



San Mateo Union High School District Business Office

## **Field Allocation Procedures**

**Updated June 2017**

### **Overview**

SMUHSD athletic teams have priority use of SMUHSD athletic fields. Availability for community organizations is determined on a seasonal basis after the high school athletic programs have secured adequate time and space. Groups may request field (and stadium track) time one to two months in advance, but approval of these requests often is not provided until just prior to the start of a high school sports season. All groups should be aware that field time during the months of February and November is especially limited. These are overlap months for high school fall/winter sports (November) and winter/spring sports (February) and there typically is not enough field time to meet the needs of the high school teams during these months.

Since community demand for fields far exceeds supply, SMUHSD has established priority booking levels based upon a group's residency within SMUHSD boundaries. SMUHSD gives preference to Local Groups in their primary season of sport, Community Events, and Neighborhood Recreational Groups before opening field time to Local Groups in their off season and, after that, to a wider set of users. Groups are considered local if at least 85% of their participants reside within SMUHSD boundaries. Local Groups must designate one season as their primary season, even if they conduct year round operations, and submit registration data to substantiate their level of residency. (Parochial schools located within SMUHSD boundaries are granted local status for the track and field season and need not submit residency data.) Community Events must be preapproved by the Facilities Use department before the organizer may submit a request online. This category includes events such as walkathons, fun runs and AYSO Opening Day. Neighborhood Recreational Groups are those organizations that can show 100% SMUHSD residency and that wish to have a regular field reservation for recreational sports. Community Events are exempt from residency standards, but Neighborhood Recreational Groups must submit residency data to receive priority booking privileges.

# Priority Booking Levels

## Level 1

- **Local Groups, In Season with Minimum 85% SMUHSD Residency**

Groups are permitted one primary season only, even if they operate year round. Priority booking is allowed only at sites where groups have well established permit history. Parochial schools located within SMUHSD boundaries are granted local status for the spring track and field season.

- **Community Events pre-approved by Facilities Use Department  
No Residency Requirements**

Organizers must present their written proposal to Facilities Use at least one month prior to the opening of a booking period. Examples of community events include AYSO Opening Day, Walkathons, Dragons Soccer Games and Fun Runs.

- **Neighborhood Recreational Groups with 100% SMUHSD Residency**

Priority booking is allowed only at sites where groups have well established permit history. Newly formed groups must wait one year to apply during Level 1 dates.

## Level 2

- **Local Groups, Off Season with Minimum 85% SMUHSD Residency**

Priority booking is allowed only at sites where groups have well established permit history.

## Level 3

- **Youth Groups with Less than 85 % SMUHSD Residency**

Booking allowed at one site only.

## Level 4

- All organizations through the end of the Current Booking Period

# Residency Requirements and Deadlines for Submission

All groups must submit requests for field time and stadium track times via [Facilitron](https://www.facilitron.com/smuhsd94401) (<https://www.facilitron.com/smuhsd94401>), SMUHSD's online booking system. Groups representing that they meet the minimum 85% SMUHSD residency requirement or 100% SMUHSD residency will be allowed to book fields in advance of submitting their registration data. This is to ensure that SMUHSD receives the most accurate, complete and up-to-date registration information that corresponds to the season of field use.

Should a club's registration data fail to substantiate a minimum of 85% or 100% residency within SMUHSD, the group's field reservations for the applicable season will be cancelled and the group will be required to resubmit with the appropriate booking level. Should it be determined that a club has provided false or misleading information to secure priority residency designations, the club will lose priority booking privileges for a minimum of three years, and all current bookings are subject to cancellation by SMUHSD.

## Level 1: Local Groups, In Season with Minimum 85% SMUHSD Residency

### Deadlines for Residency Information:

- **January 15:** Level 1 applicants reserving field time from February 1 through May 31. Updated roster due by April 1.
- **August 1:** Level 1 applicants reserving field time from August 15 through October 31. Updated roster due by September 1.
- **October 5:** Level 1 applicants reserving field time from November 1-January 31.

### Submission Requirements:

1. Master club roster to be organized in descending order by oldest teams to youngest teams. Information to include: Age Group, Team Name, Coach Name, Alphabetized Player Names (Last name first), School, Street Address, City, Zip Code.
2. Summary sheet listing Names, Cities, Zip Codes with totals by zip code.
3. Start and end dates of primary season.
4. Final practice and game schedules, or links to same, posted to each permit. Newly formed local groups will be required to wait one year to apply through this process, and should reserve during Level 3 or 4 to establish a 12-month record with SMUHSD.

## **Level 1: Community Events pre-approved by Facilities Use Department**

### **No Residency Requirements**

#### **Deadline for Written Proposal: 1 month prior to start of booking period**

Community events are exempt from providing residency data; however, the organizer must submit a written proposal to the Facilities Use Department a minimum of one month prior to the start of a booking period. Level 1 approval is granted per event at the discretion of the Facilities Use Department.

## **Level 1: Neighborhood Recreational Groups with 100% SMUHSD Residency**

### **Deadlines for Residency Information:**

- **January 15:** Level 1 applicants reserving field time from February 1 through August 31.
- **August 1:** Level 1 applicants reserving field time from September 1 through January 31.

**Submission Requirement:** Master roster that includes the name, address, city, and zip code of each member and totals by zip code. Roster size will be a factor in field time approved.

Permits for Neighbor Recreational Groups will be issued for not more than one time per week, and for not more than 1.5 hrs. per day.

Newly formed neighborhood groups will be required to wait one year to apply through this process, and should reserve during Level 4 to establish a 12 month record with the District.

## **Level 2: Local Groups, Off Season with Minimum 85% SMUHSD Residency**

### **Deadlines for Residency Information:**

- **January 15:** Level 2 applicants reserving field time from February 1 through May 31. Updated roster due by April 1.
- **August 1:** Level 2 applicants reserving field time from August 15 through October 31. Updated roster due by September 1.
- **October 5:** Level 2 applicants reserving field time from November 1-January 31.

## Submission Requirements:

1. Master club roster to be organized in descending order by oldest teams to youngest teams. Information to include: Age Group, Team Name, Coach Name, Alphabetized Player Names (Last name first), School, Street Address, City, Zip Code.
2. Summary sheet listing Names, Cities, Zip Codes with totals by zip code.
3. Start and end dates of primary season.
4. Groups will be expected to post final practice and game schedules to permit

## Level 3: Youth Groups with less than 85% SMUHSD Residency

Clubs must serve athletes under 18 years of age, and they may book at one site only.

## Level 4: All Organizations

No requirements.

---

## Booking Periods for Athletic Fields

**Fall Sports Season:** For reservations August 15 through October 31

- Level 1: July 1 at one historical site only
- Level 2: July 20 at one historical site only

Residency data due August 1

- Level 3: Aug 10 at one site only
- Level 4: Aug 20 at all campuses

**Winter Sports Season:** For reservations November 1 through January 31

- Level 1: Sept 1 at one historical site only
- Level 2: Oct 1 at one historical site only

Residency data due October 5

- Level 3: Oct 10 at one site only
- Level 4: Oct 20 at all campuses

**Spring Sports Season:** For reservations February 1 through May 31

- Level 1: December 15 at one historical site only
- Level 2: January 5 at one historical site only

Residency data due January 15

- Level 3: January 20 at one site only
- Level 4: February 1 at all campuses

**Summer Sports Season:** For reservations June 1 - August 14

- March 1: Open to all groups without restrictions with priority given to Level 1 groups that need to finish spring season practices and games.

## Notes for Schedulers

- Multiple Level 1 groups vying for field time at the same site during the same season are encouraged to coordinate their needs prior to booking online. Any conflicts among Level 1 groups will be resolved by the Facilities Use Department. Roster size and history of unused field time will be factors in resolving conflicts.
- Newly formed groups representing 85% or 100% SMUHSD residency will be required to wait one year before being recognized as a Level 1 or 2 group, and must establish a 12-month record by booking during Level 3 or 4.
- Groups that downsize or reorganize in an effort to achieve Local Group status should expect to receive less field time overall.
- Groups that reorganize to claim more than one primary season will be denied field time.
- Level 1 or 2 groups may not use their priority booking privileges to book for any other organizations. Nor may a Level 1 or 2 group release time with the expectation that another group of their choosing will have access to the released time. One-off requests to help another organization at the same site will be considered on a case by case basis.
- Facilities Use will continue to track field time that is booked and not used, and that data will be factored into a group's request for the same season the following year.
- Groups are encouraged to release field time as soon as it's clear it will go unused, and at least 3 weeks in advance of a date. Any indication that a group is hoarding field time to prevent another group or groups from accessing fields will be dealt with swiftly and will result in loss of booking privileges with SMUHSD.
- A group whose primary season straddles two high school seasons will be granted Level 1 privileges to start or finish out its season, but schedulers must adhere to the booking schedule.
- If a Level 1 group applies for open time and is then denied an entire slot due to a regularly scheduled school activity then the Facilities Use Department reserves the right to reduce time that may have been reserved and approved for a Level 2 user.

## General Rules

- There are four periods for field reservations: Winter, Spring, Summer and Fall. These periods align with the seasons of sport for SMUHSD high school teams. We accept reservations for one season at a time only.
- The start time for submitting permits on any opening day of a booking period is 9:00 a.m. Permits time stamped by Civic Permits prior to 9:00 a.m. on the first morning of the booking period will be cancelled automatically.
- Requests for Sundays must be on a separate permit, unless the scheduler is booking for a multi-day tournament.
- Groups may request one facility only per permit, unless booking for a tournament, or for the entire stadium (track and field).
- Schedulers will be responsible for ensuring that all those associated with their group understand and comply with all district rules, as well as the terms and conditions agreed upon during the permit application process.
- Schedulers are required to affirm their understanding that their club will forfeit a permit and any remaining dates should they schedule a game at the start time of their permit.
- SMUHSD reserves the right to limit the number of participants on a field if there is concern for damage to the facility.
- Payment is due by the date listed on the invoice, or the permit will automatically cancel and the dates and times will be available for others to book. Rebooking the cancelled dates and times is not permitted. The original permit will be reinstated only when payment is made, pending availability of the original dates and times.
- Groups that habitually reserve and then release large blocks of field time will lose priority booking privileges for a minimum of one year.
- Joint use requests for youth groups may be booked during dates designated for Level 3 only.
- Subletting is strictly forbidden. Permit holders risk cancellation of current and future reservations if they grant use of their field time to a group not listed on the permit.
- A person may not act as a scheduler for more than one group if those groups book field time within SMUHSD.
- High School Age Club Teams: At its June 23, 2016 meeting, the Board of Trustees of the SMUHSD voted to change the facility use policy as it regards use by high school age club teams. The policy allows permittees to use SMUHSD facilities and grounds to operate sport programs, provided the period of use for high school age club teams does not fall within the beginning and ending dates of the same approved CCS of CIF sport. For example, a permittee may use an SMUHSD athletic facility or grounds to operate a soccer club, provided the soccer club program does not schedule high school age team practices or games during the soccer season as published by Central Coast Section (CCS) of the California Interscholastic Federation (CIF). The season of sport starts on the first day of practices and

ends the day following the CCS championship game for that sport. For sports that do not hold CCS playoffs, the league championship will mark the last day of the season.

- Any attempt to circumvent the intent of the rules herein will jeopardize a club's standing with the district and put current and future permits in jeopardy.

## **The Facilities Use Department reserves the right to:**

- Adjust the procedures set forth here if groups circumvent the intent of the booking process.
- Limit an organization from overbooking SMUHSD facilities to the exclusion of other groups.
- Limit a group from booking field time for new programs within its organization or for growth beyond historic use.
- Limit the number of participants on a field at any one time if there is concern for excessive wear and tear.
- Modify or amend these Field Allocation Procedures