

**Loudoun County
Department of Parks, Recreation and
Community Services**

**Policies and Procedures for
Athletic Space Allocation**



Revised 4/1/2015

I. Purpose

The purpose of this document is to develop and recommend a policy for the Board of Supervisors consideration outlining the policies for the allocation and use of public athletic space in Loudoun County. This policy will define the process for which athletic space is allocated, and who is eligible to use public athletic space in Loudoun County. This policy is being developed so that the use of the public athletic space is clear and to maximize use of these resources while at the same time, allocating space in the most equitable manner possible.

II. Implementation and Authority

- A. The Loudoun County Department of Parks, Recreation, and Community Services (PRCS) shall make decisions on allocations in concert with this policy. It will be the responsibility of PRCS to allocate athletic space based on this policy to ensure citizens are given equal access to space according to the adopted policy and procedures.
- B. This policy will be evaluated every three years. This evaluation will be done with representatives from the PRCS Sports Division, the Loudoun County Parks and Recreation and Open Space Board and youth league representatives.
- C. The Sports and Youth Division Manager shall review the policy annually and bring to the attention of the Deputy Director and Director any changes that need to be considered outside of the three year evaluation criteria.
- D. The PRCS Director has the authority to change the allocation policy if it is determined to be necessary outside of the three year review schedule. This shall include but not be limited to, space allocations, starting dates, closures, primary seasons, and space size formulas. The director also has the authority terminate any space allocated due to lack of use, damage to the facility or any other reasons when it is determined to be in the best interest of the Loudoun County resource.

III. Definitions

A. Acronyms:

- 1. PRCS – Loudoun County Department of Parks, Recreation, and Community Services
- 2. LCPS - Loudoun County Public Schools
- 3. BOS - Loudoun County Board of Supervisors
- 4. MOU – Memorandum of Understanding
- 5. NVRPA – Northern Virginia Regional Park Authority
- 6. HOA – Home Owners Association

- B. **Adult Sports:** Organized group of players, 18 years of age who are participating in the Loudoun County adult sports league, tournament or program.
- C. **Affiliated League:** Affiliated Leagues are sports leagues that :
- Operate to provide all the youth in Loudoun County an opportunity to participate in a sports league
 - Exist as a non-profit 501 (c) 3 organization in their own name with an all-volunteer board.
 - Do not exclude any Loudoun County youth the opportunity to participate in some capacity with the league within their organizational boundaries as long as said individual has registered by the registration deadline
 - Have a current signed Memorandum of Understanding with Loudoun County Department of Parks, Recreation, and Community Services which includes current by laws
- D. **Allocation Factor:** The formula used to determine the amount of athletic space given to a particular league, group or individual based on the number of Loudoun County citizens participating.
- E. **Allocation Process:** The process for BOS consideration for approval of allocating public athletic space to users.
- F. **Athletic Field Space:** A field that is configured for a particular sport and meets the requirements of that sport.
- G. **Director:** The Director of Loudoun County Department of Parks, Recreation, and Community Services or their designee.
- H. **For Profit:** Any organization, person or group NOT classified by the IRS as a 501 (c) 3 organizations that makes a profit for personal gain by charging fees for services such as training, concessions or admissions and or has paid board member(s).
- I. **Groups:** Any group of individuals, who are NOT an affiliated youth league or a team playing within the Adult Sports Program, that have joined together to participate in a sport.
- J. **Good Standing:** Any team, league, or individual who is paid in full for services or fees and is free from any disciplinary action against them in relation to issues with the Loudoun County Sports Code of Conduct.
- K. **Multi-Sport Field:** A field that can be configured for more than one sport and can meet the requirements of those sports where possible.
- L. **New League:** An affiliated youth league or adult league that has been established for competitive play and has not been previously given any allocation of public athletic space.
- M. **New Sport:** Any organized sport that has not been previously given any allocation of public athletic space
- N. **Not-for-Profit:** Any team, league, or individual whose sole purpose is to provide recreational opportunities through athletics to

the participants without charging fees above the cost of running of such activities. These users will consist of an all-volunteer board. These users will exist as a non-profit 501 (c) 3 organization as designated and approved by the Internal Revenue Service. The IRS determination letter must name the local organization or team. Organization and or teams may not use a national organization or governing body's 501 (c) 3 status such as AAU or ASA. (Effective 1/1/2016)

- O. **Non-Affiliated League:** Any sports league that:
 - 1. Does not allow all youth who wish to participate an opportunity to participate within the organization.
 - 2. Does not operate as a 501 (c) 3 not-for-profit with an all-volunteer board
 - 3. Does not have a current signed Memorandum of Understanding with PRCS which includes by laws
 - 4. Uses a 501 (c) 3 determination letter without their name on the letter.
- P. **Resident:** Any participant, youth or adult, whose primary residence is within Loudoun County.
- Q. **Non-Resident:** Any adult participant whose primary residence is outside of Loudoun County. Any youth participant who does not have a primary residence or a guardian with a primary residence within Loudoun County.
- R. **Primary Season:** This is the VHSL season for which a particular sport is given priority over secondary season sports in the allocation process. More than one sport may have the same primary season.
- S. **Secondary Season:** This is the season for which a particular sport does not have priority status in the allocation process. More than one sport may have the same secondary season.
- T. **Tournament:** This is an organized activity requiring the use of athletic space for competitive play beyond a league, team, or individual's allocation and is considered to be a fund raiser or is not a part of the normal playing season.
- U. **Loudoun County Youth Sports:** Organized group of players whose playing age is 18 years of age or younger or still in high school, who are participating in a Loudoun County affiliated athletic program.

IV. Restrictions

- A. Use of athletic space is permitted only during the allocated time for leagues, individuals, or organizations. This includes any changes to the allocation due to unforeseen facility needs or situations.
- B. A request for space does not permit or guarantee use of the space. You must receive an official allocation form from PRCS prior to any use of public athletic space.

- C. Occasionally, athletic space may need to be taken out of the rotation for allocations for repairs, maintenance, and rest. During these times, no activity will be allowed on this space.
- D. Leagues, individuals and organizations shall not be permitted to use athletic space for any activity other than what the space was originally approved for by PRCS. Space may not be given away, sub-let or sold. Any unused space shall be returned to PRCS for re-allocation prior to first use. Allocated space is for games and practice ONLY. Other uses with PRCS approval and by exception.
- E. Space requested by For-Profit organizations will only be granted if it is a sponsored PRCS program. These organizations do have the option of renting park facilities at the commercial rate. These users must pay the out of County fee if their company or organization is located or registered with the Virginia Corporation Commission outside of Loudoun County.

V. **Applying for Allocated Athletic Space**

All timelines and forms associated with the allocation process for athletic space will be available online at the PRCS Sports website.

- A. Any affiliated league, team or individual in good standing with PRCS is eligible to apply for use of athletic space providing it meets the following criteria:
 - 1. Adult Sports:
 - a. At least 50% of participants on any individual team must be Loudoun County residents and this percentage must be maintained throughout the entire season. It is the intent of the Adult Sports Program to be revenue neutral.
 - b. The exception to the above criteria is a corporate/company team where the company or agency is based in Loudoun County or has a branch office in Loudoun County. In this instance, 50% of all players must work for the sponsoring company and 33% of participants must be Loudoun County residents. The fee for the company team must be paid for with a company check.
 - 2. Youth Sports:
 - a. 95% of participants of each affiliated league must be Loudoun County residents
 - b. 95% of participants of each non-affiliated Loudoun County leagues/teams requesting allocated space free of charge must be Loudoun County residents. Organizations based outside of Loudoun County are not eligible for free space unless the organization meets the 95% rule.

3. All applicants for field space shall provide documents showing proof of residency for all participants.
 4. All applicants agree to abide by all rules and regulations associated with use of county facilities.
 5. All applicants must pay the Board of Supervisor's Sports and Maintenance Fee prior to the first use of the allocated season. The fee will be determined each year by the Board of Supervisors as part of the budget process. If a child is playing multiple sports he/she must pay for each sport each season.
 6. All youth leagues utilizing public elementary and middle school outdoor facilities will be required to reimburse PRCS the cost of the portable toilets on each site. This is subject to change annual by the Board of Supervisors during the annual budget process.
- B. All applicants agree to adhere to the Loudoun County Sports Codes of Conduct.
- C. Any affiliated league, team or individual may request athletic space by submitting the appropriate request forms to the sports specialist assigned to their particular sport. These request forms must be received at the PRCS office by the designated date. See **Chart #1** below. Those requests that are received after the assigned date will be treated on a first come first served basis after the requests are filled for the leagues/organizations who met the deadline.
- D. Pre-season and post-season use outside of allocation is on a space available basis and may require supervisor, custodian and/or rental fee (i.e. picture days).

Chart #1

Season	Requests due to PRCS office no later than:	Allocations Sent to Applicant
Spring (3 rd Sunday in March-3 rd - Saturday in June)	February 1st	February 15th
Summer (3 rd Sunday in June -2 nd Saturday in August)	May 1st	May 15th
Fall (2 nd Sunday in August-2 nd Saturday in November)	July 1	July 15
Winter (2 nd Sunday in November-2 nd Saturday in March)	October 1st	October 15th

- E. With the request for Loudoun County athletic space, the league, team or individual must provide a list of privately and/or publicly

- owned space that they are currently renting, using, have access to, or have requested to use to include any town or HOA space with contact information for those properties.
- F. A copy of the league participants, both out of county and resident numbers, from the current year's season must accompany any space request for affiliated leagues. (Last year's numbers to be used if current year's info is not available. Failure to provide current season registration two consecutive seasons will result in removal of leagues affiliated status).
 - G. A copy of the leagues insurance coverage with the league name listed as insured must accompany the request and County of Loudoun and Loudoun County Public Schools shall be named as an additional insure.
 - H. PRCS sports staff will request space at LCPS sites based upon the previous season's allocation. They will also request use of any new facility that has become available within the previous year. All of these requests will be completed prior to the dates in the chart above for the appropriate season so that all LCPS information is known at the time requests are due from the league.
 - I. Any league, team or individual that has any outstanding fees will not be provided space allocations until balances are paid in full.
 - J. The allocation of Loudoun County athletic space will be made in the following order, under the general policy that youth take priority over adults:
 1. PRCS and LCPS programs, tournaments, activities and special events
 2. PRCS and LCPS co-sponsored programs and activities to include rentals
 3. Youth sports primary season games (affiliated league)
 4. Youth sports primary season practice (affiliated league)
 5. Youth sports secondary season games (affiliated league)
 6. Youth sports secondary season practices (affiliated league)
 7. Adult sports PRCS programs games and practices
 8. Youth sports primary season games (travel only league)
 9. Youth sports primary season practice (travel only league)
 10. Youth sports secondary season games (travel only league)
 11. Youth sports secondary season practice (travel only league)
 12. Non-affiliated youth teams
 13. Organizations, leagues or individuals whose requests are received past the due date

VI. Allocation Process

There will be two sports meetings held annually at a location selected by PRCS staff for all league representatives. These will provide an opportunity for PRCS staff to share important information with all leagues at the same

time, allow for staff and leagues to meet, and give an opportunity for questions.

- A. The allocation process will begin with a meeting between PRCS sports, parks and maintenance divisions followed by a meeting with the LCPS maintenance division to determine what will be available for the upcoming season. The list developed from this meeting will include any sites that will be unavailable due to various reasons such as maintenance procedures, construction of surrounding areas or programs.
- B. On or about January 1 of each year, the sports program manager will send a copy of the MOU for each affiliated league to the league president. This MOU must be signed and returned with a IRS tax status letter of determination, league insurance policy, contact info for Board of Directors and copy of the by-laws, to include any changes or additions, prior to any allocations being given to the league for that calendar year.
- C. Leagues, teams, and individuals are required to send in to PRCS their official request forms with all of the space that they are requesting. This request will also require the actual participant number, both out of county and resident numbers, from the previous year's season and the actual number of children registered for the upcoming season.
- D. Once PRCS has received the requests from the leagues, teams, and individuals, they will start the process of actually allocating space. The following criteria are used to determine the amount of space allocated to a league, team or individual:
 1. The primary determining factor for space allocated to a particular league is the percentage of players for their particular sport countywide. For each league player, you may request one matching travel player as part of your request. For example, if your league has 100 recreational players and 50 travel players, you may count all travel players as part of your request. If your league has 100 rec players and 250 travel players, you may only count 100 of the travel players in your request. In determining the amount of space allocated to a league, team, or individual, PRCS will count in the totals, all county facilities, private facilities, HOA space, and other jurisdiction space that is available to PRCS or the league.
 2. PRCS will continue to allocate usage of space on specific sites where there is an MOU with a league who has done site improvements as long as the league remains in good standing with PRCS. **This does not guarantee a league**

exclusive use or permanent allocation of said athletic space.

3. If there is insufficient space for two or more primary season sports which use the same space, the allocation will be based upon a total percentage of the number of participants and/or teams. For example, Primary Season Sport A uses the same type of space as Primary Season Sport B. Total players participating in this primary season for both A and B equal 100 players s. Primary Season Sport A has 35 players and Primary Season Sport B has 65 players. Therefore, Primary Season Sport A would be allocated 35% of the available space and Primary Season Sport B would be allocated 65% of the available space for allocation.
4. Every effort will be made to allocate space within the leagues own community or jurisdiction. When this is possible, allocations will be made with space as close as possible to the community where the league is based. Because of the amount of participants in the recreational leagues and the limited resources, travel teams will not be guaranteed practice or game space in their communities, however every attempt will be made to accommodate requests.
5. Primary and secondary sports are determined by following the Loudoun County/Virginia High School League’s season’s if applicable. The PRCS Sports Division Manager will determine primary and secondary seasons for all non-VHSL sports.
6. Organizations, leagues or individuals who submitted a request past the due date will not displace a previously allocated user.
7. Organizations will be notified of allocated space via email to the President of record as on January 1 of each year.

Primary and Secondary Sports Seasons

Chart #2

Season and Dates	Primary Sport/Use	Secondary Sport
Spring (3 rd Sunday in March-3 rd Saturday in June)	Baseball, Softball, Soccer, Lacrosse, Rugby, Track	Field Hockey, Flag Football, Volleyball
Summer (3 rd Sunday in June -2 nd Saturday in August)		
Fall (2 nd Sunday in August-2 nd Saturday in November)	Football, Volleyball, Field Hockey, Cross County	Soccer, Lacrosse, Baseball, Softball,
Winter (2 nd Sunday in November-2 nd Saturday in March)	Basketball, Wrestling,	Volleyball,

- E. If a league has an issue with their allocation, they can appeal to PRCS by following the appeals process listed below.
1. The league must submit their appeal in writing to the Division Manager for Sports and Youth Programs within 5 business days of the time when allocations were emailed to leagues.
 2. The appeal should be in letter form detailing the situation from the viewpoint of the league. The appeals letter must include specific information about the allocation that is in question and include times and locations of allocation. It should also have league information and contact information for the individual making the appeal. It would also be appropriate to include any suggested solutions to the conflict.
 3. Appeals on space allocation shall come from a league board member, preferably the president, and not from individual parents or participants.
 4. Once the appeal is received, it will be reviewed by the appeals committee which will include the appropriate Sports Specialist, the Sports Program Manager, and the Division Manager for Sports within 3 business days of receipt of the appeal.
 5. If necessary, a meeting will be set up immediately between PRCS, the appealing league and any league that may be affected by the appeal. All parties will be asked to bring current verifiable registration information to this meeting.
 6. After this meeting, the Appeals Committee will make a decision within 2 business days.
 7. If the decision is still not satisfactory, the league may request in writing to the Director of PRCS, a second review. The decision of the Director in this situation will be final.
 8. For a league to file an appeal they must be current in all funds due to the County at the time of the appeal.
- F. The third Friday after the start of the season, a final number of participants for this season are due to PRCS. This number will be used to check equity in allocated space and to audit the Sports and Maintenance fee. Leagues will have seven days to make final payment or request a refund of overpayment. Teams who overpaid the Sports and Maintenance fee shall be prepared to return facility space associated with the overpayment at the time of the refund request. Not providing this number by the required date will cause the league, team, or individual to be considered not in good standing and will affect the allocation process during the next season.

VII. Determining Space by Sport

Where possible, PRCS will make every effort to give a particular sport 100% use of a certain facility. This assists in planning and maintenance. It also will assist PRCS when determining the total amount of time/space a particular user has been given.

A. Soccer:

To determine the total amount of space allocated to a certain soccer league, team or individual, PRCS will use a large soccer field as the benchmark. The total amount of space allocated may be for example 7.75 large fields but this comes from multiple sites to include some smaller sites. PRCS will use these criteria to determine total space utilized. Soccer fields will be allocated based on the age/field size requirement distribution of each league for recreational players and travel players up to the maximum number of travel players used to determine allocation percentages. See Section: VI-D- 1

1. 1 large soccer field = 1 field
2. 1 medium soccer field = .75 field
3. 1 micro U8 soccer field = .33 field
4. 1 micro U6 soccer field = .25 field

B. Baseball:

To determine the total amount of space allocated to a certain baseball league, team or individual, PRCS will use a full baseball field, either 200,' 225' or 300' +, as the benchmark. Baseball fields will be allocated based on the age/field size requirement distribution of each league for recreational players and travel players up to the maximum number of travel players used to determine allocation percentages. See Section: VI-D- 1

C. Softball:

To determine the total amount of space allocated to a certain softball league, team or individual, PRCS will use a full softball field, either 200,'225' or 300', as the benchmark.

D. Lacrosse:

To determine the total amount of space allocated to a certain lacrosse league, team or individual, PRCS will use a large lacrosse field as the benchmark. The total amount of space allocated may be for example 7.75 large fields but this comes from multiple sites to include some smaller sites. Lacrosse fields will be allocated based on the age/field size requirement distribution of each league for

recreational players and travel players up to the maximum number of travel players used to determine allocation percentages. See Section: VI-D- 1

1. 1 large lacrosse field = 1 field
2. 60 yd. X 60 yd. field = .5 field

E. Football/Rugby

To determine the total amount of space allocated to a certain football league, team or individual, PRCS will use a full size football field as the benchmark. The total amount of space allocated may be for example 7.75 football fields but this comes from multiple sites to include some smaller sites. Football and Rugby fields will be allocated based on the age/field size requirement distribution of each league for recreational players and travel players up to the maximum number of travel players used to determine allocation percentages. See Section: VI-D- 1

1. 1 large football field = 1 field
2. 30 yd. X 30 yd. field = .17 field

F. Basketball

To determine the total amount of space allocated to a certain basketball league, team or individual, PRCS will allocated elementary school court for participants 5th grade and under. Middle and High Schools will be allocated to participants 6th grade and above. Basketball leagues will need to provide their registration numbers broken down into these categories.