

Gym Allocation Policy:
Community Use of Fairfax County
Public Gymnasiums
Policy and Procedures

November 17, 2008

Table of Contents

I. Purpose.....3
II. Scope of Authority.....3
III. Limitations on Facility Use.....3
IV. Definitions.....4
V. Eligibility Requirements.....5
VI. Application Requirements.....7
VII. Order of Gym Allocation.....7
VIII. Allocation of Gym Time.....8
IX. Permit Requirements.....10
X. Rules and Regulations Governing Use of Gyms.....10
XI. Denials and Terminations.....12
XII. Fees13
XIII. Allocation Review Process.....13

I. Purpose

A. This document establishes the policies that govern the application for and allocation of Fairfax County gymnasiums scheduled by the Department of Community and Recreation Services (CRS), 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 gyms and the process used to allocate and schedule the gyms.

B. 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 gyms. Second, the gym 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 Community and Recreation Services (CRS) shall implement the policy and regulations and provide equal access to these facilities per the requirements of the allocation policy.

B. The CRS 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 gym availability change and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the CRS Director has the authority to deny or terminate the use of a gym 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 Supervisor appointed community representative, shall recommend policy, procedural, and planning guidance to CRS, 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 gyms by organizations and individuals can only be permitted during those periods designated for community use and for those activities which CRS is responsible for scheduling, as outlined in Section VII.A. Permits are required for use of gyms.

1. Community use hours and dates of availability of Fairfax County Public School gyms shall be determined by a memorandum of understanding between FCPS and Fairfax County.
2. The actual hours and dates of availability of individual gyms may be restricted by FCPS or CRS to reflect FCPS use or other restrictions.

B. A request for a particular gym does not guarantee availability or assignment to a specific organization or individual.

C. Request for gymnasiums will not be considered by CRS from athletic for-profit organizations (for definition see IV.M).

D. Fee-based camps, clinics, tryouts; fundraisers; and other revenue-based activities are not scheduled by CRS and must be scheduled by FCPS and may be subject to use agreements and fees imposed by FCPS. Such programs, including paid coaches and third-party trainers, are acceptable use of CRS-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. Gyms taken out of service for renovation will not be permitted for use.

F. Assigned facilities shall only be used for the activities for which they were assigned by CRS.

IV. Definitions

A. Acronyms:

1. CRS – Fairfax County Department of Community and Recreation Services
2. FCAC – Fairfax County Athletic Council
3. FCPA – Fairfax County Park Authority
4. FCPS – Fairfax County Public Schools

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 standard number of players per team used to calculate how much space an organization is eligible to receive. This number is based on usual and customary team sizes as determined by national and local research.

D. Allocation Review: An examination of a decision regarding an applicant's allocation of facility space or a venue whereby usage conflicts may be addressed and resolved.

E. Applicant: Any organization, group of individuals, or one time user requesting an allocation of time in Fairfax County gyms.

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. Building Director: Individuals that are trained and certified by CRS to act as a CRS representative monitoring the use of the gym and surrounding areas during community use time

H. Certified 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, has sufficient membership to schedule competitive play and has submitted the required organizational documentation to CRS.

I. Community Use: Time designated by Fairfax County Public Schools for Community and Recreation Services to allocate to community organizations/leagues.

J. Director: The Director of the Fairfax County Department of Community and Recreation Services or other individual designated by the County Executive.

K. Expansion Program: A new sport offered by an organization that is currently receiving facility allocations from CRS.

L. Field Sports: All sports identified in the Field Allocation Policy, such as baseball, cricket, field hockey, football, lacrosse, rugby, soccer, softball.

M. For Profit: An 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.

N. 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.

O. Gym Sports: All sports identified as occurring primarily indoors in gymnasiums such as badminton, basketball, cheerleading, volleyball, and wrestling.

P. In Good Standing: An applicant that has no outstanding bills from the county, or is fulfilling obligations under a payment plan with the county; has no criminal convictions or court injunctions against the league/organization or organization officials for child abuse or embezzlement; and/or has not violated any CRS rules within the past 12 months.

Q. Individual Contact per Sport: Primary contact for each sport within a multi-sport organization; person who deals with gym applications and assignments for an organization.

R. New Organization: A new league/organization, not affiliated with an expansion program, which is established for competitive sports play.

S. New Sports: Organized sports not previously receiving community use allocation of gyms from CRS.

T. Not-for-Profit: Any organization, group of individuals or one time user using athletic facilities strictly for recreational sports participation without assessing unusual or non-customary fees (as determined by the Director of CRS) on the players, club, or team and without charging admission fees for spectators.

U. Non-Resident: Any individual not residing in Fairfax County, Fairfax City or the Towns of Clifton, Herndon, or Vienna.

V. Primary Season: CRS officially designated season for a particular indoor sport.

W. Resident: Any individual residing in Fairfax County, Fairfax City or the Towns of Clifton, Herndon, or Vienna.

X. Secondary Season: A season not designated by CRS as a primary season for a particular indoor sport.

Y. Tournament: Competitive bracketed game play that requires allocation of gyms separate from seasonal allocations.

Z. Youth Basketball Spring Travel: Teams that do not participate in inter-league play and are not sponsored by a county organization.

AA. Youth Basketball Winter Travel: Teams that participate in inter-league play and are sponsored by a county organization.

BB. Youth Sports: Groups of players, 18 years of age or younger, who participate in athletic competition with other youth.

CC. Youth Sports – Club/Select: Groups of players, 18 years of age or younger, who participate in competitive, try-out based athletic competition with other youth. These teams travel to various locations outside of their geographical area to play other teams of similar skill level.

DD. Youth Sports – House: Groups of players, 18 years of age or younger, who participate in organized athletic competition with other youth living within a specific geographical area. These teams generally do not travel outside of their geographical area or play teams from other organizations.

V. Eligibility Requirements

A. All Not-for-Profit applicants, in good standing, are eligible to apply for use of gyms as an organization, group of individuals or one time user, provided they meet the following residency requirements:

1. Adult Sports: At least 75% of participants in an adult organization or group of individuals must be Fairfax County residents and each team within the organization or group of individuals 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 CRS must be Fairfax County residents.
3. Applicants must produce proofs of residency upon request by CRS 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.
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 CRS 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 the total league allocation.
6. The residency requirement, but not the fee, will be waived for teams whose membership is 100% full-time employees of a business located in Fairfax County. Any such business must submit written verification on company letterhead with a list of all roster names signed by a representative of the business who is not on the team as a player or manager.

B. All applicants applying as 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 county or FCPS.

C. Applicants must obtain the express written permission of FCPS 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 FCPS.

D. Groups may not apply for space if they are allocated space from any other organization receiving space from CRS.

VI. Application Requirements

A. A separate "Application for Community Use of Public Athletic Facilities" is required for each sport and tournament each season.

B. All applications must be submitted by the deadlines in **Table 1** below.

Table 1 – Application Due Dates

Applications Due	Seasons	Season Dates
December 1	Spring	March 16 – June 15
April 1	Summer	June 16 – Second Saturday in August
June 1	Fall	Monday after Labor Day – November 15
September 1	Winter – Gym Sports	November 16 – March 15
September 1	Winter – Field Sports	January 1 – March 15

C. No applications will be processed prior to application due dates.

D. Applications for expansion programs or new organizations submitting applications for gyms for their first season must be submitted 6 months prior to the application dates noted in **Table 1** above.

VII. Order of Gym Allocation

A. Applications are processed in the following order:

1. Official FCPS or Community Center activities occurring in their own facility

2. Programs or activities sponsored by FCPA or CRS

3. Certified Athletic Leagues/Organizations:

a. Youth primary season gym sport games

b. Youth primary season gym sport practices

c. Youth primary season tournaments

d. Adult primary season gym sport games

e. Youth secondary season gym sport games

f. Youth secondary season gym sport practices

g. Adult secondary season gym sport games

4. Non-certified athletic leagues/organizations and groups of individuals participating in a gym sport (depending upon required number of teams per gym, groups may have to share assigned gym space).

5. New organizations in their primary season, if application is not submitted 6 months prior to regular application deadline.

6. Allocation of additional space to gym sports due to increases in enrollment.

7. All other tournaments not listed above, one time uses (e.g., cub scouts/boy scouts), pick-up games, and major business (e.g., corporate sports event) annual events.

8. Field Sports/Conditioning Groups/All Other Uses. Permitted start dates may be delayed up to 45 days from CRS season start dates.
9. Late gym sport applications up to 14 days after the season due date
10. Organizations, groups or individuals not meeting the Fairfax County residency requirement.
11. All other applications.

B. Gym allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.

VIII. Allocation of Gym Time

A. Primary seasons are designated for each sport as designated in **Table 2** below.

Table 2 – Primary Seasons

Seasonal Scheduling Dates*	Primary Season Gym Sports
Spring: March 16 through June 15	Youth Basketball – Spring Travel, Youth Volleyball – House
Summer: June 16 through 2 nd Saturday in August	Emerging sports first, then all other sports as secondary sports
Fall: Monday after Labor Day through November 15	Cheerleading, Badminton
Winter: November 16 through March 15	Youth Basketball – House, Youth Basketball – Winter Travel, Youth Volleyball – Club/Select, Wrestling, Adult Basketball and Adult Volleyball

* Dates are subject to FCPS calendar

B. The allocation calculation factor indicated in **Table 3** below is used to determine the number of teams within an organization which is then used to calculate how much space the organization is eligible to receive.

Table 3 – Allocation Calculation Factor

Sport	Age Group	Allocation Calculation Factor
Youth Badminton (F)	6 – 18 year olds	12
Youth Basketball – House (W)	7 and under	9
Youth Basketball – House (W)	8 & 9 year old	9
Youth Basketball – House (W)	10 & 11 year olds	9
Youth Basketball – House (W)	12 & 13 year olds	9
Youth Basketball – House (W)	14 – 18 year olds	9
Youth Basketball – Winter Travel (W)	10 – 18 year olds	9
Youth Basketball – Spring Travel (Sp)	14 – 18 year olds	9
Youth Cheerleading (F)	6 – 18 year olds	12
Youth Volleyball – House (Sp)	8 and under	12
Youth Volleyball – House (Sp)	9 - 12 year olds	12
Youth Volleyball – House (Sp)	13 - 18 year olds	12
Youth Volleyball – Club/Select (W)	9 - 12 year olds	12
Youth Volleyball – Club/Select (W)	13 – 18 year olds	12
Youth Wrestling (W)	7 – 18 year olds	Meets only
Adult Basketball (W)	19 years or older	10
Adult Volleyball (W)	19 years or older	12
Adult Badminton (F)	19 years or older	12
Field Sports	All ages	15

C. Primary season practices and games are allocated by sport and age, as designated in **Table 4** below.

Table 4 – Practice and Game Hours

Sport	Age Group	Practice Hours per team per week	Game Hours per team per week	Teams per Court - Practice	Teams per Court - Game
Youth Badminton (F)	6 – 18 year olds	1 ½	1 ¼	1	2
Youth Basketball – House (W)	7 or under	1	1	2	2
Youth Basketball – House (W)	8 & 9 year olds	1¼	1	2	2
Youth Basketball – House (W)	10 & 11 year olds	1½	1¼	2	2
Youth Basketball – House (W)	12 & 13 year olds	1½	1¼	2	2
Youth Basketball – House (W)	14 – 18 year olds	1½	1¼	1	2
Youth Basketball – Winter Travel (W)	10 – 18 year olds	1 ½	1 ¼	1	2
Youth Basketball – Spring Travel (Sp)	14 – 18 year olds	1½	1¼	1	2
Youth Cheerleading (F)	6 – 18 year olds	1 ½		2	
Youth Volleyball – House (Sp)	8 or under	1¼	1	1	2
Youth Volleyball – House (Sp)	9 - 12 year olds	1½	1¼	1	2
Youth Volleyball – House (Sp)	13 - 18 year olds	1½	1 ½	1	2
Youth Volleyball – Club/Select (W)	9 - 12 year olds	1½	1¼	1	2
Youth Volleyball – Club/Select (W)	13 – 18 year olds	1 ½	1 ½	1	2
Youth Wrestling (W)	7 – 18 year olds	Meets only			
Adult Basketball – League (W)	19 yrs or older		1 ½		2
Adult Basketball – Group of Individuals (W)	19 yrs or older		1 ½		1
Adult Volleyball (W)	19 yrs or older		1 ½		2
Adult Badminton (F)	19 yrs or older		1 ½		2
Field Sports/Conditioning Groups/All Other Uses	All Ages		¾		2

D. Secondary season practices and games are allocated on a space available basis with the following considerations:

1. 1 game period and 1 practice period per team per week
2. Future adjustments to these allotments will be made based upon availability of resources and competing needs.

E. The following considerations will be given in the assignment of facilities:

1. Some organizations receive additional gym time from other sources and that time will be included as part of the organization's allocation.
2. Where possible, organizations shall be assigned gyms within their community, especially for age groups 15 years or younger.
3. Where possible, games for players 14 years of age or older will receive first assignment of facilities designed for competitive game play.
4. Youth practices/games must be completed by 9:30pm weekdays unless later space is available.
5. In the event that there are insufficient resources to meet the seasonal demands of primary sports, space will be allocated proportionally according to

each sport's percentage of the aggregate number of teams. The allocation calculation factor may also be adjusted.

6. Organizations may not redistribute space to other sports or organizations.

7. CRS 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).

F. All use must be completed within 16 weeks of beginning.

G. Organizations are required to return to CRS any allocated gyms and/or gym use hours that the organization does not use.

IX. 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 gyms being used (including name of owner) and any other jurisdiction's gyms being used by the requesting organization.

6. Payment of any application or facility use fees.

7. Any additional information deemed necessary by CRS.

X. Rules and Regulations Governing Use of Gyms

A. Applicants agree to support and enforce the CRS rules, regulations and procedures set forth in this policy, and those of FCPS 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 gym or any portion thereof without CRS approval.

C. FCPS may cancel or postpone any non-school use of a school gym when such use is in conflict with a school event. The conflict must be one in which the two events cannot occur simultaneously due to space, parking, or other verified restrictions. CRS will 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 gyms or facilities by the applicant must be reported to CRS as follows:

On weekdays – at least 24 hours in advance

On weekends – at least 72 hours in advance.

Failure to notify CRS by these deadlines, except in the event of inclement weather, may result in fines, custodial fees or loss of permitted space.

E. In no case shall anyone enter the grounds by force, or other than through the designated doors until opened by the appointed FCPS official.

F. Food and drink are not permitted in the gyms with the exception of water in plastic containers.

G. A Building Director must be on duty during all CRS scheduled use of a school gymnasium.

H. All managers, coaches, or persons in charge of a group using the gyms will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. CRS 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 gyms causes or may cause damage to the facility or harms or threatens to harm any individual.

I. Groups are responsible for picking up all trash and placing the trash in the appropriate receptacles. 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 loss of allocation. The gym and surrounding school area shall be clean when permitted use is completed.

J. Preparation for a game or event is the responsibility of the user and is required to be coordinated with school personnel to include:

1. Raising and lowering basketball goals and opening and closing bleachers are under the direction of school personnel and may require user assistance.
2. Setting up scoring tables, volleyball/badminton standards/nets and wrestling mats are the responsibility of the user.
3. Approved floor marking tape (non-residual rubber backed tape) can be used but must be removed at the end of the day's allocation.
4. All equipment, including mats, must be returned to its original location.

K. There will be no modification or physical changes to any gym or facility unless specific written permission is received from FCPS.

L. Users must agree to:

1. Ensure the safety of the players by termination of play if unsafe gym conditions exist.
2. Strictly observe allocated start and end times for their gymnasium usage and restrict their use to assigned areas.
3. Comply with a "hands off" policy on school property located in the gymnasium and surrounding areas, including equipment, bulletin boards, posters, mats, etc.
4. Any warming up or practice for a game must be done in the gym and in a manner that is not dangerous to spectators, individuals or the facility.
5. Ensure that prior approval from FCPS and any appropriate county government agency is received before signs, banners, and pennants are erected, and that they do not deface school or other public property.
6. Provide adequate chaperones for children and youth activities (in no event less than one adult per twenty-five (25) children or youths).
7. Abide by established guidelines for concessions as defined by FCPS or Fairfax County government, depending upon the facility where the concession is

operated. Coordinate all refreshment stands and concessions with the appropriate FCPS staff and comply with all Fairfax County Health Department requirements.

8. Change clothing in restrooms or locker rooms only.

9. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder.

10. Ensure that alcoholic beverages and tobacco products are not served or consumed in buildings or on grounds.

11. Park automobiles or other motor vehicles in the designated parking areas only.

12. Comply with safety regulations and policies of the Fairfax County School Board, the Fairfax County Fire Department, and other Fairfax County agencies.

13. Comply with all federal, state and local laws, regulations and licensing requirements.

14. Hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, the FCPA 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.

M. Field sports using gymnasium space must adhere to the policies set forth in the FCPS "Outdoor Sports Using Indoor Facilities" policy.

N. Any individual or group found guilty of damaging, destroying or defacing school or other public property may be excluded from further use of the gym or facility and shall be held responsible for such damage. Users shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit some of their assigned gyms in order to compensate other groups that may have been affected as a result of the damage.

XI. Denials and Terminations

A. CRS may deny an applicant scheduled use of gym space or terminate use if it determines that substantial evidence exists that the applicant:

1. Has not submitted the required documentation;

2. Has not paid fees (including but not limited to application and non-county resident) within the specified time frame;

3. Has a history of facility damage, regulation violations, or inadequate supervision of attendees;

4. Has discriminated based on race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;

5. Has participants that have demonstrated dangerous or violent behavior towards others or among themselves, and/or has literature/stated philosophy that promotes hatred and/or violence;

6. Has not established or followed progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems;

7. Has violated regulations as identified in XII.L.7 regarding concessions, advertising and profit-making resulting from the use of gyms, charging admission

fees for games in gyms, or scheduling use of public school gyms for semi-pro or paid players;

8. Has sublet or re-allocated their assigned gyms without prior approval from CRS.

9. Fails to meet the residency requirements as identified in Section V.A.

XII. Fees

A. The county will identify the following existing fee amounts each year within one week of approval of the county's annual budget.

1. Application Fee.

2. Building Director Fee: Any applicant using school gyms must have a Building Director who is responsible for monitoring use of the gym and school area around the gym (bathrooms, hallways, etc.) during use.

a. If a volunteer, 18 years of age or older and trained by county staff, is not provided by the user organization, CRS will assign a paid Building Director and bill the organization.

b. Any organization refusing to assign a volunteer Building Director or pay for a staff Building Director will forfeit its use of a gym.

3. Custodial Fee: Organizations using a gym during hours when a custodian is not regularly on duty will be charged for the cost of the custodian to be present in the facility.

4. Non-county Resident Fee: 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.

5. Tournament Deposit: A per facility deposit is required for all tournaments. This deposit will be returned only if: the applicant notifies CRS of the cancellation at least 15 days prior to the start of the tournament; the tournament is cancelled due to inclement weather; or the tournament goes on as scheduled, but no damage is done to the facilities.

6. Additional Fees: Additional fees may be assessed by FCPS for camps, clinics, tournaments, damages and/or cleanup.

B. Fees due based upon a bill received from Fairfax County are due by the date specified on the bill.

C. Overdue fees must be paid prior to submission of future season applications. Applications will not be accepted from applicants with outstanding fee balances.

XIII. 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. Gym 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 CRS within 10 work days of the release of gym 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:
 - a. actual registrations
 - b. game and practice schedules
 - c. any other information deemed necessary by CRS.

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 CRS 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.