

CITY HALL

# City of Santa Ana Youth Sports Coalition



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Slide 1

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Youth Sports Coalition  
Parks, Recreation & Community Services  
December 13, 2021

# New Policy Implementation

- **Creation of the Youth Sports Coalition**
- **New Scheduling Priorities for Qualified Resident Youth Sports Organizations**
- **Permits Issued Only by City of Santa Ana**
- **Amended Fee Schedule**



# Youth Sports Coalition (YSC)

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- Membership consists of organizations who:
  - Maintains own governing body with Rules & Regulations
  - Are non-profit or tax-exempt organizations
  - Have at least 90% of the organization's participants that are Santa Ana residents for recreational programs
    - 70% for competitive level club programs
    - 51% for Santa Ana schools/colleges, incorporated nonprofit, civic, social and cultural/religious organizations.
  - Are affiliated with a national, state or regional sports organization.



# YSC Athletic Facility Use Application

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- Requests are due to PRCSA 30-days prior to scheduled October and March YSC Meetings
  - July-December Field Use
    - **Application Due Date - February 14, 2022**
  - January-June Field Use
    - **Application Due Date - September 12, 2022**



# The Very Best Athletic Facility Reservation Packet

- 1. Athletic Facility Reservation Application**
- 2. Copy of Organizations' By-Laws/Articles of Incorporation**
- 3. Copy of Certificate of Liability Insurance & Additional Insured Endorsement Page**
  - City of Santa Ana named on both certificates
- 4. Organizations' Indemnification Waiver**
  - City of Santa Ana listed in the hold harmless section



# Athletic Facility Reservation Packet (cont.)

5. **Proof of IRS Tax-Exempt Status**
6. **Letter from National, State or Regionally Recognized sports organization, confirming affiliation**
7. **Organization Rosters**  
-(Player Name/Birthday/Grade/Address/School Attending)
8. **Organization Representative Contact Information**  
-Individual who has authority to request & amend reservation requests and answers for organizational expectations.





# Scheduling Priorities

## **Priority 1**

City-sponsored athletic activities serving Santa Ana residents.

## **Priority 2**

Resident: Non-Profit Organization for Recreational Use. Santa Ana based youth sports organizations with participation equal to, or exceeding 90 percent Santa Ana residents for recreation-based programs, and 70 percent for competitive level club programs. Santa Ana schools/colleges, incorporated nonprofit, civic, social, and cultural/religious organizations with at least 51 percent Santa Ana residents. To qualify, organizations must meet and fulfill all team and organization requirements of the City's Allocation Procedure for Sports Facilities.

## **Priority 3**

Resident: Group, Private Party or Business athletic activities and events for Recreational Use.

## **Priority 4**

Resident: Private Party or Business for Profit Making. Santa Ana businesses and profit-making organizations.

## **Priority 5**

Non-Resident: Group or Private Party for Recreational Use. Non-Santa Ana businesses and profit-making organizations/companies.

## **Priority 6**

Non-Resident: Private Party or Business for Profit Making. Non Santa Ana businesses and profit-making organizations.



# Permits

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- Permits Will Only be Issued by the City of Santa Ana's Reservations Office
- Permits are Non-Transferable





# 2022 Fee Schedule

## Group 2 Rates

Field Type	No Admission Fee Rate	Admission Fee Rate	Lights
*Natural Turf	\$5.00 Per Hour	\$6.00 Per Hour	\$5.00 Per Hour
*Synthetic Turf	\$10.00 Per Hour	\$12.00 Per Hour	\$5.00 Per Hour
*Baseball/Softball	\$5.00 Per Hour	\$6.00 Per Hour	\$5.00 Per Hour
*Hardscape Court	\$2.00 Per Hour	NA	\$5.00 Per Hour
Stadium	\$34.00 Per Hour	\$40.00 Per Hour	\$5.00 Per Hour

\*Applicable Joint Use Field Rates Remain the Same



# 2022 Fee Schedule

## Group 3 Rates

Field Type	No Admission Fee Rate	Admission Fee Rate	Lights
*Natural Turf	\$10.00 Per Hour	\$12.00 Per Hour	\$10.00 Per Hour
*Synthetic Turf	\$20.00 Per Hour	\$24.00 Per Hour	\$10.00 Per Hour
*Baseball/Softball	\$10.00 Per Hour	\$12.00 Per Hour	\$10.00 Per Hour
*Hardscape Court	\$4.00 Per Hour	NA	\$10.00 Per Hour
Stadium	\$50.00 Per Hour	\$60.00 Per Hour	\$10.00 Per Hour

\*Applicable Joint Use Field Rates Remain the Same



# 2022 Fee Schedule

## Group 4,5 and 6 Rates

Field Type	No Admission Fee Rate	Admission Fee Rate	Lights
*Natural Turf	\$40.00 Per Hour	\$48.00 Per Hour	\$15.00 Per Hour
*Synthetic Turf	\$91.00 Per Hour	\$110.00 Per Hour	\$15.00 Per Hour
*Baseball/Softball	\$30.00 Per Hour	\$36.00 Per Hour	\$15.00 Per Hour
*Hardscape Court	\$11.00 Per Hour	NA	\$15.00 Per Hour
Stadium	\$143.00 Per Hour	\$172.00 Per Hour	\$15.00 Per Hour

\*Applicable Joint Use Field Rates Remain the Same



# Fees, Payments & Deposits

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1. Payment in full for athletic facility permit is due 15 days prior to the reservation and failure to pay is grounds for cancellation of permit.
2. Applicants must pay a deposit at time of application. Reservation deposits will not be refunded until after the final reservation date of each year.





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

PARKS, RECREATION & COMMUNITY SERVICES AGENCY  
2022 ATHLETIC FACILITY ALLOCATION PERMIT  
APPLICATION CHECKLIST

➤ Form of Entity: Non-Profit  Business  Resident

**Non-Profit**

- ORGANIZING DOCUMENTS (e.g. ARTICLES OF INCORPORATION, ARTICLES OF ORGANIZATION, ETC.)
- IRS LETTER EXP: \_\_\_\_\_
- CERTIFICATE OF GOOD STANDING AS OF: \_\_\_\_\_
- COMPLETED APPLICATION
- APPROVED CERTIFICATE OF INSURANCE EXP: \_\_\_\_\_
- 2022 ROSTERS
- PLAYER REGISTRATION FORM (BLANK)
- CODE OF CONDUCT (COPY)
- DEPOSIT CHECK IN THE AMOUNT OF \$200:
- \$25 ANNUAL PROCESSING FEE

**Business**

- COPY OF A VALID BUSINESS LICENSE WITH THE CITY OF SANTA ANA EXP: \_\_\_\_\_
- ANNUAL OPERATING BUDGET/FINANCIAL REPORT
- CURRENT FEDERAL & STATE TAX COMPLIANCE (TAX FORMS)
- COMPLETED APPLICATION
- APPROVED CERTIFICATE OF INSURANCE EXP: \_\_\_\_\_
- 2022 ROSTERS
- PLAYER REGISTRATION FORM (BLANK)
- CODE OF CONDUCT (COPY)
- DEPOSIT CHECK IN THE AMOUNT OF \$200:
- \$25 ANNUAL PROCESSING FEE

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Application (English & Spanish)



**City of Santa Ana  
Parks, Recreation and Community Services Agency  
Athletic Facility Use Application**

ORGANIZATION NAME:

APPLICANT NAME:

ADDRESS:

CITY:  STATE:  ZIP:

TELEPHONE:  EMAIL:

CELL PHONE:

Please make your selection from the following lists:

Please Select  Please Select

**Athletic Field Location:**

1st Choice:  : 2nd:  : 3rd:

TIME(S)	DATE(S) TO DATE(S)	FIELD(S)	DAY(S)	TYPE

APPLICANT SIGNATURE:

Date signed:



**Ciudad de Santa Ana  
Agencia de Parques, Recreación y Servicios Comunitarios  
Solicitud Para Uso de Instalaciones Deportivas**

NOMBRE DE ORGANIZACIÓN:

NOMBRE DE SOLICITANTE:

DIRECCION:

CIUDAD:  ESTADO:  CÓDIGO POSTAL:

TELÉFONO:  CELULAR:

EMAIL:

POR FAVOR ELIJA DE LA LISTA DE OPCIONES SIGUIENTES:

POR FAVOR SELECCIONE  POR FAVOR SELECCIONE

**UBICACIÓN DE CAMPO DEPORTIVAS:**

1RA OPCIÓN:  2DA OPCIÓN:

3RA OPCIÓN:

HORARIO(S)	FECHA(S) DE A DE	CAMPOS(S)	DÍA(S)	TIPO

FIRME DE SOLICITANTE:

FECHA:



# Insurance Documentation

## CERTIFICATE OF INSURANCE SAMPLE

Please note that failure to provide a Certificate of Insurance and Policy Endorsement amounts to a violation of City ordinance, and may be grounds for the denial of your Athletic Facility Reservation Application.

CERTIFICATE OF INSURANCE		005550	DATE (MM/DD/YYYY) 07/03/2022
PRODUCER: <b>UNIFORM INSURANCE COMPANY</b> P.O. Box 12345 Any city, Any state 12345-6789	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED:	COMPANIES PROVIDING COVERAGE		
	COMPANY A		
	COMPANY B		
	COMPANY C		
	COMPANY D		
COVERAGES: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR POLICY WITH RESPECT TO WRITING THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL POLICY TERMS, EXCLUSIONS AND CONDITIONS OF BOTH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.			
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE (MM/DD/YYYY)	EXPIRATION DATE (MM/DD/YYYY)
GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER & CONT PROT <input type="checkbox"/> LIABILITY ARISING OUT OF ATHLETIC PARTICIPATION	ABC 1234 507	06/30/2022	07/03/2022
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RENTED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			
DAMAGE LIABILITY <input type="checkbox"/> ANY AUTO			
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	ABC1234	07/03/2022	07/03/2022
WORKER'S COMP EMPLOYERS LIABILITY			
OTHER			
POSITION OF OPERATIONS/LOCATIONS/SPECIAL EVENTS: CERTIFICATE holder is not insured for this sanctioned event	DATE: 07/03/2022	SANC: #1234	
CERTIFICATE HOLDER: CITY OF SANTA ANA AND ITS OFFICERS, EMPLOYEES, AGENTS, VOLUNTEERS, AND REPRESENTATIVES 20 CIVIC CENTER PLAZA SANTA ANA, CA 92701	CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.		
	AUTHORIZED REPRESENTATIVE: <i>John Doe</i> UNIFORM INSURANCE COMPANY		

## ADDITIONAL INSURED POLICY ENDORSEMENT SAMPLE

Please note that failure to provide a Certificate of Insurance and Policy Endorsement amounts to a violation of City ordinance, and may be grounds for the denial of your Athletic Facility Reservation Application.

**INSURANCE SERVICES OFFICE, INC.**  
P.O. BOX 12345  
Any City, Any State 12345-6789  
(555) 555-5555

POLICY NUMBER: 12345-67890      COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - RENTED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**  
SCHOOL

Name of Person or Organization:

(If no entry is made above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS INSURED (Section 1) is amended to include as an insured the person or organization shown in the schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

CG 20 26 11 85      Page 1 of 1  
Copyright, Insurance Services Office, Inc., 1984





# Hold Harmless Language for the City of Santa Ana

Please add this to your respective organization's indemnification waiver you have your participants sign to join your league/organization.

***I hereby agree to indemnify and hold harmless and blameless the City of Santa Ana, its officers, employees and agents from any and all liability from damages, loss or injuries, either to person or property, which the said minor may sustain while engaged in the activity described above. I further certify that I have legal custody by reason of fact that I am the parent having custody or the legal guardian by court order. I further allege that the said minor is physically able to participate in the activity set forth herein, including all activities. I further agree to reimburse or make good any loss or damages or costs that the city may have to pay if any litigation arises on account of any claim made by said minor or anyone.***



# Tax Exempt Documentation (Federal & State)

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 07 2015**

SANTA ANA GREEN HORNETS SOCCER CLUB  
555 ROSS STREET  
SANTA ANA, CA 92701

Employer Identification Number:  
88-0555505  
DLN:  
17053006413025  
Contact Person:  
Britt Reid ID# 95100  
Contact Telephone Number:  
(714) 555-1717  
Accounting Period Ending:  
December 31  
Public Charitv Status:  
501 (c)(3)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
AUGUST 07, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



State of California  
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:  
SANTA ANA GREEN HORNETS SOCCER CLUB

FILE NUMBER: \*\*\*Redacted\*\*\*  
FORMATION DATE: 08/07/2015  
TYPE: DOMESTIC NONPROFIT CORPORATION  
JURISDICTION: CALIFORNIA  
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California, hereby certify:

The records of this office indicate the entity is authorized to exercise all of its powers, rights and privileges in the State of California.

No information is available from this office regarding the financial condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of June 10, 2016.

ALEX PADILLA  
Secretary of State



# Youth Sports Roster (English & Spanish)



City of Santa Ana  
Parks, Recreation & Community Services Agency  
Youth Sports Roster

Organization  Team Name   
 Organizational Contact  Head Coach   
 Day Phone  Address   
 Evening Phone  City  Zip   
 Email Address  Assistant Coach

Sport:

For Office Use Only			Player Name	Birthday	Grade	School	Address
Age	School	Address					
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**HEAD COACH AND ASSISTANTS CODE OF CONDUCT** The administrators, supervisors, and coaches representing the agencies and associations shall coach and act in a courteous and professional manner while on or off playing area. We, as the head coach and assistants, agree to support and influence good sportsmanship, high moral standards, and be responsible for the conduct and acts of our players and spectators.

HEAD COACH SIGNATURE:  ASST. COACH SIGNATURE:   
 ASST. COACH SIGNATURE:



Ciudad de Santa Ana  
Agencia de Parques, Recreación y Servicios Comunitarios  
Lista de Participantes de Deportes Juveniles

Organización  Nombre del Equipo   
 Contacto de la Organización  Entrenador   
 Teléfono de día  Dirección   
 Teléfono de noche  Ciudad  Código Postal   
 Email  Asistente de Entrenador

Deporte:


Sólo para uso de oficina			Nombre del jugador	Fecha de Nacimiento	Grado	Escuela	Dirección
Edad	Escuela	Dirección					
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**Código de Conducta para Entrenadores y Asistentes** Los administradores, supervisores y entrenadores representando la agencias y asociaciones deben entrenar y actuar de manera cortés y profesional mientras estén dentro o fuera del campo de juego. Nosotros, como entrenadores y asistentes, estamos de acuerdo en apoyar e influenciar el espíritu deportivo, alto nivel moral y ser responsables por la conducta y acciones de nuestros jugadores y espectadores

Firma De Entrenador:  Firma De AST.Entrenador:   
 Firma De AST.Entrenador:




creation and Communit: X +

 The City of Santa Ana

Home Residents Business Public Safety City Hall COVID-19

English

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Watch on  YouTube


1869

Meet Your Executives - Lisa Rudloff, Parks, Recreation and Community Services Executive Director

The Parks, Recreation and Community Services Agency is responsible to deliver a variety of services to the community that includes recreation programs, parks, and operations of the Santa Ana Zoo. The core services our agency provides is essential in making lives and communities better now and in the future by providing access to nature, outdoor space to play and exercise, facilities for self-directed and organized recreation, positive alternatives for youth, and activities that encourage social connections, human development, and lifelong learning. The future looks promising and we are committed to providing exceptional services, facilities, and programs to our residents.

### Additional Information


- Parks and Recreation
- Parks Master Plan
- Revive Santa Ana 5K Run
- Fitness Courts Murals
- Santa Ana Pools
- Community Gardens
- Park Location, & Amenities
- Parks Restrooms
- Youth Programs
- Senior Services
- Santa Anita Park Project



#### Athletic Facility Reservations

Find information on how to reserve city Athletic Facilities.


[Read More >](#)



#### Location and Info

Find park locations and amenities. Learn, have fun, get fit, and be respectful!


[Read More >](#)




#### City Events

Find information on fun and engaging City produced events.


[Read More >](#)



#### Recreation Class



#### Senior Services



#### Programs



# [www.santa-ana.org/parks/athletic-facility-reservations](http://www.santa-ana.org/parks/athletic-facility-reservations)

City Reservations | The City of Santa Ana | English



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## Additional Information

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- Parks Master Plan
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- Fitness Courts Murals
- Santa Ana Pools
- Community Gardens
- Park Location, & Amenities
- Parks Restrooms
- Youth Programs
- Senior Services
- Santa Anita Park Project
- Santiago Park Project
- Contact Us
- Film Permit
- Facility Reservations
- Service and Financial Sustainability Study
- Community Outreach



Reservations Administration Office is located at Centennial Park:  
Centennial Park 3006 Centennial Road, Santa Ana, CA 92704 (Map) - Southwest corner of Centennial Park.

## Athletic Facility Permits

Athletic Facility Permits are issued under the City's Athletic Facility Reservation Policy. This policy and its accompanying Athletic Facility Use Allocation Guide outline the requirements and fees associated with the permitted use of these facilities.

Any person or organization interested in reserving an athletic facility must adhere to the policy and its designated process as listed below.

- 1. Athletic Facility Use Application.**  
English Spanish
- 2. Athletic facilities will be allocated under the established priority classifications to organizations that meet all the requirements.**
- 3. Payments for athletic facility use due 15 days after permit approval and/or prior to reservation. Acceptable payment options include credit card (online only) or money order. No cash or personal/business checks accepted (School districts and colleges exempted).**
- 4. Athletic Facilities are to be used by permittee only. Never allow another organization or group to use a field under your permit. The City reserves the right to revoke a permit and/or impose a permanent ban from using City fields if permittee subleases their permit.**

For more information regarding field use please contact:

City Reservations | The City of Santa Ana | English



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- Facility Reservations
- Service and Financial Sustainability Study
- Community Outreach

### 1. Athletic Facility Use Application.

English Spanish

- 2. Athletic facilities will be allocated under the established priority classifications to organizations that meet all the requirements.**
- 3. Payments for athletic facility use due 15 days after permit approval and/or prior to reservation. Acceptable payment options include credit card (online only) or money order. No cash or personal/business checks accepted (School districts and colleges exempted).**
- 4. Athletic Facilities are to be used by permittee only. Never allow another organization or group to use a field under your permit. The City reserves the right to revoke a permit and/or impose a permanent ban from using City fields if permittee subleases their permit.**

For more information regarding field use please contact:

Reservation Office:  
(714) 571-4225  
fieldreservations@santa-ana.org



Athletic Field Reservation Policy

Athletic Field Reservation Policy - Spanish version





# Next Steps

- **Create/Update Your Organizational Account on Civic Rec**
  1. <https://secure.rec1.com/CA/santa-ana-ca/catalog>
  2. Click Log-in/Create Account
    - Click Create Your Santa Ana Account
  3. Under BASICS section select Organization Account Type
  4. Fill Out relevant information
    - Organization Name, email, address & phone numbers





# Discussion & Input



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Slide 24

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Youth Sports Coalition  
Parks, Recreation & Community Services  
December 13, 2021