

The logo of the City of El Segundo, featuring a circular seal with a building and the text "CITY OF EL SEGUNDO" around the perimeter.

CITY OF
EL SEGUNDO

Athletic Field/Facility Use and Allocation Policy

Background/History

- Established in 2004
- Youth Sports Advisory Council is the recommending body established and appointed by the Recreation & Parks Commission to advise on field allocation, field allocation issues, and allocation policies when necessary.
- Recommendations by the YSAC have been forwarded to the Recreation and Parks Commission and are open for consideration by the City Council for approval.

Members

- Current Members include:
 - El Segundo AYSO
 - El Segundo Babe Ruth
 - El Segundo Girls Softball
 - El Segundo Lacrosse
 - El Segundo Little League
 - El Segundo Inline Hockey
 - El Segundo Unified School District
 - El Segundo Youth Volleyball
 - Eagles of El Segundo Youth Football and Cheer
- Interested Organizations can apply to the Youth Sport Council.
 - Organizations must meet the following requirements
 - Must have at least 100 El Segundo Resident Players
 - Must have at least 75% El Segundo Resident players
 - Must have not-for-profit status registered with the state

Facilities

- Current fields scheduled utilizing this policy:
 - All City owned fields
 - Brett Field
 - Stevenson Field
 - Softball Field
 - Roller Hockey Rink
 - Washington Park
 - Campus El Segundo
 - Richmond Street School Field
 - Center Street School Field*
 - Raytheon Field*

*As of 9/2024

Revised Maintenance Responsibilities

- Richmond and Center Street Schools maintained by ESUSD*
- Raytheon Field maintained by Raytheon*
- Field Duties Between Games by League:
 - First Scheduled game is prepped by Parks Maintenance staff
 - Following each game, leagues must:
 - Drag the infield
 - Water infield brick dust
 - Pitcher's Mound & Home Plate- Rake, tamp mound, remove excess brick dust on grass area, and lightly spray
 - Chalk Infield
 - Following each final game of the day, leagues must:
 - Water Infield and mound
 - Clean both dugouts
 - Report scoreboard or field lights that are out of service immediately

*As of 9/2024

Revised Wet Field Policy

- Groups may not play on fields closed due to wet field conditions, as designated by Parks Maintenance Staff. It is the responsibility of groups to access field closure information by phoning the Recreation, Parks, and Library Department Field Conditions Hotline after 12pm Monday-Friday or after 8am Saturday and Sunday.
- A secondary update to field conditions may be made by 12pm on Saturday and Sunday. Each field will be assessed individually for closures.

*As of 9/2024

Updated/Revised Policies Reviewed and Recommended by Recreation and Parks Commission

1. Director of Recreation, Parks and Library has the discretion to implement exceptions to the Field Allocation Policy
2. Random field use audits will be conducted by RPL staff to ensure fields are being utilized as requested
3. All user groups must submit and maintain the following documents prior to opening day:
 - Insurance information
 - City Business License
 - Worker's Comp Insurance
4. User groups must submit City's Special Event Application for any special event such as Opening Day Parades, end of league parties, etc. Fee waiver requests may be granted in accordance to the Council approved Special Event Fee Waiver procedure and max out at a 75% discount on City fees
5. Field requests will be submitted on a quarterly basis (Winter, Spring, Summer, Fall)
6. Added a "One Year Probation" clause for all new members
7. Changes to formatting and language

Additional Changes/Revisions Recommended by Director of Recreation, Parks and Library

1. User groups must submit and maintain all required documentation annually on 7/1 to be eligible for field use:
 1. Insurance
 2. Workers Compensation
 3. City of El Segundo Business License
 4. Proof of not for profit status
2. All YSAC members must have a decision making representative at bi-annual meetings with City staff
3. Sponsorship banners may not be placed on City property without approval of the Recreation, Parks and Library Director and may only be displayed during current season
4. Additional statement to be included in policy:
 - The intent of the field allocation policy is to provide equitable use of City facilities to support resident access to a variety of youth and adult recreational sports.