\_ Pts      Full utilization of prior requested space (no abusive block scheduling or wasted reservations)

*\*if no historic use, staff will look at reference provided to obtain scores*

**TOTAL POINTS PAGE 2: \_\_\_\_\_**

\*\*\*\*\*

**TOTAL POINTS PAGE 1: \_\_\_\_\_**

**TOTAL POINTS PAGE 2:    +    \_\_\_\_\_**  
\_\_\_\_\_

**TOTAL POINT SCORE: \_\_\_\_\_ POINTS** (enter score on top of page 1)

Note: In the event of a tie, historical use will be utilized to determine who is awarded the field. The Parks Advisory Board will determine the outcome in any tie situation.