

Field Allocation Policy:

Community Use of Fairfax County

Public Athletic Fields

Policy and Procedures

September 2011

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I. Purpose

This document establishes the policies and procedures that govern allocation and use of Fairfax County athletic fields, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive permitted use of Fairfax County public athletic fields and the process used to allocate and schedule fields, athletic leagues/organizations, individuals, groups and corporate applicants.

Two assumptions formed the basis for the development of the policy. First, the rules for scheduling enable the largest number of county residents to have access to public athletic fields. Second, the field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

- A. The Fairfax County Department of Neighborhood and Community Services (NCS) shall implement the policy, comply with these regulations and provide equal access to these facilities per the requirements of the allocation policy.
- B. The NCS Director has the authority to make changes to the allocation formula, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the NCS Director has the authority to deny or terminate the use of a field to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with this policy and its rules and regulations
- C. The Fairfax County Athletic Council (FCAC), acting as a Board of Supervisors-appointed community representative, shall recommend policy, procedural, and planning guidance to the Department of Neighborhood and Community Services, the Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS), and review usage conflicts and make recommendations for resolution. At least once every five years, the FCAC shall review the policy and identify needs for updates and changes based upon the current usage environment.

III. Limitations on Facility Use

- A. Use of County Athletic Fields by organizations and individuals can only be permitted during those periods designated for community use and for those activities which NCS is responsible for scheduling, as outlined in Section VII.A. For users to be guaranteed access to field space, they must have a permit.
 - 1. Community use hours on Fairfax County Park Authority fields shall be defined as from 4:30 pm to dark (11 pm on lighted fields) Monday through Friday and 8 am to dark (11 pm on lighted fields) Saturday and Sunday. Fairfax County government holidays may be scheduled for community use from 8 am to dark (11 pm on lighted fields) to accommodate tournaments or other special requests. The dates of availability of FCPA fields are defined by FCPA Park Rules.
 - 2. Community use hours and dates of availability on Fairfax County Public School fields shall be determined by a memorandum of understanding between FCPS and Fairfax County.
 - 3. Community use hours and dates of availability on Northern Virginia Regional Park Authority (NVRPA) fields shall be determined by NVRPA policy.
 - 4. The actual hours and dates of availability of individual fields may be restricted by the FCPA, FCPS, NVRPA, or NCS to reflect earlier or later lights-out times; FCPS, FCPA, or NVRPA use; or other restrictions.

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- B. A request for a particular athletic field does not guarantee availability or assignment to a specific organization or individual.
- C. Request for athletic facilities will not be considered by NCS from athletic for-profit organizations (for definition see IV.F.).
- D. Fee-based camps, clinics, and tryouts; fundraisers; and other revenue-based activities are not scheduled by NCS, but must be scheduled by FCPS, FCPA, or NVRPA and may be subject to use agreements and fees imposed by those agencies. Such programs, including paid coaches and third-party trainers, are acceptable use of NCS-allocated space if the services are available only to registered members of the organization and not for an additional fee (e.g., camp registration).
- E. Fields taken out of service for renovation or maintenance by the Park Authority, NVRPA, or FCPS will not be permitted for use.
- F. Assigned facilities shall only be used for the activities for which they were assigned by NCS.

IV. Definitions

- A. Acronyms:
 - 1 NCS– Fairfax County Department of Neighborhood and Community Services
 - 2 FCAC – Fairfax County Athletic Council
 - 3 FCPA – Fairfax County Park Authority
 - 4 FCPS – Fairfax County Public Schools
 - 5 NVRPA – Northern Virginia Regional Park Authority
- B. Adult Sports: Groups of players 19 years of age or older, who participate in athletic competition with other adults.
- C. Allocation Calculation Factor: The divisor used to determine number of teams per organization on which the allocation will be based.
- D. Applicant: Any sports organization, group of teams, or individual formally requesting community use of Fairfax County public athletic fields.
- E. Athletic Field Sports: Any sport that is played on a field configured for the requirements of the particular sport.
- F. Athletic League/Organization: A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group registers participants, schedules games, and has sufficient membership to schedule competitive play.
- G. Certified Athletic League/Organization: An Athletic League/Organization that has submitted the required organizational documentation (defined in V.B) to NCS.
- H. Director: The Director of the Fairfax County Department of Neighborhood and Community Services or other individual designated by the County Executive.
- I. Fairfax County Athletic Council: The Fairfax County Athletic Council (FCAC) acts as a community representative appointed by the Board of Supervisors and recommends policy, suggests procedures, and offers planning guidance to the Department of Neighborhood and Community Services, the Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS). It also reviews usage conflicts and makes recommendations for their resolution.
- J. For Profit: A sports organization that makes a profit for individual personal gain by charging fees for admission for games; assessing unusual or non-customary fees on the player, club, or team; or using semi-pro or paid players.

- K. Group of Individuals: Individuals who informally have joined together to play or participate in a sport or activity, who are not associated with an organization, and who do not meet the requirements of an athletic league/organization.
- L. In Good Standing: An applicant (group, organization or individual) that has no outstanding bills from the County, or is fulfilling obligations under a payment plan with the County; has no pending criminal or court injunctions against the league/organization or organization officials; and/or has no NCS rules violations within the past 12 months.
- M. Individual Contact per Sport: Primary contact for each sport within a multi-sport organization; person who deals with field applications and assignments for a sports organization.
- N. Multi-Sport Field: Any field with a configuration that might support a variety of sports.
- O. New Organization: A new sports group independently established for competitive play.
- P. New Sports: Organized sports not previously receiving community use allocation from NCS.
- Q. Not-for-Profit: Any organization, group, individuals or corporate sport teams using athletic facilities strictly for recreational sports participation without assessing unusual or non-customary fees (as determined by the Director of NCS) on the players, club, or team and without charging admission fees for spectators.
- R. Non-Resident: Any individual not residing in Fairfax County, Fairfax City, or the Towns of Clifton, Herndon, or Vienna.
- S. Primary Season Sport: County official designated season for a particular sport.
- T. Program Expansion: A sport is added within an organization, and meets all the requirements for allocation of fields.
- U. Secondary Season: A season not designated as a primary season for a particular sport.
- V. Sport Specific Field: Any field with a permanent configuration designed specifically for one sport.
- W. Tournament: Competitive play that requires additional fields beyond an organization's allocation and/or is not part of the regular playing season.
- X. Youth Sports: Groups of players the members of which are 18 years of age or younger and participate in athletic competition with other youth.

V. Eligibility Requirements

- A. Any Not-for-Profit applicant, considered in good standing, is eligible for applying for seasonal use of athletic fields as a group, individual, or corporate sport team, providing it meets the following criteria:
 - 1. Adult Sports: At least 75% of participants in an adult organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.
 - 2. Youth Sports: At least 90% of participants in a youth organization must be Fairfax County residents. At least 75% of participants from applicants that represent a single team not participating in any other organization receiving facility allocations from NCS must be County residents.
 - 3. Applicants commit to producing proofs of residency upon request by NCS staff.
 - 4. The number of non-county players per team will be calculated based on the actual team size or on a designated maximum team size, whichever is smaller (see Table 1).

Table 1

Sport	Age Group	Non-County Resident Calculation Basis ¹
Youth Baseball (Sp)	6 and under	12
Youth Baseball (Sp)	7 to 8 year old	12
Youth Baseball (Sp)	9 to 12 year old	12
Youth Baseball (Sp)	13 to 14 year old	12
Youth Baseball (Su)	15 to 18 year old	18
Youth Field Hockey (Sp)	11 to 18 year old	18
Youth Football (F)	7 to 8 year olds	24
Youth Football (F)	9 to 10 year olds	24
Youth Football (F)	11 to 18 year old	24
Youth Lacrosse (Sp)	6 and under	24
Youth Lacrosse (Sp)	7 to 8 year old	24
Youth Lacrosse (Sp)	9 to 10 year old	24
Youth Lacrosse (Sp)	11 to 18 year old	24
Youth Rugby (Su)	6 and under	22
Youth Rugby (Su)	7 to 8 year old	22
Youth Rugby (Su)	9 to 12 year old	22
Youth Rugby (Su)	13 to 18 year old	22
Youth Soccer (F)	6 and under	12
Youth Soccer (F)	7 to 8 year old	12
Youth Soccer (F)	9 to 10 year old	14
Youth Soccer (F)	11 to 12 year old	14
Youth Soccer (F)	13 to 16 year old	15
Youth Soccer (F)	17 to 18 year old	18
Youth Softball (Sp)	6 and under	15
Youth Softball (Sp)	7 to 8 year old	15
Youth Softball (Sp)	9 to 12 year old	15
Youth Softball (Sp)	13 to 14 year old	15
Youth Softball (Su)	15 to 18 year old	18
Adult Baseball (Sp)	19 years or older	25
Adult Cricket (Sp)	19 years or older	25
Adult Field Hockey (Sp)	19 years or older	25
Adult Football (F)	19 years or older	25
Adult Lacrosse (Sp)	19 years or older	25
Adult Rugby (Su)	19 years or older	25
Adult Soccer (F)	19 years or older	25
Adult Softball (Sp)	19 years or older	25

5. Reciprocity: The Fairfax County residency requirement does not prohibit organizations from having non-county teams participate in their leagues; however, organizations will receive facility allocations from NCS based only on the Fairfax County teams. Non-county teams shall obtain facility allocations from their local jurisdictions and the organizations shall add those non-county facilities to their total league allocation.
6. The residency requirement, but not the fee, will be waived for teams whose

¹ This is the number used to determine the percentage of players on a team that may be from outside Fairfax County.

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membership is 100% full-time employees of corporations located in Fairfax County. Any such business must submit a list of all roster names as written verification. This list must be on company letterhead and signed by a representative of the business who is not on the team as a player or manager.

- B. Any applicant applying as a Certified Athletic League/Organization must meet all of the eligibility requirements listed above and submit the following organizational documentation:
 - 1. Copy of organization's bylaws and roster of elected officials.
 - 2. Copy of organization's written code of conduct for athletes, spectators, and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations. All individuals associated with the organization must be informed of and have access to the code of conduct. The code of conduct should be presented to participants as soon as possible (e.g., at registration).
 - 3. Copy of organization's policy delineating established progressive disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators that is in violation of the code of conduct. The discipline policy must include:
 - a. Consequences that grow more severe as the number or severity of violations of the code of conduct increase. No violation should carry a penalty greater than a one-year suspension, except in extreme circumstances or when established by precedent.
 - b. Clearly established processes and procedures for receiving and investigating code of conduct violations.
 - c. Clearly defined processes for the resolution of any violation and steps, including an appeals process, to be taken if the violation cannot be resolved at the organization level. Appeals processes should include multiple pre-defined steps at the organization level.
 - d. Clearly defined processes for informing participants of the discipline policy and making it available. The discipline policy should be presented to participants as soon as possible (e.g., at registration).
 - 4. Copy of organization's emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any emergency advisory announcements.
 - 5. Any additional information required by NCS/FCPS/FCPA/NVRPA.
- C. Applicants must obtain the express written permission of the FCPA, FCPS, or NVRPA in order to sell or make an offer to sell goods or services or conduct business activities. Business activities such as camps or clinics are required to be scheduled through FCPA, FCPS, or NVRPA.
- D. Groups may not apply for space if they are allocated space from any other organization receiving space from NCS.

VI. Application Requirements

- A. Deadlines for filing applications are shown in Table 2 below. A separate application is required for each sport and tournament each season. No applications will be processed prior to application due dates.

Table 2

Applications Due	Seasons
October 1	All tournaments for the following year
December 1	Spring/Summer
June 1	Fall
September 1	Winter (synthetic turf fields only)

- B. Expansion programs or new sports organizations submitting applications for fields for their first season must submit the application 6 months prior to the application date noted in Table 2.
- C. Tournament applications must be submitted separately by October 1st for all tournaments to be conducted during the following calendar year, and will be processed according to guidelines in section VIII.

VII. Order of Field Scheduling

- A. Public athletic fields are allocated as follows:
 - 1. FCPS official high school sports (may be scheduled after FCPA programs and activities at FCPA fields)
 - 2. Programs or activities sponsored by Fairfax County or FCPS. Sports programs and tournaments operated by Fairfax County or FCPA will be scheduled as Certified Athletic League/Organizations (priority 3) or tournaments with a local sponsor (priority 4a).
 - 3. Applicants will receive practice and game allocations in the following order:
 - a. Certified Athletic League/Organizations
 - 1) Youth primary season sport games
 - 2) Youth primary season sport practices
 - 3) Adults primary season sport games
 - b. Certified Athletic League/Organizations
 - 1) Youth secondary season sport games
 - 2) Youth secondary season sport practices
 - 3) Adult secondary season sport games
 - c. Non-certified athletic leagues/organizations and groups of individual teams, not affiliated with an organization (depending upon required number of teams per field, group may have to share the field space).
 - 4. Tournaments² will be scheduled in the following order:
 - a. Tournaments with a local sponsor (a local sponsor is a Fairfax County-based organization currently receiving field allocations through NCS)
 - 1) Youth primary season tournaments
 - 2) Adult primary season tournaments
 - 3) Youth secondary season tournaments
 - 4) Adult secondary season tournaments
 - b. Tournaments without a local sponsor
 - 1) Youth primary season tournaments
 - 2) Adult primary season tournaments
 - 3) Youth secondary season tournaments
 - 4) Adult secondary season tournaments

² See additional information on tournaments in Section VIII.

5. First primary season of new sports programs, if application is not submitted 6 months prior to regular application deadline.
 6. Allocation of additional fields due to increases in enrollment.
 7. One time use (e.g., family reunion) and major organization (e.g., corporate picnic) annual events (not tournaments)
 8. Late applications, up to 14 days after the season due date
 9. Non-scheduled practice or pick-up games
 10. Organizations, groups, or individuals not meeting the Fairfax County residency requirement
- B. Applicants serving players 16 years of age or older will receive first assignment of lighted fields, with applicants serving adults given primary consideration.

VIII. Allocation of Field Time

- A. Fields, including those provided by FCPS, FCPA and NVRPA to NCS, are allocated for community use.
- B. Some organizations receive additional community use time from the following sources, and that time will be included as part of the organization’s allocation (i.e., Northern Virginia Regional Park Authority, Fairfax County developed or leased fields, FCPA developed or leased fields, FCPS developed or leased fields, other fields funded through tax dollars, other local governmental resources).
- C. Field Availability Dates are defined by FCPS, NVRPA and FCPA
- D. Allocation Criteria
 1. Space will be allocated equitably among primary sports in their primary season.
 - a. Each applicant will receive a preliminary allocation based upon last year’s permit registration information.
 - b. Each applicant will receive a final permit only after the requesting organization has submitted its current rosters, game and practice schedules, and application and non-county fees; these submissions have been reviewed; and the applicant has no outstanding fees or obligations.
 - c. Organizations may not redistribute space to other sports or organizations.
 2. The allocation calculation factor indicated in Table 3 is used to determine number of teams per organization, and therefore the number of fields needed for practices and games, and may be adjusted by the County. This would be done after recommendations made by the FCAC, as the available resources in relationship to the level of demand warrant.

Table 3

Sport	Age Group	Allocation Calculation Factor
Youth Baseball (Sp)	6 and under	12
Youth Baseball (Sp)	7 to 8 year old	12
Youth Baseball (Sp)	9 to 12 year old	12
Youth Baseball (Sp)	13 to 14 year old	12
Youth Baseball (Su)	15 to 18 year old	14

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Youth Field Hockey (F)	11 to 18 year old	13
Youth Football (F)	7 to 8 year olds	18
Youth Football (F)	9 to 10 year olds	18
Youth Football (F)	11 to 18 year old	18
Youth Lacrosse (Sp)	6 and under	20
Youth Lacrosse (Sp)	7 to 8 year old	20
Youth Lacrosse (Sp)	9 to 10 year old	20
Youth Lacrosse (Sp)	11 to 18 year old	20
Youth Rugby (Su)	6 and under	18
Youth Rugby (Su)	7 to 8 year old	18
Youth Rugby (Su)	9 to 10 year old	18
Youth Rugby (Su)	11 to 18 year old	18
Youth Soccer (F)	6 and under	5
Youth Soccer (F)	7 to 8 year old	6
Youth Soccer (F)	9 to 10 year old	10
Youth Soccer (F)	11 to 12 year old	12
Youth Soccer (F)	13 to 16 year old	15
Youth Soccer (F)	17 to 18 yrs	18
Youth Softball (Sp)	6 and under	12
Youth Softball (Sp)	7 to 8 year old	12
Youth Softball (Sp)	9 to 12 year old	12
Youth Softball (Sp)	13 to 14 year old	12
Youth Softball (Su)	15 to 18 year old	13
Adult Baseball (Sp)	19 years or older	20
Adult Cricket (Sp)	19 years or older	20
Adult Field Hockey (F)	19 years or older	20
Adult Football (F)	19 years or older	20
Adult Lacrosse (Sp)	19 years or older	20
Adult Rugby (Su)	19 years or older	20
Adult Soccer (F)	19 years or older	20
Adult Softball (Sp)	19 years or older	20

3. The minimum number of teams by sport that are assigned to practice on a field at the same time is designated by NCS, and may be adjusted either up or down as the available resources in relationship to the level of demand warrant.
4. The minimum number of teams per field per game is designated as two; however, the younger teams are assigned more teams per game field on the basis of the number of games that can fit within the assigned field.
5. Fields received from the County, NVRPA, FCPA, or FCPS through lease or development agreements will be counted in the allocation for those applicants.
6. Fields received from other local government entities (Town of Vienna, City of Fairfax, etc.) and quasi-government entities (e.g., NVRPA) will be counted in the allocation for those applicants.
7. The County will make every effort to continue allocating usage of fully or partially adopted fields during the appropriate primary season to those organizations with Adopt-a-Field or Friends-of-the-Field agreements, but does not guarantee exclusive use or permanent assignment of those fields. Memoranda of understanding regarding the development and allocation of fields may supersede the order of scheduling described in Section VII.A, but may not guarantee exclusive use or guarantee space above what is specified in Table 5.

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8. Where possible, sports organizations shall be assigned fields within their community, especially for age groups 15 years or younger.
9. Primary Season Designation Table 4.

Table 4

Seasonal Scheduling Dates ³	Primary Season Sports
Fall: Aug. 1 to field closing date	Football, Soccer, Field Hockey
Winter: December 1 to February 28 (synthetic turf fields only)	Winter leagues/organized and scheduled game play (any sport)
Spring: field opening date to June 14 ⁴	Baseball, Lacrosse, Softball, Cricket
Summer: June 15 – July 31	High School Age Baseball and Softball, summer only leagues, Tournaments, Rugby, New Sports

10. Primary season practices and games are allocated by sport and age, as designated in Table 5 below.
 - a. All use must be completed within 16 weeks of beginning.
 - b. Allocation of games for sports in their primary season will take precedence over allocation of practices.
11. Primary Season Practice Hours and Game Hours per Week per Team Table. Beginning with the Fall 2010 scheduling season, rectangular fields that measure at least 300' x 160' will count as 1.0 field; rectangular fields that measure at least 210' x 120' (but smaller than 300' x 160') will count as .75 field; and smaller rectangular fields will count as .5 field. All diamond fields will count as 1.0 field.

Table 5

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Baseball (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Baseball (Sp)	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Baseball (Sp)	9 to 12 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Baseball (Sp)	13 to 14 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Baseball (Su)	15 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Youth Field Hockey (Sp)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Football (F)	7 to 8 year olds	3 hrs.	1 hrs.	4	2
Youth Football (F)	9 to 10 year olds	3 hrs.	1.5 hrs.	2	2
Youth Football (F)	11 to 18 year old	4 hrs.	2 hrs.	2	2
Youth Lacrosse (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Lacrosse (Sp)	7 to 8 year old	2 hrs.	1 hrs.	2	2

³ There is one Community Use of Fairfax County Athletic Facilities application form that allows the applicant to indicate by check box which seasons are included in the application, and indicate by filling in the blank what the actual duration of the playing season will be for those requested seasons.

⁴ Consideration will be given for space needed to complete championship games.

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Youth Lacrosse (Sp)	9 to 12 year old	3 hrs.	1.25 hrs.	2	2
Youth Lacrosse (Sp)	13 to 18 year old	4 hrs.	1.5 hrs.	2	2
Youth Rugby (Su)	6 and under	1 hrs.	1 hrs.	2	2
Youth Rugby (Su)	7 to 8 year old	1.5 hrs.	2 hrs.	2	2

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Rugby (Su)	9 to 10 year old	1.5 hrs.	2 hrs.	2	2
Youth Rugby (Su)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Soccer (F)	6 and under	1 hrs.	1 hrs.	6	6
Youth Soccer (F)	7 to 8 year old	1.5 hrs.	1.5 hrs.	4	4
Youth Soccer (F)	9 to 10 year old	1.5 hrs.	1.5 hrs.	2	2
Youth Soccer (F)	11 to 12 year old	3 hrs.	1.5 hrs.	2	2
Youth Soccer (F)	13 to 16 year old	3 hrs.	2 hrs.	2	2
Youth Soccer (F)	11 to 18 years	3 hrs.	2 hrs.	2	2
Youth Softball (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Softball (Sp)	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Softball (Sp)	9 to 12 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Softball (Sp)	13 to 14 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Softball (Su)	15 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Adult Baseball (Sp)	19 years or older		3 hrs.		2
Adult Cricket (Sp)	19 years or older		4 hrs.		2
Adult Field Hockey (Sp)	19 years or older		2 hrs.		2
Adult Football (F)	19 years or older		1 hrs.		2
Adult Lacrosse (Sp)	19 years or older		1 hrs.		2
Adult Rugby (Su)	19 years or older		2 hrs.		2
Adult Soccer (F)	19 years or older		2 hrs.		2
Adult Softball (Sp)	19 years or older		2.5 hrs.		2

12. The following process will be used when there are insufficient resources to meet the seasonal demands of primary sports.
 - a. The resources will be allocated to sports in their primary season, in proportion according to each sport's percentage of the aggregate number of teams.
 - b. Within each primary sport, space will be allocated to organizations in proportion according to their percentage of the aggregate number of teams for that sport.

13. Secondary Season Allocation Criteria (on a space available basis)
 - a. 1 game period and 1 practice period per team per week
Future adjustments to these allotments will be made based upon availability of resources and competing needs.
14. Organizations are required to return to NCS any allocated fields and/or field use hours that the organization does not use.

IX. Tournament Applications and Scheduling

- A. Tournament applications must be submitted by October 1st for all tournaments to be conducted during the following calendar year.
- B. Tournament allocation requests are submitted separately from practice/game requests.
- C. The applicant completing the Tournament Request Form must prioritize the tournaments, if requesting more than one tournament.
- D. Applicants requesting tournaments comprised primarily of County teams must indicate which fields, dates, and times are being reallocated by participating organizations for the use of the tournament.
- E. Applicants conducting tournaments must agree to pay for any damages to the facilities used, and may be required to provide a deposit that will be returned if no damage occurs. Deposits will be returned when the County officially cancels use of the fields or the user group cancels because fields are unplayable due to inclement weather or when no damage occurs.
- F. Applicants must agree that the tournament may be cancelled by the County due to inclement weather-related field closing.
- G. If the tournament fields are damaged to such an extent that the fields are made unusable for the balance of the season, the tournament may not receive future permits until the applicant meets all designated conditions for future use.
- H. NCS may assess per team enrollment fees for Tournaments based upon a recommendation by the FCAC.
- I.. NCS may limit the number of tournament dates and/or tournaments each season. Every attempt will be made to schedule the applicant's top priority tournament dates, but in the event of a schedule conflict, the tournaments will be equally divided among requested dates. If a conflict still exists, the competing requests will be determined by a chance event (coin toss).
- J. Tournaments are not subject to the residency requirements.
- K. Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.
- L. Tournament applications must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.

X. Permit Requirements

- A. Each applicant will receive a preliminary allocation based upon last year's registration information.
- B. All applicants must submit the following documentation in order to receive a final permit.
 1. A roster of individual players by team. Youth rosters must include team name, player name, player age, player address and county of residency. Adult rosters must include team name, manager's contact information, player name, player address, player telephone number and county of residency.
 2. A designated contact individual per sport who is responsible for dealing with gym applications and assignments.
 3. Copy of current season game and practice schedules.

4. Notification of any registration fees, equipment fees or other fees charged to participants or participating teams.
5. List of private fields being used (including name of owner) and any other jurisdiction's fields being used by the requesting organization.
6. Payment of any due or past due application or facility use fees.
7. Any additional information deemed necessary by NCS.

XI. Rules and Regulations Governing Use of Athletic Fields

- A. Applicants agree to support and enforce the NCS rules, regulations, and procedures set forth in this policy and those of the FCPA, FCPS, NVRPA, and other regulatory bodies as appropriate.
- B. Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use the field or any portion thereof without NCS approval.
- C. FCPS and FCPA may cancel or postpone any non-school use of a school field, and FCPA may cancel any non-park use of a park field, when such use is in conflict with a school or park event. The conflict must be one in which the two events cannot occur simultaneously due to space, parking, or other verified restrictions. NCS will make every attempt to notify the affected organizations as soon as the cancellation information is received and will attempt to locate alternate facilities.
- D. Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to NCS as follows:
 - On weekdays - at least twenty-four (24) hours in advance
 - On weekends – at least seventy-two (72) hours in advanceFailure to notify NCS by these deadlines, except in the event of inclement weather, may result in fines or loss of permitted space.
- E. Any individual or group found guilty of damaging, destroying or defacing school or park property or other public property may be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit some of their assigned fields in order to compensate other groups that may have been affected as a result of the damage.
- F. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. NCS reserves the right to suspend or expel any organization, group of individuals or individual from use of County athletic facilities if their use of the fields causes or may cause damage to the facility or harms or threatens to harm any individual.
- G. Generally, when using school fields, rest rooms are not available unless special arrangements are made via the school principal, in which case the Fairfax County School Board Building Use Policy would apply.
- H. In no case shall anyone enter the grounds by force, or other than through the designated gates until opened by the appointed School, Park or Community and Recreation Services official.
- I. All groups are responsible for policing the area used. This includes picking up all trash and placing the trash in the appropriate receptacles or dumpsters. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of County property resulting from the permitted activity. Failure to comply will result in the permit holder being billed for any additional cost and may result in the loss of allocation. The field and surrounding public property area should be clean when permitted use is completed.
- J. There will be no construction, modification, or physical changes to any field or facility unless

specific written permission is received from the School Board, NVRPA, or FCPA. Marking game lines, raking, dragging, and configuring fields, and other aspects of field preparation for a game or event are the responsibility of the user.

- K. Users must agree to:
1. Use good judgment when assessing field conditions and not use fields when they are closed or when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface.
 2. Abide by established guidelines for concessions, sales, additional activities (e.g., amusements), and amplified sound, as defined by FCPA, Fairfax County, NVRPA, or FCPS, depending upon the facility where the concession is operated. Coordinate all refreshment stands and concessions with the appropriate FCPS, NVRPA, or Park Authority staff and comply with all Fairfax County Health Department requirements.
 3. Change clothing in public restrooms only.
 4. Conduct warm-ups or practice for a game in an area and manner that is not dangerous to spectators or individuals using other fields, or injurious to other fields on the assigned grounds.
 5. Ensure that prior approval from the appropriate Fairfax County government agency is received before signs, banners, and pennants are erected, and that they do not deface public property.
 6. Provide adequate chaperons for children and youth activities (in no event less than one adult per twenty-five (25) children or youths).
 7. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder.
 8. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
 9. Comply with safety and other applicable regulations and policies of the Fairfax County School Board, the FCPA, NVRPA, the Fairfax County Fire Department, and other Fairfax County agencies.
 10. Park automobiles, trucks, tractors, wagons or other motor vehicles in the designated parking area.
 11. Comply with all federal, state and local laws, regulations and licensing requirements.
 12. Use field during allocated time only and restrict use to only those areas to which the organization or group has been assigned. No field shall be used for any purpose other than as designated.
 13. Obtain permission from the property owner before retrieving any balls or equipment from private property.
 14. Ensure the safety of the players including termination of play if unsafe field conditions exist.
 14. Hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, the FCPA, NVRPA, and all of their officials, officers, employees, or agents, with respect to any injury or property damage caused by user or user's employees or agents, including damage to FCPS/FCPA property or other public property.
- L. The Director shall have the right to deny the use of a field to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with this policy and its rules and regulations. The Director administers and interprets the policy governing use of public fields and determines the appropriate procedures needed for implementation. The Director has the right to deny the privilege of continued use of fields to any user who does not comply with all the regulations.

XII. Denials and Terminations

NCS may deny an applicant scheduled use or terminate use if it determines that substantial evidence exists that one or more of the following has occurred:

- A. Required documentation is not submitted;

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- B. Fees (including, but not limited to, application and non-county resident fees) are not paid within the specified time frame;
- C. A history of field damage, regulation violations, or inadequate supervision of attendees is noted;
- D. Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;
- E. Participants of the requesting organization have demonstrated dangerous or violent behavior towards others or among themselves, and/or participants/organizations whose literature/stated philosophy promotes hatred and/or violence;
- F. Progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems are not established and followed;
- G. Violates regulations as identified in XI.J.2 regarding concessions, advertising and profit-making resulting from the use of public athletic fields, charging admission fees for games on public athletic fields, or scheduling use of public athletic fields for semi-pro or paid players;
- H. Assigned fields are sublet or re-allocated without prior approval from NCS.
- I. Failure to meet the residency requirements as identified in Section V.A.

XIII. Fees

- A. The County will identify the following fee amounts each year within one week of approval of the County's annual budget.
 - 1. A non-resident fee established by the Board of Supervisors, or in-kind reciprocal use of facilities, will be charged for all adult and youth players, per sport, per season, per team.
 - 2. Application fee.
 - 3. Additional fees may be charged for camps, clinics, tournaments, damages, and/or clean-up.
- B. Payment of Fees
 - 1. Outstanding fees must be submitted with the application in order for the application to be considered.
 - 2. Fees due based upon a bill received from Fairfax County are due by the date specified on the bill or statement.

XIV. Allocation Review Process

- A. Any applicant may file a request for an allocation review. To be eligible for an Allocation Review, applicants must meet at least one of the following criteria:
 - 1. Application was denied.
 - 2. Field assignments were less than 90% of the minimum number of authorized hours in accordance with the policy for sports during their primary season.
 - 3. Usage conflict that cannot be resolved by the affected parties.
- B. To request an Allocation Review, applicants must submit a request in writing to the Director of NC within 10 work days of the release of field permits/schedules, or as conflict arises. The written allocation review request shall contain:
 - 1. An explanation of the situation from the viewpoint of the organization,
 - 2. Any new information that may clarify the issue and, if appropriate,
 - 3. A suggested alternative solution to the decision.
- C. All organizations/groups of individuals that may be affected by the decision may be asked to attend a review meeting.
 - 1. All involved organizations/groups of individuals will be required to bring:

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- a. actual registrations
 - b. game and practice schedules
 - c. any other information deemed necessary by NCS.
2. The actual registration numbers (at the time of the scheduled meeting) or the estimated registration numbers reported on the applicant's initial application (whichever is lower) will be used to calculate the organization's appropriate allocation.
- D. Members from the FCAC and NCS will form a review committee to provide recommendations for resolutions to the Director.
- E. In the event a satisfactory resolution cannot be found, any organization or individual aggrieved by the decision of the Director may appeal such decision within ten (10) days, in writing, to the County Executive. The decision of the County Executive shall be final and binding.